



Bay St. Louis Police Department

543 Main St.
Bay St. Louis, MS 39520

Phone: 228-467-9222 Fax: 228-466-5510



Patrol Officer Position Announcement

The City of Bay St. Louis is currently seeking qualified candidates for the position of patrol officer. Resumes are being accepted for both state certified, lateral transfer officers and candidates with no prior law enforcement experience.

The City of Bay St. Louis provides police service 24 hours per day, seven days per week. Shift work, including nights, weekends and holidays, is required.

The City of Bay St. Louis is an Equal Opportunity Employer that is committed to diversity in the workplace.

Job Description:

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Explains laws and police procedures to residents.
- Operates a patrol car. Patrols city streets, areas and businesses to deter criminal activity and promote public safety.
- Investigates conditions hazardous to life or property; conducts initial investigations of crime and crime scenes; may assist detectives in criminal investigation work.
- Conducts search and seizure activities as appropriate.
- Collects and preserves crime scenes and evidence.
- Arrests and/or detains suspected violators of the law.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Records facts to prepare reports that document incidents and activities.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Transports individuals in custody.
- Presents evidence and testimony in judicial settings.

Patrol Officer Position Information:

- Starting Salary: \$15.02 hourly
- Annual: \$32,803.68
- 12 hour shifts
- 84 hours per pay period
- 2 week pay period
- Modified Panama Shift Schedule (every other weekend – Fri, Sat & Sun, off)
- Lateral transfer officers are paid normal salary during Field Training Phases.
- New recruits are paid normal salary during 11 week Police Academy
- Assigned take-home cruiser
- Basic gear supplied by department
- Public Employees Retirement System (PERS) –
 - o City match at 15.75% of total employee salary

- Blue Cross Blue Shield Standard provided by City –
 - o Medical and dental insurance
 - o Employee is enrolled automatically after 90 days of initial employment.
 - o Benefits, terms and descriptions available through the Human Resources Division
- Civil Service Coverage after 12 month probationary period.

Paid Time Off:

- Annual/Vacation Leave –
 - o 1 – 10 years of service to city – 1 hour for each 26 regular hours worked.
 - Capped at 168
 - o 10 or more years of service – 1.5 hours for each 26 regular hours worked.
 - Capped at 252
- Personal Leave – 1 hour for each 52 hours of regular hours worked.
 - o Capped at 84.
- Sick Leave – 1 hour for each 37 hours of regular hours worked.
 - o No cap
- Military Leave – 15 working days (180 hours) per calendar year
- Bereavement Leave – 24 hours paid per occurrence.
- Holiday Benefits – 12 paid holidays (8 hours given per day)

Application Requirements:

- Be at least 21 years of age.
- Hold United States citizenship.
- Attained a high school diploma or a certificate of high school equivalency (GED).
- Individuals may not have been discharged from military service under dishonorable conditions.
- Additional requirements and qualifications will be reviewed for the following categories;
 - o Drug Use
 - o Traffic Record
 - o Criminal History
 - o Employment Record
 - o Financial Record
 - o Personal Appearance

Basic Information:

Applicants will submit resumes in person to the Fire Department Station 1, located at 543 Main St, during normal business hours. Resumes must be received by the resume submission date listed below. Applicants will receive notification upon processing of the resume and acceptance into the next phase.

Uncertified applicants can expect a physical test, written examinations, psychological examinations, a panel interview and extensive background checks.

Lateral transfer applicants can expect written examinations, psychological examinations, a panel interview and extensive background checks.

Applicants that pass the physical testing (if required), written examination and psychological examination will then submit a completed employment application before proceeding to the panel interview.

Announcement Date: 3 March 2017

Resume Submission Date: 24 March 2017