

City of Diamondhead

Police Administration – Patrol Officer

Purpose of Position

The purpose of the Police Officer is to provide professional law enforcement services to maintain a safe environment and enhance the quality of life for residents and visitors of the City of Diamondhead. Responds to calls for service, prevents and suppresses crime, enforces traffic and criminal laws, conducts investigations, and makes arrests as appropriate.

Essential Duties and Responsibilities

- Patrol assigned areas to detect criminal activity, suspicious circumstances, traffic violations, and hazards to life or property.
- Investigate incidents, respond to calls for service, and take appropriate enforcement action including citations and arrests.
- Interview complainants, witnesses, victims, and suspects and gather relevant information.
- Prepare accurate reports and documentation in accordance with departmental policies and legal requirements.
- Provide first aid and emergency assistance until medical personnel arrive.
- Testify in court and administrative proceedings when required.
- Maintain proficiency with department equipment, firearms, defensive tactics, and applicable laws.
- Work cooperatively with citizens, agencies, and fellow employees.
- Maintain regular and dependable attendance
- Other duties as assigned.

Minimum Qualifications

High school diploma or GED. Successful completion of a state-approved police academy.

Licenses and Certifications

Mississippi Board on Law Enforcement Officer Standards and Training (BLEOST) certification, or ability to obtain as required.

Knowledge, Skills, and Abilities

Knowledge of law enforcement practices, criminal and traffic laws, report writing, investigations, public relations, defensive tactics, and emergency response.

Conditions of Employment

Must successfully pass background screening, drug testing, and any other pre-employment requirements established by the City of Diamondhead.

Physical Demands and Working Conditions

Work is performed in office, vehicle, and outdoor environments. Duties may require standing, walking, running, bending, lifting up to 100 pounds with assistance/equipment, and exposure to varying weather and hazardous situations.

Employee

Date

Supervisor

Date

City of Diamondhead

Police Administration – Police Sergeant

Purpose of Position

The position of Police Sergeant serves as a first-line supervisor within the City of Diamondhead Police Department and is responsible for the supervision, direction, training, and evaluation of assigned personnel. The Sergeant ensures the efficient delivery of law enforcement services and assists in accomplishing the mission of the Department.

Essential Duties and Responsibilities

- Supervises and directs assigned personnel during patrol and special operations.
- Provides leadership, coaching, and mentoring to subordinate personnel.
- Conducts performance evaluations and recommends training and corrective actions.
- Reviews reports for accuracy, completeness, and compliance.
- Responds to major incidents and assumes supervisory command when required.
- Coordinates with other law enforcement and emergency response agencies.
- Promotes community-oriented policing and positive public relations.
- Enforces Department policies, procedures, and professional standards.
- Other duties as assigned.

Minimum Qualifications

High school diploma or GED required. Law enforcement experience required. Mississippi BLEOST certification and a valid driver license must be maintained.

Knowledge, Skills, and Abilities

Knowledge of modern policing practices, strong leadership abilities, effective communication skills, sound judgment, and proficiency with law enforcement technology.

Physical Requirements

Must be able to perform all essential police functions, operate police vehicles, work in varying weather conditions, and respond to emergencies.

Acknowledgement

This job description is intended to describe the general responsibilities of the position and may be modified by the City of Diamondhead as operational needs require.

Employee

Date

Supervisor

Date

City of Diamondhead

Police Administration – Assistant Chief/Investigator

Purpose of Position

The purpose of this position is to serve as the second-in-command of the Diamondhead Police Department and provides executive leadership, operational oversight, and administrative management. Acts on behalf of the Chief of Police in his or her absence and supports the Department mission through professional leadership, accountability, community engagement, and efficient resource management.

Essential Duties and Responsibilities

- Serves as a member of the Chief's executive staff and assists in strategic planning and administration.
- Oversees department operations and personnel through subordinate supervisors.
- Evaluates employee performance and makes recommendations regarding promotions, transfers, discipline, and assignments.
- Coordinates hiring, recruitment, testing, and background investigation processes.
- Oversees internal investigations and supports fair and consistent application of disciplinary procedures.
- Represents the Department in the absence of the Chief with elected officials, community groups, and partner agencies.
- Assists with preparation, implementation, and oversight of departmental budgets and grants.
- Monitors crime trends and directs coordinated responses to public safety concerns.
- Ensures compliance with federal, state, and local laws and Department policies.
- Develops and reviews policies, procedures, and professional standards.
- Leads special projects and initiatives designed to improve departmental effectiveness and community trust.
- Promotes constitutional policing, accountability, transparency, and professional conduct.
- Other duties as assigned.

Education and/or Experience

Minimum seven years of progressively responsible law enforcement supervisory experience. Advanced law enforcement leadership training is preferred.

Qualifications and Skills

- Demonstrated leadership, mentoring, and team-building abilities.
- Strong communication, organizational, and decision-making skills.
- Knowledge of modern law enforcement practices and administration.
- Ability to develop, manage, and monitor budgets.
- Ability to work effectively with City departments, elected officials, and community stakeholders.

Post Offer Requirements

Employment is contingent upon successful completion of all required background investigations, drug screening, and any additional City requirements.

Acknowledgement

This job description is not intended to be all-inclusive and may be modified by the City of Diamondhead as operational needs require.

Employee

Date

Supervisor

Date

City of Diamondhead

Police Administration – Investigator

Purpose of Position

The position is responsible for conducting criminal investigations involving felony offenses, property crimes, crimes against persons, narcotics violations, financial crimes, and other complex investigations. The Investigator gathers evidence, interviews victims, witnesses and suspects, prepares reports, and supports successful prosecution of criminal cases.

Essential Duties and Responsibilities

- Investigates assigned criminal cases and follows investigative leads.
- Responds to major crime scenes and assists with evidence collection and preservation.
- Obtains and executes search warrants, arrest warrants, and subpoenas.
- Conducts interviews and interrogations in accordance with legal requirements.
- Coordinates investigations with local, state, and federal agencies.
- Prepare detailed reports and maintain investigative case files.
- Provides testimony in court and assists prosecutors with case preparation.
- Performs surveillance and other authorized investigative activities.
- Maintains compliance with department policies and professional standards.
- Other duties as assigned.

Minimum Qualifications

High school diploma or GED required. Law enforcement experience required. Mississippi BLEOST certification and a valid driver license must be maintained.

Knowledge, Skills, and Abilities

Knowledge of criminal investigations, evidence handling, report writing, interviewing techniques, applicable laws, and law enforcement technology.

Physical Requirements

Must be capable of performing essential law enforcement functions, operating vehicles, making arrests, and responding to emergencies.

Acknowledgement

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Employee

Date

Supervisor

Date

City of Diamondhead

Police Administration -Administrative Support

Purpose of Position

The position provides administrative assistance to the Chief of Police by serving as administrative support which requires an in-depth knowledge of the workings of the police functions and all issues which might affect the operations of Police Administrative functions of the city.

Essential Duties and Responsibilities

- The Administrative Assistant shall work under the supervision and direction of the Chief of Police.
- The Administrative Assistant shall perform general office, secretarial, data entry and clerical duties.
- The Administrative Assistant shall be capable of preparing monthly statistical reports, UCR/NIBRS reports, and accreditation-related tasks as assigned by the Chief of Police.
- The Administrative Assistant shall be capable of preparing and/or managing payroll, court scheduling and disposition, traffic cases, criminal cases, false alarms, crash reporting, permits, record expungements and related tasks.
- The Administrative Assistant shall have excellent communication and organizational skills.
- The Administrative Assistant shall be the first point of contact with the public and effectively communicate in person and by telephone.
- The Administrative Assistant shall maintain confidentiality of all sensitive information and function as the confidential assistant to the Chief of Police.
- The Administrative Assistant shall maintain a professional office decorum.
- The Administrative Assistant shall possess working knowledge of Microsoft Office applications, records management systems, telephones, radios and related technology.
- The Administrative Assistant shall complete all assignments diligently, professionally and in a timely manner.
- The Administrative Assistant shall follow all applicable City of Diamondhead and Police Department policies, procedures, rules and regulations.
- The Administrative Assistant shall be dedicated to achieving the mission, goals and objectives of the Police Department.
- The Administrative Assistant shall be capable of prioritizing responsibilities and working independently on routine tasks.
- The Administrative Assistant shall report to work on time and maintain a professional standard of conduct.
- The Administrative Assistant shall work cooperatively with co-workers, City staff, court personnel, business owners, media representatives and the public.
- The Administrative Assistant shall maintain conduct that upholds public trust and confidence in the Police Department.
- Other duties as assigned.

Education and/or Experience

The person must have a minimum of 2 years of post-high school education leading to an associate's degree, at least five (10) years of municipal government experience and (5) or more years of experience working within police administration guidelines on city policies and procedures, possession of complex word processing abilities, and knowledge of local, state, and federal administrative laws.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.
Ability to interpret an extensive variety of technical instructions.

Employee

Date

Supervisor

Date