



DMH-CAMPUS POLICE OFFICER

CHARACTERISTICS OF WORK:

This is professional law enforcement work safeguarding the employees, patients, visitors/customers and property of a facility of the Department of Mental Health (DMH), as well as providing other services to the population of the facility. The incumbent prevents and detects crime and apprehends criminals. He/she monitors the entrance and exit gates to grounds, responds to emergency and security calls, admits and transports patients, enforces traffic regulations to emergency and security calls, admits and transports patients, enforces traffic regulations, performs constable duties, conducts investigations, prepares written reports, and enforces the policies of DMH and its facilities. Duties are performed with general supervision from a law enforcement officer of a higher job classification.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Experience:

Successful completion of the basic curriculum approved by the Board of Law Enforcement Officer Standards and Training.

OR

Education:

Graduation from a standard four-year high school or the equivalent (GED);

AND

Experience:

Two (2) years of experience in law enforcement or security, one (1) year of which must have been as a sworn law enforcement officer.

AND

Certification:

Possession of a current State of Mississippi Law Enforcement Professional Certificate.

Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED), related education, and directly related experience may be substituted on an equal basis, except there shall be no substitution for one (1) year of experience as a sworn law enforcement officer.

Documentation Required:

Applicant must submit a valid copy of his/her current certification as a State of Mississippi Law Enforcement Professional.

Note:

Compliance with the following requirements:

Attainment of at least twenty-one (21) years of age at the time of employment.

Possession of United States of America citizenship.

Consent for fingerprinting and a background investigation prior to employment.

Provision of a complete listing of convictions, if any, of all crimes including traffic violations.

Successful completion of a physical and mental examination conducted by a licensed medical doctor prior to employment.

Provision of references documenting good moral character.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Investigates crimes on DMH premises and makes arrests as appropriate.

Responds to emergency situations such as fires, bomb threats, elopements, or other situations occurring on the grounds of a DMH facility.

Issues citations and arrests individuals committing unlawful or unauthorized activities on DMH facility grounds.

Assists direct care staff with resistive/combatative patients, applying restraint devices if needed.

Searches patients and their personal belongings for harmful or unallowable items.

Inventories and records all personal property in proper logs/manuals and signs ledger.

Observes incoming vehicles for proper decal, assists visitors/customers and patients, verifying information and giving direction.

Makes visual check for presence of alcoholic beverages, illicit drugs, firearms and other items that could be used as weapons.

Makes written reports of incidents.

Uses communication radio to give or receive information.

Patrols the roadways of facility to monitor unusual patient, staff and visitor activity.

Enforces traffic and parking regulations.

Searches for and returns lost or eloped patients and provides escort services to visitors.

Interviews and collects statements from individuals that fall within the scope of an investigation.

Assists certified police officers in conducting investigations on DMH facility grounds.

Assists other police officers in conducting investigations on DMH facility grounds.

Gathers and submits evidence for analysis

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Class Specification

Occu Code: 4589

New: 03/07

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Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.