Definition of Class
This is a non-supervisory position in which the incumbent performs duties designed to stimulate community involvement in crime prevention. Incumbent plans, develops, and implements comprehensive crime prevention programs, processes, and systems for the entire University community. Incumbent assists with routine police duties, and reports directly to a Police Captain.

Examples of Work Performed
Anticipates, recognizes, and appraises security risks; introduces actions and programs to reduce such risks.

Advises the University community concerning security matters.

Develops, produces, and disseminates crime prevention literature.

Develops and coordinates unique crime prevention programs for specialized areas of campus, university groups, and special events on campus.

Monitors daily incident reports to recognize significant crimes or particular crime trends.

Makes available to officers information necessary for performing community policing activities, including printed literature, statistical data, and strategies.

Maintains contact with student leaders and student media representatives; builds community relationships, and initiates problem solving strategies.

Conducts weekly checks of Code Blue units, and other security devices.

Participates in Crime Prevention Through Environmental Design (CPTED) and risk evaluations.

Provides law enforcement services to the University community.

Assists with developing annual Cleary Act Crime reporting statistics.

Enforces state and federal criminal laws and related University policies/ procedures.

Emphasizes positive public relations.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops and manages crime prevention programs, including community participatory and community policing activities. Coordinates the operation and physical maintenance of Police Substations, including insuring proper inventory of supplies.

2. Serves as University Police Department liaison with other University departments on community policing and crime prevention related matters.

3. Performs routine police functions.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 100 pounds.

Vision: Requirements of this job include close, color, and distant vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle, or feel; climb, or balance; stoop, kneel, crouch, or bend; and reach with hands and arms. The incumbent is regularly required to sit. Incumbent is occasionally required to stand; walk; sit; taste, or smell; and run.

Experience/Educational Requirements:

Education: A Bachelor’s Degree field from an accredited college or university.

AND

Experience: Three (3) years of experience related to the above described duties.

Licensure: Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.

Certification: Certification with the Mississippi Board of Law Enforcement Officer Standards and Training within the first year of employment.

Additional Requirement: Must be 21 years of age and a U.S. citizen.

Substitution Statement: Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.