



BOB RILEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION

BRYCE HOSPITAL
200 UNIVERSITY BOULEVARD
TUSCALOOSA, ALABAMA 35401
Phone (205) 759-0799
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JOHN M. HOUSTON
COMMISSIONER
CHARLES CUTTS
HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: M.H. Security Officer I

NUMBER: #0813

JOB CODE: S2000

POS.: 8802080

SALARY RANGE: (67) \$29,685 to \$45,038 (Plus 3.5 % effective 10/1/08)

DATE: 6/5/08

JOB LOCATION: Bryce Hospital

QUALIFICATIONS: Graduation from a standard senior high school or equivalent. Must have an Alabama Peace Officers Standards and Training Commission diploma or successfully complete the Law Enforcement Academy within specified time. Must be 21 years of age with high personal and moral standards, and must have a clean police and work record. Experience in law enforcement work is highly desirable. Possession of a valid Alabama Driver's License required.

KIND OF WORK: Monitor and check the video surveillance camera system to safeguard the safety and security of consumers and staff. Perform regular safety rounds of hospital buildings and grounds and complete safety checklists. Perform other Police work as assigned involving such things as searching for lost/missing/eloped patients, assisting staff with ward disturbances, escorting emergency vehicles, performing bank detail/flag detail, and other police related duties including routine patrol of the facility grounds. Transport/escort patients, visitors, and others to/from facilities, departments, appointments, group homes, etc. Write/fill out forms and documents such as Uniform Traffic Citations (UTC), MH Citations, accident/incident/elopement reports, and document activities in the Police/Radio Log, etc. Arrest (interrogate/detain) staff, visitors, patients, and others when violations of the Facility/State policies, rules, regulations, and criminal activities occur. Serve legal papers. Open and close gates. Perform as Communication Officer/Dispatcher. Perform other related duties as requested by the Facility Director/Designee and/or BHPD Chief of Police or designee.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to sustain attention required for video surveillance for long periods of time. Ability to deal tactfully with the public and to react calmly and efficiently in the event of an emergency. Ability to be objective and fair in all situations. Ability to deal with patients, employees, and others with respect to their rights. Ability to work with all age groups (adolescents, adults and geriatrics). Ability to be available in times of emergencies or other important matters concerning the Hospital and ability to be contacted (phone number, etc.). Must have good verbal and written communication skills. Ability to write factual/accurate, clear/legible reports.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE Or The Official Web Site www.mh.state.al.us. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD, TUSCALOOSA, ALABAMA, 35401 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** *Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application*