

# POSITION ANNOUNCEMENT

## Police Officer

Northeast Mississippi Community College is accepting applications for a full-time, twelve (12) month Police Officer.

### QUALIFICATIONS:

#### **Required -**

- High School Diploma or equivalent
- Current certified police officer or person with past certification who is eligible for re-certification
- Valid Mississippi driver's license
- Remain drug free and have no felony convictions
- Good oral and written communication skills
- Good judgment and common sense
- Able to perform all physical requirements of any Mississippi police academy including but not limited to:
  - Pushups
  - Agility Run
  - Trunk Flexion
  - 1.5 Mile Run

#### **Preferred -**

- Associate degree in criminal justice or political science
- Previous experience as campus security officer or public police officer

**APPLICATION DEADLINE:** Until Filled

### **APPLICATION MATERIALS:**

**To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.**

*(Applications currently on file can be activated for this position by submission of a cover letter.)*

### **APPLICATION MATERIALS SHOULD BE DIRECTED TO:**

**Northeast Mississippi Community College**

Attn: HR Officer

101 Cunningham Boulevard

Booneville, MS 38829

For further information, contact:

(662) 720-7594

Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the college. The Office of the Vice President of Student Services is responsible for the compliance of these policies. The Vice President of Student Services' Office can be reached by calling 662-720-7235 or by mail: NEMCC Vice President of Student Services, 101 Cunningham Blvd, Booneville, MS 38829.

**POSITION:** Police Officer

**REPORTS TO:** Chief of Northeast Campus Police

**QUALIFICATIONS:** Required -

- High School Diploma or equivalent
- Current certified police officer or person with past certification who is eligible for re-certification
- Valid Mississippi driver's license
- Remain drug free and have no felony convictions
- Good oral and written communication skills
- Good judgment and common sense
- Able to perform all physical requirements of any Mississippi police academy including but not limited to:
  - a) **Pushups**
  - b) **Agility Run**
  - c) **Trunk Flexion**
  - d) **1.5 Mile Run**

Preferred –

- Associate degree in criminal justice or political science
- Previous experience as campus security officer or public police officer

This position is responsible for enforcing campus regulations, local laws, state laws, and federal laws. This position will perform general duty police work to ensure the safety, welfare, and property of Northeast students, faculty, and staff. The police officer will assist in any and all duties that are required of him/her.

**ACTIVITIES:**

General Duties include but are not limited to:

1. Provide general law enforcement services to those within the jurisdictional limits of the agency.
2. Preserve public peace.
3. Protect life.
4. Protect property.
5. Prevent crime.

6. Protect the constitutional rights of all persons encountered or arrested.
7. Provide equal protection for all.
8. Use force sparingly and only when necessary to effect a lawful end.
9. Enforce the laws of the state and other applicable ordinances.
10. Arrive to work at a specified time in full regulation uniform.
11. Protect persons and property that may come under your charge or custody.
12. Remain on duty and fully alert until the expiration of the shift, and/or relieved by another officer or supervisor.
13. Maintain a clean and professional appearance while on duty.
14. Complete, and turn in before the end of each shift, all reports and necessary paperwork.
15. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups.
16. Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public.
17. Attend and complete all required training and demonstrations of proficiency.
18. Abide by all lawful policies and procedures, orders, and instructions issued by superiors of Northeast Mississippi Community College Campus Police Department.
19. Maintaining a level of physical fitness conducive to the performance of the duties of a police officer required by NEMCC PD policy.
20. Assure that buildings are secure and physically locked.

*Note: Job description, role, and activities may change at any time without prior notice.*