

Policy Title: Requests For Board Approval of Personnel Upgrades to Campus Police.

Scope: All facility directors of the Department of Mental Health making a request for approval of a personnel upgrade to the position of campus police shall utilize the prescribed format.

Policy: To comply with Section 41-4-23 of the Miss. Code Ann. of 1972, and to ensure efficient and consistent presentations of requests for approval of personnel upgrades to the position of campus police, it shall be the policy of the Department of Mental Health that the prescribed format be followed:

- Procedure:
- I. The established policy (A-0002) shall be followed for preparation of the cover page.
  - II. Page two (2) of the presentation shall be a copy of the pertinent employee's qualifications and work experience.
  - III. Page three (3) of the presentation shall be a copy of the certificate

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indicating successful completion of the ten (10) week training program for law enforcement officers at the Mississippi Law Enforcement Training Academy or an equivalent training program which meets the standards set by the Mississippi Board on Law Enforcement Officers Standards and Training for a law enforcement officer.

- IV. A master file will be maintained by the Secretary to the Board of Mental Health. The master file will be maintained in the Central Office of the Department of Mental Health. The master file will contain a chronological listing of persons approved as campus police, the facility at which they serve, the date of their approval by the Board of Mental Health, and a copy of items outlined in I, II, and III listed above.
  
- V. All security guards and campus police employed by the Board of Mental Health will be bonded by the facility at which they serve. Each person designated as a security guard or campus police officer will enter into bond, with two (2) or more sureties, in the penalty amount of not less than ten thousand dollars (\$10,000). The premium shall be paid by the facility employing the security guard or campus police officer.

