

## POSITION INFORMATION

Position Title	Campus Police Officer
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Non-Exempt
Number of Months	12
Position Classification	Support Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Wednesday, August 1, 2018

## FOR ADDITIONAL INFORMATION

Contact	James Miller
Contact Title	Dean of Students
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6267
Email	jmiller@ecc.edu

## POSITION SUMMARY INFORMATION

### Required Qualifications

1. A current full-time Professional Police Officer Certificate awarded by the Board on Law Enforcement Standards and Training of the State of Mississippi (qualified Mississippi Law Enforcement Officer under the Provisions of Chapter 474, General Laws of Mississippi, 1981);
2. At least one (1) year full-time experience as a certified police officer;
3. High school or GED diploma;
4. Exceptional communication and customer service skills;
5. Successful background investigation (NOTE: any prior convictions may affect eligibility for this position);
6. Ability to perform physically-active duties (including, but not limited to walking campus, directing traffic, lifting at least 20 lbs., etc.);
7. Be at least 21 years of age and possess a valid Mississippi Drivers' License; and
8. Be computer literate.

### Preferred Qualifications

1. Knowledge of or training in Incident Command Systems and National Incident Management Systems Certification (NIMS); and
2. First Aid, CPR, hazardous materials and/or other emergency response training.

### General Statement of the Function

The Campus Police Officer reports directly to the Campus Police Chief. The successful candidate will ensure the safety of the campus community by maintaining law and order on campus and enforcing the rules and regulations of the college and the Laws of the State of Mississippi. The officer will investigate campus incidents, respond to campus emergencies, and is responsible for reporting any safety hazards found on campus to the appropriate personnel.

### Duties and Responsibilities

1. Ensure the safety of college faculty, staff, students, and visitors;
2. Maintain order on campus;
3. Enforce all rules and regulations of the College;
4. Use reasoned, deliberate, and courteous responses in enforcing Campus Regulations or federal, state, or local laws;
5. Investigate all crimes and College rule violations and complete an incident report and forward to appropriate college officials in a timely manner;
6. Protect the property of the college community;
7. Maintain good communications with all members of the campus community;
8. Perform effective and efficient traffic and parking control on campus;
9. Perform and implement crime prevention techniques on campus property;
10. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups;
11. Protect the constitutional rights of all persons encountered or arrested;
12. Formally advise all suspects of their rights as assured by the U.S. Constitution, and upon request provide those rights accordingly;
13. Maintain regular surveillance of campus buildings, grounds, Residence Halls, and parking lots;
14. Secure all doors and windows when classes are not in session;
15. Report any maintenance needs to the Director of the Physical Plant in writing in a timely manner;
16. Promote a positive image of the College by being courteous and helpful to all people with whom you come in contact with;
17. Assist with special events on campus;
18. Detect the presence of any unauthorized vehicle or person on campus and to investigate and report as appropriate;
19. Record, maintain, and protect college data, material, or information in accordance with the Family Educational Rights & Privacy Act;

- 20. Maintain a clean and professional appearance while on duty;
- 21. Use force sparingly and only when necessary;
- 22. Attend and complete all required training and demonstrations of efficiency;
- 23. Establish and maintain liaison with local, county, state, federal agencies, and public officials;
- 24. Abide by all lawful policies and procedures, orders, and instructions issued by superiors, including the Campus Police Chief, and college administrators;
- 25. Maintain a license as a law enforcement officer as defined by the Mississippi Bureau of Law Enforcement Officers' Standards and Training;
- 26. Other duties as assigned.

**APPLICATION DETAILS**

Application Deadline	Monday, July 23, 2018	
Internal Applications	Tuesday, July 3, 2018	- Monday, July 9, 2018
External Applications	Tuesday, July 3, 2018	- Monday, July 23, 2018
Interviews Completed By	Friday, July 27, 2018	
Successful Candidate Notified By	Monday, July 30, 2018	

**WHERE TO APPLY**

Submit all required applicant documents by mail/email to:  
 Julie Rowzee, Director of Human Resources  
 P. O. Box 129  
 Decatur, MS 39327  
 jrowzee@eccc.edu

**REQUIRED APPLICANT DOCUMENTS**

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

- 1. Cover letter addressing your qualifications for this specific position.
- 2. Completed ECCC application form (Application form available for download at [www.eccc.edu/employment](http://www.eccc.edu/employment)).
- 3. Up-to-date transcripts for all college work, if applicable. (Copies of transcripts are acceptable for the application process).
- 4. Copy of current full-time Professional Police Officer Certificate.
- 5. Personal resume`.
- 6. Three (3) letters of reference for this specific position signed by the reference.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

**THE COLLEGE**

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County CareerTechnical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

**EEO STATEMENT**

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, thouston@eccc.edu. Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rlee@eccc.edu.

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