

CITY OF CLARKSDALE, MISSISSIPPI

NOTICE OF VACANCY

Date: November 14, 2006

Job Title: Assistant Chief of Police Department: Police

Number of Employees Requested: 2 Rate of Pay: \$3129.65/MO

Working Hours: Normal hours are from 8:00 am to 5:00 pm, on call as needed

Description of Work: See attached Job Description

Qualifications: See attached Job Specification

Applications from current City employees will be accepted during normal office hours at the City Personnel Office until _____.

Applicants may apply with Job Service located in the Clarksdale Shopping Center.

The City of Clarksdale is an Equal Opportunity Employer. We do not discriminate on the basis of race , religion, color, sex, age, national origin or disability.

PROMOTION/TRANSFER REQUEST

Name: _____ Department _____

Present Position: _____ Supervisor: _____

Position Requested: _____

Signature Date: _____

Please deliver or have this form delivered to the Personnel Department located in the City Hall.

POSITION DESCRIPTION

Class Title: Assistant Chief
Department: Police
Date: June 8, 1998

GENERAL PURPOSE:

Performs a variety of complex administrative, supervisory and professional public safety assistance work in planning, coordinating and directing the activities of the Police Department.

SUPERVISION RECEIVED:

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED:

Exercises general supervision over a division or divisions of the Police Department as established by the Board of Mayor and Commissioners of the City of Clarksdale in its Police Department reorganizational plan adopted on April 16, 1997, as modified on June 8, 1998, and as may thereafter be amended by the Board. Supervises staff directly and/or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereinbelow are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- (A) Assists in planning, coordinating, supervising, and evaluating Police Department divisional operations.
- (B) Assists in the developing policies and procedures for the Department as a whole, in order to implement directives from the Chief and from the Board of Mayor and Commissioners.
- (C) Plans and implements a law enforcement program for assigned areas of responsibility in the Department in order to better carry out the policies and goals of the Police Chief, City Administration and City Board; reviews performance and effectiveness in assigned divisions of the Department and formulates programs or policies to alleviate deficiencies.
- (D) Coordinates the information gathered and work accomplished by various officers; assigns officers to special assignments as the need arises for their specific skills.
- (E) Assures that personnel are assigned to those shifts or working units under his or her supervision, which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- (F) Supervises and coordinates the preparation and presentation of assigned portions of the annual budget for the Department; directs the implementation of the Department's budget in assigned division; plans for and reviews specifications for new or replaced equipment in assigned division.

- (G) May direct the development and maintenance of systems, records and legal documents that permit proper evaluation, control and documentation of Police Department operations in assigned divisions.
- (H) Trains and develops Department and division personnel.
- (I) May be assigned to investigate and resolve grievances, and will maintain Departmental discipline and the conduct and general behavior of assigned personnel.
- (J) Prepares and submits periodic reports to the Police Chief regarding activities of the Department and assigned divisions, and prepares a variety of other reports as appropriate.
- (K) Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on related aspects of the Department's activities.
- (L) Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state, and other meetings.
- (M) Cooperates with county, state, and federal law enforcement officers as appropriate where activities of the Police Department are involved.
- (N) Assists the Police Chief in assuring that laws and ordinances are enforced and that the public peace and safety are maintained.
- (O) Supervises police captains, police officers and assigned staff in their duties within their assigned departmental divisions.

PERIPHERAL DUTIES:

- (A) Supervises the scheduling and coordination of shift changes within the assigned divisions.
- (B) Reviews a variety of police related reports prepared by subordinate officers or others.
- (C) Evaluates officers' arrests based on circumstances and evidence to determine whether subjects will be detained or incarcerated in jail.
- (D) Assigns his subordinate officers and staff to duties required by the needs of the assigned divisions.
- (E) Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for investigation; develops new approaches to investigate problems.
- (F) Determines how to deploy personnel during emergency responses.
- (G) Maintains contact with all police personnel, including other assistant chief(s) to coordinate investigation activities, provides mutual assistance during emergency situations and provides general information about departmental and division activities.

- (H) Maintains contact with general public, court officials, and other City officials in the performance of police activities.
- (I) Conducts periodic performance evaluation and planning sessions for assigned personnel; counsels assigned personnel on job performance and disciplinary matters.
- (J) Oversees and may personally participate in investigating criminal law violations occurring within the City limits; obtains evidence, and compiles information regarding these crimes; prepares cases for filing of criminal charges, testifying in court, and performs and assists with related activities.
- (K) May work a uniformed shift in the performance of security patrols, traffic control, and investigation; provides first-aid at accident scenes; performs detective, investigative, and arrest-related activities of persons involved in crimes or misconduct.
- (L) Maintains availability by radio or telephone for consultation on major emergencies or operations.
- (M) Carries out duties in conformance with federal, state, county, and city laws and ordinances.
- (N) Oversees and may assist, as needed, in the patrol of city streets, parks, commercial, and residential areas to preserve the peace and enforce the law; controls vehicular traffic; detects and investigates misconduct involving misdemeanors, felonies and other law violations; and to otherwise serve and protect the public.
- (O) Oversees and may assist, as needed, in the response to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, reports of drunkenness, missing children, prowlers, physical abuse or use or possession of illegal drugs, etc.; takes appropriate law enforcement action.
- (P) Prepares a variety of reports and records.
- (Q) Reviews, evaluates and develops programs, policies, and procedures for various departmental operations.
- (R) May interrogate suspects, witnesses, and drivers; preserves evidence; may arrest violators; may investigate and render assistance at scene of vehicular accidents; may summon ambulances and other law enforcement vehicles; may take measurements and draw diagrams of accident or crime scenes; may conduct follow-up investigations of crimes committed during assigned shift; may seek out and question victims, witnesses and suspects; may develop leads and tips; may search scenes of crimes for clues; may analyze and evaluate evidence and arrest offenders; may prepare cases to give testimony and may testify in Court proceedings.
- (S) Coordinates and supervises the training, assignment and development of subordinate police officers.
- (T) Coordinates activities with supervisors or other City departments; exchanges information with officers and other law enforcement agencies, and obtains advice from the City Attorney, Municipal Court Clerk, and Municipal Prosecutor regarding cases, policies and procedures.
- (U) Decides case priorities and determines when to take over an investigation.

- (V) Analyzes and recommends improvements to equipment and facilities, as needed.
- (W) Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- (X) Schedules and conducts meetings.
- (Y) Maintains departmental equipment, supplies and facilities.
- (Z) Maintains liaison with community groups.

DESIRED MINIMUM QUALIFICATIONS:

(A) Education and Experience:

- (1) Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field; and six (6) years of experience in police work, two (2) years of which must have been at the rank of police captain or equivalent, or higher; or
- (2) An associate's degree in one of the above identified fields; and eight (8) years experience in law enforcement, including three (3) years at the rank of police captain or equivalent, or higher; or
- (3) Twelve (12) years in law enforcement with at least four (4) years at the rank of police captain or equivalent, or higher; or
- (4) An equivalent combination of education and experience;

(B) Certification: Must be certified by Mississippi Board on Law Enforcement Officer Standards and Training;

(C) Other:

- (1) Basic criminal investigative training; and
- (2) Completion of 100 hours supervisory or personnel management training.

(D) Language Skills:

- (1) Ability to read and comprehend complex instructions, correspondence, and memos in the English language.
- (2) Ability to prepare general correspondence and speak effectively using the English language.
- (3) Ability to effectively present information in one-on-one and group situations to citizens, students, and other employees of the organization.

(E) Necessary Knowledge, Skills and Abilities:

- (1) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment;

- (2) Considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- (3) Ability to learn and utilize extensive knowledge of City's geography.
- (4) Skill in operating the tools and equipment itemized separately hereinbelow;
- (5) Ability to train and supervise subordinate personnel;
- (6) Ability to perform work requiring good physical condition;
- (7) Ability to communicate effectively orally and in writing;
- (8) Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public;
- (9) Ability to exercise sound judgment in evaluating situations and in making decisions;
- (10) Ability to follow and give easily understood verbal and written instructions under difficult conditions using the English language;
- (11) Ability to operate a motor vehicle safely at high and low speed and understanding of the principles of high speed chase;
- (12) Ability to maintain weapons certification and state certification as a law enforcement officer; and
- (13) Ability to meet the special requirements listed below.

(F) Tools and Equipment Used:

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment, tape recorder, personal computer including word processing programs and financial programs, and such other equipment as may be required and/or made available to a Police Assistant Chief.

PHYSICAL DEMANDS:

The physical demands described hereinbelow 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 occasionally required to use hands to touch, handle or feel objects, tools, or controls; reach with hands and arms; stand, run and walk. The employee is frequently required to sit and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, taste, or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and loud, acoustic vibrations.

The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state.
- (B) Ability to meet department's physical standards.
- (C) Ability to maintain weapons certification.
- (D) Ability to maintain certification by the Mississippi Board of Law Enforcement Standards and Training.
- (E) Must possess or obtain within twelve months of hire domicile and primary residence in the City of Clarksdale and maintain compliance with City Residence Requirements.
- (F) Must never have been convicted of a felony or serious misdemeanor.
- (G) Must have successfully completed the promotional examination administered by the Clarksdale Civil Service Commission, and appear on a Civil Service eligibility list.

SELECTION GUIDELINES:

ENTRY LEVEL

Formal application through Clarksdale Civil Service Commission; rating of education and experience; written test; oral interview and reference check; psychological examination; and other job related tests may be required. Must obtain at least 70% on each element of Civil Service examination and examination total score of at least 75% to be included on Civil Service list of Eligibles.

LATERAL ENTRY

- (A) Must be able to meet all entry level requirements listed above;
- (B) Must be able to pass medical exam and the department's physical agility test;
- (C) Must be currently certified or have completed the minimum standards certification required by the Mississippi Board on Law Enforcement Officers Standards and Training;
- (D) Must not have been unemployed in the field of law enforcement for more than 24 months next preceding application date; and

- (E) Must have successfully completed State Basic Training Academy or "equivalency test" within one year after employment;
- (F) Must have successfully completed Field Training Officer program.

OTHER DUTIES:

The duties listed hereinabove are intended only as illustration of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, at its sole discretion, as the needs of the employer and requirements of the job change.

**NOTICE OF PROMOTIONAL EXAMINATION
CLARKSDALE POLICE DEPARTMENT
ASSISTANT POLICE CHIEF PROMOTIONAL EXAMINATIONS**

TO THE MEMBERS OF THE CLARKSDALE POLICE DEPARTMENT:

YOU ARE HEREBY GIVEN NOTICE that the Clarksdale Civil Service Commission (the "Commission"), acting through its Board of Examiners (the "Board of Examiners"), will administer promotional examinations for the rank of Assistant Police Chief. The promotional examinations are anticipated to be administered in the early part of 2007. The exact date of the promotional examinations has not yet been determined and will be determined subsequently by the Commission. Written notice of the exact date will be given to all persons who have made application to take the Assistant Police Chief's promotional examination.

The Assistant Police Chief's promotional examination will consist of (a) a written examination, (b) an oral examination and (c) evaluation of the candidate's personnel file. The examination and evaluation will be conducted in accordance with the *Clarksdale Civil Service Entry Level and Promotional Examination Testing Criteria (01/04 Ed.)* (the "Testing Criteria"). Copies of the Testing Criteria will be disseminated to all applicants who apply to take the promotional examination. Copies are currently available in the office of the Police Chief, the City Clerk or the Personnel Director, and may be obtained upon request by interested persons prior to application.

The Board of Mayor and Commissioners (the "City Board") of the City of Clarksdale (the "City") has previously adopted a Position Description (job description) for the position of Assistant Police Chief, which sets forth the essential job functions, duties and responsibilities of the position of Assistant Police Chief, peripheral duties, necessary knowledge, skills and abilities and the suggested qualifications, including minimum education and experience requirements, for the position. A copy of the Position Description is posted on the Police Department bulletin board, and copies are available upon request from the Police Chief, the City Clerk or the Personnel Director.

Applications to take the Assistant Police Chief's promotional examination will be taken by the City for a period of twenty-one (21) days from the date of posting of this notice. Application forms are posted on the Police Department bulletin board, or may be obtained from the Police Chief, the City Clerk or the Personnel Director. Applications must be in writing, and should be fully completed. Failure to comply will prevent a person from being allowed to take the Assistant Police Chief's promotional examination when next administered.

Applications will be reviewed by the Police Chief and the Personnel Director to determine compliance with the suggested minimum education and experience requirements established by the City Board and the Commission, as set forth in the Position Description, and a list of those persons who meet such qualification will be submitted to the City Board for its final determination. The City Board will then submit the list of applicants and their qualifications to the Commission for its review. The final determinations as to whether an applicant meets the suggested minimum education and experience requirements and will be allowed to take the Assistant Police Chief's promotional examination when next administered lies with the City Board and/or the Commission. Submitting an application does not guarantee that an applicant will be allowed to take the examination if he or she does not meet the suggested minimum education and experience or any other requirements.

Upon the conclusion of the administration of the promotional examinations and personnel file evaluations, the names of those candidates who pass all phases of the examination will be placed upon a Civil Service Eligibility List for the position of Assistant Police Chief. Future promotions to the position will be made only from the current Eligibility List, in accordance with the Clarksdale Civil Service Commission Rules and Regulations. Any person who does not take the promotional examination or who fails the promotional examination will not be eligible for promotional consideration to the position of Assistant Police Chief when vacancies in the position are subsequently declared by the City.

No promotions will be made within the Clarksdale Police Department, including promotions to the rank of Assistant Police Chief until the City Board affirmatively creates vacancies in the position(s). Successful completion of the early 2007 promotional examination for Assistant Police Chief and a candidate's name appearing on the Eligibility List does not insure promotion to that position or even that vacancies in the position will be declared by the City Board. The Eligibility List generated as a result of the early 2007 Assistant Police Chief's promotional examination will be good for two years under current Civil Service regulations.

All necessary study materials for the promotional examination will be furnished by the City at no charge to the applicant. There is no charge to take the promotional examination when administered. The candidates will be given not less than 90 days between the time the study materials are disseminated and the time the promotional examination is administered to allow sufficient study time.

THE CITY OF CLARKSDALE AND THE CLARKSDALE POLICE DEPARTMENT ARE EQUAL OPPORTUNITY EMPLOYERS, AND NEITHER RACE, CREED, COLOR, SEX, HANDICAP, AGE, RELIGION, POLITICAL AFFILIATION NOR NATIONAL ORIGIN WILL BE CONSIDERED IN THE PROMOTIONAL PROCESS.

Questions may be addressed to the Police Chief Greg Hoskins (662-621-8167 direct), City Clerk Cathy Clark (662-621-8136 direct) or Personnel Director Frances Brunt (662-621-8164 direct).

BY ORDER OF THE BOARD OF MAYOR AND COMMISSIONERS OF THE CITY OF CLARKSDALE. This, the 9th day of October, 2006.

CITY OF CLARKSDALE, MISSISSIPPI

BY 
FRANCES BRUNT
PERSONNEL DIRECTOR

cc: Mayor Henry W. Espy
Commissioner Budd Phelps, Ward 1
Commissioner Grady Palmer, Ward 2
Commissioner Buster Moton, Ward 3
Commissioner Edward Seals, Ward 4
Police Chief Greg Hoskins
City Attorney Curtis D. Boschert
Ms. Cathy Clark, City Clerk
Mr. Charles Reynolds, Chairman, Clarksdale Civil Service Commission

POSTED ON THIS, THE 15th DAY OF November, 2006

Clarksdale Police Department
121 Sunflower Avenue
Clarksdale, Mississippi 38614

BY: Frances Brunt
Name: Frances Brunt
Title: Personnel Director
Date: 11-15-06