

Patrol Officer- Certified & Non-Certified

The City of Holly Springs Police Department is currently accepting applications for the positions of Certified and Non-Certified Patrol Officer.

RESPONSIBILITIES

- Enforce the laws and ordinances of the City of Holly Springs
- Perform patrols of neighborhoods within the assigned area of operations on foot or by vehicle
- Conduct a thorough investigation of all offenses within the area of assignment
- Maintain visible police presence to the public to help prevent and/ or suppress criminal activity
- Perform security patrols and traffic controls
- Assist with traffic management and enforce traffic laws
- Keep daily log of shift activities and prepare shift reports
- Check and file official reports of accidents, incidents and other reports
- Support investigative units
- Secure crime scene
- Educate business owners and citizens about crime prevention
- Perform inspection and light maintenance on equipment
- Prepare and deliver affidavits, subpoenas, warrants and city alderman packets as requested
- Perform other duties as directed

KNOWLEDGE/REQUIREMENTS

- Effective communication skills (oral and written)
- Communicate effectively with residents, elected officials, and other City employees both oral and written
- Maintain confidentiality
- Meet specified or required deadlines
- Handle multiple tasks simultaneously with frequent interruptions
- Follow departmental and City policies and procedures
- Maintain professional composure in heated situations
- Must be at least 21 years of age
- Have a minimum of high school diploma or equivalent
- Have a valid driver's license
- No felony or domestic violence convictions
- Ability to pass a physical training test

Interested candidates should bring or mail a copy of a completed Police Department Job Application to The City of Holly Springs Human Resource Department, 160 S. Memphis St., Holly Springs, MS 38635. Employment applications may be printed from www.hollyspringsms.gov.

THE CITY OF HOLLY SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER