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Governor

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
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Kimberly G. Boswell  
Commissioner

## EMPLOYMENT OPPORTUNITY - REVISED

**JOB TITLE:** MH Police Officer

**OPEN DATE:** 2/16/2024

**CLOSE DATE:** Until Filled

**JOB LOCATION:** Administrative Base\*

**NUMBER:** 24-03

**JOB CODE:** S2000

Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama 36130-1410

*\* Location to be determined – Will be housed at one of our facilities located in Tuscaloosa*

### SALARY

- Annual Salary Range (\$40,459.20 - \$58,404.00)
- Salary will be commensurate with experience. Limitations apply to current State employees.

### BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

### MINIMUM QUALIFICATIONS

- High school diploma or GED equivalency.

### SPECIAL REQUIREMENTS

- Must be certified as a law enforcement officer by the Alabama Peace Officer Standards and Training (APOST) Commission and current with all required training and education required by APOST.
- Must pass a physical agility exam as set by the department.
- Must be 21 years of age with high personal and moral standards and must have a clean police and work record.
- Possession of a valid Alabama Driver's License required.



***Note: If these minimum qualifications cannot be met, the application may be considered for a MH Police Officer Trainee position.***

- **MH Police Officer Trainee (S1000) – Salary Range (\$34,927.20 - \$50,491.20) – High School or GED equivalency. APOST certification must be obtained within the six-month working test period.**

#### **KIND OF WORK**

- Performs routine police work, protecting life, and property.
- Maintains safety, security, and order.
- Safeguarding facility property, residents, and employees against fire, theft, vandalism, and other hazards.
- Shall be charged with all duties and invested with all power as any other police officer, including arrests, serving warrants, investigations, and maintaining order.
- Patrols Facility and controls access to the facility.
- May assist in staff training in areas of fire, safety, and security.
- Performs other related duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to understand and follow written and verbal instructions.
- Ability to firmly, but tactfully, deal with patients and the public.
- Ability to remain alert and act quickly in emergencies.
- Ability to write clear and concise reports.
- Ability to display knowledge of the use of firearms and first aid procedures.

#### **METHOD OF SELECTION**

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

**Click Here to Apply Now:**

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>

**Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

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