



# Madison Police Department

P. O. Box 2489  
Madison, MS 39130  
(601) 856-6111



## **Employment Process Law Enforcement/Sworn Personnel**

The Madison Police Department is an equal opportunity employer. We consider applicants without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. Your employment application process will consist of the steps outlined in these documents.

Please review the attached Employment Prerequisites and Employment Dimensions documents to ensure that you meet the minimum qualifications for consideration for employment.

Complete the City of Madison pre-employment application in its entirety. If a particular question does not apply to you, then enter "N/A" for that section. Follow all instructions carefully and completely. YOU MUST INCLUDE A VALID EMAIL ADDRESS.

Once you have completed the pre-employment application, complete the Authorization to Release Information Form by signing and dating it in the presence of a notary public. This form must be notarized. Also sign, date and have witnesses sign the Drug Testing Consent Form. Attach a copy of your current driver's license or other government issued identification and return all items to the Administrative/Support Services Division of the City of Madison Police Department at 2001 Main Street (Main and Crawford Streets) in Madison, MS. If you are out of town, you may mail the completed items to:

Madison Police Department  
ATTN: Applicant Processing  
P. O. Box 2489  
Madison, MS 39130-2489

If a determination is made that you meet the initial eligibility requirements you will be notified by email with instructions for the next phase of the pre-employment process which is to complete a secured/online comprehensive Personal History Questionnaire.

M. E. Waldrop  
Chief of Police



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## **USE OF MEDICAL MARIJUANA**

Applicants for employment and volunteer opportunities with the Madison Police Department should be aware of the City of Madison's current policies concerning the use of drugs or alcohol. These policies have not been altered by the Mississippi Medical Cannabis Act as it was not intended to require employers to permit marijuana use. The Medical Cannabis Act specifically states in Section 7: "This chapter shall not be construed to do any of the following: . . . (b) Require any employer to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis; (c) Prohibit any employer from refusing to hire, discharging, disciplining, or otherwise taking an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment as a result, in whole or in part, of that individual's medical use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of medical cannabis; (d) Prohibit or limit the ability of any employer from establishing or enforcing a drug-testing policy." MS Legislature, Regular Session 2022, SB 2095, As Signed by the Governor, MS Medical Cannabis Act § 7(1)(b)-(d).

Additionally, the City of Madison's Drug & Alcohol Testing Policy, Section 3(f), specifically states that cannabinoids (THC, Marijuana) are included in the testing program as prohibited substances. Section 5(b) of the policy states that applicants who test positive or refuse to be tested when so requested shall not be hired.

Marijuana, whether it is used medically or recreationally, remains a violation of the Federal Controlled Substances Act, 21 U.S.C. §§ 801 et seq.



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## **EMPLOYMENT PREREQUISITES** **SWORN LAW ENFORCEMENT PERSONNEL**

Applicants must meet the following prerequisite guidelines prior to being considered for employment:

- Be at least twenty-one (21) years of age at the time of application.
- Have a minimum of sixty (60) college credit hours or a two (2) year Associate's Degree from an accredited college or university or a combination of education, military, and/or law enforcement work experience to satisfy the requirement.
- Be a United States citizen.
- Have a valid driver's license and be able to obtain a State of Mississippi driver's license if from out of state.
- Successful completion of a comprehensive background investigation.
- Successfully complete an oral interview board and interview with the Chief of Police.
- Successful completion of a psychological and polygraph examination.
- Successfully complete a physical examination and drug screening by a licensed physician.
- Be of good moral character as evidenced among other things by not having a conviction or a plea of guilty or nolo contendere for a felony or for a misdemeanor involving moral turpitude. Moral turpitude is defined as any conduct or pattern contrary to justice, honesty, honor, modesty or good morals that tends to disrupt, diminish or otherwise jeopardize public trust and fidelity in law enforcement.
- May not have tattoos, brandings or intentional scarring or cuts which are visible while wearing the Department issued short sleeve uniform. No obvious piercing of body parts with the exception of female applicants who may have traditional ear lobe piercings.



# City of Madison Police Department

(An Internationally and State Accredited Law Enforcement Agency)



## Position Analysis/Job Description

**Job Title:** POLICE OFFICER  
**Division(s):** Patrol or Criminal Investigations (Investigator)  
**Position Type:** Sworn  
**Reports To:** Shift or Unit Sergeant  
**In Absence, Reports To:** Section Lieutenant

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**Description/Frequency:** This is basic investigatory and general duty police work in the protection of life and property. An employee of this class is generally responsible for the protection of life and property, the prevention of crime and criminal activity (50%), the apprehension of criminals (25%), the proper conduct of criminal investigations and general enforcement of laws, statutes and city ordinances (25%). Work may be performed on foot, in patrol cars, unmarked vehicles, motorcycles or any combination of a wide range of activities as assigned by the division commander.

**Critical Skills:** The work involves an element of danger and officers must be able to act effectively without constant direct supervision and exercise independent discretion in emergency situations. Officers may be assigned as investigators or detailed to special assignments. Assignments, details and duty instructions are received from supervisors who review work methods and accomplishments through performance evaluations, inspections and review of written reports that cover activities performed by officers.

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Effective Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Revision Date: 06/18/2010

Approved By: *M. E. [Signature]*

Revision Date: \_\_\_\_\_

Approved By: \_\_\_\_\_



# Mississippi Department of Public Safety

## Law Enforcement Officer's Training Academy Physical Fitness Requirements

- Public Safety Home
- Forms
- Training Calendar
- Course Listings
- FAQ
- Contact Us
- Site Map



As of 1 July 1995, the Board on Law Enforcement Officer Standards and Training (MBLEOST) required all Mississippi law enforcement training academies to administer an ENTRY LEVEL FITNESS TEST to those recruits reporting to the ten (10) week basic training program. We will give this examination immediately upon reporting for training whether a recruit can remain at the academy for the ten (10) week program.

Students must achieve a passing score of 50% on this examination. Should a recruit fail any portion of this pre-enrollment examination, we will ask that he or she leave the academy. They may, however, resubmit their application to attend a future class. The test consists of four components: flexibility, agility run, pushups, and a 1.5 mile run. This will be the same test administered at the end of the ten (10) week basic training program. We will give a recruit only one opportunity to pass the pre-enrollment examination.

Please pay close attention to the chart below to learn what MBLEOST will require of each recruit:

AGE GROUPS	20 - 29		30 - 39		40 +			
	Male	Female	Male	Female	Male	Female		
<b>1.5 Mile Run</b> 70% minimum requirement to graduate	14:30	17:18	15:30	18:30	16:30	19:42		
<b>1.5 mile run</b> 50% pre-entrance requirement	18:10	21:38	19:10	22:50	20:10	24:02		
<b>Agility Run</b> 50% pre-entrance requirement	20:40	23:30	20:90	24:40	21:85	26:05		
<b>Agility Run</b> 70% minimum requirement to graduate	18:60	21:10	19:10	22:20	20:05	23:85		
<b>Trunk Flex Inches</b> 60% pre-entrance requirements	3	4	2	3	1	2		
<b>Trunk Flexion Inches</b> 70% minimum requirement to graduate	11	12	10	11	9	10		
<b>Push Ups</b>	<b>17-21 yrs</b>	<b>22-26 yrs</b>	<b>27-31 yrs</b>	<b>32-36 yrs</b>	<b>37-41 yrs</b>	<b>42-46 yrs</b>	<b>47-51 yrs</b>	<b>52+ yrs</b>
70% min. to graduate	M - 52 F - 28	M - 50 F - 26	M - 48 F - 24	M - 43 F - 22	M - 42 F - 18	M - 36 F - 17	M - 32 F - 13	M - 26 F - 12
50% min. for Pre-entrance	M - 32 F - 13	M - 30 F - 11	M - 28 F - 10	M - 23 F - 9	M - 22 F - 8	M - 18 F - 7	M - 17 F - 6	M - 12 F - 6



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## **POLICE OFFICER JOB DIMENSIONS**

**Communications Skills** - Ability to express one's self clearly in writing and speech; ability to read with good comprehension; ability to write a report which accurately describes details of an incident; ability to speak clearly to make one's self understood.

**Problem Solving Ability** - Knowing how to size up a situation, identify problems and make logical decisions; knowing when to take action and what type of action is appropriate; using good judgment in making decisions; ability to see similarities and differences between many situations.

**Learning Ability** - Ability to comprehend and retain a good deal of factual information; ability to recall information pertaining to laws, statutes, codes, ordinances, rules and regulations; ability to learn and apply what is learned; capability of learning factual material which is required of a law enforcement officer.

**Judgment Under Pressure** - Applying good common sense in dealing with pressure situations; capability of making sound decisions in critical situations; using good judgment in dealing with potentially volatile situations; ability to make effective, logical decisions under pressure.

**Observational Skills** - Mental alertness; good observation skills; memory for details; alertness to signals which indicate that something is wrong; inquisitive senses when something is wrong; able to sense when things are not satisfactory.

**Willingness to Confront Problems** - Ability to be assertive in critical situations; will not back away; willingness to approach people who are behaving suspiciously to investigate; having courage to confront potentially dangerous situations.

**Interest in People** - Wanting to understand people and to work with them; having an active interest in working with people; exhibiting fairness in dealing with the public without regard to race, ethnicity or economic level; having a public service orientation; wanting to help people.

**Interpersonal Sensitivity** - Resolving problems in such a way that shows sensitivity for the feelings of those involved; having empathy while working with people; effective in dealing with people without arousing antagonism; understanding the motives of people and how they will react.

**Desire for Self Improvement** - Desire to seek the knowledge needed to be a competent law enforcement officer; seeing one's self as being responsible for learning the job and a willingness to put in time needed to stay up to date; having a high degree of interest and self drive in wanting to improve skills and knowledge; caring about one's competence as a law enforcement officer; wanting to improve one's skills.

**Appearance** - Demeanor as determined by physical appearance, grooming and personal care; having personal and professional pride in one's demeanor and appearance; professional bearing as determined by neatness and overall grooming.

**Dependability** - Having the habit of submitting reports on time, not malingering on calls; well motivated; dependable; follow through on assignments; takes the extra effort to be accurate in all details of work; willingness to turn in the hours needed to complete the job.

**Physical Ability** - Showing the endurance required to do the job; measuring up to the physical demands of police work; having good physical coordination, stamina and agility; being physically able to perform the duties of the job.

**Integrity** - Refusing to yield to the temptations of bribes, gratuities, payoffs; refusing to tolerate unethical or illegal conduct on the part of other law enforcement personnel; showing strong moral character and integrity in dealing with the public; being honest.

**Operation of a Motor Vehicle** - Ability to possess a valid State of Mississippi driver's license; ability to drive safely; ability to control a motor vehicle at high speeds; ability to operate a motor vehicle in all types of weather conditions.

**Credibility as a Witness in a Court of Law** - Ability to give testimony in a court of law without being subjected to impeachment; displaying honesty and veracity.



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## BENEFITS

- **Medical Insurance** - The City of Madison provides medical insurance to employees through an eligible insurance provider at no cost to the employee. Options are available for insuring a spouse and/or dependent children at an additional cost to the employee.
- **Life Insurance** - The City of Madison provides a life insurance policy for its employees at no cost to the employee. The amount of the policy is equivalent to the employee's annual salary. Additionally, the "100" Club of Madison/Ridgeland (a Community Business Organization) provides, free of charge, life insurance in the amount of \$30,000 in the event of a line of duty death of a Madison police officer.
- **Retirement** - Employees of the City of Madison participate in the Mississippi Public Employees' Retirement System (MPERS). Both the employee and city contribute to the employee's retirement.
- **Deferred Compensation** - Employees of the City of Madison may participate in the State of Mississippi Deferred Compensation Plan. Participation is voluntary with all contributions being that of the employee.

Employee contributions for medical insurance, retirement and the deferred compensation plan are deducted from the employee's payroll pre-tax, providing an additional savings opportunity for the employee.

ALL DOCUMENTS PAST THIS  
POINT MUST BE COMPLETED  
AND RETURNED TO THE POLICE  
DEPARTMENT.

**City of Madison**  
**Application For Employment**

(Please Print)

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City County State Zip

Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Home Business

Date of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_ U.S. \_\_\_\_\_ Other \_\_\_\_\_

Email Address \_\_\_\_\_

Are you employed now? \_\_\_\_ Yes \_\_\_\_ No May we contact your present employer? \_\_\_\_ Yes \_\_\_\_ No

Position(s) applied for \_\_\_\_\_ Date available for employment: \_\_\_\_\_

**EDUCATION**

Last Elementary or  
High School Attended \_\_\_\_\_ Ending Date \_\_\_\_\_  
Name Location Month Year

Circle highest school year completed 1 2 3 4 5 6 7 8 9 10 11 12

Did you either graduate from high school or pass the high school equivalency test (GED)?

Yes \_\_\_\_\_ Date \_\_\_\_\_, 19\_\_\_\_, 20\_\_\_\_ No \_\_\_\_\_

Education Beyond High School College/University Graduate/Professional

School Name *		
Years Completed**	1 2 3 4	1 2 3 4
Diploma/Degree		
Course of Study		

\*Attach Additional Pages For Additional Schools If Necessary...== \*\* Total College Credit Hours: \_\_\_\_\_  
Describe specialized training, apprenticeship, skills, and extra-curricular activities:

List fields of work which you are licensed, registered, or certified giving date(s) and source(s) of issuance:

License Number \_\_\_\_\_

List computer skills, and any other skills in which you are proficient:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Failure to give complete information may result in rejection of your application. However, you may exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status:

EmployerTelephone

Address

Job TitleSupervisor

Description of Duties

Dates of Employment FromTo

Hourly Rate/Salary

StartingEnding

Reasons For Leaving

EmployerTelephone

Address

Job TitleSupervisor

Description of Duties

Dates of Employment FromTo

Hourly Rate/Salary

StartingEnding

Reasons For Leaving

EmployerTelephone

Address

Job TitleSupervisor

Description of Duties

Dates of Employment FromTo

Hourly Rate/Salary

StartingEnding

Reasons For Leaving

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Description of Duties \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Hourly Rate/Salary \_\_\_\_\_  
Starting Ending

Reasons For Leaving \_\_\_\_\_

**\*Attach Additional Pages for Additional Employers If Necessary.**

**REFERENCES**

List references. Do not include relatives.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

**APPLICANT'S CERTIFICATION**

(Please read carefully)

1. All information and answers to questions on this application are complete, true and correct to the best of my knowledge and belief. I understand that falsification or misrepresentation of any facts called for in this application may render this application void and may result in my termination, whenever discovered.
2. I authorize The City of Madison, Mississippi to conduct any investigation it deems appropriate concerning this application. I hereby authorize and request former employers, personal references, schools and any other persons and organizations to disclose any information that may be sought in connection with this application. In return for their providing such information to The City of Madison, Mississippi, I hereby release all former employers, personal references, schools and other persons and organizations from any liability in connection with such disclosures.
3. I understand that employment with The City of Madison, Mississippi may be contingent upon a post-offer physical examination and drug screen.
4. I agree to acquaint myself with and abide by all rules, regulations, instructions, policies and procedures of The City of Madison, Mississippi and agree that such rules, regulations, instructions, policies, procedures, practices, benefits and compensation arrangements may be changed at any time without prior notice.
5. I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time with or without cause by The City of Madison, Mississippi, just the same as I may sever my employment with The City of Madison, Mississippi at any time.

I hereby certify that I have read the above statement, I understand it and I agree to it. I further understand that this application is void after thirty (30) days and that I must submit a new application if I desire to be considered for employment after that time.

DATED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT



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## AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_, am an applicant for employment with the Madison Police Department. In order to process my application, certain information must be made available to the Chief of Police of the City of Madison, Mississippi. This information is to my benefit. I hereby authorize, request and direct educational institutions, my references, my employers (past and present), consumer reporting agencies, financial institutions of any kind, medical institutions, doctors and any other person, institution or organization and all governmental agencies and instrumentalities (local, state, federal or foreign), wherever said individuals or organizations are situated, to release to the Chief of Police of the City of Madison, Mississippi, or to any representative thereof, any document, information, record or file that he deems material to the processing of my application for employment. Said information can be furnished if the request thereof is made in person, in writing or telephonically.

Further I release all said individuals or organizations from all liability to me that could arise in any matter, contract or otherwise, from the act of furnishing said information and records to the Chief of Police or his representative, and this serves as a waiver of any contract that I have with any of the said organizations or individuals and serves as a waiver of any and all legal communication privileges that I could claim.

Further, I appoint the Chief of Police or his appointed representative as my agent and/or attorney-in-fact for the sole purpose of collecting information for processing my application and direct that he be permitted to make copies thereof at his discretion. This request can be treated as if I were making the request in person.

A photocopy of this notarized original will be accepted as official.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Affidavit of: \_\_\_\_\_ (Applicant)

I, \_\_\_\_\_ (Applicant), being first duly sworn, deposes and says as follows: I am the person who executed the above authorization. I understand its meaning, intention and effect and that the statements therein are true and correct. (Applicant to sign in notary presence)

\_\_\_\_\_  
Applicant's Signature

Subscribed and sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

I certify this to be a true copy of the original notarized Authorization to Release Information and that the original shall be kept on file with the City of Madison Police Department for inspection.

\_\_\_\_\_  
MPD Representative's Signature



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## DRUG TESTING CONSENT FORM

I, \_\_\_\_\_, do hereby grant the City of Madison, Mississippi through its qualified agent(s) to conduct a drug and alcohol test to assist in determining my suitability for the job for which I am applying or my continued suitability in the event I am currently employed. I am aware of the City of Madison's drug testing policy. I will indicate any prescription drugs or over the counter medications I am currently taking on the specific forms provided by the test administrator.

The procedure for confirming an initial positive test shall be the GC/MS (Gas Chromatography - Mass Spectrometry) method according to the City Police procedures.

Consequences of a confirmed positive test and policy violation will disqualify my consideration for employment or continued employment. I understand I do have explanation and appeal rights as set forth in the City policy, which is available for my inspection in the City's Personnel office. I understand my refusal to take such a test as specified in the City Drug Policy will disqualify me from employment consideration or continued employment.

Drug test results are held confidentially by city officials according to policy regulations.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness