Post Date: June 4, 2018
End Date: July 2, 2018

CITY OF GAUTIER
VACANCY ANNOUNCEMENT

POSITION: Police Officer

DEPARTMENT: Police Department

HOURS: 12 Hours Rotating Shift

PAY GRADE: $28,392.00 - $34,944.00 (Based on experience)

DUTIES: This is routine police work involving patrol activity and investigatory work in the protection of life and property.

An employee of this class is usually responsible for the protection of life and property, prevention of crime, investigation of crimes, apprehension of criminals and the general enforcement of laws and City ordinances in a designated area, on an assigned shift. Work is generally performed in patrol cars or on foot. Work involves an element of danger and employees must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. Employees may be assigned to work as detectives, investigators, or other on special assignments. Supervision is received from superior officers who review work methods and results through accomplishments, personal inspection, and review of written reports covering activities and discussion.

CIVIL SERVICE MINIMUM QUALIFICATIONS: Individual MUST be a minimum of 21 years of age; have a High School Diploma or GED equivalent; must be a United States citizen; an elector of the county in which he/she resides; have and maintain a valid driver's license and MUST be insurable by the City's insurance company.

REQUIRED DOCUMENTS: Applicant MUST provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required. Agility waiver MUST be submitted with application; agility waivers will not be accepted on the day of the agility test.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from a high school or acceptable equivalent; must provide copy of diploma or transcript before taking the physical agility test.

LATERAL TRANSFERS: Applicant MUST provide proof of High School Diploma or GED equivalent (college transcript or degree will suffice); and MUST provide proof of certification and training when submitting applications.

INTERNAL APPLICANTS: Please contact LeKeisha Hill, HR Generalist at City Hall.

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for instructions on how to apply.

Approved by: _____ Date: _____

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

City of Gautier

Office of Human Resources
(P) 228.497.8000 / (F) 228.497.8028
Email: hr@gautier-ms.gov
Website: www.gautier-ms.gov

EMPLOYMENT APPLICATION PROCESS

All persons interested in employment with the City of Gautier must submit a current application to the Office of Human Resources in order to be considered. An eligible applicant's application shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information. Applications are only accepted during the approved posting period of a vacant position.

- Certified Police/Fire applicants interested in a lateral transfer should contact us for more information on how to apply.

Instructions:

- Complete and sign all sections on your application. It is imperative that you take your time and fill out the application legibly and completely; and attain and submit all required documents. An incomplete application without the required documents **WILL NOT** be considered for employment.
- A resume' will be accepted, but must be accompanied by a completed and signed application and all required documents.
- Employment applications and required documents must be returned to the Office of Human Resources between 8:00 a.m. and 5:00 p.m., Monday through Friday by the closing date of the position being applied for at:

City of Gautier
Attn: Office of Human Resources
3330 Hwy 90
Gautier, MS 39553
Phone: (228) 497-8000, Fax: (228) 497-8028
Email: hr@gautier-ms.gov

All Applicants **MUST** meet the minimum following requirements:

- Applications received after the closing date **will not** be considered.
- Applicant must be eligible to work in the United States
- Applicant must meet any minimum age requirements listed in the job description
- Applicant must provide proof of a high school diploma or GED equivalent. (attach a copy to your application)
- Applicant must be an elector of the county in which he/she resides. Out of state applicants must provide proof of voter registration. (attach a copy to your application)
- Applicant must have a valid driver's license (driver's license number and state must be listed on the application)
- Police and Fire candidates must perform and successfully complete a physical agility test. (The pre-employment agility test release in the application packet must be signed, notarized and submitted with your application and other required documents.)
- Police, Fire and some Administrative positions will also be required to take and pass a written examination.
- Applicant must meet any other educational requirements listed in the job description and must provide proof of a college degree or transcript verifying course work if it is listed as a requirement.
- Applicant must provide proof of prior experience if listed as a requirement in the job description. A Verification of Prior Experience form in the application packet must be submitted to your prior employer for experience verification. Your prior employer will complete this form on your behalf verifying your prior work experience and will forward it to us at the Office of Human Resources for the City of Gautier.

These required documents **MUST** be submitted with the application**.** Applications without these documents will not be considered for employment.

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

City of Gautier
Screening Schedule

POLICE OFFICER

Advertise ……June 4 - July 2, 2018

Post ……June 4, 2018

Cut-Off Date ……July 2, 2018

Agility Test …… July 7, 2018
at
MGCCC – Jackson County Campus
"Walking Track"
2300 Highway 90
Gautier, MS 39553
9:00 a.m.

Qualified applicants passing the Agility Test will be scheduled for the Written Examination. Applicants will be informed of their passing or failing upon completing the agility test.

Eligibility List Compiled …… July 10, 2018
Applicant to Call (228) 497-8000, ext. 308 after 2:00 p.m. for Eligibility Determination

Written Examination …… August 1, 2018
at
MGCCC-Jackson County Campus
Administration Building
Lecture Hall
2300 Highway 90
Gautier, MS 39553
6:00 p.m.

Test Scores …… August 2, 2018
Written notification to the applicant will be mailed; or applicants may call (228) 497-8000 ext. 308 after 2:00 p.m. for Test Scores

Master Register Approved…… August 9, 2018

Interviews …… To be scheduled at a later date

POLICE OFFICER

Pay Grade: 09 Probationary (Schedule 2184)
10 Certified (Schedule 2184)

Civil Service Class Designation: Competitive

NATURE OF WORK

This is routine police work involving patrol activity and investigatory work in the protection of life and property.

An employee of this class is usually responsible for the protection of life and property, prevention of crime, investigation of crimes, apprehension of criminals and the general enforcement of laws and City ordinances in a designated area, on an assigned shift. Work is generally performed in patrol cars or on foot. Work involves an element of danger and employees must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. Employees may be assigned to work as detectives, investigators, or other on special assignments. Supervision is received from superior officers who review work methods and results through accomplishments, personal inspection, and review of written reports covering activities and discussion.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Patrols a designated area of the City on foot, or in a radio equipped car to preserve law and order, to prevent crime, to solve crimes, and to enforce traffic and parking regulations.

Answers calls and complaints involving fires, automobile accidents, robberies, and various other crimes; removes persons from danger, and administers first aid at the scene of accidents or crimes; conducts preliminary investigations; interviews witnesses and gathers evidence and information; obtains witnesses, makes arrests; and testifies as a witness in court.

Checks for parking violations and issues traffic tickets; directs traffic at intersections; participates in escorting funerals and wide load vehicles through the City. Watches for litter violation and issues citations.

When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses; checks pawn shops; performs surveillance work to detect vice operations.

Investigates intelligently and thoroughly each case assigned, using every legal means at his disposal to detect and solve crime, make an arrest, and bring accused to trial.

Escorts prisoners to and from court; insures that prisoners are properly guarded; participates in the return of fugitives from outside the state or from other cities.

Gives advice on laws, ordinances, and general information to the public as requested.

Attends training to develop skills on the use of firearms, police baton, intoxilyzer, CPR, first aid, and other equipment; and on laws, investigation techniques, hazardous materials, etc.

May operate department vehicles in dangerous situations.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of English, spelling, and math.

Demonstrated ability to remember names, faces, and details of incidents; and to develop skill in use of police equipment.

Demonstrated ability to learn a wide variety of police duties and methods within a reasonable time period.

Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.

Demonstrated ability to act quickly and calmly in emergency situations; to determine proper course of action in various dangerous situations, and use sound judgment in handling them.

Demonstrated ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups and individuals.

Ability and physical strength to do prolonged and arduous work.

Ability to react to change productively and handle other tasks as assigned.

Must maintain a valid Mississippi vehicle operator's license.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Graduation from a high school or acceptable equivalent; must provide copy of Diploma or transcript before taking the physical agility test.

MINIMUM SPECIAL REQUIREMENTS-POLICE OFFICER

A one (1) year probationary period will begin after day one of receiving your State Certification.

Be certified by the Mississippi Board on Law Enforcement Officer Standards and Training within two (2) years of employment with the City of Gautier.

Must be a minimum of 21 years of age. MCA 45-6-3

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-8000 * FAX: 228-497-8028

Clear Form

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)	**Date of Application**

Last Name **First Name** **Middle Name**

HOME ADDRESS: **(STREET, CITY, STATE, ZIPCODE)**

Daytime Phone #: _____ **Evening Phone #:** _____

Email (if checked daily):

Have you ever been employed with us before? ☐ NO ☐ YES DATES:

Are you a United States citizen? ☐ NO ☐ YES

Are you registered to vote in the county in which you reside? ☐ NO ☐ YES

Do you have a valid Mississippi driver's license? ☐ NO ☐ YES **License #:** **Commercial –Class:**

Are you employed now? ☐ NO ☐ YES **Date available for work:**

Have you been convicted of a felony within the last seven (7) years? ☐ NO ☐ YES
(Conviction will not necessarily disqualify an applicant from employment)

If Yes, please explain.

Have you ever had any job-related training in the United States military? ☐ NO ☐ YES

If Yes, please describe.

Do you have any relatives currently employed with the City of Gautier? ☐ NO ☐ YES

If yes, please give name(s) and relationship(s).

EDUCATION ***If you have a GED, please note last year of high school completed and date GED acquired.*** *You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

EMPLOYMENT EXPERIENCE *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities.. An additional sheet will be provided upon request.. Resumes may be attached*

1.	**Employer**		**Dates Employed**		
			From	**To**	**Work Performed**
	Address				
	Telephone Number(s)		**Hourly Rate/Salary**		
			Starting	**Final**	
	Job Title	**Supervisor**			
	Reason for Leaving				
2.	**Employer**		**Dates Employed**		
			From	**To**	**Work Performed**
	Address				
	Telephone Number(s)		**Hourly Rate/Salary**		
			Starting	**Final**	
	Job Title	**Supervisor**			
	Reason for Leaving				
3.	**Employer**		**Dates Employed**		
			From	**To**	**Work Performed**
	Address				
	Telephone Number(s)		**Hourly Rate/Salary**		
			Starting	**Final**	
	Job Title	**Supervisor**			
	Reason for Leaving				
4.	**Employer**		**Dates Employed**		
			From	**To**	**Work Performed**
	Address				
	Telephone Number(s)		**Hourly Rate/Salary**		
			Starting	**Final**	
	Job Title	**Supervisor**			
	Reason for Leaving				
5.	**Employer**		**Dates Employed**		
			From	**To**	**Work Performed**
	Address				
	Telephone Number(s)		**Hourly Rate/Salary**		
			Starting	**Final**	
	Job Title	**Supervisor**			
	Reason for Leaving				

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby authorize the City to conduct any and all necessary background checks concerning my criminal record as may be necessary, and I understand the presence of a criminal record may prevent me from being hired.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of one year from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____ Date: _____

Screening Schedule Received _____ Application Received _____ Date_____

MLEOTA Physical Fitness Requirements

As of 1 July 1995, the Board on Law Enforcement Officer Standards and Training (MBLEOST) required all Mississippi law enforcement training academies to administer an ENTRY LEVEL FITNESS TEST to those recruits reporting to the ten (10) week basic training program. We will give this examination immediately upon reporting for training whether a recruit can remain at the academy for the ten (10) week program.

Students must achieve a passing score of 50% on this examination. Should a recruit fail any portion of this pre-enrollment examination, we will ask that he or she leave the academy. They may, however, resubmit their application to attend a future class. The test consists of four components: flexibility, agility run, pushups, and a 1.5 mile run. This will be the same test administered at the end of the ten (10) week basic training program. We will give a recruit only one opportunity to pass the pre-enrollment examination.

Please pay close attention to the chart below to learn what MBLEOST will require of each recruit:

Age Groups	20-29		30-39		40+	
	Male	Female	Male	Female	Male	Female
1.5 Mile Run 70% minimum requirement to graduate	14:30	17:18	15:30	18:30	16:30	19:42
1.5 mile run 50% pre-entrance requirement	18:10	21:38	19:10	22:50	20:10	24:02
Agility Run 50% pre-entrance requirement	20:40	23:30	20:90	24:40	21:85	26:05
Agility Run 70% minimum requirement to graduate	18:60	21:10	19:10	22:20	20:05	23:85
Trunk Flex Inches 60% pre-entrance requirements	3	4	2	3	1	2
Trunk Flexion Inches 70% minimum requirement to graduate	11	12	10	11	9	10

Push Ups	17-21 yrs	22-26 yrs	27-31 yrs	32-36 yrs	37-41 yrs	42-46 yrs	47-51 yrs	52+ yrs
70% min. to graduate	M-52 F-28	M-50 F-26	M-48 F-24	M-43 F-22	M-42 F-18	M-36 F-17	M-32 F-13	M-26 F-12
50% min. for Pre-entrance	M-32 F-13	M-30 F-11	M-28 F-10	M-23 F-9	M-22 F-8	M-18 F-7	M-17 F-6	M-12 F-6

Mayor
Phil Torjusen
Council
At Large Mary F. Martin
Ward 1 Cameron B. George
Ward 2 Richard Jackson
Ward 3 Casey Vaughan
Ward 4 Charles R. Anderson
Ward 5 Adam D. Colledge

City of Gautier

Gautier, Mississippi

City Manager
Paula Yancey

City Clerk
Cynthia L. Russell

3330 Highway 90
Gautier, MS 39553
1-228-497-8000 phone
1-228-497-8028 fax
Email: hr@gautier-ms.gov

PRE-EMPLOYMENT
PHYSICAL AGILITY TEST RELEASE

I, _____, do hereby state that I understand the requirements of the Pre-employment Physical Agility Test, given by the Gautier Police Department and that I do not have any physical conditions that prevent me from participating in this test.

I will not hold the Gautier Police Department or any of its representatives, responsible or liable for any injuries incurred during the administering of the Pre-employment Physical Agility Test.

_____ _____
Signature Date

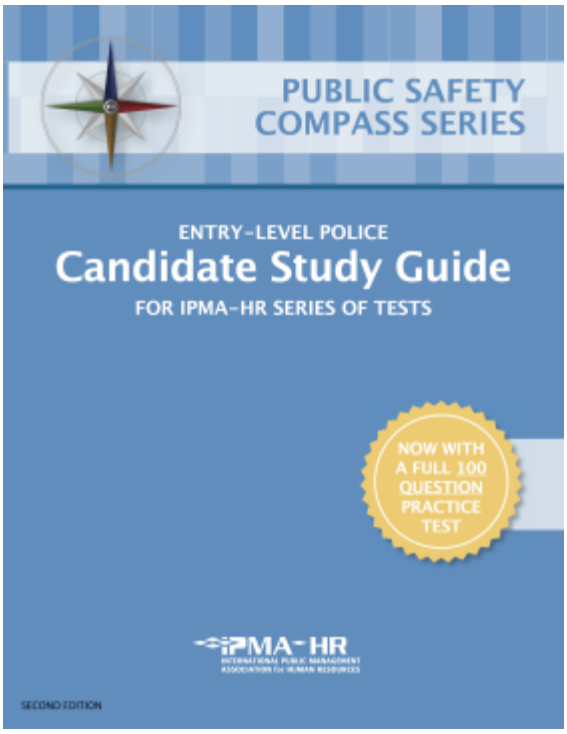
_____
Witness

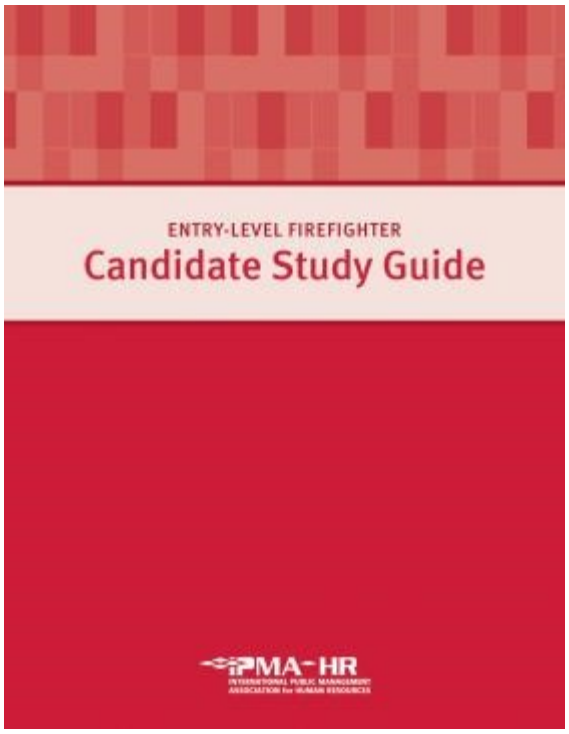
State of Mississippi
County of Jackson

On this the _____ day of _____, 20___, before me, _____, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness thereof, I hereunto set my hand and official seal.

_____
Notary

Seal





Candidate Study Guides for Police Officer and Firefighter entry Level positions are available at Public Safety Compass for a cost of $20.00 plus shipping.

Visit publicsafetycompass.com for more information.

City of Gautier

Office of Human Resources
3330 Highway 90 • Gautier, MS 39553
228.497.8000/ (Fax) 228.497.8028
Email: hr@gautier-ms.gov

VERIFICATION OF PREVIOUS LAW ENFORCEMENT WORK EXPERIENCE

DATE: _____

POSITION APPLIED FOR: _____

TO: _____

FROM: _____
(Applicant Name)

COMPANY: _____

PREVIOUS NAME:
(If applicable) _____

ADDRESS: _____

_____

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

_____ Applicant Signature

_____ Social Security Number

_____ Date(s) of employment

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

City of Gautier
Human Resources Department
3330 Highway 90
Gautier, MS 39553
Fax: (228) 497-8028

Date of Employment: _____ Last Date of Employment: _____

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

Employee's Position/Title	Briefly describe duties of position	Date employee began position	Date employee ended position	Indicate if Full-Time or Part-Time Status

Completed by: _____
(Print Name)

Title: _____

Signature: _____

Date Completed: _____

AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:

I hereby authorize any authorized representative of the City of Gautier bearing this release, or copy thereof, within one (1) year of its date, to obtain any information in your files pertaining to my employment, military, educational (including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records), and law enforcement records (including, but not limited to, any record of charge, prosecution or conviction for criminal or civil offenses).

I hereby direct you to release such information upon request to the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Gautier for the purpose of a pre-employment background check.

I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, law enforcement agency, or criminal justice agency, including its officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

I am furnishing my personal information on a voluntary basis with the understanding such is not required by Federal statute or regulation. I understand that the City of Gautier will utilize this information only to facilitate the location of the above mentioned records concerning me with this application. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: _____
(Type or Print – including maiden or any previously used name)

Signature: _____ Date: _____

Date of Birth: _____ SSN (Optional):_____

Current Address: _____

_____

Telephone Number: _____