

CIVIL SERVICE COMMISSION

of the City of Meridian

City Hall • 601 23rd Avenue
P. O. Box 1430
Meridian, Mississippi 39302-1430
(601) 485-1931

AN EQUAL OPPORTUNITY EMPLOYER M/F NOTICE OF CIVIL SERVICE EXAMINATION CITY OF MERIDIAN, MISSISSIPPI

POLICE OFFICER (3084)

\$36,400 beginning annual salary

OPENING DATE: **September 15, 2022**

CLOSING DATE: Applications will be accepted until **12:00 Noon on September 15, 2023**

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

ESSENTIAL FUNCTIONS: Enforces all city and state codes, ordinances, laws, and regulations in order to protect life and property and to prevent crime and promote security. Maintains visibility by patrolling assigned area, city streets, parks, neighborhoods, and businesses to ensure security; makes observations for prowlers, vagrants, suspicious persons, and other violators. Performs surveillance of various locations and of criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to locations/suspects; files intelligence reports. Investigates reported crimes; interviews and obtains statements from victims, witnesses, suspects, and confidential informants; processes crime scenes; gathers, prepares, and submits evidence to crime lab. Obtains and serves warrants; performs various search operations; locates missing persons. Determines probable cause to search and/or reasonable suspicion to detain suspects; pursues fleeing and subdues resisting suspects; affects arrests; processes and transports prisoners. Responds to emergency calls and calls for assistance; mediates disputes and advises suspects of rights. Assists fellow officers as requested/necessary on domestic and theft calls, executing warrants, serving subpoenas, and making traffic stops. Responds to accident calls; gathers information at the accident scene; investigates and reconstructs serious injury or fatal accidents; interviews victims and witnesses; investigates hit and run accidents; notifies relatives of victims as necessary. Performs functions at accidents, emergencies, fires, and disasters to include directing traffic, administering emergency medical aid, and managing dangerous situations; interacts with EMS teams. Establishes road blocks; administers field sobriety tests; identifies wanted persons/vehicles; impounds vehicles; assists stranded motorists; ensures roadways are clear of obstacles and hazards. Stops vehicles for traffic violations; issues traffic citations and warnings; utilizes radar/LIDAR speed monitoring equipment. Contacts command/supervisory personnel for emergency response and critical incident communications. Identifies illegal drugs and hazardous materials; maintains knowledge of prescription drugs. Enters/retrieves data to/from computer system including stolen property, arrest and wanted persons information, investigation data, and criminal/driving records checks; reviews crime statistics. Identifies, documents, and processes

various components of crime scene; collects evidence; photographs/videotapes crime scene; processes scene for fingerprints; inspects records and documents to confirm identity of individual. Documents case information; assists in the prosecution of offenders; appears in court to present evidence and testimony. Responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals. Exchanges information with dispatchers, attorneys, court personnel, medical examiner, fire and EMS personnel, medical professionals, and other departments and agencies; communicates effectively on law enforcement radio. Maintains current field and code manuals, policies and procedures, employee handbooks, various maps, and related material for reference and/or review. Attends shift meetings, seminars, and specialized/update training sessions as required to maintain knowledge of departmental and city operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws. Completes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files. Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction. Performs special operations, investigations, and/or team activities such as special response team (SRT/SWAT), public housing, mounted, bike, traffic, DUI task force, negotiations, juvenile, vice, homicide, burglary and robbery, various type thefts and abuse, arson, bomb, warrants, gang unit, narcotics, DARE, field training, canine handling/training, teaching, and/or other duties as assigned. Assists with interdepartmental duties and city activities, including working within school zones, directing traffic, assisting in animal control, providing security at city social events and athletic activities, special escorts, crowd/riot control, or other special assignments. Performs special tasks such as taking photographs and fingerprints, receiving, issuing, and/or inventory control of supplies and/or equipment, and verifying and processing warrants, summons, and related paperwork. Receives money, operates cash register, and provides receipts; receives and processes applications for weapon permits. Maintains cleanliness of vehicle; refuels, checks fluids and tires, and requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition. Attends community meetings and assists with community activities, programs, and crime prevention; promotes, coordinates, teaches, and/or participates in Drug Abuse Resistance Education (DARE) program. Substitutes for co-workers in temporary absence of same; assists with overseeing activities of other police officers as assigned. Required to be on twenty-four-hour call and/or regularly work on various shifts, weekends, and/or holidays as deemed necessary. Performs other related duties as required.

MINIMUM QUALIFICATIONS: High school diploma or GED. Must possess and evidence a valid driver's license at the time of application. Must be at least 21 years of age by date application is turned in. Must be a U. S. Citizen. Within one (1) year of employment as a Police Officer: Must pass and maintain current Peace Officer Standards and Training (P.O.S.T.) certification requirements as a law enforcement officer in accordance with Mississippi Board of Minimum Standards. Must be qualified to operate a firearm. May be required to attain and maintain additional certifications.

EXAMINATION: The purpose of this examination is to establish a list of qualified eligibles for consideration of employment. Participation in this examination is not a guarantee of employment. The examination will consist of a physical fitness test, a written multiple-choice test, and an oral test. Weights will be assigned as follows: written multiple-choice test 70%, physical fitness test to be graded Pass/Fail, and an oral test 30%, background investigation conducted in accordance with Article 5, Section 5.03 and 5.04, of Civil Service Code (attached), representing 100% of the total score. **Photo ID will be required for admission to all phases of examination process.**

Late arriving applicants shall be disqualified from participating in the testing process. The obstacle course test shall be conducted at the Public Safety Training Facility, 1180 Sandflat Road, Meridian, Mississippi. Applicants must pass the obstacle course test in order to proceed to the written test. The written test shall be conducted at the Public Safety Training Facility, 1180 Sandflat Road, Meridian, Mississippi. Applicants must attain a written test score of 70 or above to proceed to the oral test. The oral test shall be conducted by appointment. Specific oral test date and times will be announced by public posting or by contacting the Civil Service Commission office. Applicants are responsible for verifying written test scores and oral test appointments publicly posted. The background investigation phase will be conducted immediately following the oral test. **NO COMPONENT OF THIS EXAMINATION PROCESS WILL BE RESCHEDULED REGARDLESS OF CIRCUMSTANCES. Persons should not apply unless they clearly meet the qualifications set forth in this announcement.** False statements are grounds for rejection or discharge from employment. All position classifications will require criminal background report and work history. Failure to complete the background investigation phase shall constitute a failure in the examination. Certification of Eligibility for this position is contingent upon verification of information submitted on Civil Service Application. The Civil Service Examining Board reserves the right to curve the test and results may be curved in accordance with the guidelines provided by the test provider and based upon the needs of the department. **As a prerequisite for employment with the City of Meridian, all job applicants offered employment must submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.**

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED. However, as a legitimate business necessity applicants must be capable of performing all essential functions of this position, which are considered as bona fide occupational qualifications. Indicate special needs. For Civil Service Application and further information contact:

Civil Service Commission, First Floor, City Hall, 601 23rd Avenue, Meridian, Mississippi, or telephone 601-485-1931.

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