



City of Gautier

Office of Human Resources
3330 Highway 90
P.O. Box 670
Gautier, MS 39553
(P) 228.497.2539 / (F) 228.497.9984
Email: vbarnett@gautier-ms.gov
Website: www.gautier-ms.gov



EMPLOYMENT APPLICATION PROCESS

POLICE OFFICER

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and 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.

Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application. It is imperative that you take your time and fill application completely; and attain and submit all required documents. An incomplete application **WILL NOT** be processed.
- Employment applications and specified documents must be returned to the Office of Human Resources between 7:30 a.m. and 5:00 p.m., Monday through Thursday and 8:00 a.m. – 12:00 noon, Friday to:

*City of Gautier
Attn: Office of Human Resources
3330 Hwy 90
Gautier, MS 39553
Phone: (228) 497-2539
Fax: (228) 497-9984
Email: vbarnett@gautier-ms.gov*

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- All applicants must provide proof of a high school diploma or GED equivalent.
- Be eligible to work in the United States.
- Applicants seeking employment as a Police Officer must meet the age requirements indicated in the vacancy announcement at the time his/her application is submitted for review.
- Perform and successfully complete the physical agility test. (An agility waiver must be on file prior to agility test date.)
- If the agility test is successfully completed; eligible applicants will be required to take the written exam.
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

Required documents **MUST** be submitted with application:

LATERAL TRANSFERS: Applicant **MUST** be sure that proof of required education (at least a High School Diploma or GED equivalent) and certification/training documents are submitted with the application packet for eligibility determination.

NON-CERTIFIED APPLICANTS: Applicant **MUST** submit proof of at least a High School diploma or GED equivalent (transcripts are acceptable); if you need to: register to vote, update your information, or have recently moved to Mississippi (please complete a voter registration form with the Office of Human Resources. If you are registered and still reside outside the State of Mississippi, please provide proof of your voter registration with your application.

GROUP #1 DEADLINE FOR APPLICATIONS AND DOCUMENTS: February 6, 2014 by 5:00 PM

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 VACANCY ANNOUNCEMENT

POSITION: Police Officer

DEPARTMENT: Police Department

HOURS: 12 Hours Rotating Shift

PAY GRADE: (\$26,142 Annually/ After Certification - \$28,252 Annually) Non-certified Police Officer
(\$28,252 - \$46,814 Annually Based on Experience) Certified Police Officers

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; be eligible to work in the United States; a registered voter 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.

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.

(Job description with minimum requirements attached.)

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 Jackson County, MS area; proof of voter registration is required.

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 Venice A. Barnett, 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.

XC: Administration Department (2)
Economic Development Department
Fire Department (3)
Human Resources Dept.
Police Department
Clearwater Solutions LLC
Cableone (Channel 13)
www.gautier-ms.gov
MDES
WLOX

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POLICE OFFICER

| | | | |
|---------------------------|-------------------|----------------------|----------------------------------|
| Department: | Police Department | Pay Grade: | 09 Non-certified (Schedule 2184) |
| Reports To: | Police Sergeant | | 10 Certified (Schedule 2184) |
| Competitive (Y/N): | Y | Exempt (Y/N): | N |

SUMMARY:

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the specific duties listed, nor do the examples cover all the duties that may be performed)

- 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.
- Ability to meet approved age, mental, physical, psychological and medical requirements for this class.
- 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 have and maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include close, distance, color, peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves over 50 pounds. The employee regularly runs and uses physical force to subdue or arrest a suspect.

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 the first day of employment and successful completion is based on the certification status of the employee.

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.



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 | M-50 | M-48 | M-43 | M-42 | M-36 | M-32 | M-26 |
| | F-28 | F-26 | F-24 | F-22 | F-18 | F-17 | F-13 | F-12 |
| 50% min. for Pre-entrance | M-32 | M-30 | M-28 | M-23 | M-22 | M-18 | M-17 | M-12 |
| | F-13 | F-11 | F-10 | F-9 | F-8 | F-7 | F-6 | F-6 |

City of Gautier
Screening Schedule
Group #3

POLICE OFFICER

Advertise Jan. 2, 2014 – Feb. 6, 2014
Post Jan. 2, 2014
Cut-Off Date Feb. 6, 2014
Agility Test **Feb. 8, 2014**

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.

CSC Receives Eligibility List Feb. 13, 2014
Applicant to Call (228) 497-2539 after 2:00 p.m. for Eligibility Determination

Written Examination **March 5, 2014**
at
MGCCC-Jackson County Campus
Administration Building
Classroom “A”
2300 Highway 90
Gautier, MS 39553
6:00 p.m.

Test Scores March 7, 2014
Written notification to the applicant will be mailed; or applicants may call (228) 497-2539 9:00a - noon for Test Scores

CSC Receives Master Register March 13, 2014

Interviews To be scheduled at a later date

CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-2539 * FAX: 228-497-9984

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? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES: | | |
| Are you eligible to work in the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES | | |
| Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES | | |
| Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES License #: | | State: |
| Commercial –Class: | | |
| Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES | | Date available for work: |
| Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES | | |
| <i>(Conviction will not necessarily disqualify an applicant from employment)</i> | | |
| <i>If Yes, please explain.</i> | | |
| Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES | | |
| If Yes, please describe. | | |
| Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> 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 | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 2. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 3. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 4. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 5. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | 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 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 twelve weeks 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 by: _____ Date/Time _____

*Mayor
Gordon J. Gallott*

City of Gautier

Gautier, Mississippi

*City Manager
Samantha D. Abell*

*City Clerk
Cynthia L. Russell*

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

*Council
At Large Mary F. Martin
Ward 1 Johnny Jones
Ward 2 Hurley Ray Guillotte
Ward 3 Casey C. Vaughan
Ward 4 Charles "Rusty" Anderson
Ward 5 Adam D. Colledge*



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

State of _____
County of _____

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.

Seal

Notary



City of Gautier
 Office of Human Resources
 3330 Highway 90 • Gautier, MS 39553
 228.497.2539/ (Fax) 228.497.9984
 Email: vbarnett@gautier-ms.gov



VERIFICATION OF PREVIOUS LAW ENFORCEMENT WORK EXPERIENCE

| | | |
|--|--|--------------------------------|
| DATE: _____ TO: _____ COMPANY: _____ ADDRESS: _____ _____ | POSITION APPLIED FOR: _____ FROM: _____ (Applicant Name) PREVIOUS NAME: <i>(If applicable)</i> _____ | |
| I have been requested to furnish verification of my service while employed with your agency. 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) 497-9984

Date of Employment: _____

Last Date of Employment: _____

Please list below all positions held by the applicant while employed with your agency. 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: _____

ENTRY-LEVEL POLICE OFFICER CANDIDATE STUDY GUIDE (2ND EDITION)

\$23/booklet (includes 1st Class USPS Postage)

This 66-page study guide is designed to help you, as a police officer candidate, prepare to take any of IPMA-HR's entry-level police officer tests.

The goals of this study guide are to:

- Answer frequently asked questions about the test forms. By reading through the answers to the frequently asked questions, you should gain a clear understanding of what each test assesses, the differences between the test forms, and how to get the most out of the study guide.
- Describe the five content areas assessed by the test forms, review the different types of questions you will see when taking any of the test form and present sample questions for each content area.
- Share basic test-taking tips that may help you improve your overall test performance.
- Provide one 100-question practice test and explain the answers to 25 of the practice test questions.

*Note that due to the purpose and nature of certain types of test questions, there are two content areas that appear on some of our tests that are not covered in detail in this study guide. These are: **Interests** and **Situational Judgment**.*

This study guide is available exclusively from IPMA-HR. You can order online at:

<http://www.publicsafetycompass.com/study>

Please allow several weeks prior to your scheduled test date to prepare with the study guide. A priority shipping option is available at checkout if necessary.