

# POSITION ANNOUNCEMENT

## POSITION INFORMATION

Position Title	Campus Police Officer (PART-TIME)
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	OPEN UNTIL FILLED

## FOR ADDITIONAL INFORMATION

Contact	Mr. 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@eccc.edu

## POSITION SUMMARY INFORMATION

### Required Qualifications

1. Must hold a current Professional Police Officer Certificate awarded by the Board on Law Enforcement Standards and Training of the State of Mississippi, OR the ability to secure said certificate within 12 months of employment (the dates of attendance to the Police Academy will be determined by the College).
2. Must be a high school or GED Graduate. An Associate's Degree or Bachelors Degree in Criminal Justice desired.
3. Must be able to perform physically-active duties (including, but not limited to walking campus, directing traffic, lifting at least 20 lbs, etc.).
4. Must possess exceptional communication and customer service skills.
5. Must successfully pass a background investigation before candidate will be considered for employment. Any prior convictions may affect eligibility for this position.
6. Must possess a valid Mississippi Drivers' License.
7. Must possess a minimum of three (3) years of successful experience as a Certified Police Officer.
8. Must be computer literate.
9. Must have the ability to work nights and weekends and alternating shifts.

### Preferred Qualifications

1. Knowledge of or training in Incident Command Systems and National Incident Management Systems Certification (NIMS) desired.
2. Police or Security experience in a community college or educational setting desired.
3. First Aid, CPR, hazardous materials and/or other emergency response training desired.

### 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 also 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;

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19. Record, maintain, and protect college data, material, or information in accordance with the Family Educational Rights and 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	OPEN UNTIL FILLED
Internal Applications	OPEN UNTIL FILLED
External Applications	OPEN UNTIL FILLED
Interviews Completed By	OPEN UNTIL FILLED
Successful Candidate Notified By	OPEN UNTIL FILLED

## 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.com

## 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:

Submit all required applicant documents by clicking on this link: <https://my.eccc.edu/ICS/Employment/>

*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.

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.

each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career- Technical

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

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](mailto: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](mailto:rlee@eccc.edu).

\*E-Verify