



LARRY BURNS
CHIEF OF POLICE

VICKSBURG POLICE DEPARTMENT

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WILLIS THOMPSON
MAYOR AND POLICE COMMISSIONER

June 10, 2026

Dear Mayor and Members of the Board of Aldermen,

I am respectfully submitting this letter to request your consideration and approval of proposed revisions to the City of Vicksburg Civil Service Rule. This revision is intended to modernize the City's hiring processes, improve efficiency in candidate selection for the Police Department.

CURRENT RULE

Rule IV – Applications

Eligibility

All citizens who appear to meet the requirements set forth in the public notice are eligible to apply for examination upon filing the prescribed application within the time required. Application form will be furnished at the offices of the Secretary, the department where the vacancy exists, the City personnel office or such other place the City may designate from time to time.

PROPOSED REVISIONS

Rule IV-Applications

4.1 All Applications for employment for Police Officer or Firefighter positions or other Civil Service covered employee shall be made available to interested candidates through the Human Resources Department of the City of Vicksburg, Vicksburg Police Department or the Central Fire Station or other place designated by the Board of Mayor and Aldermen. All Applications shall be dropped off or received at the Human Resources Department. The Human Resources Department will maintain an open application period for the acceptance of applications and assign each applicant a designated number according to the date and time received.

4.2. In addition to the information required on the forms of application, each applicant shall submit to other examinations, interviews, tests and other qualifying methods as deemed required by the Civil Service Commission, Board of Examiners, and the City of Vicksburg.

4.3. The Human Resources Director or designee shall review each application received to ensure that the candidates meet the minimum qualifications established in the approved position descriptions.

4.4. The Human Resources Director or designee will confer with the Vicksburg Police Department Chief or his/her designee and the Vicksburg Fire Department Chief or his/her designee to determine the number of candidates needed to be invited to sit for an examination. The target test



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numbers will be established collaboratively between the Civil Service Commission, the Police or Fire Department and the Human Resources Department.

4.5. After completing the review, the Human Resource Director or designee and Internal Affairs Division shall promulgate an eligible list identifying those applicants who meet the minimum qualification requirements contacting each and notifying them of their designated identifying number to be presented on the day of testing. The eligible list shall be forwarded to the Civil Service Commission.

4.6. Qualified Candidates on the eligible list will be required to complete the physical agility test, written exam, and oral interview. The character and past conduct of candidates will be considered in evaluation for employment under Civil Service. Arrest and conviction records will be used to determine suitability for employment.

4.7. After the target number of candidates is determined, the Police Department or Fire Department shall request a date for testing from the Civil Service Commission with the Commission governing said testing.

Thank you for your time and consideration. Please let me know if any additional information or discussion is needed.

Respectfully,

Chief Larry Burns
Vicksburg Police Department