



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
 AND MENTAL RETARDATION**  
 WILLIAM D. PARTLOW DEVELOPMENTAL CENTER  
 1700 UNIVERSITY BLVD., EAST  
 TUSCALOOSA, ALABAMA 35403  
 PHONE (205) 553-4550



JOHN M. HOUSTON  
COMMISSIONER

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

**JOB TITLE:** MH Security Officer IV (Director of Police Department) **NUMBER:** 06-15  
**JOB CODE:** S5000 **DATE:** 12/9/06  
**SALARY RANGE:** 68 (\$29,392.80 -- \$44,582.40 Annually) **POSITION #:** 8808217  
**JOB LOCATION:** W. D. Partlow Developmental Center  
 Tuscaloosa, Alabama

**QUALIFICATIONS:** Any combination of training and experience equivalent to graduation from a standard senior high school, supplemented by an approved course conducted by a police academy. At least 72-months progressively responsible recent experience in police, security or investigative work, including a minimum of 12-months experience in a supervisory capacity.

Must meet the requirements of the Alabama Peace Officers Standards and Training Act and in possession of current APOST certification as a law enforcement officer. Possession of a valid Alabama driver's license is required.

**KIND OF WORK:** This is highly responsible supervisory and administrative police work protecting property and maintaining the safety and security of a state operated intermediate care facility for persons with mental retardation. The individual in this position will serve as the Director of the Center Police Department. The duties and responsibilities include the following. Provide adequate and appropriate administrative supervision of and direction for police department personnel and communications (switchboard) personnel. Develop, review, and approve appropriate policies / procedures / guidelines / standards for the daily operation of the Police Department, including Fire Safety Code compliance functions and Communications functions. Establish and implement a system, with applicable policies and procedures, for maintaining the Center's compliance with Federal and State Fire Safety Code regulations applicable to an Intermediate Care Facility for Persons with Mental Retardation (ICF/MR). Establish and implement systematic guidelines / procedures for police officers to report incidents and/or conduct investigations of incidents that occur at the Center. Review and/or prepare reports of departmental activities as required by policy, directives, and standard operating procedures to ensure the Center Director is fully informed of significant activities and actions that occur at the Center on a daily basis related to the safety and security of all persons and property on campus. Ensure Police Department personnel maintain applicable certification required by Alabama Police Officer Standards Training (APOST), to include scheduling, or allowing time off work to attend required annual continuing education and firearms qualification

with a certified instructor, submitting applicable paperwork to APOST, and maintaining documentation in the individual's personnel file. Provide in-service training for new employees and annually for all employees on topics related to the safety and security of the Center, its clients and employees. Chair and participate on committees, task forces, and in meetings to transmit information, directives, policy decisions, operational strategies, etc. and to provide positive leadership for the conduct of business of the agency. Perform and direct the performance of routine police officer duties such as the enforcement of DMH/MR and Center rules and regulations, investigating incidents of abuse / neglect, scheduling and ensuring appropriate shift coverage for officers and switchboard operators on a 24-hour seven day a week basis, ordering and maintaining appropriate and necessary equipment and supplies, making arrests and/or issuing citations as applicable, remaining on call for emergencies, and hiring, training, supervising and evaluating employees of the Police Department and employees performing communications / central switchboard functions. Report security activities / observations to the Center Director to ensure the Center Director is fully informed of significant matters that occur at the Center on a daily basis related to the safety and security of all persons and property on campus. Perform other duties as assigned by the Facility Director and as required to facilitate / support the comprehensive operation of the Center.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to administratively direct and assure effective Center-wide security operations at an Intermediate Care Facility for Persons with Mental Retardation (ICF/MR). Knowledge of police / security operations to include fire / safety and communication activities. Ability to assure adequate security and communication staff coverage 24/7. Ability to develop / manage policies, procedures and guidelines that support Security Department operations. Knowledge of Federal and State Fire Safety Code applicable to an intermediate Care Facility for Persons with Mental Retardation. Knowledge of and ability to establish procedural systems that assure the thorough investigation, processing and management of incidents. Ability to write comprehensive reports. Knowledge of APOST rules, regulations and requirements. Ability to assure compliance of Center police officers with APOST certification requirements. Ability to effectively supervise, direct and evaluate the work of police officers and communication staff. Ability to develop and provide effective training programs for staff.

**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 experience related to the duties and minimum qualification requirements mentioned above. All relevant information is subject to verification. Drug screens and security clearances will be conducted on prospective applicants given serious consideration for employment and whose job requires direct contact with facility consumers.

**HOW TO APPLY:** Use an official DMH/MR Application for Professional Employment, which may be obtained from this facility's Personnel Office. An official copy of your academic transcript from the university or college from which you received your degree is required and must be forwarded by that college or university to the Partlow Personnel Department. **The application and supporting documentation must be returned to W. D. Partlow Developmental Center, Personnel Office, P. O. Box 1730, Tuscaloosa, AL 35403 by UNTIL FILLED in order to be considered for this position.**