

Position Title: Police Patrol Officer
Department: Vicksburg Police Department
Reports To: Police Sergeant / Lieutenant
Position Type: Full-Time or Part-Time
FLSA Status: Non-Exempt
Prepared By: KH
Prepared Date: 9/19/2025
Approved By: LB
Approved Date: 9/23/2025

APPROVED AND ACCEPTED
IN BOARD MEETING

SEP 25 2025

Position Summary

The Police Patrol Officer is responsible for the protection of life and property, enforcement of laws and ordinances, prevention of crime, and preservation of peace within the City of Vicksburg. This position involves routine patrol duties, response to calls for service, traffic enforcement, criminal investigations, and community engagement. Patrol Officers are expected to demonstrate professionalism, integrity, and accountability while serving as representatives of the Vicksburg Police Department.

Essential Duties and Responsibilities

- Patrols assigned areas of the city to deter, detect, and investigate criminal activity.
- Responds to calls for service, including emergencies, accidents, disturbances, and crimes in progress.
- Enforces traffic laws, issues citations, and investigates traffic crashes.
- Conducts preliminary investigations, interviews witnesses, collects evidence, and prepares reports.
- Makes arrests and transports prisoners in accordance with departmental procedures.
- Prepares and maintains accurate reports, records, and documentation for incidents, arrests, and investigations.
- Testifies in court proceedings as required.
- Provides assistance and information to citizens, business owners, and community groups.
- Participates in crime prevention, problem-solving, and community policing initiatives.
- Responds to and assists during natural disasters, emergencies, and special events.
- Maintains department-issued equipment, vehicles, and uniforms in proper condition.
- Any other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of federal, state, and local laws and ordinances.
- Knowledge of modern policing practices, procedures, and techniques.
- Ability to remain calm and make sound decisions in stressful or emergency situations.
- Ability to communicate effectively, both verbally and in writing.
- Strong interpersonal skills to establish and maintain effective working relationships with the public and colleagues.
- Ability to operate vehicles, firearms, and other law enforcement equipment safely and effectively.

Minimum Qualifications

- High school diploma or GED required; some college coursework or degree in criminal justice preferred.
- Must successfully complete Mississippi law enforcement certification requirements.

- Must be at least 21 years of age at the time of appointment.
 - Valid Mississippi driver's license and acceptable driving record.
 - Ability to meet physical fitness standards and pass medical, psychological, and background evaluations.
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Working Conditions

- Work performed indoors and outdoors in all weather conditions.
 - Exposure to dangerous situations, physical confrontations, and hazardous materials.
 - Shift work required, including nights, weekends, and holidays.
 - Frequent standing, walking, running, bending, lifting, and physical restraint of individuals.
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Disclaimer

This job description is intended to describe the general nature and level of work performed by employees in this classification. It is not an exhaustive list of all duties, responsibilities, and qualifications required. The Vicksburg Police Department reserves the right to modify the content of this description as necessary.