

VICKSBURG POLICE DEPARTMENT
Law Enforcement
Policies and Procedures

Subject: Part-Time Police Officer	Policy Number: 2.19
Issue Date:	Revision Date:
Approval Authority Title and Signature: The Board of Mayor and Aldermen; Police Chief Milton Moore	
Accreditation Standard:	

POLICY

In order to better meet the needs of the City of Vicksburg in providing adequate numbers of officers during hours of increased or perceived increased criminal activity, the Vicksburg Police Department has instituted a policy of employing part-time police officers.

REQUIREMENTS:

Certified officers who are interested in working as part-time officers shall submit applications to the Human Resources Department, and then complete the following process:

- Pass background check
- Pass an interview with the Chief of Police
- Pass a drug screen
- Pass physical examination
- Received satisfactory psychological evaluation
- Must qualify with department-issue handgun
- Be immediately available for work

If the applicant does not currently hold full-time or part-time certification as a law enforcement officer issued by the State of Mississippi, he/she must pass a physical fitness agility test at a 50% efficiency level and complete an accredited part-time law enforcement officer's training academy within two (2) years of hire date.

SALARY RANGE:

Salary shall be that of an Entry-Level Patrol Officer.

CLASSIFICATIONS:

Per Section 45-6-3 of the Mississippi Code of 1972 Annotated, any police officer who holds a part-time certificate must earn less than \$250.00 per week or \$1,075.00 per month. Therefore, part-time certificated officers are restricted to work sixteen (16) hours per week at a maximum.

Officers who hold full-time certification have no restrictions on the number of hours they can work per week.

The officers are to be classified part-time employees and as such will not be covered under the Civil Service Rules and Regulations. The officers will be covered under the City of Vicksburg Worker's Compensation and Liability Plan.

SUMMARY

This is a general duty and investigatory police position. The officer will be responsible for the protection of life and property, the prevention of crime, the apprehension of criminals, and the enforcement of the laws and ordinances of the United States Constitution, the State of Mississippi and the City of Vicksburg. Routine patrol, preliminary investigation, and traffic regulation duties may be performed in a patrol car, on a motorcycle, or on foot. Work is performed in accordance with departmental rules and regulations. The officer shall receive his/her assignments and instructions from a superior officer who reviews work methods and results through reports, activities, discussions and inspections. Part-time officers will maintain the public peace, investigate traffic accidents, facilitate an orderly traffic flow, and protect the lives and property of the citizens of Vicksburg.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following:

Adherence to the rules, regulations and supervisory requirements set forth in the Policy and Procedures Manual of the Vicksburg Police Department and the personnel policies of the City of Vicksburg. Officers will be provided with a copy of the Vicksburg Police Department Policy and Procedures manual.

Reports punctually, properly attired and equipped in accordance with department regulations, at the specified time and place for each assigned tour of duty.

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Proceeds at the conclusion of a shift briefing or when directed by a supervisor to his/her assigned post or patrol area and shall remain there throughout his/her tour of duty, except when one of the following exceptions is applicable:

- When directed otherwise by supervisory personnel;
- During emergency situations wherein operational exigencies require an arrest or presence elsewhere;
- When his/her presence is required at the station in order to complete an arrest or confer with investigators or supervisors; or
- When authorized and approved by a superior officer assigned to his/her shift.
- Officers shall patrol and constantly be on the alert for the existence of traffic or safety hazards, (e.g., street damage, malfunctioning storm drains, damaged fire hydrants, inoperative or damaged traffic control devices, etc.) and shall report these problems to the appropriate authority

Completes all reports and secures all collected evidence prior to the termination of his/her workday.

Be available to pursue his/her cases, including arrest and traffic citations, through a complete judicial or administrative process.

Patrols the streets, being constantly alert to the existence of criminal activity, traffic violations or other disorders and shall take corrective measures when appropriate.

Maintains departmental equipment, supplies, and facilities.

Familiarizes himself/herself with the following:

- The general geographic nature of the City;
- The street pattern of the City, with particular attention to accessibility of railroad crossings and other potential hindrances to emergency responses;
- Places frequented by tourists and visitors so that the appropriate assistance can be rendered when and if needed:
- Places where criminal activity is likely to occur;
- Places which are high risk for burglaries and/or robberies; and
- Places where large numbers of people are likely to gather.

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

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CERTIFICATES, LICENSES, AND REGISTRATION

Employee must have a valid Mississippi driver's license.

Employee must:

- Carry full and valid certification through the Board of Law Enforcement Officers Standards and Training for the State of Mississippi, or
- Be able to complete a State of Mississippi-accredited part-time officer training academy within two (2) years of hire date.

OTHER SKILLS AND ABILITIES:

Must have knowledge of modern law enforcement principles, procedures, techniques, and equipment.

- Ability to learn the applicable laws, ordinances and departmental rules and regulations;
- Ability to perform work requiring good physical and mental condition;
- Ability to communicate effectively orally and in writing in English
- Ability to establish and maintain effective working relationships with peers and supervisors;
- Ability to exercise sound judgment in evaluating situations and in making decisions;
- Ability to follow verbal and written instructions in English;
- Ability to operate the following tools and equipment: Police car, police radio, radar gun, handgun, and other weapons as required: handcuffs, breathalyzer, and first aid equipment.

VEHICLES, UNIFORMS AND EQUIPMENT:

Uniforms will be required and provided by Vicksburg Police Department. Officer will be required to report to duty in the proper attire. All equipment necessary to carry out the functions of the job will be provided by the Vicksburg Police Department. Officers shall adhere to all guidelines and procedures of the Vicksburg Police Department regarding use and maintenance of vehicles, uniforms, and equipment. Officer will be required to return any assigned uniforms and equipment to the Vicksburg Police Department upon termination of employment. Failure to do so will result in the employee being held responsible for cost if items of equipment or uniforms are not returned.

MISCELLANEOUS:

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Employment as a part time police officer for the City of Vicksburg Police Department is employment at will. There are no guaranteed hours of work or continued employment.

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