

**MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
MAY 7, 2019 BEGINNING AT 6:00 P.M.**

Meeting Called To Order
Invocation:
Pledge of Allegiance:
Roll Call

Mayor Allen Latimer
Alderman Roberts
Alderman Jones

I. Vote on Municipal Docket

II. Consent Agenda

- A. Approval of minutes April 16, 2019 Mayor and Board of Aldermen meeting and April 30, 2019 recessed Mayor and Board of Alderman meeting.
- B. Approval of the sponsor the DeSoto County Museum for \$6,000.00 each to be paid with hotel/motel tax proceeds, finding that said event/organization promote the attributes of the City and/or promote the City's tourism and economic development.
- C. Recommend suspension of twenty-four (24) hour without pay of employee#436 for violation of SOG 1-V-7 7.02.
- D. Request to hire the following umpires immediately for the 2019 season for recreational Baseball season at a rate of \$40 per game: Jared Robins and Weston Fuller.
- E. Request to hire the following seasonal workers immediately for the 2019 season for recreational season at a rate of \$10.00 per hour: Johnny Cornett.
Recreational season rate of \$7.50 per hour: Samuel Fountain, Thomas Parker, and Ashley Colley.
- F. Request to hire Deante Hall as Street Laborer at a rate of \$11.01 per hour plus benefits effective May 7th, 2019.
- G. Request to hire Jimmy Brown as Building/Maint/Equipment Technician at a rate of \$15.01 per hour plus benefits effective May 7th, 2019.
- H. Request to promote Officer B. Pollett from P2 to P3 at a rate of \$21.61 per hour effective pay period beginning May 19, 2019.

III. Claims Docket

IV. Special Guest/Presentation

- A. Calvin Freeman: Code Violations
- B. Nina Wingfield: Animal Shelter

V. New Business

- A. Resolution for Cleaning Private Property.
- B. Request approval on revised Parks Department Job Descriptions.
- C. Request approval on revised Planning Department Job Descriptions.
- D. Request Budget Transfer in the Fire Department.
- E. Request to declare and authorize the disposal of surplus property in the Police Department.
- F. Request approval on revised Police Department Job Descriptions.
- G. Request approval on revised Fire Department Job Descriptions.
- H. Request consideration to adoption the Animal Control Volunteer Policy.
- I. Request Jackson, MS travel expense approval for Mayor Latimer and Jim Robinson to attend the Mississippi Development Bank bond approval meeting on May 8, 2019.
- J. Adoption of Resolution directing the sale and award of a general obligation bond in the principal amount not to exceed \$6,000,000 to the Mississippi Development Bank.
- K. Request to declare a vacancy for Alderman of Ward 3 as a result of Alderman Smith's resignation due to retirement, effective April 30, 2019.

VI. Mayor / Alderman Correspondence

VII. Department Head Correspondence

VIII. Engineer Correspondence

IX. City Attorney Correspondence

X. Executive Session

XI. Recess

May 7, 2019

Be it remembered that a meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on May 7, 2019 beginning at 6:00 p.m., it being the said time and place for conducting the meeting.

When and where the following were present: Allen Latimer, Mayor, Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, Alderman Roberts, Jim Robinson, City Clerk, Jay Williams, Public Works Assistant Director, Troy Rowell, Police Chief, David Linville, Fire Chief, Willie Davidson, Planning Director, Keith Calvert, Parks Director, Arianne Linville, HR Director, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

Absent: Alderman White

Order #05-01-19

Order to approve Municipal Docket

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Municipal Docket, as presented.

Said motion was made by Alderman Jones and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

Order to approve Consent Agenda

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Consent Agenda, items A-H, with the removal of item G. to Executive Session:

- A. Approval of minutes April 16, 2019 Mayor and Board of Aldermen meeting and April 30, 2019 recessed Mayor and Board of Aldermen meeting.
- B. Approval of the sponsorship of the DeSoto County Museum for \$6,000.00 to be paid with hotel/motel tax proceeds, finding that said organization promotes the attributes of the City and/or promotes the City's tourism and economic development.
- C. Recommend suspension of twenty-four (24) hour without pay of employee #513 for violation of SOG 1-V-7 7.02.
- D. Request to hire the following umpires immediately for the 2019 season for recreational Baseball season at a rate of \$40 per game: Jared Robins and Weston Fuller.
- E. Request to hire the following seasonal workers immediately for the 2019 recreational season at a rate of \$10.00 per hour: Johnny Cornett. Recreational season rate of \$7.50 per hour: Samuel Fountain, Thomas Parker, and Ashley Colley.
- F. Request to hire Deante Hall as Street Laborer at a rate of \$11.01 per hour plus benefits effective May 7th, 2019.
- H. Request to promote Officer B. Pollett from P2 to P3 at a rate of \$21.61 per hour effective pay period beginning May 19, 2019.

Said motion was made by Alderman Jones and seconded by Alderman Guice.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, and Alderman Johnson.

Nays: Alderman Roberts.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal



**CITY OF HORN LAKE BOARD MEETING
May 7, 2019**

Department	4/25/2019	Overtime Amount
<i>Animal Control</i>	\$2,618.74	\$256.26
Judicial	\$11,469.73	\$18.56
Fire/Amb	\$98,083.57	\$0.00
Fire/Budgeted OT	\$0.00	\$7,330.05
Fire/Non Budgeted OT	\$0.00	\$2,661.31
Fire/ST Non Budgeted OT	\$0.00	\$155.36
Finance	\$8,530.31	\$0.00
Legislative	\$4,540.20	\$0.00
Executive	\$2,873.00	\$0.00
Parks	\$12,070.36	\$708.60
Planning	\$5,156.03	\$0.00
Police	\$138,504.29	\$6,303.50
Public Works - Streets	\$15,162.32	\$58.08
Public Works - Utility	\$32,338.52	\$716.52
Grand Total	\$331,347.07	\$18,208.24



CITY OF HORN LAKE BOARD MEETING
May 7, 2019

CLAIMS DOCKET RECAP C-050719 & D-050719

NAME OF FUND	TOTAL
	\$
GENERAL FUND	371,238.00
COURT COSTS	\$2,412.50
EXECUTIVE	\$0.00
LEGISLATIVE	\$336.06
JUDICIAL	\$1,250.00
FINANCIAL ADMIN	\$164.64
PLANNING	\$6,112.44
POLICE	\$37,483.84
FIRE & EMS	\$6,770.73
STREET DEPARTMENT	\$45,594.50
ANIMAL CONTROL	\$620.44
PARKS & REC	\$20,495.85
PARK TOURNAMENT	\$14,213.27
PROFESSIONAL EXPENSE	\$130,502.66
DEBT SERVICES	\$0.00
HEALTH INSURANCE	\$105,281.07
	\$
LIBRARY FUND	9,375.00
	\$
ECONOMIC DEVELOPMENT FUND	3,339.24
UTILITY FUND	\$146,664.47
TOTAL DOCKET	\$530,616.71

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
5801	LIPSCOMB & PITTS INS	POOLED CASH RENASANT BANK	HEALTH INS	\$93,470.32	703728	BCBSMS MAY PREM
6245	SUN LIFE FINANCIAL	POOLED CASH RENASANT BANK	HEALTH INS	\$6,500.19	703729	Payroll Run 1 - Warrant 042519
6245	SUN LIFE FINANCIAL	POOLED CASH RENASANT BANK	HEALTH INS	\$5,310.56	703729	Payroll Run 1 - Warrant 041119
9996	MARLON JAMAR VERNER	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$162.50	703726	CB REF REISSUE OF CK #702050
3067	DONNIE WHITE	LEGISLATIVE	TRAVEL & TRAINING	\$173.06	703723	REIMB WASHINGTON TRIP
1051	JOHN JONES JR	LEGISLATIVE	TRAVEL & TRAINING-WD 6	\$163.00	703724	REIMB WASHINGTON DC TRIP
1970	COMCAST	FIRE & EMS	UTILITIES	\$116.81	703725	INTERNET SERVICES
1970	COMCAST	PARKS & REC	UTILITIES	\$277.45	703725	INTERNET SERVICES
5877	SAMS CLUB DIRECT	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$185.00	703730	YEARLY MEMBERSHIP FEE
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	\$190.55	703725	INTERNET SERVICES
1051	JOHN JONES JR	ECONOMIC DEVELOPMENT	PROMOTIONS	\$825.34	703722	REIMB HOEL WASHINTON TRIP
3067	DONNIE WHITE	ECONOMIC DEVELOPMENT	PROMOTIONS	\$825.34	703723	HOTEL REIMB WASHINGTON TRIP
940	HORN LAKE POSTMASTER	UTILITY SYSTEM	TELEPHONE & POSTAGE	\$2,238.44	703731	MAILING OF MAY 2019 UTILITY BILLS
1970	COMCAST	UTILITY SYSTEM	UTILITIES	\$144.94	703725	INTERNET SERVICES
4028	RELIABLE EQUIPMENT L	UTILITY SYSTEM	MACHINERY & EQUIPMENT	\$2,175.00	703727	58 INCH TILLER
9996	AL WILLIAMS BAIL BON	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$500.00	703860	C JOHNSON CB REFUND #117306A
9996	MCKEE BONDING CO	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$250.00	703862	CB REFUND J JONES JR #099347
9996	ALRIGHT BAIL BONDS	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$1,500.00	703861	CB REFUND T RICHMOND #005252
2443	KAREN S CARTER	JUDICIAL	CONTRACT PERSONNEL	\$500.00	703828	FINE DUE JUDGE 4-11-19
2443	KAREN S CARTER	JUDICIAL	CONTRACT PERSONNEL	\$500.00	703828	FINE DUE JUDGE 4-25-19
1727	WILLIAM SEALE	JUDICIAL	PROFESSIONAL SERVICES	\$250.00	703935	PROSECUTOR FEE 4-18-19
1702	FLEETCOR TECHNOLOGIE	FINANCIAL ADMINISTRATION	FUEL & OIL	\$42.51	703788	FUEL ADMIN
1702	FLEETCOR TECHNOLOGIE	FINANCIAL ADMINISTRATION	FUEL & OIL	\$36.43	703787	FUEL FOR ADMIN
1702	FLEETCOR TECHNOLOGIE	FINANCIAL ADMINISTRATION	FUEL & OIL	\$35.90	703786	FUEL ADMIN
3323	BANCORPSOUTH	FINANCIAL ADMINISTRATION	FURNITURE/EQUIP/SUPPL	\$36.92	703752	DESK PAINT JIM
3323	BANCORPSOUTH	FINANCIAL ADMINISTRATION	FURNITURE/EQUIP/SUPPL	\$12.88	703752	CORD JULIE PC
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$1,843.13	703850	CORE5 ENGINEERING
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$2,794.92	703851	GENERAL RPR SERVICES

1457	NEEL-SCHAFER INC	PLANNING	PROFESSIONAL SERVICES	\$616.16	703852	GENERAL SERVICES
1457	NEEL-SCHAFER INC	PLANNING	PROFESSIONAL SERVICES	\$758.64	703854	GENERAL SERVICES MARCH 2019
3323	BANCORPSOUTH	PLANNING	TRAVEL & TRAINING	\$11.93	703752	T RAINING REIMB W DAVIDSON
3323	BANCORPSOUTH	PLANNING	TRAVEL & TRAINING	\$41.91	703752	REIMB W DAVIDSON TRAINING
3323	BANCORPSOUTH	PLANNING	TRAVEL & TRAINING	\$45.75	703752	TRAINING REIMB W DAVIDSON
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$314.72	703837	TWO TIRES UNIT 0784
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$331.00	703837	AIR BAG LIGHT, COMPUTER RESET
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$185.95	703837	BATTERY TEST AND REPLACE UNIT
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$130.70	703837	ONE TIRE UNIT 3572
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$210.09	703858	INT MANIFOLD UNIT 3301
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$27.04	703858	WIPER BLDS UNIT 8933
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$124.75	703858	REPLACE BATTERY UNIT 5988
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$3.81	703858	O/F UNIT 0784
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$39.19	703858	BRK ROTOR UNIT 1102
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$69.75	703858	BRK PADS UNIT 1102
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$188.71	703858	F/P ASSEMBLY UNIT 4461
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$6.79	703858	O/F UNIT 6031
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$4.01	703858	O/F UNIT 0897
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$13.05	703858	WIPER BLD , UNIT 9659
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$16.15	703858	GLUE CLEANER UNIT 5924
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$4.11	703858	O/F UNIT 3481
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$34.56	703858	GAL ANTI , GLASS FUSES UNIT 96
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$27.35	703858	WIPER BLDS UNIT 8932
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$4.11	703858	O/F UNIT 6359
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$35.90	703858	MIRROR ADHSV 9672
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$32.54	703858	O/F 6 QT. OIL UNIT 5493
1844	SPENCER LEE'S TRANSM	POLICE	VEHICLE MAINTENANCE	\$600.00	703877	REMOVE TRANS&REAREND 1103,REI
2958	ADVANCED GRAPHIX	POLICE	VEHICLE MAINTENANCE	\$22.00	703737	REPLACEMENT GRAPHIX UNIT 9626
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$44.78	703749	COIL , PLUG WIRE UNIT 1102

3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$44.23	703749	O/F WIPER BLD UNIT 2767
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$41.98	703749	WIPER BLDS UNIT 9672
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$143.77	703749	O/F , FRT BRAKES , BATTERY , U
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.79	703749	O/F UNIT 9626
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$2.79	703749	O/F UNIT 6179
4513	A & B FAST AUTOGLASS	POLICE	VEHICLE MAINTENANCE	\$307.61	703732	WIND SHEALD UNIT 4461
5617	CHOICE TOWING	POLICE	VEHICLE MAINTENANCE	\$50.00	703760	TOW 1103 BACK TO C/S FROM T/S
5099	EMERGENCY EQUIP PROF	POLICE	UNIFORMS	\$116.66	703778	UNIFORM ALLOTMENT- CAPT. SCOTT
5444	MID SOUTH SOLUTIONS	POLICE	UNIFORMS	\$341.90	703844	SCHUETZ - CLOTHING ALLOTMENT
5444	MID SOUTH SOLUTIONS	POLICE	UNIFORMS	\$281.50	703844	UNIFORMS D. SANDERSON
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$3,047.67	703803	FUEL WEEK 04-08 TO 04-14-2019
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,777.22	703801	FUEL WEEK 04-15 TO 04-21-2019
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,895.33	703802	FUEL WEEK 04-22 TO 04-28-2019
3709	BEST-WADE PETROLEUM	POLICE	FUEL & OIL	\$1,263.67	703754	OIL CITY VEHICLES
2685	THOMSON WEST	POLICE	PROFESSIONAL SERVICES	\$195.78	703885	MARCH 2019 WESTLAW
2685	THOMSON WEST	POLICE	PROFESSIONAL SERVICES	\$422.08	703885	MARCH 2019 CLEAR
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$170.00	703741	BAC C WALKER 04-03-2019 / M POWELL 04-04- 2019
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$85.00	703741	BAC D TAYLOR 04-06-2019
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$85.00	703741	BAC V TERRELL 04-09-2019
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$170.00	703741	BAC M CATHEY 04-14 / J GRAMMER 04-10
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$85.00	703741	BAC L LOOMIS 04-15-2019
5801	LIPSCOMB & PITTS INS	POLICE	PROFESSIONAL SERVICES	\$150.00	703833	T ROWELL BOND RENEWAL
6038	A T&T - INTERACT	POLICE	PROFESSIONAL SERVICES	\$1,295.00	703733	T1 LINES
3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	\$14.00	703752	STCC FIRE POLICE CPR CARDS
6161	DISTRICT ATTORNEY	POLICE	DRUG SEIZURE EXPENSES	\$280.40	703776	JORDAN L CUMMINGS FINAL DECLARATION
1283	MID SOUTH UNIFORMS	POLICE	MACHINERY & EQUIPMENT	\$20,743.40	703845	BODY ARMOR
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$510.30	703806	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$11.25	703806	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$51.67	703806	EMS SUPPLIES

1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$604.60	703806	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$269.38	703939	EMS SUPPLIES
4983	PREMIER AIR PRODUCTS	FIRE & EMS	MEDICAL SUPPLIES	\$123.00	703867	EMS OXYGEN
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	\$85.98	703756	EMS SUPPLIES
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	\$121.45	703756	EMS SUPPLIES
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	\$285.14	703756	EMS SUPPLIES
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	\$220.00	703778	UNIT 3 REPAIRS
676	FARRELL CALHOUN COIN	FIRE & EMS	BUILDING & EQUIP MAINT	\$35.00	703783	PAINT ST 2
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	\$108.01	703883	STATION SUPPLIES
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	\$21.30	703883	LOCKOUTS
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	\$27.97	703883	SUPPLIES FOR STATION
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	\$87.37	703883	STATION SUPPLIES
6294	PHILLIPS GARAGE DOOR	FIRE & EMS	BUILDING & EQUIP MAINT	\$120.00	703866	REPAIR DOOR STATION 3
1518	O'REILLY AUTO PARTS	FIRE & EMS	FUEL & OIL	\$66.45	703858	FC OIL
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$658.30	703797	FUEL 4/8-4/14
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$543.40	703794	FUEL 4/1-4/7
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$607.90	703795	FUEL 4/15-4/21
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$796.64	703798	FUEL 4/22-4/28
651	ENTERGY	FIRE & EMS	UTILITIES	\$644.38	703780	6363 HIGHWAY 301
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	\$271.44	703747	6770 TULANE RD
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	\$100.73	703745	5711 HIGHWAY 51 N
3323	BANCORPSOUTH	FIRE & EMS	TRAVEL & TRAINING	\$42.00	703752	STCC FIRE POLICE CPR CARDS
5159	DANNY EYTCHISON	FIRE & EMS	TRAVEL & TRAINING	\$200.00	703768	CPR INSTRUCTOR B TURNMIRE
6156	JOSH MILES	FIRE & EMS	TRAVEL & TRAINING	\$21.05	703827	MEAL REIMB CPAT
6299	BLAKE TURNMIRE	FIRE & EMS	TRAVEL & TRAINING	\$19.21	703755	MEALS FOR CPAT
4552	DENNIS B PEYTON	STREET DEPARTMENT	CONTRACT PERSONNEL	\$320.00	703771	CONTRACT EMPLOYEE
4552	DENNIS B PEYTON	STREET DEPARTMENT	CONTRACT PERSONNEL	\$320.00	703771	CONTRACT EMPLOYEE
552	DESOTO COUNTY COOPER	STREET DEPARTMENT	MATERIALS	\$480.00	703772	POISON FOR STREET
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	MATERIALS	\$23.88	703858	BRAKE CLEANER FOR SHOP
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	\$15.09	703875	MATERIALS TO PAINT ST SIGNS
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	\$20.04	703875	NUTS AND BOLTS FOR ST SIGNS

4365	UNITED REFRIGERATION	STREET DEPARTMENT	MATERIALS	\$72.54	703889	HI LOW COUPLER GAUGES 1\4 FLARE
1485	NORTH MISSISSIPPI TI	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$1,081.30	703857	2 TIRES FOR BACKHOE
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$20.98	703858	WIPER BLADE FOR 949ST
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$19.50	703858	WIPER BLADES FOR 2018 DUMPTRUCK
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$3.59	703858	MIRROR ADHSV FOR 901 ST
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$11.14	703875	NUTS AND BOLTS FOR TS110
3502	AUTO ZONE	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$3.99	703749	WIPER LINKAGE BUSHINGS 949ST
6257	LANDERS SOUTH	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$4,726.87	703831	BUCKET TRUCK REPAIRS 8736
125	ASAP GARAGE DOOR CO	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$201.16	703743	FIXED GARAGE DOOR ON THIRD BAY
926	THE HOME DEPOT	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$23.84	703883	PARTS TO PREAI HW TANK AT SHOP
926	THE HOME DEPOT	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$366.36	703883	HW TANK AND PARTS
926	THE HOME DEPOT	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$159.00	703883	DRILL IMPACT 18V BLADE
1193	MARTIN MACHINE & SUP	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$1,186.00	703839	SKID PLATES FOR JOHN DEERE TRACTOR
3502	AUTO ZONE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$109.99	703749	BATTERY FOR BUSH HOG NH3313
6082	BULLFROG MART LLC	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$18.99	703759	FUEL FOR FORKLIFT
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$119.18	703888	UNIFORMS ST UT
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$128.29	703888	UNIFORMS ST UT
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$101.65	703888	UNIFORMS ST & UT
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$119.71	703888	UNIFORMS ST UT
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$327.30	703796	FUEL UT AND ST
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$469.48	703799	FUEL FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$522.34	703800	FUEL UT/ST
3709	BEST-WADE PETROLEUM	STREET DEPARTMENT	FUEL & OIL	\$1,263.67	703754	OIL CITY VEHICLES
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$13,314.10	703855	EWP PROGRAM
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$811.19	703852	GENERAL SERVICES
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$3,934.09	703854	GENERAL SERVICES MARCH 2019
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$14,797.28	703780	STREET LIGHTS
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$23.74	703780	1025 HIGHWAY 302
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$169.87	703780	1007 GOODMAN RD

651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$28.28	703780	HIGHWAY 302 & MALLARD
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$40.12	703780	NAIL RD AT HIGHWAY 51
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$98.31	703780	HIGHWAY 51 GOODMAN RD
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$9.43	703780	301 NAIL RD
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$24.16	703780	MS 302 @ HORN LAKE RD
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$17.68	703780	4188 GOODMAN RD W
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$20.26	703780	SHADOW OAKS PKWY NLGT
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$42.87	703780	4035 SHADOW OAKS LIGHTS
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$27.24	703780	4275 HIGHWAY 51 N
1269	MID AMERICA APPLIANC	ANIMAL CONTROL	BUILDING & EQUIP MAINT	\$24.26	703843	LOCK WICH WASH MACHINE
6175	UNIFIRST CORPORATION	ANIMAL CONTROL	UNIFORMS	\$17.01	703888	UNIFORMS AC
6175	UNIFIRST CORPORATION	ANIMAL CONTROL	UNIFORMS	\$14.06	703888	UNIFORMS FOR A C
6175	UNIFIRST CORPORATION	ANIMAL CONTROL	UNIFORMS	\$14.33	703888	UNIFORMS ANIMAL CONTROL
6175	UNIFIRST CORPORATION	ANIMAL CONTROL	UNIFORMS	\$14.06	703888	UNIFORMS ANIMAL CONTROL
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$117.60	703790	FUEL ANIMAL CONTROL
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$114.73	703789	FUEL ANIMAL CONTROL
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$24.99	703810	FELINE NEUTER GOTTOE
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$100.00	703813	EUTH X 4
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$42.00	703811	CAT SPAY
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$67.00	703812	1 SPAY 1 EUTH
1356	ATMOS ENERGY	ANIMAL CONTROL	UTILITIES	\$70.40	703744	6410 CENTER ST E
4363	DANIELLE CHEESEMAN	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$93.75	703767	REC BASEBALL 4/08-28/2019
4512	DANA HERSHMAN	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$395.00	703766	REC BASEBALL 4/08-28/2019
5397	AMBER HOLLAND	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$370.00	703740	REC BASEBALL 4/08-28/2019
6177	EMILEE TRASK	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$52.50	703779	REC BASEBALL 4/8-28/2019
6186	MEGAN BALASH	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$153.75	703840	REC BASEBALL 4/08-28/2019
6201	DAYLIN HERSHMAN	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$202.50	703769	REC BASEBALL 4/08-28/2019
6216	HUNTER SHEARON	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$56.25	703817	REC BASEBALL 4/08-28/2019
6239	JOHNNY F CORNETT	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$307.50	703826	REC BASEBALL 4/8-28/2019
6240	CLAYTON S SMITH	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$135.00	703763	REC BASEBALL 4/08-28/2019
6270	JACKSON ABNER	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$206.25	703819	REC BASEBALL 4/08-28/2019

6275	AUTUMN TELLES	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$232.50	703750	REC BASEBALL 4/08-28/2019
6290	ERICA G PIXLEY	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$108.75	703781	REC BASEBALL 4/08-28/2019
6291	ISAAH GUTIERREZ	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$37.50	703818	REC BASEBALL 4/08-28/2019
6298	BAILEY WILSON	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	\$48.75	703751	REC BASEBALL 4/08-28/2019
6170	WILLIE CARTER	PARKS & REC	OUTSIDE MAINTENANCE STAFF	\$585.00	703937	OUTSIDE MAINT 4/8-28/2019
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$75.26	703883	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$41.42	703883	SAW BLADES
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$20.58	703883	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$29.45	703883	SUPPLIES
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$68.18	703883	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$48.57	703883	MATERIAL
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	\$19.98	703752	BEST BUY PARKS
1518	O'REILLY AUTO PARTS	PARKS & REC	VEHICLE MAINTENANCE	\$54.99	703858	RECEIVER
1831	SOUTHAVEN SUPPLY	PARKS & REC	VEHICLE MAINTENANCE	\$31.15	703875	PADLOCK CHAIN
2486	BRYAN PETTIGREW	PARKS & REC	UMPIRES	\$338.00	703758	REC BALL UMPIRE 4/08-28/2019
3072	MICHAEL HOLLAND	PARKS & REC	UMPIRES	\$60.00	703842	REC BALL UMPIRE 4/08-28/2019
4074	ADAM R PARVIN	PARKS & REC	UMPIRES	\$140.00	703735	REC BALL UMPIRE 4/08-28/2019
4096	LONNIE DAVIS	PARKS & REC	UMPIRES	\$170.00	703834	REC BALL UMPIRE 4/08-28/2019
4596	JOHN ACKERMAN	PARKS & REC	UMPIRES	\$260.00	703825	REC BASEBALL UMPIRE 4/08-28/2019
4694	MARK TATKO	PARKS & REC	UMPIRES	\$840.00	703838	REC BALL SCHEDULER 4/08-28/2019
4705	TERRY WAMMACK	PARKS & REC	UMPIRES	\$86.00	703882	REC BALL UMPIRE 4/08-28/2019
4707	JERRY LEE BLANK	PARKS & REC	UMPIRES	\$120.00	703823	REC BALL UMPIRE 4/08-28/2019
4860	AUSTON A DEVOLPI	PARKS & REC	UMPIRES	\$260.00	703748	REC BALL UMPIRE 4/08-28/2019
5603	SCOTT HARFORD	PARKS & REC	UMPIRES	\$60.00	703872	REC BALL UMPIRE 4/08-28/2019
5638	VIC FULLER	PARKS & REC	UMPIRES	\$150.00	703929	REC BALL UMPIRE 4/08-28/2019
5980	RYAN CUNDIFF	PARKS & REC	UMPIRES	\$80.00	703870	REC BALL UMPIRE 4/08-28/2019
6033	KEVIN HILL	PARKS & REC	UMPIRES	\$170.00	703829	REC BALL UMPIRE 4/08-28/2019
6054	NICHOLAS CLARK	PARKS & REC	UMPIRES	\$186.00	703856	REC BALL UMPIRE 4/08-28/2019
6117	VICKI CLARK	PARKS & REC	UMPIRES	\$250.00	703930	REC BALL UMPIRE 4/08-28/2019
6164	TRAVIS M BREWER	PARKS & REC	UMPIRES	\$128.00	703886	REC BALL UMPIRE 4/08-28/2019
6276	CHRISTOPHER P CASCIO	PARKS & REC	UMPIRES	\$130.00	703761	REC BALL UMPIRE 4/08-28/2019

6284	RONALD WILSON	PARKS & REC	UMPIRES	\$180.00	703869	REC BALL UMPIRE 4/08-28/2019
6292	HUNTER PETTIGREW	PARKS & REC	UMPIRES	\$300.00	703816	REC BASEBALL UMPIRE 4/08- 28/2019
6286	JEFF GILDER	PARKS & REC	EQUIPMENT MAINTENANCE	\$4,685.00	703820	PARK OFFICE BUILDING / PAINTING
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$209.28	703793	FUEL PARKS AND REC
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$182.60	703792	FUEL PARKS AND REC
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$164.55	703791	FUEL PARKS
4752	SYSCO FOOD	PARKS & REC	RESELL/CONCESSION EXP	\$2,151.92	703881	CONCESSION FOOD
4752	SYSCO FOOD	PARKS & REC	RESELL/CONCESSION EXP	\$852.95	703881	CONCESSION FOOD
6262	PEPSI BEVERAGES CO	PARKS & REC	RESELL/CONCESSION EXP	\$1,947.98	703864	CONCESSION DRINKS
651	ENTERGY	PARKS & REC	UTILITIES	\$115.55	703780	FLOODS FAIRFIELD MEADOW PARK
651	ENTERGY	PARKS & REC	UTILITIES	\$36.08	703780	FLOOD LIGHT CHOCTAW PARK
651	ENTERGY	PARKS & REC	UTILITIES	\$105.91	703780	HOLLY HILLS PARK CHAPEL HILL
651	ENTERGY	PARKS & REC	UTILITIES	\$36.96	703780	7345 HURT RD
651	ENTERGY	PARKS & REC	UTILITIES	\$28.89	703780	SHADOW OAKS PARK
6089	EWING IRRIGATION	PARKS & REC	FIELD REPAIR & MAINTENANCE	\$1,084.75	703782	TURFACE
926	THE HOME DEPOT	PARKS & REC	BUILDING IMPROVEMENTS	\$41.87	703883	MATERIAL FOR GATE
926	THE HOME DEPOT	PARKS & REC	BUILDING IMPROVEMENTS	\$44.73	703883	GATE REPAIR
5263	AFFORDABLE PEST	PARKS & REC	BUILDING IMPROVEMENTS	\$1,200.00	703739	PEST CONTROL
1518	O'REILLY AUTO PARTS	PARKS & REC	PARK SUPPLIES	\$46.80	703858	MOWER MAINTENANCE
4512	DANA HERSHMAN	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$90.00	703766	TOURN CONTRACT 4/26- 28/2019
5062	VIRGINIA BURNSIDE	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$112.50	703931	TOURN HOMERUN 4/26- 28/2019
5397	AMBER HOLLAND	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$110.00	703740	TOURN HOMERUN 4/26- 28/2019
6017	DEANA MERRILL	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$75.00	703770	TOURN HOMERUN 4/26- 28/2019
6024	COLTON SMITH	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$131.25	703765	TOURN HOMERUN 4/26- 28/2019
6177	EMILEE TRASK	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$123.75	703779	TOURN HOMERUN 4/26- 28/2019
6186	MEGAN BALASH	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$45.00	703840	TOURN HOMERUN 4/26- 28/2019
6201	DAYLIN HERSHMAN	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$60.00	703769	TOURN HOMERUN 4/26- 28/2019

6240	CLAYTON S SMITH	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$116.25	703763	TOURN HOMERUN 4/26- 28/2019
6270	JACKSON ABNER	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$18.75	703819	TOURN HOMERUN 4/26- 28/2019
6281	LAURA ANN JACKSON	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$135.00	703832	TOURN HOMERUN 4/26- 28/2019
6290	ERICA G PIXLEY	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$127.50	703781	TOURN HOMERUN 4/26- 28/2019
6298	BAILEY WILSON	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	\$41.25	703751	TOURN HOMERUN 4/26- 28/2019
4363	DANIELLE CHEESEMAN	PARK TOURNAMENTS	SCOREKEEPERS	\$200.00	703767	TOURN HOMERUN 4/26- 28/2019
4512	DANA HERSHMAN	PARK TOURNAMENTS	SCOREKEEPERS	\$255.00	703766	TOURN HOMERUN 4/26- 28/2019
5397	AMBER HOLLAND	PARK TOURNAMENTS	SCOREKEEPERS	\$225.00	703740	TOURN HOMERUN 4/26- 28/2019
6024	COLTON SMITH	PARK TOURNAMENTS	SCOREKEEPERS	\$120.00	703765	SCOREKEEPER TOURN HOMERUN 4/26- 28/2019
6177	EMILEE TRASK	PARK TOURNAMENTS	SCOREKEEPERS	\$60.00	703779	SCOREKEEPER HOMERUN 4/26- 28/2019
6201	DAYLIN HERSHMAN	PARK TOURNAMENTS	SCOREKEEPERS	\$150.00	703769	SCOREKEEPER TOURN HOMERUN 4/26- 28/2019
6216	HUNTER SHEARON	PARK TOURNAMENTS	SCOREKEEPERS	\$63.75	703817	TOURN HOMERUN 4/26- 28/2019
6216	HUNTER SHEARON	PARK TOURNAMENTS	SCOREKEEPERS	\$150.00	703817	SCOREKEEPER TOURN HOMERUN 4/26- 28/2019
6239	JOHNNY F CORNETT	PARK TOURNAMENTS	SCOREKEEPERS	\$48.75	703826	TOURN HOMERUN 4/26- 28/2019
6239	JOHNNY F CORNETT	PARK TOURNAMENTS	SCOREKEEPERS	\$225.00	703826	SCOREKEEPER TOURN HOMERUN 4/26- 28/2019
6249	BARRON K SPENCER	PARK TOURNAMENTS	SCOREKEEPERS	\$78.75	703753	TOURN HOMERUN 4/26- 28/2019
6270	JACKSON ABNER	PARK TOURNAMENTS	SCOREKEEPERS	\$150.00	703819	TOURN HOMERUN 4/26- 28/2019
6275	AUTUMN TELLES	PARK TOURNAMENTS	SCOREKEEPERS	\$41.25	703750	TOURN HOMERUN 4/26- 28/2019
6275	AUTUMN TELLES	PARK TOURNAMENTS	SCOREKEEPERS	\$105.00	703750	SCOREKEEPER TOURN HOMERUN 4/26- 28/2019
6281	LAURA ANN JACKSON	PARK TOURNAMENTS	SCOREKEEPERS	\$45.00	703832	TOURN HOMERUN 4/26- 28/2019
2486	BRYAN PETTIGREW	PARK TOURNAMENTS	UMPIRES	\$610.00	703758	UMPIRE TOURN HOMERUN
3072	MICHAEL HOLLAND	PARK TOURNAMENTS	UMPIRES	\$300.00	703842	UMPIRE TOURN HOMERUN
4074	ADAM R PARVIN	PARK TOURNAMENTS	UMPIRES	\$540.00	703735	UMPIRE TOURN HOMERUN

4096	LONNIE DAVIS	PARK TOURNAMENTS	UMPIRES	\$380.00	703834	UMPIRE TOURN HOMERUN
4596	JOHN ACKERMAN	PARK TOURNAMENTS	UMPIRES	\$520.00	703825	UMPIRE TOURN HOMERUN
4694	MARK TATKO	PARK TOURNAMENTS	UMPIRES	\$1,720.00	703838	TOURN SCHEDULER TOURN HOMERUN 4/26-28/2019
4705	TERRY WAMMACK	PARK TOURNAMENTS	UMPIRES	\$490.00	703882	UMPIRE TOURN HOMERUN
4707	JERRY LEE BLANK	PARK TOURNAMENTS	UMPIRES	\$90.00	703823	UMPIRE TOURN HOMERUN
4726	JEFFERY L BOSLEY	PARK TOURNAMENTS	UMPIRES	\$90.00	703821	UMPIRE TOURN HOMERUN
4860	AUSTON A DEVOLPI	PARK TOURNAMENTS	UMPIRES	\$385.00	703748	UMPIRE TOURN HOMERUN
5405	DON REED	PARK TOURNAMENTS	UMPIRES	\$425.00	703777	UMPIRE TOURN HOMERUN
5603	SCOTT HARFORD	PARK TOURNAMENTS	UMPIRES	\$345.00	703872	UMPIRE TOURN HOMERUN
5638	VIC FULLER	PARK TOURNAMENTS	UMPIRES	\$260.00	703929	UMPIRE TOURN HOMERUN
5857	JEFFREY TARTT	PARK TOURNAMENTS	UMPIRES	\$440.00	703822	UMPIRE TOURN HOMERUN
5980	RYAN CUNDIFF	PARK TOURNAMENTS	UMPIRES	\$475.00	703870	UMPIRE TOURN HOMERUN
6020	JESSE DEAN	PARK TOURNAMENTS	UMPIRES	\$125.00	703824	UMPIRE TOURN HOMERUN
6033	KEVIN HILL	PARK TOURNAMENTS	UMPIRES	\$355.00	703829	UMPIRE TOURN HOMERUN
6054	NICHOLAS CLARK	PARK TOURNAMENTS	UMPIRES	\$405.00	703856	UMPIRE TOURN HOMERUN
6117	VICKI CLARK	PARK TOURNAMENTS	UMPIRES	\$120.00	703930	UMPIRE TOURN HOMERUN
6164	TRAVIS M BREWER	PARK TOURNAMENTS	UMPIRES	\$335.00	703886	UMPIRE TOURN HOMERUN
6188	PATRICK HARDY	PARK TOURNAMENTS	UMPIRES	\$505.00	703863	UMPIRE TOURN HOMERUN
6223	THOMAS DAVIS	PARK TOURNAMENTS	UMPIRES	\$640.00	703884	UMPIRE TOURN HOMERUN
6276	CHRISTOPHER P CASCIO	PARK TOURNAMENTS	UMPIRES	\$150.00	703761	UMPIRE TOURN HOMERUN
6292	HUNTER PETTIGREW	PARK TOURNAMENTS	UMPIRES	\$200.00	703816	UMPIRE TOURN HOMERUN
552	DESOTO COUNTY COOPER	PARK TOURNAMENTS	SUPPLIES/MATERIALS	\$310.00	703772	CHAULK
5966	WADE INC	PARK TOURNAMENTS	SUPPLIES/MATERIALS	\$27.42	703932	KEY
926	THE HOME DEPOT	PARK TOURNAMENTS	AWARDS/TROPHIES	\$219.90	703883	TENTS / SAFTY GLASSES / LOCKS
5906	PETTY CASH L CALVERT	PARK TOURNAMENTS	AWARDS/TROPHIES	\$21.82	703865	OFFICE SUPPLY
6152	ADVANCED COMFORT	PARK TOURNAMENTS	AWARDS/TROPHIES	\$625.38	703736	TRANE BLOWER / LABOR
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$228.00	703734	JAN SAN FOR CITY
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$283.43	703734	JAN SAN FIRE DEPT
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$100.93	703859	OFFICE SUPPLIES
2335	STAPLES	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$48.77	703878	OFFICE SUPPLIES

2335	STAPLES	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$50.00	703878	COLOR FILES FOR PLANNING
50	AFFINITY LANDSCAPE	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$775.00	703738	LAWN SERVICES CITY HALL
50	AFFINITY LANDSCAPE	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$775.00	703738	LAWN SERVICES CITY HALL
1178	MAGNOLIA ELECTRICAL	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$174.20	703836	REPLACE REPAIR LIGHTS ON PD SIDE
4807	SHRED IT US JV LLC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$96.03	703874	SHRED SERVICES
5263	AFFORDABLE PEST	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$400.00	703739	PEST CONTROL
6297	HL FLAKE	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$12.35	703809	CAM PLUG
950	HOSPITAL WING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$40.00	703815	SMITH MCCALL REGISTRATION
1457	NEEL-SCHAFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$1,414.58	703852	GENERAL SERVICES
1457	NEEL-SCHAFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$635.00	703854	GENERAL SERVICES MARCH 2019
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$66.92	703762	FIRE COPIER LEASE
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$150.00	703762	PD RECEPTION COPIER LEASE
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$38.43	703762	PD COPIER LEASE
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$90.05	703762	COURT COPIER LEASE
4111	DESOTO TIMES TRIBUNE	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$160.28	703774	RESOLUTION ADVERT
4318	TRI STATE TROPHY INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$10.00	703887	NAME BADGE L GIDEON
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$1,208.00	703833	CONSULTING FEES
5889	SENDIO	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$3,214.07	703873	LICENSING HOSTING FEES
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$4.84	703775	FIRE COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$25.27	703775	DETECTIVE COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$110.71	703775	COURT COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$4.81	703775	SUBSTN COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$53.90	703775	COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$151.72	703868	PLANNING COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$499.70	703868	FINANCE COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$375.99	703868	PARKS COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$279.61	703868	FIRE COPIER LEASE
6178	WATKINS UIBERALL	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$15,000.00	703934	PROGRESS BILLING ON 2018 AUDIT
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$325.00	703830	7033 TUDOR 04- 23-2019
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$725.00	703830	3545 LAKEHURST 04-23-2019

5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$770.00	703830	7164 BRANDEE 04-23-2019
2555	MSDEVELOPMENT AUTHOR	ADMINISTRATIVE EXPENSE	NWRS LOAN PAYMENT	\$1,742.04	703846	GMS 50624
687	FEDERAL EXPRESS CORP	ADMINISTRATIVE EXPENSE	POSTAGE	\$44.12	703784	SHIPPING
5241	VERIZON WIRELESS	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$1,175.63	703928	WIRELESS FEES
6038	A T&T - INTERACT	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$900.00	703733	T1 LINES
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$9.71	703780	7262 INTERSTATE DR
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$230.07	703780	7460 HIGHWAY 301
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$4,534.98	703780	3101 GOODMAN RD W
2155	WILLIAMS EQUIPMENT &	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$18.00	703936	BAL OF INVOICE
5269	HERNANDO REDI MIX	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$396.00	703807	FLOWABLE FILL FOR 3535 LAUREL CV
5607	CLEVELAND CONSTRUCT	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$1,005.00	703764	OPENED CLEANED CULVERT CHURCH RD E OF TRACKS
5607	CLEVELAND CONSTRUCT	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$1,319.25	703764	EMERG WATER LINE REPAIR MALLARD CREEK DR
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	HORN LAKE RD OVERLAY	\$3,281.00	703853	HL ROAD MILL OVERLAY ENGINEERING
5189	WASTE CONNECTIONS TN	ADMINISTRATIVE EXPENSE	SANITATION CONTRACT EXPENSE	\$87,173.72	703933	MARCH 2019 REFUSE SERVICES
702	FIRST REGIONAL LIBRA	LIBRARY EXPENSE	AD VAL OWED TO LIBRARY	\$9,375.00	703785	AD VAL OWED TO LIBRARY
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$104.38	703752	REFRESHMENTS CLEANUP DAY
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$217.99	703752	CLEAN UP DAY REFRESHMENTS
4878	M & M PROMOTIONS	ECONOMIC DEVELOPMENT	PROMOTIONS	\$682.03	703835	EARTG DAY SUPPLIES
5877	SAMS CLUB DIRECT	ECONOMIC DEVELOPMENT	PROMOTIONS	\$134.16	703871	CLEANUP DAY SUPPLIES
5932	MUNICIPAL CODE CORPO	ECONOMIC DEVELOPMENT	PROMOTIONS	\$550.00	703847	CODE HOSTING
9999	SIRIUS INVESTMENTS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$36.16	703922	UTILITY REFUND 01-0247400
9999	BOBBY MILLER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$36.44	703896	UTILITY REFUND 02-0144000
9999	TIMOTHY J DURHAM	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$63.16	703925	UTILITY REFUND 04-0224400
9999	WILLIAM NEW	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	703927	UTILITY REFUND 04-0351100
9999	HOME SFR BORROWER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$36.16	703902	UTILITY REFUND 05-0066500
9999	DARELL WILLIAMS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$6.50	703898	UTILITY REFUND 05-5914400
9999	JOHN HONNOLL	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.44	703905	UTILITY REFUND 07-0005400
9999	JEFFERY CARTER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$71.17	703904	UTILITY REFUND 07-0059200
9999	HOME SFR BORROWER LL	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	703903	UTILITY REFUND 07-0136700

9999	FRANCES A STONE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$8.08	703900	UTILITY REFUND 10-0051300
9999	TIMOTHY HASKINS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$31.97	703924	UTILITY REFUND 12-1026500
9999	SUSANNA CARTER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$50.32	703923	UTILITY REFUND 14-0157200
9999	BAILEY STATION HOMES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$40.08	703892	UTILITY REFUND 16-0310000
9999	BAILEY STATION HOMES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$40.08	703893	UTILITY REFUND 16-0314000
9999	BAILEY STATION HOMES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$40.08	703894	UTILITY REFUND 16-0315000
9999	MACKENZIE GREY PROPE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$40.08	703912	UTILITY REFUND 19-0093000
9999	SAMMIE MCDONALD	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	703920	UTILITY REFUND 21-5068500
9999	REI NATION	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	703919	UTILITY REFUND 21-5068600
9999	DORIS L DAVIS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	703899	UTILITY REFUND 21-7060300
9999	MICHAEL RUTLEDGE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	703915	UTILITY REFUND 22-5103200
9999	SHENIKA BRATCHER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	703921	UTILITY REFUND 23-0032300
9999	NEXEL PROPERTIES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	703917	UTILITY REFUND 25-0049500
9999	MARY MCCAULEY	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	703914	UTILITY REFUND 25-0409400
9999	KIAN TAN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	703908	UTILITY REFUND 25-0428300
9999	JULESA PLUNKETT	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	703906	UTILITY REFUND 31-0071000
9999	MAGDALENA BARETTO	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	703913	UTILITY REFUND 31-0640000
9999	CATRINA RELIFORD	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$0.60	703897	UTILITY REFUND 33-0122800
9999	KENESHA PAYNE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	703907	UTILITY REFUND 33-0151000
9999	RAMONA LEA PUCKETT	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	703918	UTILITY REFUND 54-0215100
9999	BETTY ANN MASSEY	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	703895	UTILITY REFUND 57-0249100
9999	NANCY NORMAN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	703916	UTILITY REFUND 57-3315200
9999	ALVIN RICE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	703891	UTILITY REFUND 57-6940300
9999	LENA CAMPBELL	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	703909	UTILITY REFUND 60-0015100
9999	LETETIA MCKELVEY	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	703910	UTILITY REFUND 98-0061900
9999	AARON LANEY	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	703890	UTILITY REFUND 99-0031410
9999	LLC EPIT 2 ASSETS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	703911	UTILITY REFUND 99-0063400
9999	TRACY BAGGETT	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	703926	UTILITY REFUND
9999	GARY MCDONALD	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	703901	UTILITY REFUND 99-0076700
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	703773	4657 SPIKE LANE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	703773	5789 PORT STACY DR

544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$1,000.00	703773	5775 PORT STACY DR
1505	OFFICE DEPOT CREDIT	UTILITY SYSTEM	OFFICE SUPPLIES	\$76.98	703859	ADDING MACHINE UT
6039	FORMSINK LLC	UTILITY SYSTEM	OFFICE SUPPLIES	\$2,331.60	703804	LASER UTILITY BILLS
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$484.75	703841	SEWER REPAIRS MATERIALS
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$904.00	703841	3/4" & 1" TUBING FOR UT
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$2,600.00	703841	WATER METERS
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$562.40	703841	REPAIRS TO MEADOWBROOK
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$149.50	703841	MJ FITTINGS TO REPAIR LINES
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	MATERIALS	\$38.26	703858	SUPPLIES REPAIR LAKE FOREST LS
1812	SOUTHERN PIPE & SUPP	UTILITY SYSTEM	MATERIALS	\$7.00	703876	PVC PIPA AND MALE ADAPTER
1894	SUNRISE BUILDERS LLC	UTILITY SYSTEM	MATERIALS	\$37.50	703880	SAKRETE FOR MEADOWBROOK STORM DRAIN
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$587.85	703757	LIME HYDRATED LONGVIEW 3101 GOODMAN RD PLANT
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$706.90	703757	SODA ASH FOR 5241 NAIL RD
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$587.85	703757	LIME HYDRATE HURT RD
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$466.60	703757	SODA ASH 5684 BRIARWOOD
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$18.99	703858	BRAKE FLUID FOR UT8441
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$35.18	703858	BRAKE MASTER CYCLE FOR 8441 UT
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$25.30	703858	WIPER BLADES FOR 2996UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$2.78	703875	COMP CAP BRASS FOR DUMPTK
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$141.99	703749	TAIL LIGHT FOR UT 2351
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$179.99	703749	BATTERY FOR 2355UT
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$109.99	703749	BATTERY FOR 4118 UT
926	THE HOME DEPOT	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$38.81	703883	CONCRETE BLOCKS RAVENWOOD LS FAUCE SSTN PD
1178	MAGNOLIA ELECTRICAL	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$32.70	703836	PVC BOX FOR BLUE LAKE LS
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$2,125.90	703841	FIRE HYDRANT REPAIR TUDOR AND PINTAIL
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$11.99	703875	SCREWS FOR FENCE REPAIR NAIL RD LS
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$114.47	703868	UT OFFICE COPIER LEASE
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$55.57	703868	SHOP COPIER LEASE
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$119.18	703888	UNIFORMS ST UT

6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$128.29	703888	UNIFORMS ST UT
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$101.66	703888	UNIFORMS ST & UT
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$119.72	703888	UNIFORMS ST UT
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$327.30	703796	FUEL UT AND ST
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$469.48	703799	FUEL FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$521.34	703800	FUEL UT/ST
3709	BEST-WADE PETROLEUM	UTILITY SYSTEM	FUEL & OIL	\$1,263.67	703754	OIL CITY VEHICLES
651	ENTERGY	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$20.11	703780	7076 CHANCE RD
651	ENTERGY	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$37.33	703780	HICKORY FOREST LIFT STA
1457	NEEL-SCHAFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$1,650.46	703849	ALLEN S/D SAN SEWER ENGINEERING
1457	NEEL-SCHAFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$711.20	703848	STORMWATER ANALYSIS ENGINEERING
1457	NEEL-SCHAFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$142.79	703852	GENERAL SERVICES
1457	NEEL-SCHAFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$1,151.96	703854	GENERAL SERVICES MARCH 2019
1869	STEGALL NOTARY SERVI	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$158.00	703879	RODNEY NASH RECOMMISSION
3714	HACH COMPANY	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$993.88	703805	IRON REGENT AND CHLORINE
5607	CLEVELAND CONSTRUCT	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$825.00	703764	NEW FIRE HYDRANT 5270 PATRICIA DR
6121	HIGH TIDE TECHNOLOGI	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$720.00	703808	ANN COMM HICKORY CREST LAURIE JACKSON CVS
6221	AQUA RAINSCAPES	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$14,500.00	703742	STORAGE BUILDING PEMBROOK
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$60.85	703780	7356 SUSIE LANE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$118.38	703780	KINGSTON ESTATE SPU
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$43.85	703780	5408A RIDGEFIELD DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$211.78	703780	7240A WILLOW POINT DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$213.66	703780	CROSS RD PUMP
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$85.10	703780	DESOTO RD PUMP
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$267.88	703780	POPLAR FOREST LOT 38
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$308.68	703780	WELL AT HOLLY HILLS COMM CSM
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$33.51	703780	7445 HICKORY ESTATES DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$14.47	703780	7268 HORN LAKE RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$11.77	703780	6652 ALICE DR

651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$46.19	703780	4854 SHERRY DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$12.11	703780	4704 LAKE CV
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$12.64	703780	4959 PECAN AVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$11.99	703780	4585 PECAN AVE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$12.20	703780	3400 TULANE RD W
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$57.00	703780	6285 MANCHESTER DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$181.03	703780	4410 SHADOW GLEN DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$2,473.31	703780	3101 GOODMAN RD W
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$179.91	703780	5235 GOODMAN RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$95.32	703780	4871 GOODMAN RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$107.20	703780	LIFT STA LAKE FOREST
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$27.74	703780	6947 ALLEN DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$104.40	703780	4526 ALDEN LAKE DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$17.71	703780	4878 BONNE TERRE DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$15.33	703780	4556 BONNE TERRE DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$104.65	703780	4356 SHARON DR
1356	ATMOS ENERGY	UTILITY SYSTEM	UTILITIES	\$109.63	703746	6400 CENTER ST E
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	\$925.00	703938	PUMP RENTAL
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$1,858.36	703846	GMS 50709
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$2,409.72	703846	GMS 50399
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$3,260.51	703846	GMS 50479
937	HORN LAKE CREEK BASI	UTILITY SYSTEM	HL CREEK INTERCEPTOR SWR	\$36,518.36	703814	HLCB INTERSEPTOR SEWER
544	DESOTO COUNTY REGION	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$51,572.75	703773	FLOW DATA MAY2019
				\$530,616.71		

Order #05-03-19

Approval of Claims Docket

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Claims Docket as presented provided funds are budgeted and available.

Said motion was made by Alderman Jones and seconded by Alderman Johnson.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, and Alderman Johnson.

Nays: Alderman Roberts.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

** At this time the Mayor called on Calvin Freeman of 1398 Arbor Lake Dr. N. to present concerns about code violations in Arbor Lakes. Mr. Freeman shared concerns about homes in the area running baby-sitting businesses and the extra traffic it causes. Mr. Freeman shared the concern for a potential accident due to all the cars/trucks parked on both sides of the street where the school bus cannot get through. Mr. Freeman asked for help from the Police to prevent the parking on the streets. Chief Rowell stated the Police would focus on that area to address the issues. Mr. Davidson stated that he and Mr. Freeman had spoken about the home business operations in a residential area. Mr. Davidson stated the City would need specific details on home businesses before they could inspect homes. Mr. Freeman shared the concern with out of State tags on several cars in the neighborhood and also disabled cars in driveways. Mr. Freeman asked for a point of contact with the City to address these issues. Mr. Robinson stated he had provided pictures to code enforcement and they had addressed several issues. Mr. Freeman stated it helped for the time but it seemed like they moved the vehicles to other locations in the neighborhood. No action was taken by the Mayor and Board of Aldermen.

** At this time the Mayor called on Nina Wingfield of 1216 Oak River Road Memphis TN 38120. Ms. Wingfield stated she had met with the Mayor and AJ regarding improving the services provided at the animal shelter. Ms. Wingfield stated she went to the animal shelter and had concerns with the ammonia smell, the large door not being open for ventilation, empty outdoor runs, cage crazy dogs, loud barking dogs, dogs staged in cat house, cats scared/hiding, and a heavily matted dog. Ms. Wingfield stated she took the matted dog to her vet and had the mats removed and ear infections addressed. Ms. Wingfield stated Horn Lake deserves to have the best animal shelter with good volunteers. Ms. Wingfield stated, to date, she has taken 21 dogs/cats out of the animal shelter and placed them in loving homes after being spayed/neutered. Ms. Wingfield felt in her opinion that the leadership over the animal shelter has set back the City in having the best animal shelter.

Discussion/clarification took place on the ammonia smell which is caused by urine in the cages and the cages were not getting cleaned. Ms. Wingfield stated she is willing to continue volunteering to help make the animal shelter the best in the mid-south. Alderman Guice clarified that Ms. Wingfield has over 38 years of experience with animals, animal association, and animal shelters. Alderman Guice asked for clarification on the severity of a matted dogs and how it could lead to death. Alderman Roberts clarified concerns with staff at the animal shelter, the cleanliness of the shelter, continued adoption days, and allowing the fostering program. Ms. Wingfield praised the work of animal control officer Brandon. Alderman Jones thanked Ms. Wingfield and asked her for recommendations for improvements. Alderman Jones asked for all reports/concerns about the animal shelter to be reported to the Mayor which handles the day-to-day. Alderman Roberts asked to clarify about the concerns he has observed with the animal shelter on social media and that social media is a source of information on all areas of concerns. The Mayor thanked Ms. Wingfield for all she did. Alderman Bledsoe shared with Ms. Wingfield that the issues will get fixed. Alderman Guice also stated he had sent the Mayor an email of concerns he had observed with the animal shelter. No action was taken by the Mayor and Board of Aldermen.

Resolution #05-01-19

RESOLUTION FOR CLEANING PRIVATE PROPERTY

4180 Rosebury	2005 Goodman	5700 Ingleside
7605 Caitlynn Circle	5682 Ridgetop	1971 Tissington
2476 Lasonya	2624 Susie Lane	6780 Pinehurst
2945 Devon Circle	2531 Waverly	1324 Arbor Lake North
1818 Arbor Lake North	Parcel 1089 3200 0000 3901	Parcel 1088 3313 0000 0200
6195 Kentwood		

WHEREAS, the governing authorities of the City of Horn Lake have received complaints regarding the following properties:

To the effect that said properties have been neglected to the point that weeds and grass are overgrown and there may exist other significant code and hazardous issues on the properties and that the properties in their present condition are a menace to the public health, safety and welfare of the community; and

WHEREAS, pursuant to Section 21-19-11 of the Mississippi Code of 1972 Annotated, as Amended, the municipal authorities have attempted notifying the property owner of the condition of the property, giving at least two (2) weeks' notice before the date of the public hearing, by mailing the notice to the address of the subject property and to the address where the ad valorem tax notice for such property is sent by the office charged with collecting the ad valorem tax; and on the property or parcel of land alleged to be in need of cleaning, giving notice of a hearing, by the Mayor and Board of Aldermen at their regular meeting on **Tuesday, May 7, 2019 beginning at 6:00 p.m.; and**

WHEREAS, pursuant to Section 21-19-11 of the Mississippi Code of 1972 Annotated, as Amended by HB 1281 of the 2010 regular session, a copy of the notice form, that was mailed and posted on the property or parcel is set out below to be included in the minutes of the governing authority in conjunction with this hearing;

Date

To:

The enclosed Notice of Hearing is given to you, as owner of the property located at, **property address** pursuant to Section 21-19-11 of the Mississippi Code. The public hearing will be held for the governing

authority to determine if the above described property is in need of cleaning. **The public hearing on this property will be held on May 7, 2019 beginning at 6:00 p.m., at City Hall, 3101 Goodman Road, Horn Lake, Mississippi 38637.**

If pursuant to the public hearing the above described property is found to be in need of cleaning and it is authorized by the governing authority, the city will mow the grass and/or clean this property and make any other necessary repairs to bring this property into compliance with codes and ordinances adopted by the city.

If the property is cleaned by the city, the actual cost of cleaning the property, a penalty as set by the governing authority (up to the maximum of \$1,500.00), and any administrative and legal costs incurred by the city will be recorded as a tax lien against the property with the Desoto County Tax Collector's Office.

You are further advised should the Board of Aldermen, pursuant to this hearing, determine that this property is in need of cleaning and adjudicate such on its minutes, that will authorize the city to reenter this property or parcel of land for a period of one (1) year after the hearing, without any further hearing, if notice is posted on the property or parcel of land and at city hall or another place in the city where such notices are generally posted at least seven (7) days before the property or parcel of land is reentered for cleaning.

I declare that the notice with this acknowledgement was mailed and/or posted on the property on April 23, 2019.

Henry Gibson
Code Enforcement Officer
662-393-6174

WHEREAS, the Mayor and Board of Aldermen on said date conducted a hearing to determine whether or not said parcels of land in their present condition were a menace to the public health, safety and welfare of the community. The property owner did not appear at said hearing, nor was any defense presented on their behalf.

THEREFORE, BE IT RESOLVED AND ADJUDICATED by the Mayor and Board of Aldermen of the City of Horn Lake that the said parcels of land located at said properties in the City of Horn Lake in their present condition are a menace to the public health, safety and welfare of the community and if said land owners do not do so themselves the City of Horn Lake with the use of municipal employees or contract services will immediately proceed to clean the land, cutting weeds, removing rubbish, other debris and make any other necessary repairs. All actual costs, plus penalties, administrative and legal costs will become an assessment and be filed as a tax lien against the property.

Following the reading of the Resolution it was introduced by Alderman Jones. And seconded by Alderman Guice for adoption and the Mayor put said Resolution to a Roll Call Vote with the following results, to wit:

ALDERMAN GUICE	Aye
ALDERMAN BLEDSOE	Aye
ALDERMAN ROBERTS	Aye
ALDERMAN JOHNSON	Aye
ALDERMAN JONES	Aye
ALDERMAN WHITE	Absent

The resolution having received the proper vote of all Aldermen present was declared to be carried and adopted on the 7th Day of May, 2019.

ALLEN LATIMER, MAYOR

ATTEST:

City Clerk

Order #05-04-19

Order to approve revised Parks Job Descriptions

Be it Ordered:

By the Mayor and Board of Aldermen to approve the revised Job Descriptions in the Parks Department.

Said Motion was made by Alderman Jones and seconded by Alderman Guice.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

City of Horn Lake- Parks & Recreation

Job Description – Maintenance Supervisor

Purpose of Position

To perform maintenance for all park grounds/fields and supervise park laborers in regards to specialized projects and work tasks assigned.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Discretionary Duties and Responsibilities

- Ensure that all fields are maintained and serviceable for games
- Trimming, cutting and hedging fences and repairs as necessary
- Dragging and smoothing fields
- Laying out bases and striping fields as necessary for sports programs.
- Determine the status of all equipment and notifying Director of any broken equipment
- Open park gates on time and as necessary
- Operate a variety of equipment and vehicles in the performance of work
- Complete park inspections to ensure the safety of the public and park facilities; note possible safety hazards or cause of injury; perform general maintenance and repairs to park facilities as required
- Participate in debris removal following flooding and other forms of inclement weather
- Provide litter control for all park grounds
- Make sure all employees are updated on all training and have basic knowledge of all new information

Perform other duties as needed and assigned

Job Context

The Maintenance Supervisor position is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Director of Maintenance & Referee's, followed by the Assistant Parks Director and the Parks Director. The person in this position supervises park laborers. This position works regular hours year round with occasional overtime work during ball tournaments and emergencies. The person in this position may perform shift work and may be on call at times. 90% of the work is completed outdoors with 10% of the work completed indoors for reports, etc.

There is exposure to chemicals and/or hazardous materials normally associated with parks. The Maintenance Supervisor position must attend seminars and educational opportunities as deemed necessary. The person in this position must hold a high school diploma or GED. There are no required years of experience but a minimum of two (2) years is preferred. This position must hold a valid driver's license. The stress level varies with activities and weather.

Physical work involved with this position includes;

- Bending, squatting, kneeling and twisting
- Moving heavy objects at times
- Sitting, walking or standing for extended periods of time
- Work in direct sunlight
- Work in all weather conditions

- Working with hazardous materials
- Exposure to air contaminants, noise, vibration and temperature extremes
- Performing manual tasks for extended periods of times and in unfavorable weather conditions (temperatures over 75 degrees and below 32 degrees)

Knowledge, Skills and Abilities

Knowledge

- Operate a variety of power tools and equipment in a safe and effective manner.
- Perform a variety of routine park maintenance duties
- Maintain assigned park facilities
- General office management procedures and administrative practices
- Proper grammar and proper use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General Functions and operations of municipal government
- General knowledge of field and turf management

Skills and Abilities

- Establish and maintain effective working relationships with those contacted in the course of work
- Use a variety of standard office equipment
- Efficient with basic computer skills
- Preparing and maintaining a variety of records and reports
- Work as a team member with other employees
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Stay updated on turf management skills and information
- Must follow proper dress code when representing the City
- Report all violations to Parks Director immediately
- Follow departmental and City procedures

FLSA: Non - Exempt

REPORTS TO: Parks Director, Assistant Parks Director, Director of Maintenance & Referee's.

SUPERVISES: Park Laborers

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Revision Adopted 05/07/2019

City of Horn Lake – Parks & Recreation

Job Description – Athletic & Tournament Coordinator

PURPOSE OF POSITION

Under general direction, assists in the planning, coordination and management of the Parks & Recreation Department; coordinates Department programs and strategies required to meet the City's goals and objects.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assists with departmental programs, services, and personnel as assigned by the Department Director
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures
3. Evaluates and monitors staff work load, and administrative and support systems
4. Identifies opportunities for improvement and presents recommendations to the Director; manages the implementation of operational improvements and monitors the effects of the changes
5. Assists with administering department policies and procedures and recommends changes
6. Conducts a variety of organization studies, investigations, and operational studies, recommends modifications to recreation programs, events and activities as appropriate
7. Provides advice and counsel to the Director; prepares and presents staff reports and other communications on Department activities and plans
8. Represents the Parks & Recreation Department at local and regional meetings as assigned, and makes decisions and commitments within scope of authority
9. Selects, trains, motivates and evaluates assigned personnel; provides and coordinates staff training; works with employees to correct deficiencies
10. Maintains the absolute confidentiality of all records and information
11. Oversee the upkeep & playability of the 11 Athletic Fields. Help organizes repairs & upgrades to the 11 Athletic fields
12. Use social media to promote park programs and events.
13. Help market sports programs and tournaments
14. Assist in Organizing Fundraisers and sales ads for sponsorships
15. Help with making the public aware of upcoming sporting events

MAJOR DUTIES AND RESPONSIBILITIES

Manage scheduling of athletic/tournament programs

- Ensure tournament events are scheduled in most efficient manner
- Ensure employees learn tournament event rules
- Work to schedule clinics for officials to ensure that they are knowledgeable in the rules and regulations of the various sports activities
- Re-schedule events after rain-outs and other postponements

Manage officiating for athletic/tournament programs

- Assist in hiring individuals to assist with officiating
- Ensure employees learn athletic event rules
- Work to schedule clinics for officials to ensure that they are knowledgeable in the rules and regulations of the various sports activities
- Assist in scheduling official's work assignments

Provide departmental public relations support

- Communicate with citizens about departmental services
- Attempt to resolve complaints
- Attends meetings and conferences
- Use of social media to promote parks department

Organize and conduct the sign-up process for athletic/tournament events

- Ensure information is available to schools and public
- Ensure that coaches understand the rules and know that they cannot intimidate the umpires
- Assist in Determining teams and leagues for events
- Ensure all funds generated by sports event are accurately accounted and documented
- Organize mass emails to citizens about park and sports events at the park
- Conduct maintenance and upgrades to playing surface
- Keep inventory of supplies for athletic fields and upgrades that are needed for fields

Manages Employees (Seasonal / Contracted) and Volunteers

- Assist in hiring
- Evaluate
- Respond to Disciplinary Actions when required
- Schedule Employee Work Assignment

Computer and Electronic assignment

- May be responsible for some website material and entry
- Assist with research, grant and sponsorship opportunities
- Written reports to Park Director weekly on previous week events and upcoming

MINIMUM QUALIFICATIONS

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities that would typically be acquired through:

- High school diploma and a minimum of a 2 year degree or bachelor degree in recreation management or closely related field. Years of experience may be allowed to be substituted depending on experience and qualifications specifically related to position.
- Certifications, Licenses and Registration: A valid MS Driver's License is required. Certifiable in basic first-aid/CPR/AED and in national youth sports coaches association. Certifiable as a Parks and Recreation Professional (CPRP) preferred, or must be obtained within one year of employment.

WORKING CONDITIONS

Work in office environment; sustained posture in a seated position for prolonged periods of time. Full-time, permanent position:

- Regularly scheduled hours year-round, with weekend and/ or night work
- Always on call
- Work condition will be indoors and outdoors in all types of weather conditions

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Tournament management practices, methods and tournament marketing strategies
- Budget process and procedures
- Athletic activity rules
- Athletic field dimensions
- Athletic turf maintenance
- Computer software, including word processing and spreadsheets
- Standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- General office and filing practices and procedures
- Mathematical skills, including addition, subtraction, division and multiplication
- Proper grammar and proper use of English in speaking and writing
- General functions and operations of municipal government

Skills and Abilities:

- Schedule athletic events
- Leadership
- Organization
- Motivate and supervise employees
- Work with volunteer coaches and the community
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work independently
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in adverse situations
- Provide folders to Parks Director for each event
- Provide breakdown of each sporting event October to October
- Marketing tournaments

FLSA: Non-Exempt

REPORTS TO: Parks Director

SUPERVISES: Athletic/Tournament Employees (Seasonal and Contracted) and Volunteers

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

City of Horn Lake – Parks & Recreation

Job Description – Park Director

Purpose of the Position

Plans, directs and manages the activities and operations of the Parks and Recreation Department; including all community services in the public parks, recreation, athletic and various programs of the city; and to oversee the city's park system and to provide recreational opportunities to its citizenry.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Essential Duties and Responsibilities

1. Provides leadership responsibility for a comprehensive park and recreation program including operations, facilities, personnel, budgeting, grant coordination, marketing, maintenance, and program supervision.
2. Develop and implement department goals, objectives, city policies and department priorities; develop new programs and services.
3. Manage the daily operations of the Parks and Recreation Department through the direction of subordinate supervisory and administrative staff.
4. Monitor and evaluate quality, responsiveness, efficiency and effectiveness.
5. Prepare and administer the annual department budget for the Parks and Recreation Department; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.
6. Serve as a member of the city's management team; conduct special projects as requested by the CAO, Mayor and/or Board of Aldermen.
7. Respond to citizen request and inquiries regarding park facilities and improvements; respond to and resolve difficult and sensitive citizen inquiries and complaints.
8. Recruit, select, train, motivate and evaluate supervisory, technical and maintenance personnel; provide or coordinate staff training; work with employees to improve deficiencies.
9. Prepare and maintain appropriate records, reports and files.
10. Represent the Parks and Recreation Department to other departments; elected officials and outside agencies including all City of Horn Lake youth sports associations; coordinate assigned activities with those of other departments and outside agencies and organizations.

Major Duties and Responsibilities

Maintain the current system of city parks and facilities

- Allocates and supervises the maintenance and upkeep of all parks and recreation facilities
- Communicate with various contractors as needed
- Promote the Park and Maintain it by using social media and any other avenues to effectively promote the City

Oversee the construction of new facilities for the Parks and Recreation Department

- Install walking trails, fields, buildings, playground equipment, etc as needed
- Work closely with Mayor and the Board of Aldermen in order to implement city plans

Supervise departmental staff and daily operations

- Report to Mayor as required

- Handle personnel issues as needed
- Assign weekly work plans for employees
- Schedule and coordinate safety and professional improvement training
- Supervise work release personnel from city court
- Provide public information to media news outlets as requested or needed

Manage the department's budget

- Day to day management of purchase orders
- Ensure that all purchases follow proper guidelines as prescribed by State Law
- Prepare budget proposals for annual review and approval
- Seek grant opportunities

Organize volunteer programs

- Represent the city at various functions
- Organize citizen volunteer clean-up events with Keep Horn Lake Beautiful
- Implement and organize various volunteer programs in order to grow program
- Organize Playful City events as required
- Promote and organize Arbor Day for the City

Maintain city beautification

- Prune trees
- Maintain grass in assigned areas
- Service and maintain all park areas of the City of Horn Lake

Perform other duties as directed

Job Context

The Director of the Department of Parks and Recreation is a full-time salaried position. The immediate supervisor for this position is the Mayor. The person in this position has supervisory authority. The Director works flexible hours year round with frequent irregular hours and occasional night work. The person in this position may be on call occasionally. This position works indoors 40% of the time and 60% outdoors. The position has accountability for legal, fiscal, budgetary and safety issues.

There is some potential exposure to pesticides for the purpose of weed control. The person in this position must maintain a valid driver's license. This position requires a high school diploma or GED, a bachelor's degree in recreation management or a closely related field is preferred, but may substitute years of experience in lieu of degree. A minimum of two years of experience is recommended. The stress level associated with this position is moderately high. Physical work involved within this position includes, but is not limited to, lifting equipment, digging dirt for the purpose of planting, and shoveling mulch. Promote the Parks within the city by using social media outlets.

Knowledge, Skills and Abilities

Knowledge

- Operations, services, and activities of a comprehensive, municipal parks and recreation program
- Pesticide usage
- Playground safety
- Proper horticultural practices
- Athletic field preparation
- Basic book keeping, accounting, and budgeting principles

- State and municipal purchasing procedures
- Proper grammar and use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- Pertinent federal, state, and local laws, codes and regulations
- City personnel policies and procedures
- General functions and operations of municipal government
- Managing the use of Social Media

Skills and Abilities

- Use a variety of standard office equipment
- Use of basic computer skills
- Planning and preparing budgets based on projected revenues
- Planning the work of subordinates
- Managing, developing, and motivating subordinates
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other employees, etc., both written and oral
- Maintain confidentiality
- Work autonomously as needed
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in professional manner
- Maintain professional composure in difficult or stressful situations
- Develop, implement and follow departmental and city policies and procedures
- Oversee and manage the webpage and social media outlets
- Monthly meetings on Parks Information

FLSA: Exempt

REPORTS TO: Mayor

SUPERVISES: All Parks employees

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them

Signature Acknowledging Job Description

Date

* Revision Adopted 5/07/2019

City of Horn Lake – Parks & Recreation Job Description – Park Laborer I & II

Purpose of the Position

To keep the parks cut and maintained, as well as, to pick up the litter, repair street signs, and overall general maintenance of city owned parks and properties.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Park Laborer - \$11.00/hr

This is an entry-level classification in the Parks Department. Positions in this class normally perform a variety of unskilled and semi-skilled duties.

Park Laborer II - \$12.00/hr

This is the journey level in the Park Laborer worker. This class differs from Park Laborer I, in that, incumbents perform more complex parks laborer duties, including the requirement to work overtime and weekends, to work independently, exercise judgement, and operate the full range of tools and mechanical equipment related to a specific assignment. The incumbent Park Laborer may also be expected to assist in the oversight and training of less experienced personnel and if advancing from Park Laborer, must have completed two (2) years of employment. Positions in this class are flexibly staffed and are normally filled by advancement from the level, or when filled from the outside requires prior work experience.

Major Discretionary Duties and Responsibilities

- Pick up litter in parks
- Maintain lawnmowers in good working condition
- Fill lawnmowers with fuel
- Check and maintain proper oil level in mowers
- Maintain grass on the fields of the parks
- Keep parks restrooms clean
- Make sure trash is removed from the playgrounds
- Inspect playground equipment
- Repair street signs
- Install children at play signs
- Make sure stop signs are not faded
- Make sure the street marker signs are on the right streets
- Make sure 3-way and 4-way signs are placed appropriately
- Install leash law signs at the park
- Make sure parks are cleaned
- General maintenance of parks i.e., weed eating, etc.,
- Make sure limbs are picked up before the grass is mowed
- Make sure to have safety equipment on
- Spray roundup around sidewalks and various properties
- Go to class for training
- Make sure trees are pruned right for the right season
- Remove grass from the flower beds
- Plant different types of trees
- Knowledge of the care of trees by the watering correctly
- Water flowers in the summer time in the flower pots
- Perform other duties as needed

Job Context

The Park Laborer is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Maintenance Supervisor, followed by the Director of Maintenance and Referees, Assistant Parks Director, and the Parks Director. The person in this position has no supervisory authority. The Park Laborer works regularly-scheduled hours year-round with occasional overtime and rarely requires night work. Typical hours for this position are from 7:00 a.m. to 4:00 p.m. year round. This position is 20% indoor and 80% outdoor. This position is responsible for ensuring safe operations according to state and federal regulations. The hazardous materials handled with this position can vary, but mostly consist of round up and herbicide. This position must hold a valid driver's license. The education level for this position is high school diploma or GED. There are no years required or recommended for this position. The stress level of this position is average. The physical work involved within this position includes:

- Bending, squatting, kneeling and twisting
- Moving heavy objects at times
- Sitting, walking or standing for extended periods of time
- Work in direct sunlight
- Work in all weather conditions
- Working with hazardous materials
- Exposure to air contaminants, noise, vibration and temperature extremes
- Performing manual tasks for extended periods of times and in unfavorable weather conditions (temperatures over 75 degrees and below 32 degrees)

Knowledge, Skills and Abilities

Knowledge

- What height the trees need to be pruned for what season
- What time of year to plant a tree
- How to make a tree survive and proper height to cut grass in designated area
- How deep to plant a tree
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Basic mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- How to sharpen the blades on a mower
- Put tires back on mower
- Fixing and making sure the properties are maintained properly
- Use the correct inches to cut the grass properly
- Learn to pick up the trash in the areas where it is more heavily discarded so it doesn't pile up
- Communicate with citizens in the park
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations

- Stay updated on turf management skills
- Follow proper dress code while representing the City
- Show up to work in a timely manner
- Report all problems to supervisor
- Follow departmental and City procedures

FLSA: Non - Exempt

REPORTS TO: Parks Director, Assistant Parks Director, Director of Maintenance & Referee's, Maintenance Supervisor, and Park Labor III (when assigned).

SUPERVISES: N/A

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Revision adopted 5/07/2019

City of Horn Lake- Parks and Recreation Job Description – Administrative Assistant

Purpose of the Position

To assist the Parks Director and Parks staff with clerical and administrative support by performing the following duties and any other clerk duties as assigned.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Duties and Responsibilities

- Answers and directs calls for department, including but not limited to requests for various sports programs, etc.
- Preparation and distribution of documents, including letters, reports, legal notices and memorandums
- Assist the public by telephone and at the counter with requests of information
- Accept, process, and manage all sports applications
- Submit advertisements for publication
- May assist with preparing schedules
- May assist with calling coaches
- Handle umpire and coaches certifications

- Responsible for copying, filing and general clerical tasks
- Handle all purchasing correspondence for department
- Maintain receipt books and ledgers
- Prepare monthly and annual department activity reports
- Work collaboratively with all departments to enhance customer service
- Data Entry for Tournaments
- Invoice & All Payroll for Parks

Perform other duties as directed

Job Context

The Administrative Assistant position for Parks is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Parks Director. The person in this position has no supervisory authority. The position works regular hours year round, although at times it may require more than the scheduled hours. The person in this position is never required to perform shift work and is never on call. This position is 90% indoor, and 10% outdoors on community projects/sports programs at times. The position has accountability for monetary and fiscal issues related to the work for which the position is responsible. Must be available to assist during July 4th and Christmas Parade as needed.

There is never exposure to chemicals and/or hazardous materials. The Administrative Assistant position must attend relevant training to enhance skills with good math skills essential to the success of this position in order to calculate sports fees. This position requires a high school diploma or GED. A minimum of two (2) years clerical experience is preferred. The stress level associated with this position varies with activities. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs, and sitting for long periods, as well as, participating in special projects.

Knowledge, Skills and Abilities

Knowledge

- Basic book keeping, accounting, and budgeting principles
- State and municipal purchasing procedures
- Proper grammar and use of English in speaking and writing
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government
- Balancing of cash, receipts and ledgers
- Basic budgeting knowledge

Skills and Abilities

- Use a variety of standard office equipment
- Use of basic computer skills
- Prioritize daily workflow
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other employees, etc., both written and oral
- Maintain confidentiality
- Work autonomously as needed
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in difficult or stressful situations
- Maintain clean office building
- Maintain training records on all employees

- Newsletter to schools
- Develop, implement and follow departmental and city policies and procedures

FLSA: Non - Exempt

REPORTS TO: Parks Director

SUPERVISES: N/A

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Revision adopted 5/07/2019

City of Horn Lake – Parks and Recreation

Job Description – Event & Cash Control Coordinator

Purpose of the Position

Under general supervision from the Parks Director, this position plans, develops and coordinates special events, interpretive programming and volunteer activities in the city parks. This position will also be the parks department day to day as well as baseball tournament cash control supervisor.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Duties and Responsibilities

- Coordinates and facilitates special events for the parks including themes, concepts, and objectives in relation to Park & Recreation department goals and initiatives
- Foster a place making environment by encouraging collaboration between city department and M.R. Dye Library
- Consist of working directly with M. R. Dye library (Horn Lake Library) in all activities that include the Park & Rec department. Some include Wet & Wild Wednesday, Field Day Fridays and Movie Nights
- Researches and recommends opportunities for special events and community partnership with outside organizations
- Submit ideas for new events, classes, or ways to improve existing events
- Participate in the development of the budget for special events
- Manage an event budget
- Coordinate the work activities of employees and volunteers at events
- Order and inventory supplies and equipment for events including purchasing or preparing, supplies needed for each event
- Assists the park director advertising and promoting all events for the Parks & Recreation events
- Prepares fliers for all events and posts information on social media and City web page
- Assist with calling coaches
- Assist with preparing schedules

- Work collaboratively to promote activities within Parks & Recreation
- Manage and keep track of any event activities that occur at the Parks

Perform other duties as directed

Cash Control

- Handles department day to day cash control
- Handles weekend Baseball cash control
- Coordinates gate workers for basketball and baseball
- Ensures that gate workers understand job duties
- Assist with the staffing of the parks contract workers
- Assists with all contract workers paperwork
- Coordinate and manage a number of projects simultaneously using effective time management and problem solving techniques
- Assists with covering extra events and to ensure coverage when needed

Job Description

The Parks Event & Cash Control Coordinator position for Parks is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Parks Director. The position works flexible hours year round, although at times it may require more than the scheduled hours. The person in this position is never required to perform shift work and is never on call. This position is 75% outdoors, which working the remaining 25% indoors on reports and special projects. The position has accountability for monetary and fiscal issues related to the work for which the position is responsible.

There may be at times exposure to chemicals and/or hazardous materials normally associated with parks. The Parks Event & Cash Control Coordinator position must attend relevant training to enhance skills with good math skills essential to the success of this position in order to calculate fees. This position requires a high school diploma or GED. The stress level associated with this position varies with activities. Physical work involved with this position includes, but is not limited to, walking, talking, sitting, climbing stairs, and participating in special projects.

Knowledge, Skills and Abilities

Knowledge

- Proper grammar and use of English in speaking and writing
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government
- Balancing of cash, receipts and ledgers
- Basic budgeting knowledge
- General knowledge of office procedures, policies, and equipment

Skills and Abilities

- Use a variety of standard office equipment
- Use of basic computer skills
- Prioritize daily workflow
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other employees, etc., both written and oral
- Maintain confidentiality

- Work autonomously as needed
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in difficult or stressful situations
- Develop, implement and follow departmental and city policies and procedures
- Balancing of cash & receipts

FLSA: Non - Exempt

REPORTS TO: Parks Director

SUPERVISES: N/A

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Revision Adopted 5/07/2019

City of Horn Lake – Parks & Recreation

Job Description – Janitor

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Purpose of the Position

Performs routine cleaning for all Park facilities and buildings by performing the following duties and any other duties as assigned. Maintaining these responsibilities will help to ensure the health, safety and security of the staff and public.

Major Duties and Responsibilities

1. Clean and care for buildings and facilities in order to ensure they are maintained in a safe and healthy manner.

Main activities:

- Clean and sanitize restroom/bathrooms using established practices and procedures.
- Clean offices and recreational facilities.
- Vacuum all carpeted areas.
- Dust all furniture and fixtures as required.
- Wash and disinfect all washroom floors, toilet seats, hand dryers and fixtures.
- Clean all mirrors.
- Replenish toilet tissue and soap as needed.
- Empty all waste baskets and garbage cans.
- Place garbage in outside storage bin.
- Clean entrance and exit including glass, doors and hardware.
- Keep outside area near exit and entrance clear of debris, cans, paper, etc.

- Clean, wash and disinfect drinking fountains.
 - Wash all finger marks from walls, doors, hardware and glass.
 - Perform and/or report minor maintenance repairs.
 - Clean kitchen sinks and counters.
 - Report damages and acts of vandalism.
 - Wash entrance and exit floors.
 - Spot clean walls and toilet partitions.
 - Use and maintain assigned power equipment and hand tools; scrubbers, vacuums, brooms, mops and squeegees for the general maintenance of floors, walls, carpets, furniture, etc.
 - Follow instructions regarding the use of chemicals and supplies. Use as directed.
2. Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of the staff and the public.

Main activities:

- Secure storage areas.
- Ensure cleaning materials and supplies are stored in a safe and orderly manner.
- Maintain an adequate supply of cleaning materials and supplies.
- Restock materials and supplies.
- Make note of the need for equipment repairs.

Perform other duties as directed

Job Context

The Janitor position for Parks is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Parks Director. The person in this position may assist with gate workers if necessary. The person in this position is never required to perform shift work and is never on call. This position is 75% outdoors, which working the remaining 25% indoors on reports and special projects.

There may be exposure to chemicals and/or hazardous materials within the Parks Department. This position requires a high school diploma or GED or may be substituted for experience. The stress level associated with this position is low. Physical work involved with this position includes, but is not limited to, lifting, walking frequently, sit and talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. May occasionally lift and/or move objects.

Knowledge, Skills and Abilities

- Knowledge of standing cleaning procedures, chemicals, products and equipment.
- Knowledge of the Workplace Hazardous Materials Information System.
- Ability to read labels and instructions, particularly on the use of application of cleaning chemicals.
- Ability to work under little supervision.
- Team building.
- Decision making skills.
- Problem solving skills.
- Effective verbal and listening communication skills.
- Time management skills.
- Ability to work with little or no supervision.
- General functions and operations of municipal government.

Skills and Abilities

- Prioritize daily workflow.
- Meet specified or required deadlines.
- Make decisions within specified time restraints.
- Communicate effectively with staff, elected officials, other employees, etc., both written and oral.
- Maintain confidentiality.
- Work autonomously as needed.
- Be honest and trustworthy.
- Be respectful.
- Be flexible.
- Demonstrate sound work ethic.
- Notify Parks Director of any problem with equipment within City Parks
- Develop, implement and follow departmental and city policies and procedures.

FLSA: Non - Exempt

REPORTS TO: Parks Director

SUPERVISES: N/A

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them

Signature Acknowledging Job Description

Date

* Revision adopted 05/07/2019

City of Horn Lake

Job Description – Park Laborer III (\$13.00/hr)

Purpose of the Position

To perform a variety of semi-skilled and skilled work in the maintenance of park grounds, equipment, buildings, and facilities. Positions allocated to this class are expected to perform the most skilled and complex park maintenance, construction and repair work.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Discretionary Duties and Responsibilities

- Perform semi-skilled and skilled construction work
- Complete maintenance and repair of park structures and accessories
- May use applied skills of carpentry, plumbing, fencing and irrigation repair
- Operate various park equipment with little to no supervision
- Be able to operate lawn mowers, pick-up trucks, backhoes, loaders, and forklifts.
- Mix concrete, prepare forms and pour foundations if necessary
- Prepare and maintain park fields and related facilities

- Assure cleanliness and maintenance of all city-owned parks
- Water, mow, weed, and trim
- Renovate, fertilize grass and apply herbicides, rake leaves, etc.
- Clean walks, fields, courts and other facilities
- Requisition of materials and supplies for assigned facilities
- Perform other building maintenance and repair tasks as assigned
- Must lead by example
- Make sure all employees have done proper training
- Maintain report on all fields on city property
- Perform other duties as needed

Job Context

The Park Laborer III is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Maintenance Supervisor, followed by the Director of Maintenance & Referee's, Assistant Parks Director, and the Parks Director. The person in this position may be assigned some supervisory authority. The Park Laborer III works regularly-scheduled hours year-round with occasional overtime and rarely requires night work. Typical hours for this position are from 7:00 a.m. to 4:00 p.m. year round. This position is 20% indoor and 80% outdoor. This position is responsible for ensuring safe operations according to state and federal regulations. The hazardous materials handled with this position can vary, but mostly consist of round up and herbicide. This position must hold a valid driver's license. The education level for this position is high school diploma or GED. Three years of building, park, and maintenance experience are required for this position. The stress level of this position is moderate. The physical work involved with this position includes:

- Bending, squatting, kneeling and twisting
- Moving heavy objects at times
- Sitting, walking or standing for extended periods of time
- Work in direct sunlight
- Work in all weather conditions
- Working with hazardous materials
- Exposure to air contaminants, noise, vibration and temperature extremes
- Performing manual tasks for extended periods of times and in unfavorable weather conditions (temperature over 75 degrees and below 32 degrees)

Knowledge, Skills and Abilities

Knowledge

- Tools, equipment, procedures and safe work practices associated with type of position.
- Maintenance of assigned buildings, and/or park facilities
- Carpentry, plumbing, electrical, masonry, fencing and irrigation repair
- Concrete work and related equipment
- Principles and techniques of parks grounds
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Basic mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Operate a variety of mechanical and power equipment
- Maintenance repair and general grounds maintenance
- Perform specialized masonry, fencing, irrigation repair

- Fixing and making sure the properties are maintained properly
- Use the correct inches to cut the grass properly
- Learn to pick up the trash in the areas where it is more heavily discarded so it doesn't pile up
- Communicate with citizens in the park
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Stay updated on turf management skills
- Follow proper dress code while representing the City
- Follow departmental and City procedures

FLSA: Non - Exempt

REPORTS TO: Parks Director, Assistant Parks Director, Director of Maintenance & Referee's, and Maintenance Supervisor.

SUPERVISES: Park Laborer I or II, as assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Revision adopted 5/7/2019

** Item V. (C.) was held to the May 21, 2019 Mayor and Board of Aldermen meeting.

Order to approve Fire Department Budget Transfer

Be it Ordered:

By the Mayor and Board of Aldermen to approve the Fire Department Budget Transfer.

Said Motion was made by Alderman Jones and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk

Seal

Horn Lake, Mississippi
BUDGET TRANSFER REQUEST

Fund/Department # 260

Updated 10/13

Date: 4/30/19

		2024			
ACCT #	LINE ITEM	ANNUAL BUDGET	INCREASE	DECREASE	NEW ANNUAL BUDGET
260-630400	Machinery and Equipment	45,000	14,754		59,754
010-490708	Fire Grant Revenue	0		14,754	0
					0
					0
					0
					0
					0
					0
	TOTALS	45,000	14,754	14,754	

Reason for Request: (Show detailed justification)	Would like to increase Machinery and Equipment due to receiving a Homeland Security Grant in the amount of \$14,754
---	--

Requested by: David Linville
For Department: Fire Department

Order #05-06-19

Order to declare and authorize the disposal of surplus property in the Police Department

Be it Ordered:

By the Mayor and Board of Aldermen to declare the items in Horn Lake Police Surplus List 2019-01 as surplus property and to authorize the disposal of said surplus property pursuant to trade-in.

Said Motion was made by Alderman Guice and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

Horn Lake Police Surplus Property - 2019-01

Equipment					Sale / Recycle		Date added to list
Type	Serial number	Make	Model/Caliber	Reason for Surplus	Plan	Department	
Firearm	LPA296	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA297	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA298	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA299	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA300	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA303	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA304	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA306	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA308	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA310	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA311	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA312	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA314	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA316	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA317	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA319	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA320	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA321	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA322	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA323	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA324	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA325	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA326	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA327	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA328	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA329	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA330	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA331	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA332	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA333	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA334	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA335	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA336	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA337	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA338	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA339	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA340	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA341	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA342	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA343	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA344	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA345	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA346	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA347	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019

Firearm	LPA348	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA349	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA350	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA352	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA353	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA354	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA355	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA356	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA357	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	LPA358	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	VZE792	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	VZE793	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019
Firearm	VZE794	Glock	22/.40	Upgrading	Trade In	Police	5/1/2019

Order #05-07-19

Order to approve revised Police Job Descriptions

Be it Ordered:

By the Mayor and Board of Aldermen to approve the revised Job Descriptions in the Police Department.

Said Motion was made by Alderman Guice and seconded by Alderman Jones.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

City of Horn Lake

Job Description - Code Enforcement Officer

Purpose of Position

Effect compliance to the Ordinances and Regulations of the City of Horn Lake to maintain the highest possible standards of community cleanliness and order; provide good public relations with all people concerned.

Major Duties and Responsibilities

Ensure compliance with City codes and ordinances

- Investigate calls from citizens with neighborhood complaints
- Inspect areas for cleanliness
- Issue warnings/citations for un-cleanliness
- Report abandoned vehicles to be removed
- Inspect signs throughout the city for size and visibility
- Recommend condemnation for unsafe properties
- Perform abatements on nuisance properties
- Enforce sewage violations throughout the city

Assist with code enforcement matters

- Work with owners, as needed, to attain compliance
- Follow-up to see if compliance has been met
- Review and make final recommendations on all matters of discipline
- Provide technical assistance to the Zoning and Planning Commission
- Interpret building codes and zoning ordinances, as needed
- Provide reports on departmental activities as required or requested

Perform other duties as directed

Job Context

The Code Enforcement Officer is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Deputy Chief of Police. The person in this position is supervised on a daily basis, and has no supervisory authority. The Code Enforcement Officer works regular hours most of the time, with some flexibility when the workload demands it. There is no night work required but overtime occasionally. There is no shift work involved with this position. The person in this position is never on call. 20% of the work for this position is indoors; 80% is outdoors and requires work done in all types of weather conditions. This position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials on a monthly basis. This exposure includes, but is not limited to, cleaning solutions, building dust and particles, electrical currents, and possible asbestos. The Code Enforcement Officer must have a valid driver's license. The person in this position must have a high school diploma or its equivalent; training in building inspection and codes is strongly recommended. At least two years of experience in this or a related field is strongly recommended. The stress level associated with this position varies with activities. Physical work involved with this position includes, but is not limited to, lifting, climbing up and down ladders, walking around construction sites, and performing inspections.

Knowledge, Skills, and Abilities

Knowledge

- Layout of City streets
- City codes, ordinances, and their numbering system
- Code enforcement procedures
- Paperwork required for the department and the court system
- Standard building codes for residential and commercial development
- City codes and ordinances for residential and commercial development
- Proper grammar and proper use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- General functions and operations of municipal government
- Mathematical skills, including addition, subtraction, division and multiplication

Skills and Abilities:

- Work under adverse conditions
- Read plans
- Interpret rules, regulations, laws and ordinances concerning building codes
- Use radios and other communications equipment
- Use standard department equipment properly
- Manage workfare and prisoner workers
- Prioritize daily workflow
- Work as a team member with other employees
- Complete paperwork within specified time restraints
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Deputy Chief of Police

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake – Job Description

Information Systems Division – IS Response Technician (Intern)

Purpose of Position

Provide technical support to resolve problems and issues, as well as support IS projects.

Major Duties and Responsibilities

Coordinate response team activities.

- Troubleshoot problems assigned by the Information Systems Division Administrator, regarding personal computer (PC) configurations, including all peripheral devices.
- Install software applications from media and the network following established procedures.
- Build PCs following established procedures and standards.

Assist in network maintenance.

- Provide assistance to the Administrator of the Information Systems Division, as required.
- Support configuration management of the network, ensuring all network changes are approved through a disciplined process within and defined by Department or Division procedures.
- Assist in the maintenance of the IT inventory – all items that comprise the network as well as other items for which the Department is responsible.
- Assist in maintaining the security of, and limiting access to, the network, to approved individuals.
- Update department documentation with changes made to the network.

Participate in professional development and training as required.

- Provide users with guidance and answers on desktop and software usage.
- Assist in the definition of technical training requirements for the user community.
- Prepare and conduct training classes for the user community, as required.
- Attend training in new technologies, as required.

Perform other duties, as assigned.

Job Content

The IS Response Technician is a full-time, permanent position in the Technology Systems Department. The immediate supervisor for this position is the Administrator of the Information Systems Division. The person in this position is supervised on a daily basis. The IS Response Technician works regularly scheduled hours year round, and may be required to work overtime and at night.

The IS Response Technician must have a high school diploma and minimal experience in a computer support environment. The stress level in this position is moderate. Physical work involved in this position includes, but is not limited to, lifting computers and computer components.

Knowledge, Skills, and Abilities

Knowledge:

- Client/server network technology.
- Microsoft Windows 2000 and XP operating systems or newer on PCs.
- Microsoft Windows Server operating systems.
- Microsoft Office Suite.

- Desktop PC architecture and repair.
- Architecture of City network and systems.
- General functions and operation of municipal government.
- MUNIS City Information System.

Skills and Abilities:

- Exceptional customer service skills and proper telephone etiquette.
- Analytical abilities and problem-solving skills.
- Troubleshoot and resolve desktop hardware and software problems.
- Above average ability to read, write, and speak the English language.
- Mathematical skills, including addition, subtractions, division, and multiplication.
- Work and interact with others to accomplish organizational and department goals and assigned projects.
- Effectively express ideas and concerns clearly in oral and written fashion in one-on-one and small group situations, to other employees, management members, visitors, and City leadership.
- Prioritize workload and work independently.

Special Requirements:

- Maintain confidentiality of City operations and issues.
- Responsiveness to short-notice requirements.
- Basic understanding of other commercial applications used by the City government.
- Essential support position during disaster recovery and emergencies, as determined by leadership.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: IT Administrator

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description – Deputy Chief of Police

Purpose of Position

To supervise and ensure that the City of Horn Lake Police Department is operating in an efficient and effective manner

Major Duties and Responsibilities

- Make sure that all shifts are covered
- Make sure that all paperwork is correct and turned in as needed
- Ensure that all officers have the required training that is needed
- Order equipment officers need
- Ensure officers do their jobs effectively
- Handle all time cards and ensure they are all accurate
- Patrol when short handed
- Respond to calls and make arrests
- Take complaints from citizens
- Prepare and authorize purchase orders
- Fill in for dispatch if/when necessary
- Answer calls at all hours
- Authority over all officers and civilian staff
- Make decisions for whether or not pursuits can or cannot happen
- Responsible for recorder—which tapes all dispatch info and 911 calls
- Aid in all hiring and firing
- Responsible for discipline of officers
- Assist on maintaining budget
- Perform other duties as directed
- Ensure orders of the Chief of Police are carried out in an effective/efficient manner
- Supervises Code Enforcement Officers

Job Context

The Deputy Chief of Police position is a full-time, permanent position of the Police Department. The immediate supervisor of this position is the Police Chief and the position holder is required to meet with his/her supervisor on a daily basis. This position directly supervises certified personnel and Code Enforcement. The work hours for this position will require working more than regularly scheduled hours on a regular basis. This position requires night work frequently, shift work occasionally, and the person will be on call on a regular basis due to the intensity of the workload. This position is 65% indoor and 35% outdoor. This position is accountable for Fiscal, Budgetary, Safety and Legal responsibilities. The position holder may be exposed to chemicals and/or hazardous materials in emergency situations. The person in this position must hold a Driver's license and State certification to become a police officer, as well as, they must be certified to hold firearms, and attain 24 hours a year of in-service training. The person in this position must have a high school education or a GED. This person must be trained at an accredited police academy. A Bachelor's degree in Criminal Justice or a related field is strongly recommended. At least ten years of experience in this or a related field is recommended. The stress level for this position is very high, and requires a lot of physical work such as lifting supplies, performing various task of a police officer, and a decent physical shape is required.

Knowledge, Skills and Abilities

Knowledge

- Law enforcement
- Fire arms
- Police and dispatch codes
- OSHA standards and regulations concerning employee safety
- Federal and State statutes concerning the work of the department
- Mathematical skills, including additions, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Firearms
- Physically active
- Leadership abilities
- Maintain composure and patience
- Perform well under pressure
- Be well organized
- Ability to supervise
- Driving
- Adaptability
- Maintain discipline
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement, and follow departmental and City procedures

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Exempt

REPORTS TO: Chief of Police

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake---Police Department Job Description --- Information Systems Technician

Purpose of the Position

To provide hardware and software support for the City of Horn Lake's computers/networks and computer users.

Major Duties and Responsibilities

Provides Desktop Computer Support

- Ensure all desktop computers are operational

- Monitor desktop computer systems
- Provide computer service in a timely manner
- Meet with employees as needed
- Replace damaged hardware as needed
- Perform other duties as directed

Provide computer training to employees

- Prepare training classes for administrative personnel
- Train employees on proper computer techniques as requested
- Develop computer training references for personnel

Manage and maintain city servers for city hall

- Ensure backups are operating properly
- Ensure all computer services are operational
- Monitor systems and network for trouble
- Perform routine maintenance on servers to ensure maximum uptime
- Create user accounts as needed

Advise on new technology and systems

- Test new technology and systems
- Make recommendations for new technology or system purchases
- Implement new technology as appropriate

Maintain city information systems

- Administer city's email system which includes adding and deleting accounts as needed.
- Administer software which includes creating and deleting user accounts, security and maintenance
- Administer all other systems as required

Job Context

The Information Services Technician is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Police Chief. The person in this position works regularly scheduled hours but is on call for emergencies that may arise. A majority of the work hours are indoors.

The person in this position is required to have a high school diploma or equivalent education. A minimum of 2 years related work experience or 2 years college education on computer related subjects or an equivalent combination of college education and related work experience is required and additional education in information technology is strongly recommended. The level of stress associated with this position is moderate. Physical work includes, but is not limited, to lifting computers and computer components.

Knowledge, Skills and Abilities

Knowledge

- Basic knowledge of Microsoft Windows NT, 2000 & XP, & newer versions
- Basic knowledge of Microsoft Office
- Proper grammar and proper use of English in speaking and writing
- Windows Network Operating System
- Basic computer hardware knowledge
- Basic knowledge of Microsoft Outlook and Outlook Express and Exchange

- Basic knowledge of Microsoft 2000 & 2003 Server and newer
- Basic knowledge of Microsoft Front Page, all versions and some basic knowledge of website design and publishing.

Skills and Abilities

- Troubleshoot and repair desktop computer systems
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain confidentiality
- Operate department equipment as needed
- Communicate effectively
- Complete paperwork within specified time
- Work productively with other employees

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Police Chief

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description- Operations Division Commander

Purpose of Position

The Operations Division Commander is an administrator who is responsible for directing and coordinating the operations of the Communications Center, the department's training program, Department Human Resources, Quartermaster, Fleet Services, School Resource Officers and one who provides for the implementation and development of crime prevention programs, neighborhood watch coordination and the department's explorer program for the Police Department.

Major Duties and Responsibilities

Manage the operations of the Communications Center

- Responsible for the overall operations of dispatching police, fire, and ems resources in accordance with departmental protocols.

- Responsible for the management of all Telecommunicator personnel, to include scheduling, training, and certification requirements.
- Responsible for the communications center records and equipment.

Oversee the Training Curriculum of all departmental personnel

- Responsible for coordination with the Division/Platoon Commanders to plan, organize, and schedule training for all personnel outside and within the department.
- Responsible for the documentation, updating, maintenance of departmental training records; insuring compliance with Mississippi and Federal guidelines.
- Responsible for the coordination of the Field Training Officer program for all new recruits and newly hired certified officers.
- Responsible for preparing an end of fiscal year report on training hours for each employee whom requires State mandated training.

Manage Human Resources

- Will serve as the department's point of contact for all employment procedures.

Major Duties and Responsibilities, continued

- Responsible for the organization and filing of employment applications.
- Responsible for the recruitment of new personnel both civilian and sworn.
- Responsible for the background investigations of all applicant's.

Manage the Departments crime prevention program

- Study offense reports for crime trends in coordination with the Police Captain and Platoon Commanders and provide possible approaches to solve crime issues.
- Provide information to new businesses about alarm systems, security cameras, and other available security precautions; utilizing Crime Prevention Through Environmental Design (CPTED).
- When requested, provide security checks and recommendations for homeowners using the CPTED concepts.
- Provide recommendations to construction companies for new buildings upon request.
- Coordinate with the Detective Division Commander and Police Major to map and keep track of crime areas and trends.

Coordinate the Department's Community Relations Program

- Establish neighborhood watch programs when requested.
- Establish business watch programs when requested.
- Maintain information for new residents, businesses, and construction companies on crime statistics and prevention techniques.
- Maintain contact with the business community to provide assistance when requested.
- Work with the schools and the public on issues related to narcotics, alcohol, tobacco and other safety programs; develop a strategy and enforcement program to deter the illegal sale of alcohol and tobacco products to minors.
- Provide community support and interaction by the use of Child ID programs and other similar civic programs.
- Oversee the department's Police Explorer program and provide necessary support.

Equipment/Fleet Manager

- Maintains department inventory of equipment
- Purchases supplies as necessary
- Oversees department fleet. Maintains fleet service records.

Other Duties and Responsibilities

- Supervises department SRO program.
- Supervises court officer personnel.
- Facilitates building maintenance issues.
- Perform administrative duties as needed.
- Perform duties of a Police Officer as needed.

Perform Duties of other departmental personnel, as necessary

Perform other duties as assigned

Knowledge, Skills and Abilities

Knowledge:

- Proper procedures and timelines for completing performance evaluations
- Departmental policies concerning paid leave, military leave, overtime and manpower requirements
- Criminal activity in the city and surrounding areas
- Familiarity with specialties within the department
- Federal, State, and local laws
- Crime prevention techniques
- Firearms safety and cleaning
- Court procedures for tickets, warrants, affidavits
- Arrest procedures
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government
- Procurement of materials
- Courtroom procedures

Skills and Abilities:

- Motivate employees
- Assess a situation and determine proper method of recovery
- Testify in court
- Excellent clerical and organizational skills
- Shoot accurately under extreme stress
- Work under adverse conditions
- Work and adapt to hostile situations
- Understand and interpret the law
- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies or in community relations situations
- Work as a team member with other employees
- Complete paperwork with specified time restraints
- Communicate effectively with the residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner

- Maintain professional composure in heated situations
- Follow departmental and City procedures

Job Context

The Operations Division Commander is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Police Major.

The person in this position is supervised on a weekly basis, and supervises 14 full-time employees and 2 part-time employees. The Operations Division Commander works a flexible schedule within the primary business hours or otherwise directed by the Police Major. There is frequent overtime and required night and shift work. The person in this position is on call 24 hours a day. 70% of the work for this position is indoors whereas 30% is outdoors and requires work done in all types of weather conditions. The position has accountability for budgetary, safety, and legal issues related to the work for which this position is responsible. There is possible exposure to chemicals and/or hazardous materials on a daily basis. This exposure includes, but is not limited to, narcotics, human blood, petroleum products, and /or burning materials. The person in this position must be a certified police officer, have OC spray certification, hold a valid driver's license, and must have a high school diploma or its equivalent. The stress level associated with this position is very high due to the responsibility given the position and to the fact that situations faced may involve life or death decisions. Physical work involved with this position includes those activities required by Police Officers.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Police Major

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

Board Approved: 05/07/2019

City of Horn Lake

Job Description – Police Administrative Assistant

Purpose of Position

Under the direction of the Chief of Police, the Administrative Assistant to the Chief of Police has the responsibility for assisting in the enforcement of ordinances and resolutions of the City. In addition, he/she has to assist the Chief in managing the resources of the department to provide equal protection of the individual rights of all citizens and be responsive to legitimate concerns of City government.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Duties and Responsibilities

Ensures adequate communication of organizational goals; directing, stimulating and motivating staff. Assist the Chief with all administrative processes including, but not limited to planning, organizing, budgeting, supervision, staffing, training, and control. Assists with preparation of the annual budget estimates, while controlling department expenditures. Maintains efficient and effective allocation of resources.

Handles liaison and interaction with organizations, both inside and outside the City government and the City boundaries. Creates and maintains a feeling of security in the community. Identifies problems having potential to become more serious for individuals, police, and City government. Attempts to resolve departmental conflicts.

Represents the department to the general public or various civic groups as required or requested.

Oversees police grants. Processing invoices for proper and timely payments. Inputs department payroll into Munis. Assists with coordinating training for all department personnel. Assists with department hiring procedures. Perform other duties as directed.

Education & Experience:

1. Graduation from high school or the equivalent.
2. Two years' experience in clerical or office assistant duties. Experience which includes law enforcement terminology and office procedures is highly desirable.

Other Requirements:

1. Must be able to meet state standards for accessing criminal history information as determined by a comprehensive background and psychological examination.

Knowledge of:

1. Basic law enforcement organization, activities, terminology and rules and procedures.
2. Standard office procedures and methods, including filing and the operation of common office equipment.
3. Telephone communications techniques for dealing with varied groups of people.

Skill In:

1. Communicating tactfully and effectively with the public including persons who are irate or difficult to deal with.
2. Understanding and following oral and written directions.
3. Obtaining information from hostile or traumatized individuals in emergency situations.
4. Handling multiple activities simultaneously while maintaining attention to detail.
5. Exercising sound, independent judgment within established guidelines.
6. Performing varied civilian support services in an efficient and effective manner.
7. Maintaining accurate records and preparing clear and concise reports and materials.
8. Use of common office software including Microsoft Office and applicable specialized law enforcement

Ability to:

1. Operate telephone equipment, following departmental regulations.
2. Quickly learn the policies, procedures and performance standards pertaining to the work.

3. Learn to operate automated police information systems.
4. Communicate effectively orally and in writing.
5. Maintain detailed logs and records.
6. Establish and maintain effective working relationships with those contacted in the course of the work.
7. Perform in a manner which reflects the City and Police Department mission, values and goals

Job Context

The Police Administrative Assistant is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Chief of Police. The person in this position is supervised on a daily basis. The person in this position has no supervisory responsibilities. The Police Administrative Assistant works regular hours most of the time, with some flexibility when required. This position does not require overtime. There is no night work. The person in this position is never on call. 100% of the work for this position is indoors. The position has accountability for monetary, fiscal, and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must have a high school graduation or equivalent, prefer some additional coursework related to court administration, criminal justice, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them

FLSA: Non - Exempt

REPORTS TO: Police Chief

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description - Police Chief

Purpose of the Position

To plan, direct, coordinate and supervise all activities of the department for the purpose of protecting and serving the citizens of the city through the enforcement of state and municipal laws

Major Duties and Responsibilities

Oversee the staff of the department

- Manage personnel activities
- Train employees
- Measure effectiveness of police enforcement activity

- Inspect departmental activities
- Manage internal affairs
- Administer disciplinary action as required
- Review potential employee (application and background checks)
- Make recommendations to Mayor on departmental activities

Exercise executive control of field operations

- Conduct patrol activities
- Conduct criminal investigations as needed
- Coordinate juvenile enforcement activities
- Coordinate departmental activities with other law enforcement agencies
- Conduct internal training as needed

Oversee all road signs and speed limit determinations within the city limits

- Make recommendations/ requests for sign changes

Conduct Public Relations for the Police Department

- Attend meetings of the Mayor and Board of Aldermen
- Make public speaking engagements as requested or directed
- Oversee the release of information from the department

Oversee the day-to-day functions of the department

- Maintain police records
- Oversee the automotive fleet
- Maintain personal equipment
- Direct maintenance activities as needed
- Oversee federal government activities, including grants and regulations
- Manage the departmental budget

Ensure continuing education of standard operating procedures (S.O.P) to personnel

- Continually evaluate employees' implementation of S.O.P.s
- Ensure maintenance of standards in firearm usage, CPR, Taser usage and other certifications as required by the Miss. Law Enforcement Training Academy
- Maintain emergency medical dispatch standards for the dispatch division

Perform other duties as directed

Job Context

The position of Police Chief is a full-time position in the Department of Police, Dispatch, and Code Enforcement. The immediate supervisor for this position is the Mayor. The person in this position is supervised weekly and oversees 70 full-time employees and 3 part-time employees. The Police Chief works flexible hours year round with regular overtime and night work. The person in this position is always on call. This position is 80% indoor work and 20% outdoor work. The position has accountability for monetary, fiscal, budgetary, safety, and legal issues.

Occasionally, this position is exposed to chemicals and/or hazardous materials. The person in this position must maintain a valid driver's license and certain types of state and federal certifications. This position highly recommends a bachelor's degree from an accredited institution of higher learning. The stress level associated with this position is very high. Physical work involved within this position includes maintaining the state standards for physical activity as determined by the Miss. Law Enforcement Academy.

Knowledge, Skills and Abilities

Knowledge

- State and municipal statutes and ordinances
- Proper grammar and use of English in speaking and writing

- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Use of personal computer skills including email, internet accessibility, Excel, and Word
- Use of National Crime Information Database
- Firearm usage
- Cardio Pulmonary Resuscitation
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other employees, etc., both written and oral
- Maintain confidentiality
- Work autonomously as needed
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in professional manner
- Maintain professional composure in difficult or stressful situations
- Develop, implement and follow departmental and city policies and procedures

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Exempt

REPORTS TO: Mayor

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description – Police Detective

Purpose of the Position

Investigate misdemeanors and felonies, including narcotics and juvenile related crimes

Major Duties and Responsibilities

Investigate misdemeanors and felonies

- Review reports from the Patrol Division and further investigate as needed or requested.
- Secure the crime scene and collect evidence
- Obtain all necessary reports; review for errors and correct as necessary
- Classify report as to type of offense
- Build a case file

Process evidence according to departmental and court-required procedures

- Check evidence box for proper packaging of evidence; if not correct, return it to appropriate personnel for correcting
- Check all paperwork and evidence for accuracy
- Make proper entry in log book
- Store evidence in proper location or send to crime lab for analysis

Participate in judicial process concerning misdemeanors

- Obtain warrants and serve summons
- Arrest suspect(s)
- Obtain a court date
- Question witnesses and suspect(s) and obtain other evidence
- Testify in court when called
- Follow-up on status of each case
- Release evidence upon judge's ruling
- Work with the City Prosecutor, youth court prosecutor, defending attorney and court clerks concerning cases

Participate in judicial process concerning felonies

- Arrest suspect(s)
- Prepare case file, making sure all information is correct and proper procedures have been followed
- Submit case file to District Attorney's office
- Submit case to grand jury for disposition
- Investigate and follow-up as necessary according to directions from the District Attorney

Perform other duties as directed

Job Context

The position of Detective is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Detective Division Supervisor. The person in this position is supervised on a weekly basis, and has no supervisory authority. The Detective works flexible hours depending upon the current case load. There is occasional overtime, with required night or shift work for investigative purposes. The person in this position is on call at all times. 65% of the work for this position is indoors, and 35% is outdoors and requires work done in all types of weather conditions. The position has accountability for monetary, safety and legal issues related to the work for which the position is responsible.

There is possible exposure to chemicals and/or hazardous materials on a daily basis. This exposure includes, but is not limited to, narcotics, human blood, petroleum products, and/or burning materials. The person in this position must be a Certified Police Officer, hold a valid driver's license and must have a high school diploma or equivalent. The stress level associated with this position is moderately high, but can be higher at times due to the fact that situations faced may involve life or death decisions. Physical work involved with this position includes those activities required by Police Officers.

Knowledge, Skills and Abilities

- Proper procedures and policies concerning investigations
- Departmental policies concerning paid leave, overtime and manpower requirements
- Criminal activity and gang activity in the area
- Familiarity with specialties within the department
- Federal, state and local laws, including DUI enforcement
- Crime prevention techniques
- Firearms safety and maintenance
- Court procedures for tickets, warrants and affidavits
- Arrest procedures
- Street layout for the City
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Detective Division Commander

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description - Police Major

Purpose of Position

To oversee or supervise patrol, investigative, TACT, and other department units

Major Duties and Responsibilities

Oversee patrol and investigative activities during assigned shifts

- Conduct patrol operations
- Provide traffic services
- Conduct criminal investigations
- Organize and implement change in line operations as needed

- Handle day to day calls
- Oversee the provision of such functions as investigations, dispatching, and property and evidence
- Interview criminals
- Investigates and resolves problems with requests for services or complaints regarding police functions

Supervise lead employees in daily responsibilities

- Manage personnel activities
- Measure effectiveness of police enforcement activity
- Inspect department activities
- Disperse information to employees from upper management
- Oversee the discipline process
- Provide police communication
- Perform duties of any other department personnel, when needed

Maintain good public relations with the community

- Make public speaking engagements as requested or directed
- Oversee public information
- Maintain good community relations
- Communicate with other law enforcement agencies
- Make sure public is satisfied with police work
- Work with other government agencies on policy issues concerning public safety

Perform other duties as directed

Job Context

The Police Major is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Deputy Chief. The person in this position is supervised on a weekly basis, and supervises 63 full-time employees. The Police Major works regular hours year round. This position always works more than the regularly scheduled hours with occasional night work in emergency situations and when short staffed. The person in this position is always on call. 50% of the work for this position is indoors, and 50% is outdoors and requires work done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations. This exposure includes, but is not limited to, flammable materials, fires, and drugs. The person in this position must be a Certified Police Officer, have a valid driver's license and a high school diploma or its equivalent. A Bachelor's degree in Criminal Justice or a related field is strongly recommended. At least ten years of experience in this or a related field is recommended. The stress level associated with this position is moderately high due to the emergency situations that inevitably arise. Physical work involved with this position includes, but is not limited to, walking, climbing, running, jumping, lifting, wearing protective gear, and arresting resistant criminals.

Knowledge, Skills, and Abilities

Knowledge

- Personnel management

- Knowledge of laws, rules, and court decisions relating to the administration of criminal justice and law enforcement
- Knowledge of scientific methods of crime detection, criminal identification and radio communication
- Rules of evidence regarding search and seizure and the preservation of evidence
- Methods to motivate employees
- Proper procedures for completing performance appraisals
- Departmental policies concerning paid leave, overtime and manpower requirements
- Criminal activity and gang activity in the area
- Knowledge of all department divisions and operations
- Familiarity with specialties within the department
- Federal, state and local laws, concerning all criminal activities
- Crime prevention techniques
- Firearms safety and cleaning
- Court procedures for tickets, warrants and affidavits
- Arrest procedures
- Street layout for the City
- Departmental rank structure
- Proper grammar and proper use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government
- Law enforcement principles, practices, and techniques related for patrol, traffic enforcement, crime scene, control and investigation, pursuit apprehension and transport of suspect

Skills and Abilities

- Complete performance appraisals based upon employee records and work behaviors
- Motivate employees
- Ability to lead and direct the activities of police officers
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including typewriters, photocopiers, and facsimile machine
- Make sound, independent decisions as a caption and in emergency situations
- Testify in court effectively
- Shoot accurately under extreme stress
- Work under adverse conditions
- Work and adapt to hostile situations
- Understand and interpret the law
- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies or in community relations situations
- Prioritize daily workflow
- Work as a team member with other employees
- Complete paperwork within specified time restraints
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other city employees, contractors,

- etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and city procedures
- Training staff in work procedures and providing professional development
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them

FLSA: Exempt

REPORTS TO: Deputy Chief of Police

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description - Police Lieutenant

Purpose of Position

To oversee or supervise patrol/division activities during assigned shift

Major Duties and Responsibilities

Oversee activities during an assigned shift

- Conduct shift meetings
- Inform Police Officers of changes in policy, law or administrative guidance
- Delegate work assignments for a shift
- Maintain knowledge of current activities
- Maintain files on each Police Officer consisting of evaluations, disciplinary actions, commendations, and requests and leave
- Ensure that Police Officers patrol their assigned sector
- Participate in various community activities
- Respond to emergency or unusual situations
- Performs full range of patrol
- Investigates and resolves problems with requests for services or complaints regarding police functions

Evaluate and lead employees in daily responsibilities

- Review policies on particular situations to ensure correct procedures
- Review activities with Police Officers to improve quality of operations
- Interprets laws, codes, policies, and procedures for officers
- Ensure all paperwork and procedures are completed according to department policies
- Ensure all Police Officers' complaints and problems are efficiently handled
- Evaluate public complaints of Police Officers and recommend actions

Complete Police Department Paperwork

- Collect all paperwork before and after shifts
- Ensure paperwork is complete, accurate, and grammatically correct
- Complete reports in a timely manner to be filed
- Ensure that all Police Officers follow rules and regulations of Department
- Provide evaluation feedback and recommend action, when needed

Prepare Police Officer evaluations

- Complete monthly reports on Police Officers
- Discuss unsatisfactory reports with Police Officers
- Perform evaluations on Officers with unsatisfactory progress

Perform other duties as directed

Job Context

The Police Lieutenant is a full-time, permanent position in the Police Department. The immediate supervisor for the position is the Platoon Commander/Division Commander. The person in this position is supervised daily, and supervises up to 10 full-time employees. The Police Lieutenant works regular hours most of the time with some flexibility when required. Occasionally, there is overtime when the workload demands it. The position always requires night and shift work. The person in this position is occasionally on call. 25% of the work for this position is indoors; 75% is outdoors and requires work done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations. The person in this position must be a Certified Police Officer, have a valid driver's license and have a high school diploma or its equivalent. At least three years of experience in this or a related field is recommended. The stress level associated with this position is average. Physical work involved with this position includes, but is not limited to, apprehending suspects, running, lifting, and carrying heavy equipment, operating firearms, wearing protective gear and performing various police related activities.

Knowledge, Skills, and Abilities

Knowledge

- Criminal activity and gang activity in the area
- Familiarity with specialties within the department
- City ordinances
- Crime prevention techniques
- Firearms safety and cleaning
- Court procedures for tickets, warrants and affidavits

- Arrest procedures
- Rules of evidence regarding search and seizure and the preservation of evidence
- Principles and practices of work organization, staff supervision, training, professional development work and review
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene, control and investigation, pursuit and apprehension, and transport of suspects
- Street layout for the City
- Departmental rank structure
- Proper grammar and proper use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Testify in court effectively
- Shoot accurately under extreme stress
- Work under adverse conditions
- Work and adapt to hostile situations
- Understand and interpret the law
- Identify and be responsive to community issues, concerns, and needs
- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies or in community relations situations
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including typewriters, photocopiers, and facsimile machine
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other city employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Implement and follow departmental and City procedures

FLSA: Non - Exempt

REPORTS TO: Division Commander

SUPERVISES: N/A

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Board Adopted: 05/07/2019

City of Horn Lake

Job Description- Platoon Commander

Purpose of Position

Supervise the day-to-day operations of the designated shift rotation assigned. Responsible for the oversight and efficient operations of Patrol personnel and equipment during the rotation assigned.

Major Duties and Responsibilities

Oversee the smooth operations of the shift rotation assigned

- Supervise the shift commanders and personnel assigned to the rotation
- Conduct inspections on equipment and personnel
- Analyze crime trends and develop and implement plans to solve them
- Step in as Shift Commander as needed due to leave, sickness, or vacant position

Management and Supervision of Police Department Personnel

- Review personnel time sheets to insure non-budgeted hours are alleviated
- Approve annual leave, sick leave, and military leave for personnel assigned
- Prepare, conduct, and plan training for personnel assigned
- Prepare letters of commendation
- Evaluate, correct errors, and examine paperwork and reports to insure accuracy, timeliness and conformity to departmental standards
- Prepare evaluations for all personnel assigned on the appropriate anniversary date
- Take corrective action when needed, through discussion or counseling sessions and make disciplinary recommendations to the Police Major
- Ensure all departmental equipment and personnel prepared and ready for duty on rotation assigned
- Coordinate request for training with the Operations Division Commander to insure adequate coverage on shifts
- Review disciplinary actions of the shift commanders to insure fairness and conduct due process hearing before submission to the Police Major
- Schedule personnel assigned to provide the highest availability while avoiding unnecessary overtime cost.

Investigate Complaints brought against department personnel assigned

- Receive complaints from citizens or city employees
- Review actions taken by the department or police personnel in regards to the complaint
- Determine the facts of complaint

- Submit a report to the Police Major containing a review of the incident and any disciplinary recommendations or operating procedure changes needed
- Upon final disposition by the Chief of Police, notify complainant of the results of the investigation

Perform Duties of other departmental personnel, as necessary

Perform other duties as assigned

Job Context

The Platoon Commander is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Police Major. The person in this position is supervised on a weekly basis, and supervises up to 19 full-time employees. The Platoon Commander works a flexible schedule within the shift rotation assigned or as directed by the Police Major. There is frequent overtime and required night and shift work. The person in this position is on call 24 hours a day. 30% of the work for this position is indoors whereas 70% is outdoors and requires work done in all types of weather conditions. The position has accountability for budgetary, safety, and legal issues related to the work for which this position is responsible.

There is possible exposure to chemicals and/or hazardous materials on a daily basis. This exposure includes, but is not limited to, narcotics, human blood, petroleum products, and /or burning materials. The person in this position must be a certified police officer, have OC spray certification, hold a valid drivers license, and must have a high school diploma or its equivalent. The stress level associated with this position is very high due to the responsibility for all department personnel assigned to his/her rotation and to the fact that situations faced may involve life or death decisions. Physical work involved with this position includes those activities required by Police Officers.

Knowledge, Skills and Abilities

Knowledge:

- Proper procedures and timelines for completing performance evaluations
- Departmental policies concerning paid leave, military leave, overtime and manpower requirements
- Criminal activity in the city and surrounding areas
- Familiarity with specialties within the department
- Federal, State, and local laws
- Crime prevention techniques
- Firearms safety and cleaning
- Court procedures for tickets, warrants, affidavits
- Arrest procedures
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

Skills and Abilities:

- Motivate employees
- Assess a situation and determine proper method of recovery
- Testify in court
- Proper administration of SFST
- Shoot accurately under extreme stress
- Work under adverse conditions
- Work and adapt to hostile situations

- Understand and interpret the law
- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies or in community relations situations
- Work as a team member with other employees
- Complete paperwork with specified time restraints
- Communicate effectively with the residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Police Major

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

Board Approved: 05/07/2019

City of Horn Lake

Job Description – Police Clerical Analyst

Purpose of Position

Provides administrative support to the Detective Division and various personnel throughout the Police Department.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Duties and Responsibilities

Perform a wide variety of professional level research, administrative, and analytical duties in support of assigned functions, operations, programs, department, and/or division; perform duties in support of various administrative operations and activities within assigned area of responsibility including special projects, research studies, budget analysis, and other specialized functions.

Provide assistance in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make and assist in the implementation of recommendation.

Coordinate, implement, and monitor special projects within assigned area of responsibility; perform complex research and analysis of new programs, services, policies, and procedures; prepare and present reports.

Coordinate and collaborate with departments, divisions and outside agencies; serve as a liaison with public and private organizations, community groups and other social organizations; provide information and serves as a resource.

Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Case file management. Coordinates with DA's Office on case files submitted for prosecution. Coordinates all seizure files, working with DA's Office to ensure accountability on all seizures.

Coordinate, compile, and submit NIBRS data to the FBI and/or state repository.

Perform duties of evidence custodian for the department, ensuring compliance with department policy and state/federal laws.

Maintains Pawn Logs to ensure compliance with state law and city ordinances.

Perform other duties as directed.

Education & Experience:

1. Graduation from high school or the equivalent.
2. Two years' experience in clerical or office assistant duties. Experience which includes law enforcement terminology and office procedures is highly desirable.

Other Requirements:

1. Must be able to meet state standards for accessing criminal history information as determined by a comprehensive background and psychological examination.

Knowledge of:

1. Basic law enforcement organization, activities, terminology and rules and procedures.
2. Standard office procedures and methods, including filing and the operation of common office equipment.
3. Telephone communications techniques for dealing with varied groups of people

Skill In:

1. Communicating tactfully and effectively with the public including persons who are irate or difficult to deal with.
2. Understanding and following oral and written directions.
3. Obtaining information from hostile or traumatized individuals in emergency situations.
4. Handling multiple activities simultaneously while maintaining attention to detail.
5. Exercising sound, independent judgment within established guidelines.
6. Performing varied civilian support services in an efficient and effective manner.
7. Maintaining accurate records and preparing clear and concise reports and materials.
8. Use of common office software including Microsoft Office and applicable specialized law enforcement.

Ability to:

1. Operate telephone equipment, following departmental regulations.
2. Quickly learn the policies, procedures and performance standards pertaining to the work.
3. Learn to operate automated police information systems.
4. Communicate effectively orally and in writing.
5. Maintain detailed logs and records.
6. Establish and maintain effective working relationships with those contacted in the course of the work.
7. Perform in a manner which reflects the City and Police Department mission, values and goals

Job Context

The Police Clerical Analyst is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Detective Division Commander. The person in this position is supervised on a daily basis. The person in this position has no supervisory responsibilities. The Police Clerical Analyst works regular hours most of the time, with some flexibility when required. This position does not require overtime. There is no night work. The person in this position is never on call. 100% of the work for this position is indoors. The position has accountability for monetary, fiscal, and legal issues related to the work for which this position is responsible.

There is possible exposure to chemicals and/or hazardous materials on a daily basis. This exposure includes, but is not limited to, narcotics, human blood, petroleum products, and/or burning materials. The person in this position must have a high school graduation or equivalent, prefer some additional coursework related to court administration, criminal justice, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Detective Division Commander

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description-Telecommunicator I

Purpose of Position

Provide communications of emergency and non-emergency calls to all emergency service divisions and act as Deputy Court Clerk.

Major Duties and Responsibilities

Dispatch emergency / non-emergency calls for Police, Fire, Public Works and Ambulance.

- Accept calls via telephone or radio
- Transfer calls to appropriate person or department, or dispatch appropriate personnel to handle call
- Answer questions if able, give directions, provide assistance as requested
- Maintain a communications log of all activities relating to Police, Fire and EMS

Serve as 911 operator for the City of Horn Lake

- Accept 911 calls
- Provide assistance over telephone, calming caller and providing direction and instructions when necessary
- Transfer calls to proper agency for non-emergency calls outside the City limits.
- Work and coordinate with other government unit personnel on calls

Perform general administrative duties

- Process warrants and arrests, log arrest reports and traffic tickets in absence of police receptionist, checking for accuracy
- Make copies when requested
- File paperwork when requested
- Enter data into NCIC system
- Process bonding company paperwork and fees after regular business hours.

Serve as a Deputy Court Clerk

Greet people when they enter police headquarters

Perform other duties as directed

Job Context

The Telecommunicator I is a full-time, permanent position in the Police Department. This is the entry-level, probationary position for the telecommunications field. The immediate supervisor for this position is the Operations Division Supervisor. The person in this position is supervised on a daily basis, and does not have supervisory authority. The Telecommunicator I works regularly scheduled hours year-round, with occasional overtime. Night or shift work is required; police services are provided 24 hours a day. The person in this position is on call at all times. 100% of the work for this position is indoors in an office setting. The position has accountability for monetary, safety and legal issues related to the work for which this position is responsible.

Knowledge, Skills and Abilities

Knowledge:

- 911 Operations
- Proper methods and procedures for taking calls in a professional manner
- Proper methods and procedures for dispatching emergency calls
- Specialized computer software used in law enforcement
- Court procedures for tickets, warrants and affidavits
- Arrest procedures
- Street layout for the City
- Departmental rank structure

- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the police department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities:

- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies
- Work as a team member with other employees
- Complete paperwork within specified time restraints
- Make decisions within specified time restraints
- Communicate effectively, professionally and politely with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures
- Maintain a professional appearance at all times
- Complete Communications Training Program and achieve all city and state mandated training and certifications for the telecommunications field

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Operations Division Commander

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description-Telecommunicator III

Purpose of Position

Provide communications of emergency and non-emergency calls to all emergency service divisions and act as Deputy Court Clerk.

Major Duties and Responsibilities

Dispatch emergency / non-emergency calls for Police, Fire, Public Works and Ambulance.

- Accept calls via telephone or radio
- Transfer calls to appropriate person or department, or dispatch appropriate personnel to handle call
- Answer questions if able, give directions, provide assistance as requested
- Maintain a communications log of all activities relating to Police, Fire and EMS

Serve as 911 operator for the City of Horn Lake

- Accept 911 calls
- Provide assistance over telephone, calming caller and providing direction and instructions when necessary
- Transfer calls to proper agency for non-emergency calls outside the City limits.
- Work and coordinate with other government unit personnel on calls

Perform general administrative duties

- Process warrants and arrests, log arrest reports and traffic tickets in absence of police receptionist, checking for accuracy
- Make copies when requested
- File paperwork when requested
- Enter data into NCIC system
- Process bonding company paperwork and fees after regular business hours.

Perform the duties of Communications Training Officer

- Instruct new employees that are in the CTO program
- Complete all paperwork related to the CTO program
- Instruct new employees in NCIC operations
- Instruct new employees in proper call-taking and dispatching techniques
- Instruct new employees in 911 operations
- Instruct new employees in CAD operations
- Instruct new employees in departmental policy & procedure and SOP's.

Serve as a Deputy Court Clerk

Greet people when they enter police headquarters

Perform other duties as directed

Job Context

The Telecommunicator III is a full-time, permanent position in the Police Department. The eligibility requirements for this position are as prescribed in Horn Lake Police Department General Order 06-03. The immediate supervisor for this position is the Operations Division Supervisor. The person in this position is supervised on a daily basis, and does not have supervisory authority. The Telecommunicator III works regularly scheduled hours year-round, with occasional overtime. Night or shift work is required; police services are provided 24 hours a day. The person in this position is on call at all times. 100% of the work for this position is indoors in an office setting. The position has accountability for monetary, safety and legal issues related to the work for which this position is responsible.

Knowledge, Skills and Abilities

Knowledge:

- 911 Operations
- Proper methods and procedures for taking calls in a professional manner
- Proper methods and procedures for dispatching emergency calls
- Specialized computer software used in law enforcement
- Court procedures for tickets, warrants and affidavits
- Arrest procedures
- Street layout for the City
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the police department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government
- Proper instruction techniques for teaching the CTO program to new employees.

Skills and Abilities:

- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies
- Work as a team member with other employees
- Complete paperwork within specified time restraints
- Make decisions within specified time restraints
- Communicate effectively, professionally and politely with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures
- Maintain a professional appearance at all times
- Has completed the Communications Training Officer Program and achieve all city and state mandated training and certifications for the telecommunications field

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Operations Division Commander

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description- Police Officer IV (Master Patrolman)

Purpose of Position

The Police Officer IV primary duties are as a police officer and secondary supervisory responsibilities in the absence of the Shift Commander or as directed. Serve as a mentor to less senior police officers in the application of law, city policy, and procedures of the department. Must display a mastery of patrol procedures, minor investigative procedures, and departmental administrative procedures.

Major Duties and Responsibilities

Conduct minor administrative duties

- Receive, serve and prepare returns on warrants, citations, and writs and other documents as assigned; provide additional information to help enable subsequent service if unable to serve
- Prepare and complete paperwork concerning crimes, accidents, and other incidents in conformity with established procedures
- Serve as court officer as directed
- Acquire and record information concerning events that have taken place since most recent briefings, being attentive to instructions
- Record activity during duty shift according to departmental procedures

Management and Supervision of Police Department Personnel

- Evaluate, correct errors, and examine paperwork and reports to insure accuracy, timeliness and conformity to departmental standards
- Take corrective action when needed, through discussion or counseling sessions and make disciplinary recommendations to the Shift Commander
- Ensure all departmental equipment and personnel prepared and ready for duty on rotation assigned
- Supervise departmental personnel as directed.

Perform patrol of assigned ward

- Responsible for protection of life, property and individual rights, and preservation of the peace.
- Conduct inspections on equipment and personnel as directed by the shift commander.
- Perform routine patrolling of neighborhoods within the assigned area of operations on foot or vehicle, accentuating prevention rather than apprehension.
- Assume the Shift Commander duties as needed due to leave, sickness, or vacant position as directed by the Platoon Commander.
- Apprehend offenders and assist in subsequent prosecution.
- Manage traffic congestion at the scenes requiring police intervention.
- Insure civil treatment and the observance of legal rights to all persons coming within the scope of authority.
- Recover and return stolen property.
- Enforce traffic laws and ordinances; eliminate conditions that are dangerous to the motoring public, pedestrians.
- Check suspicious persons and activities when reasonably believing them to be engaged in unlawful activities and record identities as necessary.
- Conduct a thorough investigation of all offenses within the area of assignment and scope of activity.
- Take thorough reports of incidents of criminal activities.
- Provide prompt assistance to people as needed or requested.

- Maintain visible police presence to the public to help prevent and/or suppress criminal activity.
- Be familiar with the city boundaries, wards, and important facilities.
- Mentor less senior police personnel in the operations of police services.

Conduct minor administrative duties

- Receive, serve and prepare returns on warrants, citations, and writs and other documents as assigned; provide additional information to help enable subsequent service if unable to serve
- Prepare and complete paperwork concerning crimes, accidents, and other incidents in conformity with established procedures
- Serve as court officer as directed
- Acquire and record information concerning events that have taken place since most recent briefings, being attentive to instructions
- Record activity during duty shift according to departmental procedures

Perform inspection and light maintenance on equipment

- Inspect the vehicle assigned before each shift and report any damages or deficiencies to supervisor
- Maintain all firearms, equipment, and uniforms in a functional, presentable condition, promptly correcting and reporting defects to a supervisor

Perform other duties as directed

Participate in continuing education and professional development

- Attend various schools as required or directed
- Maintain certification in all required areas
- Continually study, research and be familiar with techniques and ideas designed to improve police performance
- Maintain a thorough knowledge of laws and ordinances

Maintain the knowledge, expectations, and performance qualifications of all patrolman levels (Patrolman I, Patrolman II and Patrolman III)

Job Context

The Police Officer IV (P-IV; Master Patrolman) is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Shift Commander. The person in this position is supervised on a daily basis, and only has supervisory authority when assigned. The Police Officer IV works regularly scheduled hours year-round, with frequent overtime. Night or shift work is required; police services are provided 24 hours a day. The person in the position is on call at all times. 10% of the work for this position is indoors, and 90% is outdoors and requires work done in all types of weather conditions.

There is possible exposure to chemical and/or hazardous materials on a daily basis. This exposure includes, but is not limited to narcotics, human blood, petroleum products, and/or burning materials. The eligibility requirements for this position are as prescribed in Horn Lake Police Department General Order 06-03. The stress level associated with this position is very high, due to the fact that situations faced may involve life or death decisions. Physical work involved with this position includes, but is not limited to subduing suspects, wearing full protective gear during long work hours, climbing up and down stairs, the ability to run, walk, and crawl.

Knowledge, Skills and Abilities

Knowledge:

- Departmental policies concerning paid leave, military leave, overtime and manpower requirements
- Criminal activity in the city and surrounding areas
- Familiarity with specialties within the department
- Federal, State, and local laws
- Crime prevention techniques
- Firearms safety and cleaning
- Court procedures for tickets, warrants, affidavits
- Arrest procedures
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

Skills and Abilities:

- Motivate employees
- Assess a situation and determine proper method of recovery
- Testify in court
- Proper administration of SFST
- Shoot accurately under extreme stress
- Work under adverse conditions
- Work and adapt to hostile situations
- Understand and interpret the law
- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Shift Commander

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake Job Description – Police Shift Commander

Purpose of Position

Oversee and be responsible for the efficient operation of the Patrol Shift throughout assigned duty.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Major Duties and Responsibilities

- Prepare and plan all shift briefings
- Conduct a roll call and shift briefing at the start of a shift
- Request equipment for personnel
- Issue equipment during shift
- Conduct patrols of the community as needed
- Assist the community in crime prevention
- Provide support and backup for the patrol units
- Attempt to make the scene at every call to ensure command, control, and safety of the personnel involved
- Make arrests on criminal activity as needed
- Conduct concurrent training drills such as traffic stops, felony take-downs, proper use of stop sticks, covering any type of policies which will match an incident
- Secure a scene and notify proper personnel for hostile situations, assessing the scene to determine who to notify

Manage and supervise Police Department personnel

- Maintain records of personnel hours and prevent non-budgeted overtime hours
- Know and be familiar with the shift schedules
- Approve sick leave and other paid leave, preventing scheduling conflicts and manpower shortages
- Take corrective action when needed, through discussion or counseling session and make disciplinary recommendations to Platoon Commander/Police Major
- Ensure that all personnel and equipment are prepared and ready for work by means of inspections
- Prepare, plan, and conduct training as needed
- Assist in the preparation of annual personnel evaluations
- Conduct new employees' six-month performance evaluations; submit to Police Major
- Prepare letters of commendation
- Evaluate and correct errors in all personnel communication and Patrol Division paperwork

Knowledge, Skills and Abilities

- Proper procedures and timelines for completing performance evaluations
- Departmental policies concerning paid leave, military leave, overtime and manpower requirements
- Criminal activity in the city and surrounding areas
- Familiarity with specialties within the department
- Federal, State and local laws
- Crime prevention techniques
- Firearms safety and cleaning
- Court procedures for tickets, warrants, affidavits
- Arrest procedures
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- Federal and State statutes concerning the work of the department
- Mathematical skills, including, addition, subtraction, division and multiplication
- General functions and operations of municipal government

- Procurement of materials
- Courtroom procedures

Skills and Abilities

- Motivate employees
- Assess a situation and determine proper method of recovery
- Testify in court
- Shoot accurately under extreme stress
- Work under adverse conditions
- Work and adapt to hostile situations
- Understand and interpret the law
- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies or in community relations situations
- Complete paperwork with specified time restraints
- Communicate effectively with the residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures

Perform other duties as directed.

Education & Experience:

1. Graduation from high school or the equivalent.
2. Hold state certified police officer

Other Requirements:

1. Must be able to meet state standards for accessing criminal history information as determined by a comprehensive background and psychological examination.

Job Context

The Police Shift Commander is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Platoon Commander. The person in this position is supervised on a daily basis. The person in this position is on call at all times. 10% of the work for this position is indoors; 90% is outdoors and requires work done in all types of weather conditions. The position has accountability for monetary, safety and legal issues related to work for which this position is responsible.

There is possible exposure to chemical and/or hazardous material on a daily basis. This exposure includes, but is not limited to narcotics, human blood, petroleum products and/or burning materials. This person must have a valid driver's license, high school diploma or equivalent. The stress level associated with this position is very high, due to the fact that situations faced may involve life or death decisions. Physical work involved with this position includes, but is not limited to subduing suspects, wearing full protective gear during long work hours, climbing up and down stairs, the ability to run, walk and crawl.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt
REPORTS TO: Platoon Commander
SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description- Police Officer III

Purpose of Position

Enforce laws and local ordinances. Protect and serve citizens, be a leader to less experienced officers at the department.

Major Duties and Responsibilities

Conduct minor administrative duties

- Receive, serve and prepare returns on warrants, citations, and writs and other documents as assigned; provide additional information to help enable subsequent service if unable to serve
- Prepare and complete paperwork concerning crimes, accidents, and other incidents in conformity with established procedures
- Serve as court officer as directed
- Acquire and record information concerning events that have taken place since most recent briefings, being attentive to instructions
- Record activity during duty shift according to departmental procedures

Perform patrol of assigned ward

- Responsible for protection of life, property and individual rights, and preservation of the peace.
- Perform routine patrolling of neighborhoods within the assigned area of operations on foot or vehicle, accentuating prevention rather than apprehension.
- Apprehend offenders and assist in subsequent prosecution.
- Manage traffic congestion at the scenes requiring police intervention.
- Insure civil treatment and the observance of legal rights to all persons coming within the scope of authority.
- Recover and return stolen property.
- Enforce traffic laws and ordinances; eliminate conditions that are dangerous to the motoring public, pedestrians.

- Check suspicious persons and activities when reasonably believing them to be engaged in unlawful activities and record identities as necessary.

Major Duties and Responsibilities, continued

- Conduct a thorough investigation of all offenses within the area of assignment and scope of activity.
- Take thorough reports of incidents of criminal activities.
- Provide prompt assistance to people as needed or requested.
- Maintain visible police presence to the public to help prevent and/or suppress criminal activity.
- Be familiar with the city boundaries, wards, and important facilities.
- Mentor less senior police personnel in the operations of police services.

Participate in continuing education and professional development

- Attend various schools as required or directed
- Maintain certification in all required areas
- Continually study, research and be familiar with techniques and ideas designed to improve police performance
- Maintain a thorough knowledge of laws and ordinances

Perform other duties as directed

Job Context

The Police Officer III is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Shift Commander. The Police Officer III works regularly scheduled hours year-round, with frequent overtime. Night or shift work is required; police services are provided 24 hours a day. The person in the position is on call at times. 10% of the work for this position is indoors, and 90% is outdoors and requires work done in all types of weather conditions

There is possible exposure to chemical and/or hazardous materials on a daily basis. This exposure includes, but is not limited to narcotics, human blood, petroleum products, and/or burning materials. The eligibility requirements for this position are as prescribed in Horn Lake Police Department General Order 06-03. The stress level associated with this position is very high, due to the fact that situations faced may involve life or death decisions. Physical work involved with this position includes, but is not limited to subduing suspects, wearing full protective gear during long work hours, climbing up and down stairs, the ability to run, walk, and crawl.

Knowledge, Skills and Abilities

Knowledge:

- Criminal activity in the city and surrounding areas
- Familiarity with specialties within the department
- Federal, State, and local laws
- Crime prevention techniques
- Firearms safety and cleaning
- Court procedures for tickets, warrants, affidavits
- Arrest procedures
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

- Ability to read and write proficiently
- Proficient in computer operations and typing

Skills and Abilities:

- Assess a situation and determine proper method of recovery
- Testify in court
- Proper administration of SFST
- Shoot accurately under extreme stress
- Work under adverse conditions
- Work and adapt to hostile situations
- Understand and interpret the law
- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies or in community relations situations
- Work as a team member with other employees
- Complete paperwork with specified time restraints.
- Communicate effectively with the residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Shift Commander

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake
Job Description – Police Receptionist/Data Entry Clerk

Purpose of Position

Under direct supervision of the Operations Division Supervisor, provides clerical support to the Police Department which includes receptionist duties, typing of documents, record keeping, and filing; performs related work as required.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Obtains caller's request and directs call to appropriate personnel.

Records messages for personnel when necessary.

Operates telephone console to receive incoming messages.

Receives and delivers fax transmissions as necessary.

Types memos, correspondence, reports, and other documents.

Issues visitor's pass when required.

Answers inquiries when necessary.

Collects and distributes mail and messages.

Performs variety of clerical duties for all departments within the police department when requested.

Makes copies of documents as requested by all departments within the police department.

Assist in filing records when requested by any department within the police department or other departments when necessary.

Performs finger printing services from citizens coming into the Police Department per department policy.

Meets visitors to the facility, provides information as needed, and directs them to persons or appointments.

Accepts request for public records, FOIA requests, and records requests from other government agencies, and delivers completed requests to person making request.

Makes redactions as necessary in accordance with state law when completing public records requests or FOIA requests.

Accepts money for public records, fingerprint services, and other functions of the department.

Enters Cash Payment Receipts (CPR) into the City's financial software when money is accepted for payment of services rendered. Ensures accountability of funds through the deposit process.

Inputs police record data to include but not limited: enter officer citations into the department RMS system, scans all supplemental documentation associated with incidents or arrests into the RMS system, inputs supplements into the RMS system when scanning documents into incident reports to maintain data integrity.

Inputs affidavit/summons and warning citations issued by Code Enforcement officers into the department RMS system.

While inputting data into the department RMS system, checks for record accuracy, duplicate files, and any other matters which affect data accuracy associated with the data being entered. Corrects or sends notice of any errors identified in order to be corrected by appropriate personnel.

Search records management programs to find and print reports per request. To include searching and printing accident reports completed via the state mandated Report Beam system, which is separate from the department RMS system.

Prepares police arrest records to be transmitted to the Court Department, ensuring all appropriate records are contained in the file as required by the Court Department in order to for the Court Department to properly prepare a court file for defendants upon receipt.

Receives, reviews, and ensures proper entry of all Bench Warrants issued via the Court Department into the police department RMS system assuring accuracy of the information and activation of the warrants in the police RMS system.

Files hard copies of Bench Warrants into the proper file location for access when a wanted subject is located by police. Pulls hard copies as requested by dispatch, police, or the court department.

Assist with conducting a semi-annual warrant audit to ensure all active warrant records entered into the department RMS system have a hard copy on file in order to maintain warrant accuracy between department RMS system and hard copies on file.

Monitors equipment within work area to insure that it is operating properly and reports problems to appropriate supervisory personnel.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory authority.

QUALIFICATIONS

Be proficient with Microsoft Word and Excel software.

Proficient in use of 10 key.

Ability to type 40 wpm.

Ability to operate computer, fax machine, copy machine and multi-line telephone system.

Ability to be bonded.

MINIMUM EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one- or two-step instructions.

Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position require close vision.

WORK ENVIRONMENT

The noise level in the work environment is consistent with typical office environment sounds and levels.

Job Context

The Police Receptionist/Data Entry Clerk is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Operations Division Supervisor. The person in this position is supervised on a daily basis. The person in this position has no supervisory responsibilities. The Police Receptionist/Data Entry Clerk works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is no night work. The person in this position is never on call. 100% of the work for this position is indoors. The position has accountability for monetary, fiscal, and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must have a high school graduation or equivalent, prefer some additional coursework related to court administration, criminal justice, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Operations Division Commander

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description- Police Officer II

Purpose of Position

State Certified Police Officer

Enforce Laws and ordinances. Serve and protect citizens

Major Duties and Responsibilities

Perform patrol of assigned ward

- Responsible for protection of life, property and individual rights, and preservation of the peace.
- Perform routine patrolling of neighborhoods within assigned area of operations on foot or by vehicle, accentuating prevention rather than apprehension
- Apprehend offenders and assist in subsequent prosecution.
- Manage traffic congestion at the scenes requiring police intervention.
- Insure civil treatment and the observance of legal rights to all persons coming within the scope of authority.
- Recover and return stolen property.
- Enforce traffic laws and ordinances; eliminate conditions that are dangerous to the motoring public, pedestrians.
- Check suspicious persons and activities when reasonably believing them to be engaged in unlawful activities and record identities as necessary.
- Conduct a thorough investigation of all offenses within the area of assignment and scope of activity.
- Report unsafe or defective traffic signs, signals and streetlights. City infrastructure needing maintenance, or repair to the proper authority.
- Take thorough reports of incidents of criminal activities.
- Provide prompt assistance to people as needed or requested.
- Maintain visible police presence to the public to help prevent and/or suppress criminal activity.

- Be familiar with the city boundaries, wards, and important facilities.

Conduct minor administrative duties

- Receive, serve and prepare returns on warrants, citations, and writs and other documents as assigned; provide additional information to help enable subsequent service if unable to serve
- Prepare and complete paperwork concerning crimes, accidents, and other incidents in conformity with established procedures
- Serve as court officer as directed
- Acquire and record information concerning events that have taken place since most recent briefings, being attentive to instructions
- Record activity during duty shift according to departmental procedures

Assist with crime prevention activities

- Assist with crime prevention programs
- Teach business owners and citizens about crime prevention
- Teach citizens and business owners security awareness techniques
- Be alert to conditions tending to cause crime, take prevention action, and notify supervisor(s) of the situation and action taken
- Determine the degree of security of business places after their normal working hours and report and conditions below standard
- Be alert to community tensions of various types, notifying supervisor(s) of potentially dangerous or undesirable situations
- Stop and interview any person whom he reasonable and justifiably believes to be engaged in unlawful activity, request the reason for his presence and record his identity as per department policy and procedure
- Note and record the license numbers and descriptions of vehicles seen under questionable circumstances

Perform inspection and light maintenance on equipment

- Inspect the vehicle assigned before each shift and report any damages or deficiencies to supervisor
- Maintain all firearms, equipment, and uniforms in a functional, presentable condition, promptly correcting and reporting defects to a supervisor

Participate in continuing education and professional development

- Attend various schools as required or directed
- Maintain certification in all required areas
- Continually study, research and be familiar with techniques and ideas designed to improve police performance
- Maintain thorough knowledge of laws and ordinances

Perform other duties as directed

Job Context

The immediate supervisor for this position is the Shift Commander. The person in this position is supervised on a daily basis; police services are provided 24 hours a day. The person in this position is on call at all times. 10% of the work for this position is indoors; 90 % is outdoors and requires work done in all types of Weather conditions. The eligibility requirements for this position are as prescribed in Horn Lake Police Department

General Order 06-03. The position has accountability for monetary, safety and legal issues related to the work for which this position is responsible.

There is possible exposure to chemical and/or hazardous materials on a daily basis. This exposure includes, but is not limited to narcotics, human blood, petroleum products, and/or burning materials. This person must have a valid driver's license, high school diploma or equivalent. The stress level associated with this position is very high, due to the fact that situations faced may involve life or death decisions. Physical work involved with this position includes, but is not limited to subduing suspects, wearing full protective gear during long work hours, climbing up and down stairs, the ability to run, walk, and crawl.

Knowledge, Skills and Abilities

Knowledge:

- Granted a State of Mississippi Professional Certificate, or ability to obtain after completion of a law enforcement refresher course
- Federal, State, and local laws
- Crime prevention techniques
- Firearms safety and cleaning
- Court procedures for tickets, warrants, affidavits
- Arrest procedures
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Familiarity with specialties within the department
- Mathematical skills, including, subtraction, division and multiplication
- General function and operations of municipal government
- Graduated from a Mississippi recognized police training facility

Skills and Abilities:

- Testify in court effectively
- Work under adverse conditions
- Shoot accurately under extreme stress
- Work and adapt to hostile situations
- Understand and interpret the law
- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies or in community relations situations
- Work as a team member with other employees
- Complete paperwork with specified time restraints
- Communicate effectively with the residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures
- Make decisions within specified time restraints

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt
REPORTS TO: Shift Commander
SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description- Police Officer I

Purpose of Position

Enforce laws and ordinances, while in training during the F.T.O. program. This is an entry-level position for an uncertified police candidate. This position requires completion of a State of Mississippi Police Certification course as prescribed under State Law within one year of hire. Candidate must obtain a State of Mississippi Professional Certificate issued by the Mississippi Board of Law Enforcement Officers Standards and Training.

Major Duties and Responsibilities

Successful Completion of the Field Training Officer Program

- Learn to receive, serve and prepare returns on warrants, citations, writs and other documents as assigned; provide additional information to help enable subsequent service if unable to serve; under the direction of a certified police officer.
- Learn to prepare and complete paperwork concerning crimes, accidents, and other incidents in conformity with established procedures of the Horn Lake Police Department.
- Obtain a comprehensive working knowledge of the Horn Lake Police Department's procedures, guidelines, and directives while in the FTO program.
- Successfully pass all levels of the FTO program and required test.
- Observe the activity during duty shift according to departmental procedures and be able to articulate daily operations to the assigned FTO.

Perform patrol of assigned ward

- Responsible for protection of life, property and individual rights, and preservation of the peace under the direction of a certified police officer.
- Conduct inspections on equipment and personnel as directed by the shift commander.
- Learn to perform routine patrolling of neighborhoods within the assigned area of operations on foot or vehicle, accentuating prevention rather than apprehension under the direction of the FTO.
- Learn the art of apprehending offenders and assist in subsequent prosecution.
- Learn to manage traffic congestion at the scenes requiring police intervention.
- Insure civil treatment and the observance of legal rights to all persons coming within the scope of authority.
- Learn the procedures of recovery and returning of stolen property.
- Learn to enforce traffic laws and ordinances; eliminate conditions that are dangerous to the motoring public, pedestrians.
- Observe the operations of checking suspicious persons and activities when reasonably believing them to be engaged in unlawful activities and record identities as necessary.
- Learn to conduct a thorough investigation of all offenses within the area of assignment and scope of activity.
- Learn to take thorough reports of incidents of criminal activities.
- Provide prompt assistance to people as needed or requested.
- Maintain visible police presence to the public to help prevent and/or suppress criminal activity.
- Become familiar with the city boundaries, wards, and important facilities.

Perform inspection and light maintenance on equipment

- Inspect the vehicle assigned before each shift and report any damages or deficiencies to supervisor.
- Maintain all firearms, equipment, and uniforms in a functional, presentable condition, promptly correcting and reporting defects to a supervisor.
- Demonstrate the ability to breakdown, clean, and reassemble all departmental firearms assigned.

Participate in continuing education and professional development

- Attend various schools as required or directed.
- Maintain certification in all required areas.
- Continually study, research and be familiar with techniques and ideas designed to improve police performance.
- Maintain a thorough knowledge of laws and ordinances.

Perform other duties as directed

Job Context

The Police Officer I is a full-time, temporary position in the Police Department. The person in this position is uncertified, and must become a state certified officer within one year of the date hired. The person in this position will be required to successfully complete an approved state training academy and complete the department's FTO program. The immediate supervisor for this position is the FTO and the Shift Commander. The person in this position is supervised on a daily basis, and does not have any type of supervisory authority. The Police Officer I works regularly scheduled hours year-round, with frequent overtime. Night or shift work is required; police services are provided 24 hours a day. The person in the position is on call at all times. 10% of the work for this position is indoors, and 90% is outdoors and requires work done in all types of weather conditions.

There is possible exposure to chemical and/or hazardous materials on a daily basis. This exposure includes, but is not limited to narcotics, human blood, petroleum products, and/or burning materials. The person in this position must be able to successfully complete the course work at an accredited state police academy, successfully pass a drug screen, successfully pass a background check, hold a valid drivers license and must have a high school diploma or its equivalent. The Police Officer I will successfully complete all phases of the FTO program. The stress level associated with this

position is very high, due to the fact that situations faced may involve life or death decisions. Physical work involved with this position includes, but is not limited to passing a physical fitness test for the Police Academy, subduing suspects, wearing full protective gear during work hours, climbing up and down stairs, the ability to run, walk, and crawl.

Knowledge, Skills and Abilities

Knowledge:

- Familiarity with specialties within the department.
- Federal, State, and local laws.
- Crime prevention techniques.
- Firearms safety and cleaning.
- Court procedures for tickets, warrants, affidavits.
- Arrest procedures.
- Departmental rank structure.
- OSHA standards and regulations concerning employee safety.
- Federal and state statutes concerning the work of the department.
- Mathematical skills, including addition, subtraction, division, and multiplication.
- General functions and operations of municipal government.
- Ability to read and write proficiently.
- Proficiency in computer operations and typing.

Skills and Abilities:

- Testify in court.
- Shoot accurately under extreme stress.
- Work under adverse conditions.
- Work and adapt to hostile situations.
- Understand and interpret the law.
- Deal with high-stress situations involving life and death.
- Use radios and other communications equipment.
- Use equipment properly.
- Adapt to different situations in emergencies or in community relations situations.
- Work as a team member with other employees.
- Complete paperwork with specified time restraints.
- Communicate effectively with the residents, elected officials, other City employees, contractors, etc., both oral and written.
- Maintain confidentiality.
- Work autonomously when necessary.
- Handle multiple tasks simultaneously with frequent interruptions.
- Deal with others in a professional manner.
- Maintain professional composure in heated situations.
- Follow departmental and City procedures.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Shift Commander

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 05/07/2019

City of Horn Lake

Job Description - Police Captain (Division Commander)

Purpose of Position

To oversee or supervise patrol, investigative, operations, and/or other department divisions

Major Duties and Responsibilities

Oversee patrol and/or investigative activities during assigned shifts

- Conduct patrol operations as assigned
- Provide traffic services
- Conduct criminal investigations
- Handle day to day calls
- Oversee the provision of such functions as investigations, dispatching, and property and evidence
- Interview criminals
- Investigates and resolves problems with requests for services or complaints regarding police functions

Supervise lead employees in daily responsibilities

- Manage personnel activities
- Measure effectiveness of police enforcement activity
- Inspect department activities
- Disperse information to employees from upper management
- Oversee the discipline process for personnel within assigned division
- Provide police communication
- Perform duties of any other department personnel, when needed

Maintain good public relations with the community

- Make public speaking engagements as requested or directed
- Oversee public information
- Maintain good community relations
- Communicate with other law enforcement agencies
- Make sure public is satisfied with police work
- Work with other government agencies on policy issues concerning public safety

Perform other duties as directed

Job Context

The Police Captain is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Police Major. The person in this position is supervised on a daily basis, and supervises up to 18 full-time employees. The Police Captain works regular hours year round. This position always works more than the regularly scheduled hours with occasional night work in emergency situations and when short staffed. The person in this position is always on call. 50% of the work for this position is indoors, and 50% is outdoors and requires work done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations. This exposure includes, but is not limited to, flammable materials, fires, and drugs. The person in this position must be a Certified Police Officer, have a valid driver's license and a high school diploma or its equivalent. At least eight years of experience in this or a related field is recommended. The stress level associated with this position is moderately high due to the emergency situations that inevitably arise. Physical work involved with this position includes, but is not limited to, walking, climbing, running, jumping, lifting, wearing protective gear, and arresting resistant criminals.

Knowledge, Skills, and Abilities

Knowledge

- Personnel management
- Knowledge of laws, rules, and court decisions relating to the administration of criminal justice and law enforcement
- Knowledge of scientific methods of crime detection, criminal identification and radio communication
- Rules of evidence regarding search and seizure and the preservation of evidence
- Methods to motivate employees
- Proper procedures for completing performance appraisals
- Departmental policies concerning paid leave, overtime and manpower requirements
- Criminal activity and gang activity in the area
- Knowledge of all department divisions and operations
- Familiarity with specialties within the department
- Federal, state and local laws, concerning all criminal activities
- Crime prevention techniques
- Firearms safety and cleaning
- Court procedures for tickets, warrants and affidavits
- Arrest procedures
- Street layout for the City
- Departmental rank structure
- Proper grammar and proper use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government
- Law enforcement principles, practices, and techniques related for patrol, traffic enforcement, crime scene, control and investigation, pursuit apprehension and transport of suspect

Skills and Abilities

- Complete performance appraisals based upon employee records and work behaviors
- Motivate employees
- Ability to lead and direct the activities of police officers
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including typewriters, photocopiers, and facsimile machine
- Make sound, independent decisions as a caption and in emergency situations
- Testify in court effectively
- Shoot accurately under extreme stress
- Work under adverse conditions
- Work and adapt to hostile situations
- Understand and interpret the law
- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies or in community relations situations
- Prioritize daily workflow
- Work as a team member with other employees
- Complete paperwork within specified time restraints
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other city employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and city procedures
- Training staff in work procedures and providing professional development
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Police Major

SUPERVISES: N/A

* Board Approved: 04/16/2019

City of Horn Lake

Job Description-Telecommunicator II

Purpose of Position

Provide communications of emergency and non-emergency calls to all emergency service divisions and act as Deputy Court Clerk.

Major Duties and Responsibilities

Dispatch emergency / non-emergency calls for Police, Fire, Public Works and Ambulance.

- Accept calls via telephone or radio
- Transfer calls to appropriate person or department, or dispatch appropriate personnel to handle call
- Answer questions if able, give directions, provide assistance as requested
- Maintain a communications log of all activities relating to Police, Fire and EMS

Serve as 911 operator for the City of Horn Lake

- Accept 911 calls
- Provide assistance over telephone, calming caller and providing direction and instructions when necessary
- Transfer calls to proper agency for non-emergency calls outside the City limits.
- Work and coordinate with other government unit personnel on calls

Perform general administrative duties

- Process warrants and arrests, log arrest reports and traffic tickets in absence of police receptionist, checking for accuracy
- Make copies when requested
- File paperwork when requested
- Enter data into NCIC system
- Process bonding company paperwork and fees after regular business hours.

Serve as a Deputy Court Clerk

Greet people when they enter police headquarters

Perform other duties as directed

Job Context

The Telecommunicator II is a full-time, permanent position in the Police Department. The eligibility requirements for this position are as prescribed in Horn Lake Police Department General Order 06-03. The

immediate supervisor for this position is the Operations Division Supervisor. The person in this position is supervised on a daily basis, and does not have supervisory authority. The Telecommunicator II works regularly scheduled hours year-round, with occasional overtime. Night or shift work is required; police services are provided 24 hours a day. The person in this position is on call at all times. 100% of the work for this position is indoors in an office setting. The position has accountability for monetary, safety and legal issues related to the work for which this position is responsible.

Knowledge, Skills and Abilities

Knowledge:

- 911 Operations
- Proper methods and procedures for taking calls in a professional manner
- Proper methods and procedures for dispatching emergency calls
- Specialized computer software used in law enforcement
- Court procedures for tickets, warrants and affidavits
- Arrest procedures
- Street layout for the City
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the police department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities:

- Deal with high-stress situations involving life and death
- Use radios and other communications equipment
- Use equipment properly
- Adapt to different situations in emergencies
- Work as a team member with other employees
- Complete paperwork within specified time restraints
- Make decisions within specified time restraints
- Communicate effectively, professionally and politely with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures
- Maintain a professional appearance at all times
- Has completed the Communications Training Officer Program and achieve all city and state mandated training and certifications for the telecommunications field

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt
REPORTS TO: Operations Division Commander
SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 04/16/2019

City of Horn Lake

Job Description – Police Receptionist

Purpose of Position

Under direct supervision of the Operations Division Supervisor, provides clerical support to the Police Department which includes receptionist duties, typing of documents, record keeping, and filing; performs related work required.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Duties and Responsibilities

1. Receives and screens visitors and non-emergency telephone calls.
2. Within specific guidelines, provides factual information regarding departmental activities to the public.
3. Prepares and processes criminal complaints, correspondence, warrants, citations, subpoenas, forms and specialized documents related to the functions of the department.
4. Proofreads and checks typed materials for accuracy, completeness, compliance with Departmental policies and correct English usage.
5. Enters and retrieves data from an on-line computerized system, including accessing a centralized law enforcement data base.
6. Maintains records and files.
7. Performs general office support duties such as operating standard office equipment.
8. May provide temporary assistance and support in a variety of other civilian law enforcement functions within the Department.
9. May perform relief custody or communications duties.

10. Perform other duties as directed.

Education & Experience:

1. Graduation from high school or the equivalent.
2. Two years' experience in clerical or office assistant duties. Experience which includes law enforcement terminology and office procedures is highly desirable.

Other Requirements:

1. Must be able to meet state standards for accessing criminal history information as determined by a comprehensive background and psychological examination.

Knowledge of:

1. Basic law enforcement organization, activities, terminology and rules and procedures.
2. Standard office procedures and methods, including filing and the operation of common office equipment.
3. Telephone communications techniques for dealing with varied groups of people

Skill In:

1. Communicating tactfully and effectively with the public including persons who are irate or difficult to deal with.
2. Understanding and following oral and written directions.
3. Obtaining information from hostile or traumatized individuals in emergency situations.
4. Handling multiple activities simultaneously while maintaining attention to detail.
5. Exercising sound, independent judgment within established guidelines.
6. Performing varied civilian support services in an efficient and effective manner.
7. Maintaining accurate records and preparing clear and concise reports and materials.
8. Use of common office software including Microsoft Office and applicable specialized law enforcement

Ability to:

1. Operate telephone equipment, following departmental regulations.
2. Quickly learn the policies, procedures and performance standards pertaining to the work.
3. Learn to operate automated police information systems.
4. Communicate effectively orally and in writing.
5. Maintain detailed logs and records.
6. Establish and maintain effective working relationships with those contacted in the course of the work.
7. Perform in a manner which reflects the City and Police Department mission, values and goals

Job Context

The Police Receptionist is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Operations Division Supervisor. The person in this position is supervised on a daily basis. The person in this position has no supervisory responsibilities. The Police Receptionist works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is no night work. The person in this position is never on call. 100% of the work for this position is indoors. The position has accountability for monetary, fiscal, and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must have a high school graduation or equivalent, prefer some additional coursework related to court administration, criminal justice, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non - Exempt

REPORTS TO: Operations Division Commander

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Board Approved: 04/16/2019

Order #05-08-19

Order to approve revised Fire Job Descriptions

Be it Ordered:

By the Mayor and Board of Aldermen to approve the revised Job Descriptions in the Fire Department.

Said Motion was made by Alderman Jones and seconded by Alderman Johnson.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

City of Horn Lake

Job Description – Fire Chief – Fire Department

Purpose of Position

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Plans, coordinates, supervises and evaluates Fire and EMS operations.
- Advises on and establishes policies and procedures for Fire and EMS.
- Plans and implements Fire and EMS programs for the City in order to better carry out policies and goals including those set forth in the various Standard Operating Guides.
- Reviews departmental performance and effectiveness.
- Reviews and recommends the implementation of new and innovative technology.
- Formulates programs and policies to alleviate deficiencies.
- Supervises and coordinates the preparation, presentation, and spending of the annual budget for the Fire and EMS operations.
- Plans for and reviews specifications for new or replacement equipment.
- Responds to alarms as necessary, administers initial emergency (care or response and or service) and directs activities at the scene of emergencies as required.
- Controls the expenditure of departmental appropriations.
- Train personnel in all aspects of the job.
- Maintains departmental discipline and the conduct and general behavior of assigned personnel.

- Prepares and submits monthly reports to the Board of Alderman regarding the departments activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operations with respect to equipment, apparatus, and personnel and further supervises the implementation of such plans in accordance with established policies.
- Evaluates the need for and recommends the purchase of new equipment and supplies.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the departments activities.
- Overall administration of all fire department operations and functions, including fire control, public service, fire prevention, building inspections, fire investigations, EMS and public education.
- Shall be summoned and report to all second alarm or greater fires or when death or injury has occurred to a member of the department or civilian population. May assume command at large-scale incidents.
- Performs such other related duties as may be assigned

Knowledge, Skills and Abilities

- Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment.
- Thorough knowledge of emergency medicine techniques and their application as demonstrated through EMT Certification.
- Considerable knowledge of applicable laws, ordinances, standards and regulations.
- Skill in the operation of fire and EMS tools and equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Knowledge of all aspects of emergency management and hazard mitigation methods.
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical, witnessing death and critical injuries
- Operate equipment properly and safely
- Make decisions within specified time restraints
- Deal with others in a professional manner
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures

Job Context

The Fire Chief position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Mayor and works under the general guidance and direction of the Board of Alderman. The person in this position directly supervises all fire department personnel with assistance from Battalion Chiefs. The Fire Chief works regularly scheduled hours year round, with occasional overtime or night/shift work when the work load demands it in emergency situations. Work is performed primarily in office, vehicles and outdoor settings in all weather conditions. This position works 75% indoors with 25% outdoors. The position has accountability for safety and legal issues related to the work for which this position is responsible.

The person in this position must be a graduate of college or university in fire science, public administration or a closely related field and/or ten (10) years of experience in fire or emergency medical service work, five (5) years of which must have been equivalent to Deputy Chief, Fire Battalion Chief and/or Captain.

Physical work involved with this position includes but is not limited to some of the same activities performed by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: **Exempt**
REPORTS TO: **Mayor**
SUPERVISES: **All Fire Personnel**

Signature Acknowledging Job Description

Date

Adopted: 05/07/2019

City of Horn Lake

Job Description – Deputy Chief – Fire Department

Purpose of Position

To manage, supervise, plan and coordinate the activities and operations of the division, to include Operations or EMS; to coordinate activities with other divisions, departments, outside agencies and the general public; and to provide highly complex and responsible staff assistance to the Chief.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- All behaviors comply with the Code of Conduct and Rules of Behavior outlined in personnel policy and Standard Operating Guides.
- Communicate effectively and respectfully with subordinates, peers, superiors and the public.
- Identify opportunities for improving work methods and procedures; develop and write department policies and procedures; develop and implement new and revised departmental policies, procedures and programs.
- Prepares and submits reports, memorandums and computer-generated analysis detailing assigned performance.
- Investigate, make recommendations and provide follow-up for complaints of personnel misconduct; provide response to complainant, if necessary.
- Manage fire department personnel staffing, facilities, equipment and apparatus on assigned shift.

- Respond and assume command at emergency incidents, evaluate risks, initiate and implement second strategies and tactics using department standard operating guides, rules, regulations and accepted fire service best practices.
- Exercise judicious authority and assertiveness at the scene of incidents to secure and preserve life safety, achieve incident stabilization, ensure property conservation and determine incident cause.
- Manage and coordinate the pre-incident planning of target hazards for the department.
- Inspect fire stations, equipment, personnel and records of assigned companies to ensure efficiency and enforcement of departmental rules, regulations and procedures.
- Coordinate activities of assigned shift with other fire department divisions and city departments with the goal to minimize emergency service delivery disruptions.
- Identify resource needs; recommend and implement policies and procedures; meet with Assistant Chiefs and Fire chief regularly to discuss future plans and progress toward departmental goals and objectives.
- Monitor, coach and encourage professional development of department members.
- In the absence of the Fire Chief, assume responsibility for all activities of the department when assigned to do so.
- Investigate, make recommendations and provide for follow-up complaints pertaining to Fire/EMS division.
- Direct the forecast of funds needed for staffing, equipment and supplies.
- Acquire and maintain specialized certifications/training as required.
- Performs such other related duties as may be assigned

Knowledge, Skills and Abilities

- Provide policies and procedures for the City of Horn Lake and the Fire Department.
- Principles of employee coaching, supervision, and training.
- National Incident Management System (NIMS).
- Operational characteristics, services and activities of a comprehensive fire suppression, prevention and EMS programs.
- Pertinent federal, state, and local laws, codes and regulations.
- Safe work practices and procedures.
- Coaching and encouraging the professional development of staff.
- Basic principles and practices of budget preparation and administration.
- Work under stress and use good judgment in emergency situations.
- Develop, implement and maintain an action plan at an emergency scene.
- Establish perimeters at an incident scene.
- Operate specialized emergency communications equipment.
- Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment.
- Thorough knowledge of emergency medicine techniques and their application as demonstrated through EMT Certification.
- Considerable knowledge of applicable laws, ordinances, standards and regulations.
- Skill in the operation of fire and EMS tools and equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Knowledge of all aspects of emergency management and hazard mitigation methods.
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical, witnessing death and critical injuries

- Operate equipment properly and safely
- Make decisions within specified time restraints
- Deal with others in a professional manner
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures

Job Context

The Deputy Chief position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Fire Chief. The person in this position directly supervises all fire department personnel with assistance from Battalion Chiefs. The Deputy Chief works regularly scheduled hours year round, with occasional overtime or night/shift work when the work load demands it in emergency situations. Work is performed primarily in office, vehicles and outdoor settings in all weather conditions. This position works 75% indoors with 25% outdoors. The position has accountability for safety and legal issues related to the work for which this position is responsible.

The person in this position must be a graduate of college or university in fire science, public administration or a closely related field and/or ten (10) years of experience in fire or emergency medical service work, five (5) years of which must have been equivalent to , Battalion Chief and/or Fire Captain. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non-Exempt

REPORTS TO: Fire Chief

SUPERVISES: All Shift Personnel

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

City of Horn Lake

Job Description – Fire Battalion Chief – Fire Department

Purpose of Position

Responsible for supervising emergency and non-emergency activities of the Fire and EMS divisions; directing, coordinating and controlling the operational, planning, logistical, and administrative functions of everyday business activities of the fire department. Required to attend Instructor level II , and Fire Investigator at the Mississippi State Fire Academy within three (3) years of promotion and successfully pass.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Be an advocate for the core values and goals of the City of Horn Lake and the Fire department.
- Ensures compliance with the Fire department rules, policies and procedures and evaluate their effectiveness.
- Enforces pertinent codes, laws, and city ordinances in carrying out the responsibilities of the position.
- Communicates with peers, subordinates, city management and other city employees to ensure the continuity of daily routines, emergency incident objectives, and department effectiveness while establishing and maintaining positive working relationships.
- Assumes the responsibility of the fire department in the absence of the Fire Chief.
- Establish or assume command during emergency operations.
- Coordinate, direct and supervise fire department resources during emergency operations.
- Manage significant emergencies and disaster situations addressing all phases of emergency management.
- Investigate fires to determine cause and origin.
- Perform post incident critiques and analysis.
- Determines and schedules daily shift assignments and constant manning requirements.
- Make periodic inspections of personnel and the general condition of apparatus, equipment and facilities.
- Provide for personal development including keeping informed on national, state and local fire service issues.
- Acts as the fire department liaison to other city departments and outside agencies as assigned.
- Assist in the preparation and administration of the annual budget and exercises prudent resource management.
- Develop and recommend long and short term goals and objectives.
- Develop, implement and evaluate fire department programs for overall effectiveness.
- Assists in other departmental administrative activities as assigned.
- Performs such other related duties as may be assigned

Knowledge, Skills and Abilities

- Disaster preparedness, mitigation, management and recovery practices.
- Effectively plan, organize, coordinate and evaluate fire personnel work assignments including emergency response, prevention and related activities.
- Project consequences of proposed actions and implement recommendations in support of goals.
- Read, interpret and record data accurately including the preparation of comprehensive reports, plans and estimates.
- Exercise a high degree of self-discipline.
- Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment.
- Fire behavior and characteristics.
- Considerable knowledge of applicable laws, ordinances, standards and regulations.
- Skill in the operation of fire and EMS tools and equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.

- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Knowledge of all aspects of emergency management and hazard mitigation methods.
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical, witnessing death and critical injuries
- Operate equipment properly and safely
- Make decisions within specified time restraints
- Deal with others in a professional manner
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures

Job Context

The Fire Battalion Chief position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Fire Chief and/or Deputy Chief. The Fire Battalion Chief works regularly scheduled hours year round and supervises fire and EMS personnel, with occasional overtime or night/shift work when the work load demands it in emergency situations and must have served as a Lieutenant for a minimum of five (5) years. . Work is performed primarily outdoor settings in all weather conditions. This position works 25% indoors with 75% outdoors. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, where synthetics or other materials may be burning. This exposure includes but is not limited to plastics, rubber, gasoline and other petroleum products and various types of chemicals. The person in this position must be NFPA 1001-I-II certified and Mississippi minimum standard certified, have trained to EMR status and have a valid driver's license, and high school diploma or equivalent. The stress level associated with this position is moderately high when the duties are at the station; however, stress levels are higher during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities performed by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Exempt

REPORTS TO: Fire Chief

SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

City of Horn Lake

Job Description – Fire Lieutenant Level I– Fire Department

Purpose of Position

Responsible for supervising and performing a variety of technical tasks associated with fire suppression, rescue, emergency medical services, hazardous materials, fire prevention, investigation and fire training activities. Required to take Fire Officer 1021 I-II and Fire Service Instructor 1041-I within three (3) years of promotion and successfully pass both courses.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Respond to emergency calls; direct incident scene per Standard Operating Guide until higher level command staff arrives; participate in fire suppression, EMS, and/or rescue operations as part of a truck or engine company.
- Supervise members of assigned unit, including but not limited to: researching, preparing and conducting training, drills, pre-fire planning, fire prevention inspections and initiating disciplinary action as necessary
- Maintain knowledge of locations of roadways, properties, buildings, and facilities in assigned fire district.
- Oversee maintenance of fire stations and equipment at assigned station, ensure vehicles and equipment are in proper working condition.
- Prepare fire incident reports and other station logs and reports per department policy.
- Fully brief relief person on all details of his/her tour of duty, including types of calls responded to, equipment and tools used, and the status of the apparatus, equipment and tools.
- Conduct fire flow tests for public, commercial, assembly and residential occupancies and developments.
- Serve as the fire department training coordinator for various training projects.
- Respond to emergency incidents to coordinate patient care on major EMS incidents as necessary.
- Acquire and maintain specialized training/certifications as required.
- Participates in the inspection of buildings and other structures in fire prevention programs.
- Performs maintenance on fire hydrants as required.
- Participates in fire drills, attends classes in firefighting, emergency medical service, hazardous materials, and related subjects to maintain and improve upon required knowledge, skills and abilities.
- Inspects, maintains and performs minor repairs on fire equipment and apparatus. Performs general maintenance work in the upkeep of fire facilities and grounds.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Operation, maintenance and uses of modern fire fighting apparatus and equipment.
- Pertinent federal, state and local laws, codes and regulations.
- Assembling and preparing data for report presentations.
- Negotiating and resolving difficult or sensitive complaints or concerns from departmental personnel or external sources.
- Supervise personnel during emergency and non-emergency work periods.
- Work under stress and use good judgment in emergency situations.
- Assign tasks or responsibilities to unit members to the instructions are complete, clear and concise.
- Execute routine unit-level administrative functions.

- Establish and maintain cooperative working relationships with those contacted in the course of work including city and other government officials, community groups, the general public and media representatives.
- Departmental rank structure
- Work irregular hours including weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
- Types of structures in the city
- CPR, EMR for emergency first response
- General functions and operations of municipal government
- Work as a team member with other employees
- Make decisions within specified time restraints
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Use equipment properly
- Maintain confidentiality
- Handle multiple task simultaneously with frequent interruptions
- Follow departmental and city procedures

Job Context

The Fire Lieutenant Level I position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Battalion Chief. The person in this position is responsible for supervising three full time employees and is supervised on a weekly basis. The Fire Lieutenant Level I works regularly scheduled hours year round, with overtime when the workload demands it. Night work is required as this is a 24 hours shift position. The person in this position is always on call for emergencies. This position works 30% indoors with 70% outdoors and requires work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must be 1001-I-II certified as well as Mississippi minimum standard certified, hold valid drivers license, and have a high school diploma or equivalent. The stress level associated with this position is moderately high during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt

REPORTS TO: Fire Battalion Chief

SUPERVISES: Shift personnel

* Adopted 05/07/2019

City of Horn Lake – Job Description

Fire/EMS Department Administrative Assistant

Purpose of the Position

To assist the Fire Chief and Administrative Staff to provide support for all Fire/EMS Department responsibilities, as needed and directed.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Conduct administrative duties for the Fire Chief

- Distribute information from the Fire Chief
- Compose letters for the Fire Chief
- Answer and address requests of the Fire Chief
- Maintain the Fire Chief's schedule
- Open and review the Fire Chief's mail
- Assist Fire Chief's Administrative Staff with day-to-day operations

Perform Clerical Duties

- Post meetings
- Post classes for fire department personnel
- Greet customers coming in the office
- Make appointments for various fire department staff
- Distribution and review of job applications
- Answer telephone calls, customer complaints, and questions
- Code invoices, assist with requisitions and purchase orders
- Maintain all Fire Department purchases
- Prepare ambulance billings, claim forms, and payments
- Correspond between patients and insurance companies
- Order supplies as directed
- Distribute and keep inventory of supplies

Maintain various Fire Department records

- Keep records of employee vacation time and sick leave
- Document pay raises and promotions
- Prepare workman's comp claims

Plan events and coordinate volunteer activities

- Coordinate volunteer activities from the County network
- Coordinate supplies and equipment for volunteer events
- Fund raising for such activities

Public relations for the Fire Department

- Field complaints and calls from the general public
- Attend public functions and represent the Fire Chief
- Schedule public relations events

Payroll duties for the Fire Department

- Set up new hires
- Collect time cards
- Calculate hours manually
- Enter hours into transmittal

Perform other duties as directed

Job Context

The Administrative Assistant to the Fire Department is a full-time position in the Fire and EMS Department. The immediate supervisor for this position is the Fire Chief, Deputy Chief and/or Battalion Chief. This position does not directly supervise any employees. The work hours for this position are regular, year-round, although it may require more than the scheduled hours. This position does not require night work or shift work, and will never require the person to be on call. This position is 90% indoor, while working the remaining 10% outdoors on community projects and promotions.

There is no exposure to chemicals and/or hazardous materials. The person in this position must maintain a valid driver's license. This position requires a high school diploma or GED. The stress level associated with this position varies with activities. Physical work involved within this position includes, but is not limited to, lifting file boxes, climbing stairs, and sitting for long periods, as well as, participating on occasional community projects and promotional activities.

Knowledge, Skills and Abilities

Knowledge

- Organizational structure of the City
- Local media and community groups
- Street layout of city
- Certified mail procedures
- Basic accounting
- City phone system
- City computer system based training
- Workman's compensation codes
- Employee codes
- Fire Department classifications
- Basic budgeting knowledge
- Proper grammar and use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other employees, etc., both written and verbal
- Maintain confidentiality
- Work autonomously as needed
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in professional manner
- Maintain professional composure in difficult or stressful situations
- Follow departmental Standard Operating Guide's and City policies and procedures

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non-Exempt

REPORTS TO: Fire Chief, Battalion Chief

SUPERVISES: N/A

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

City of Horn Lake

Job Description – Fire Inspector I, II & III– Fire Department

Purpose of Position

To reduce fire hazards in old and new construction; perform technical work in the enforcement of the International Fire Code through the review of architectural and engineering plans, system drawings and written proposals, and by conducting fire inspections.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Inspects buildings to locate hazardous conditions and fire code violations such as accumulations of combustible material, electrical wiring problems, and inadequate or non-functional fire exits;
- Conduct inspections and acceptance testing of fire protection systems.
- Conduct fire code compliance follow-up inspections to ensure that corrective actions have been taken in cases where violations were found.
- Write detailed reports of fire inspections performed, fire code violations observed, and corrective recommendations offered.
- Present and explain fire code requirements and fire prevention information to architects, contractors, attorneys, engineers, developers, fire service personnel, and the general public.
- Coordinates fire prevention programs such as false alarm billing, fire inspection reporting, and hazardous materials management.
- Testify in court regarding fire code and fire safety issues.
- Investigate causes of fires, collecting and preparing evidence and presenting it in court when necessary.
- Administration of all building and life safety functions and activities.
- To see that all records pertaining to inspections and pre-plans are properly kept; reports are properly documented, and organized.
- Serves as a source of information to the administrative staff of the fire department pertaining to building and life safety codes, and issues.
- Assists with public relations and public education programs to promote fire safety.
- Assists with the controlled burning ordinance and burn permits management.
- Responds to Fire and EMS calls when needed.
- Assists in other departmental administrative activities as assigned.
- Performs such other related duties as may be assigned

Knowledge, Skills and Abilities

- Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment.
- Fire behavior and characteristics.
- Considerable knowledge of applicable laws, ordinances, standards and regulations.
- Skill in the operation of fire and EMS tools and equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Knowledge of all aspects of emergency management and hazard mitigation methods.
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical, witnessing death and critical injuries
- Operate equipment properly and safely
- Make decisions within specified time restraints
- Deal with others in a professional manner
- Ability to establish and maintain effective working relationship with public and other employees
- Hazardous materials storage, use, handling and plan review.
- The International Fire Code.
- The principles and practices of fire cause and fire origin investigations.
- Follow departmental and city procedures

Fire Inspector II

Consists of all the above job description and including Fire Investigation 1033 at the State Fire Academy. The Fire Inspector must have a minimum of three (3) years in this position and the above classes prior to receiving the Inspector II position. With the above qualifications the Fire Inspector may assist or become the lead investigator on fire investigations within the city.

Fire Inspector III

Consists of all the above job description and including National Fire Protection Agency and International Code Council schools necessary to advance their education in this field and must have a minimum of five (5) years in this position and the above classes prior to the receiving the Inspector III position.

Job Context

The Fire Inspector position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Fire Chief and/or Deputy Chief. The Fire Inspector works regularly scheduled hours year round, with occasional overtime or night/shift work when the work load demands it in emergency situations. Work is performed primarily outdoor settings in all weather conditions. This position works 25% indoors with 75% outdoors. The position has accountability for safety and legal issues related to the work for which this position is responsible.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Exempt

REPORTS TO: Fire Chief, Battalion Chief

SUPERVISES: Fire personnel in the absence of Fire/Battalion Chiefs

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

City of Horn Lake

Job Description – Fire Battalion Chief – (Deputy Fire Marshal/ Investigator) Fire Department

Purpose of Position

Responsible for supervising emergency and non-emergency activities of the Fire and EMS divisions; directing, coordinating and controlling the operational, planning, logistical, and administrative functions of

everyday business activities of the fire department. Required to attend Instructor level II , and Fire Investigator at the Mississippi State Fire Academy within three (3) years of promotion and successfully pass.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Be an advocate for the core values and goals of the City of Horn Lake and the Fire department.
- Ensures compliance with the Fire department rules, policies and procedures and evaluate their effectiveness.
- Enforces pertinent codes, laws, and city ordinances in carrying out the responsibilities of the position.
- Communicates with peers, subordinates, city management and other city employees to ensure the continuity of daily routines, emergency incident objectives, and department effectiveness while establishing and maintaining positive working relationships.
- Assumes the responsibility of the fire department in the absence of the Fire Chief.
- Establish or assume command during emergency operations.
- Coordinate, direct and supervise fire department resources during emergency operations.
- Manage significant emergencies and disaster situations addressing all phases of emergency management.
- Investigate fires to determine cause and origin. Prepare cause and origin reports, evidence and present it to the courts if necessary.
- Conduct interviews with suspects, and witness to bring a fire investigation to a close.
- Work close with the arresting agency with enforcement of the state laws regarding arson statutes.
- To pose and carry a firearm in the City and in City vehicles, and/or buildings the following is required. Enhanced carry permit from the state of Mississippi, you must take the oath of office as a Deputy Fire Marshal/Investigator “who is appointed by the Chief”, and you must pass all firearm qualifications with the HLPD.
- Perform post incident critiques and analysis.
- Determines and schedules daily shift assignments and constant manning requirements.
- Make periodic inspections of personnel and the general condition of apparatus, equipment and facilities.
- Provide for personal development including keeping informed on national, state and local fire service issues.
- Acts as the fire department liaison to other city departments and outside agencies as assigned.
- Assist in the preparation and administration of the annual budget and exercises prudent resource management.
- Develop and recommend long and short term goals and objectives.
- Develop, implement and evaluate fire department programs for overall effectiveness.
- Assists in other departmental administrative activities as assigned.
- Performs such other related duties as may be assigned

Knowledge, Skills and Abilities

- Disaster preparedness, mitigation, management and recovery practices.
- Effectively plan, organize, coordinate and evaluate fire personnel work assignments including emergency response, prevention and related activities.
- Project consequences of proposed actions and implement recommendations in support of goals.
- Read, interpret and record data accurately including the preparation of comprehensive reports, plans and estimates.
- Exercise a high degree of self-discipline.

- Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment.
- Fire behavior and characteristics.
- Considerable knowledge of applicable laws, ordinances, standards and regulations.
- Skill in the operation of fire and EMS tools and equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Knowledge of all aspects of emergency management and hazard mitigation methods.
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical, witnessing death and critical injuries
- Operate equipment properly and safely
- Make decisions within specified time restraints
- Deal with others in a professional manner
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures

Job Context

The Fire Battalion Chief position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Fire Chief and/or Deputy Chief. The Fire Battalion Chief works regularly scheduled hours year round and supervises fire and EMS personnel, with occasional overtime or night/shift work when the work load demands it in emergency situations and must have served as a Lieutenant for a minimum of five (5) years. . Work is performed primarily outdoor settings in all weather conditions. This position works 25% indoors with 75% outdoors. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, where synthetics or other materials may be burning. This exposure includes but is not limited to plastics, rubber, gasoline and other petroleum products and various types of chemicals. The person in this position must be NFPA 1001-I-II certified and Mississippi minimum standard certified, have trained to EMR status and have a valid driver's license, and high school diploma or equivalent. The stress level associated with this position is moderately high when the duties are at the station; however, stress levels are higher during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities performed by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Exempt

REPORTS TO: Fire Chief

SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

City of Horn Lake

Job Description – Fire Lieutenant Level II (Certified Fire Officer) Fire Department

Purpose of Position

Responsible for supervising and performing a variety of technical tasks associated with fire suppression, rescue, emergency medical services, hazardous materials, fire prevention, investigation and fire training activities. Required to have successfully completed Fire Officer I, Fire Officer II, and Fire Instructor through the Mississippi State Fire Academy. Should have held the position of Fire Lieutenant Level I for one year prior to being promoted to Fire Lieutenant Level II (Certified Fire Officer).

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Respond to emergency calls; direct incident scene per Standard Operating Guide until higher level command staff arrives; participate in fire suppression, EMS, and/or rescue operations as part of a truck or engine company.
- Supervise members of assigned unit, including but not limited to: researching, preparing and conducting training, drills, pre-fire planning, fire prevention inspections and initiating disciplinary action as necessary
- Maintain knowledge of locations of roadways, properties, buildings, and facilities in assigned fire district.
- Oversee maintenance of fire stations and equipment at assigned station, ensure vehicles and equipment are in proper working condition.
- Prepare fire incident reports and other station logs and reports per department policy.
- Fully brief relief person on all details of his/her tour of duty, including types of calls responded to, equipment and tools used, and the status of the apparatus, equipment and tools.
- Conduct fire flow tests for public, commercial, assembly and residential occupancies and developments.
- Serve as the fire department training coordinator for various training projects.
- Respond to emergency incidents to coordinate patient care on major EMS incidents as necessary.
- Acquire and maintain specialized training/certifications as required.
- Participates in the inspection of buildings and other structures in fire prevention programs.
- Performs maintenance on fire hydrants as required.
- Participates in fire drills, attends classes in firefighting, emergency medical service, hazardous materials, and related subjects to maintain and improve upon required knowledge, skills and abilities.
- Inspects, maintains and performs minor repairs on fire equipment and apparatus. Performs general maintenance work in the upkeep of fire facilities and grounds.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Operation, maintenance and uses of modern fire fighting apparatus and equipment.
- Pertinent federal, state and local laws, codes and regulations.
- Assembling and preparing data for report presentations.
- Negotiating and resolving difficult or sensitive complaints or concerns from departmental personnel or external sources.
- Supervise personnel during emergency and non-emergency work periods.
- Work under stress and use good judgment in emergency situations.
- Assign tasks or responsibilities to unit members to the instructions are complete, clear and concise.
- Execute routine unit-level administrative functions.
- Establish and maintain cooperative working relationships with those contacted in the course of work including city and other government officials, community groups, the general public and media representatives.
- Departmental rank structure
- Work irregular hours including weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
- Types of structures in the city
- CPR, EMR for emergency first response
- General functions and operations of municipal government
- Work as a team member with other employees
- Make decisions within specified time restraints
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Use equipment properly
- Maintain confidentiality
- Handle multiple task simultaneously with frequent interruptions
- Follow departmental and city procedures

Job Context

The Fire Lieutenant Level II position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Battalion Chief. The person in this position is responsible for supervising three full time employees and is supervised on a weekly basis. The Fire Lieutenant Level II works regularly scheduled hours year round, with overtime when the workload demands it. Night work is required as this is a 24 hours shift position. The person in this position is always on call for emergencies. This position works 30% indoors with 70% outdoors and requires work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must be 1001-I-II certified as well as Mississippi minimum standard certified, hold valid driver's license, and have a high school diploma or equivalent. The stress level associated with this position is moderately high during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while

performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt
REPORTS TO: Fire Battalion Chief
SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

City of Horn Lake

Job Description – EMS Services Supervisor – Fire Department

Purpose of Position

Provide supervision of Paramedic/EMT level medical care to residents of the community. Under general supervision of the Fire Department Chain of Command including but not limited to the Fire Chief and Fire Battalion Chief. Provide direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Address personnel issues as needed
- Construct staff schedules for shift work
- Make recommendation to the Fire Chief
- Maintain proper call records
- Maintain personal equipment
- Order and maintain uniforms and supplies for all EMTs
- Produce invoices for delivered services
- Continually evaluate employee's performance
- Conduct continuous reviews and training of employee response times
- Train employees
- Maintain all Paramedic/EMT certifications, including National Registry and EMS Driver certifications
- Provides emergency medical services for the city
- Accurately completes written and verbal reports on patient care to hospital emergency departments
- Checks medications and equipment daily to ensure proper control and inventory
- Required to transfer, lift and move patients while employing appropriate safety and lifting techniques

- Utilize city computer system for patient care documentation, record keeping, pre-incident planning and other job related functions
- Ensure that equipment is fully prepared and functional at all times
- Acts as a first responder to all types of emergency situations within response area
- Ensures that equipment is fully prepared and functional at all times
- Performs and documents required equipment inspections as assigned
- Participates in preventative maintenance on medical apparatus, and station maintenance
- Prepares various reports and other documents
- Performs such other related duties as may be assigned

Knowledge, Skills and Abilities

- Knowledge of emergency medical care at the paramedic level; local codes related to EMS emergencies, state statutes, city ordinances, and standard office practices and procedures.
- Location and direction to all hospitals in DeSoto and Shelby Counties
- General map reading skills
- Familiarity with existing triage, treatment and patient transport protocols
- Proficiency in advanced life support procedures
- Knowledge of medical terminology
- Ability to follow both written and oral communication; ability to communicate in a written and verbal manner; ability to exercise appropriate safety tactics in medical emergencies
- In addition to BLS (basic life support) skills, must be proficient in advanced life support (ALS) skills including but not limited to IV therapy, cardiac monitoring, advanced airway control and a variety of medication therapies
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical, witnessing death and critical injuries
- Operate equipment properly and safely
- Work as a team member with other employees
- Make decisions within specified time restraints
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures

Job Context

The EMS Services Supervisor position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Fire Chief. The person in this position is supervised on a daily basis and may oversee EMS full-time employees. The EMS Services Supervisor works regularly scheduled hours year round, with occasional overtime or night/shift work when the work load demands it in emergency situations. This position works 80% indoors with 20% outdoors and requires work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must be nationally registered as a Paramedic, hold an MS State Certification as a Paramedic along with a EMS drivers license and a valid state driver's license and keep up with all certifications and CEU's. The

stress level associated with this position is higher during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt

REPORTS TO: Fire Chief, Battalion Chief

SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

City of Horn Lake

Job Description – Training Officer– Fire Department

Purpose of Position

Responsible for conducting firefighter training with all personnel, schedules times for daily training and coordinates the class schedule for MSFA and coordinates with other departments about training issues. Maintains all training records and ensures all recertification classes are scheduled and announced.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Schedules and conducts all training activities for all personnel on the department.
- Prepares and issues correction notices to employees who perform below a set standard.
- Observes and follows established city and departmental policies and procedures in the daily conduct of the job.
- Maintains a training file on all employees with all pretest/posttest and any other pertinent paperwork.
- Requires solid knowledge of the principles, practices and techniques of teaching and the ability to apply these principles, practices and techniques to perform the essential duties of the position.
- Requires solid knowledge of and the ability to operate basic office equipment and computer with assigned software.
- Solid management skills that include multi-tasking, prioritizing and meeting deadlines.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Operation, maintenance and uses of modern firefighting apparatus and equipment.
- Pertinent federal, state and local laws, codes and regulations.
- Departmental rank structure
- CPR, EMR for emergency first response
- Use radios and other communication equipment
- Adapt to different situations in emergencies or in community service situations
- Work under stress and use good judgment in emergency situations.
- General functions and operations of municipal government
- Work as a team member with other employees
- Make decisions within specified time restraints
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Maintain confidentiality
- Handle multiple task simultaneously with frequent interruptions
- Follow departmental and city procedures

Job Context

The Training Officer position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Fire Chief and/or Deputy Chief. The person in this position does supervise their students. The Training Officer works regularly scheduled hours year round, with overtime when the workload demands it. The person in this position is always on call for emergencies. This position works 50% indoors with 50% outdoors and requires work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must be a certified firefighter, have training in CPR and EMR for first response and a valid driver's license. The Training Officer must also have a high school diploma or equivalent education. The stress level associated with this position is moderately high during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt

REPORTS TO: Lieutenant, Battalion Chief, Fire Chief

SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

City of Horn Lake

Job Description – Life Safety Officer– Fire Department

Purpose of Position

Develops, promotes, delivers and evaluates community education programs on fire and life safety issues with special detail to the pre K-12 grade population. Provides assistance to the general public on community educational programs, services and topics. Researches and develops life safety education programs and materials.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Develops and delivers community education programs on fire and life safety issues with special detail to pre K-12 grade.
- Evaluates educational process to determine retention and effectiveness of delivery and materials.
- Coordinates life safety education class schedules by answering all phone calls and in person requests for station tours and classroom education in K-12 grade population.
- Manages the school fire drill in conjunction with the Fire Inspector and school contact programs for the department. Coordinates activities for the program. Assigns sessions and prepares and provides program materials.
- Updates and revises department life safety education curriculum guide as necessary.
- Remains current with new teaching tools and techniques.
- Reviews audio, visual, print and computer education aides.
- Delivers all life safety programs to at-risk populations within the community.
- Assembles all educational booths, displays or tools at community events.
- Responsible for establishing solid working relationships and contact with teachers, administrators, school boards, PTA's, PTO's and other groups of significant impact.
- Serves as the department representative to the Mississippi Association of Public Fire Service Educators.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Requires solid knowledge of the principles, practices and techniques and the ability to apply these principles, practices and techniques to perform the essential duties of the position
- Effective knowledge of public speaking with the ability to make presentations to public audiences, including elementary school classes.
- Solid knowledge of principles and techniques of oral and written communication and the ability to apply those techniques.
- Project management skills that include multi-tasking, prioritizing, and meeting deadlines.
- Departmental rank structure
- Fire programs for education
- General functions and operations of municipal government
- Work as a team member with other employees
- Make decisions within specified time restraints
- Work autonomously when necessary
- Deal with others in a professional manner
- Ability to establish and maintain effective working relationship with public and other employees

- Use equipment properly
- Maintain confidentiality
- Handle multiple task simultaneously with frequent interruptions
- Follow departmental and city procedures

Job Context

The Life Safety Officer position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Fire Chief and/or Deputy Chief. The person in this position is supervised on a daily basis and does not supervise. The Life Safety Officer works regularly scheduled hours year round, with overtime when the workload demands it. This position works 50% indoors with 50% outdoors and requires work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must be a certified firefighter, have training in CPR and EMR status, and maintain a valid driver's license. The Life Safety Officer must also have a high school diploma or equivalent education. The stress level associated with this position is moderate. Physical work involved with this position includes but is not limited to the CPAT ability test for entrance into the Fire Academy. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt

REPORTS TO: Lieutenant, Battalion Chief, Fire Chief

SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

City of Horn Lake

Job Description – Driver Operator Level II– Fire Department

Purpose of Position

Responsible for directly reporting to their company officer and operates and maintains a variety of specialized firefighting equipment and trucks in controlling and extinguishing fires and evacuating and rescuing

citizens. Required to have successfully completed Driver Operator, Haz Mat Tech I, Rope Rescue I, and Confined Space through the Mississippi State Fire Academy. Should have successfully passed the Department Out of Rank testing for promotions, and held the position of Driver Operator Level I for one year prior to being promoted to a Driver Operator Level II. Must also have a current Mississippi EMS-D.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Respond to emergency calls; direct incident scene per Standard Operating Guide until higher level command staff arrives; participate in fire suppression, EMS, and/or rescue operations as part of a truck or engine company.
- Drives and positions fire pumping and aerial ladder trucks in emergency situations.
- Operates, adjusts and controls pumping equipment, aerial ladders and other apparatus at fires.
- Regulates water pressure to ensure necessary water pressure.
- Participates in inspections, drills and training activities.
- Operates communication equipment.
- Makes routine checks of their apparatus in according with policy.
- Change out air tanks for firefighters.
- Ensures hose is cleaned and rinsed before loaded.
- Clean and check all gauges for proper operation.
- Acts as a firefighter when necessary.
- Assist EMT's and ambulance crews on calls.
- Performs other duties as assigned

Knowledge, Skills and Abilities

- Operation, maintenance and uses of modern fire fighting apparatus and equipment.
- Pertinent federal, state and local laws, codes and regulations.
- Location of all fire plugs and equipment
- Departmental rank structure
- CPR, EMR for emergency first response
- Use hand tools to make repairs
- Use radios and other communication equipment
- Adapt to different situations in emergencies or in community service situations
- Work under stress and use good judgment in emergency situations.
- General functions and operations of municipal government
- Work as a team member with other employees
- Make decisions within specified time restraints
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Use equipment properly
- Maintain confidentiality
- Handle multiple task simultaneously with frequent interruptions
- Follow departmental and city procedures

Job Context

The Driver Operator Level II position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Lieutenant. The person in this position oversees and directs the activities of two (2) firefighters and is supervised on an as needed basis, primarily during training exercises and on emergency calls; manpower schedules determine daily activities. The Driver Operator Level II works regularly scheduled hours year round, with overtime when the workload demands it. Night work is required as this is a 24 hours shift position. The person in this position is always on call for emergencies. This position works 50% indoors with 50% outdoors and requires work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must be a certified firefighter, have training in CPR and EMR for first response and a valid driver's license. The Driver Operator Level II must also have a high school diploma or equivalent education. The stress level associated with this position is moderately high during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt

REPORTS TO: Lieutenant, Battalion Chief, Fire Chief

SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

3.13 Fire Fighter I&II

City of Horn Lake

Job Description – Firefighter I&II – Fire Department

Purpose of Position

Performs standard firefighting, emergency medical service, hazardous materials, and fire prevention duties to prevent or minimize the loss of life and property by fire and emergency medical conditions. Fire Fighter level II constitutes the same job responsibilities and guidelines after the completion of the Mississippi State Fire Academy course 1001&II training within one year of employment.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Performs firefighting activities including applying fire streams with hose lines and other master stream appliances, conducting search and rescue operations, and ventilating structures with power tools.
- Performs rescue operations in conditions involving fires, open water, vehicle and machinery extrication, above and below grade environments, and confined spaces.
- Performs first aid and basic emergency medical services including medically assessing patient, applying appropriate first aid treatment, and transporting patient from stretcher to ambulance.
- Participates in the inspection of buildings and other structures in fire prevention programs. Performs maintenance on fire hydrants as required.
- Participates in fire drills, attends classes in firefighting, emergency medical service, hazardous materials, and related subjects to maintain and improve upon required knowledge, skills and abilities.
- Inspects, maintains and performs minor repairs on fire equipment and apparatus. Performs general maintenance work in the upkeep of fire facilities and grounds.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of emergency medical care at the first responder level; local codes related to EMS emergencies, state statutes, city ordinances, and standard office practices and procedures.
- Location and direction to all hospitals in DeSoto and Shelby Counties
- General map reading skills
- Location of all fire plugs
- Departmental rank structure
- Regularly assigned tasks for all personnel
- Types of structures in the city
- CPR, EMR for emergency first response
- Fire programs for education
- General functions and operations of municipal government
- Work as a team member with other employees
- Make decisions within specified time restraints and within your scope of practice.
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Ability to establish and maintain effective working relationship with public and other employees
- Use hand tools to make repairs
- Use equipment properly
- Maintain confidentiality
- Handle multiple task simultaneously with frequent interruptions
- Follow departmental and city procedures

Job Context

The Firefighter position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Lieutenant/Driver. The person in this position is supervised on a daily basis and does not supervise. The Firefighter works regularly scheduled hours year round, with overtime when the workload demands it. Night work is required as this is a 24 hours shift position. The person in this position is

always on call for emergencies. This position works 50% indoors with 50% outdoors and requires work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must become a Certified firefighter, have training in CPR and EMR status, and maintain a valid driver's license. The firefighter must also have a high school diploma or equivalent education. The stress level associated with this position is moderately high during emergency situations. Physical work involved with this position includes but is not limited to the CPAT ability test for entrance into the Fire Academy. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt

REPORTS TO: Lieutenant, Battalion Chief, Fire Chief

SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

3.13a Fire Fighter III

City of Horn Lake

Job Description – Firefighter Level III– Fire Department

Purpose of Position

Performs standard firefighting, emergency medical service, hazardous materials, and fire prevention duties to prevent or minimize the loss of life and property by fire and emergency medical conditions. Fire Fighter Level III must have successfully completed Haz-Mat Technician I, Rope Rescue I, and Confined Space through the Mississippi State Fire Academy. Also must successfully pass the Department Out of Rank testing and have a current Mississippi EMS-D. Must have been a Fire Fighter Level II for one year, and have a minimum one year of employment with the department.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Performs firefighting activities including applying fire streams with hose lines and other master stream appliances, conducting search and rescue operations, and ventilating structures with power tools.
- Performs rescue operations in conditions involving fires, open water, vehicle and machinery extrication, above and below grade environments, and confined spaces.
- Performs first aid and basic emergency medical services including medically assessing patient, applying appropriate first aid treatment, and transporting patient from stretcher to ambulance.
- Participates in the inspection of buildings and other structures in fire prevention programs. Performs maintenance on fire hydrants as required.
- Participates in fire drills, attends classes in firefighting, emergency medical service, hazardous materials, and related subjects to maintain and improve upon required knowledge, skills and abilities.
- Inspects, maintains and performs minor repairs on fire equipment and apparatus. Performs general maintenance work in the upkeep of fire facilities and grounds.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of emergency medical care at the first responder level; local codes related to EMS emergencies, state statutes, city ordinances, and standard office practices and procedures.
- Location and direction to all hospitals in DeSoto and Shelby Counties
- General map reading skills
- Location of all fire plugs
- Departmental rank structure
- Regularly assigned tasks for all personnel
- Types of structures in the city
- CPR, EMR for emergency first response
- Fire programs for education
- General functions and operations of municipal government
- Work as a team member with other employees
- Make decisions within specified time restraints and within your scope of practice.
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Ability to establish and maintain effective working relationship with public and other employees
- Use hand tools to make repairs
- Use equipment properly
- Maintain confidentiality
- Handle multiple task simultaneously with frequent interruptions
- Follow departmental and city procedures

Job Context

The Firefighter Level III position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Lieutenant/Driver. The person in this position is supervised on a daily basis and does not supervise. The Firefighter works regularly scheduled hours year round, with overtime when the workload demands it. Night work is required as this is a 24 hours shift position. The person in this position is always on call for emergencies. This position works 50% indoors with 50% outdoors and requires

work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must become a Certified firefighter, have training in CPR and EMR status, and maintain a valid driver's license. The firefighter must also have a high school diploma or equivalent education. The stress level associated with this position is moderately high during emergency situations. Physical work involved with this position includes but is not limited to the CPAT ability test for entrance into the Fire Academy. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt

REPORTS TO: Lieutenant, Battalion Chief, Fire Chief

SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted 05/07/2019

3.08a First Aid Fire Suppression Paramedic

City of Horn Lake

Job Description – Paramedic – Fire Department

Purpose of Position

Provide paramedic level medical care to residents of the community. Under general supervision of the Fire Department Chain of Command including but not limited to the Fire Chief, Fire Battalion Chief and Fire Lieutenant. Provide direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Provides emergency medical services for the city
- Accurately completes written and verbal reports on patient care to hospital emergency departments
- Checks medications and equipment daily to ensure proper control and inventory
- Required to transfer, lift and move patients while employing appropriate safety and lifting techniques
- Utilize city computer system for patient care documentation, record keeping, pre-incident planning and other job related functions
- Ensure that equipment is fully prepared and functional at all times
- Acts as a first responder to all types of emergency situations within response area
- Ensures that equipment is fully prepared and functional at all times
- Performs and documents required equipment inspections as assigned
- Participates in preventative maintenance on medical apparatus, and station maintenance
- Prepares various reports and other documents
- Performs such other related duties as may be assigned

Knowledge, Skills and Abilities

- Knowledge of emergency medical care at the paramedic level; local codes related to EMS emergencies, state statutes, city ordinances, and standard office practices and procedures.
- Location and direction to all hospitals in DeSoto and Shelby Counties
- General map reading skills
- Familiarity with existing triage, treatment and patient transport protocols
- Proficiency in advanced life support procedures
- Knowledge of medical terminology
- Ability to follow both written and oral communication; ability to communicate in a written and verbal manner; ability to exercise appropriate safety tactics in medical emergencies
- In addition to BLS (basic life support) skills, must be proficient in advanced life support (ALS) skills including but not limited to IV therapy, cardiac monitoring, advanced airway control and a variety of medication therapies
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical, witnessing death and critical injuries
- Operate equipment properly and safely
- Work as a team member with other employees
- Make decisions within specified time restraints
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures

Job Context

The Paramedic position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Lieutenant/Battalion Chief. The person in this position is supervised on a daily basis and may oversee one full-time employee. The Paramedic works regularly scheduled hours year round, with occasional overtime or night/shift work when the work load demands it in emergency situations. This position works 30% indoors with 70% outdoors and requires work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must be nationally registered as a Paramedic, hold an MS State Certification as a Paramedic along with a EMS drivers license and a state valid driver's license and keep up with all certifications and CEU's. The stress level associated with this position is higher during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt
REPORTS TO: Lieutenant, Battalion Chief, Fire Chief
SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted: 05/07/2019

3.08b First Aid Fire Suppression Paramedic

City of Horn Lake

Job Description – Paramedic/Firefighter I, II, & III – Fire Department

Purpose of Position

Provide paramedic level medical care to residents of the community. Under general supervision of the Fire Department Chain of Command including but not limited to the Fire Chief, Fire Battalion Chief and Fire Lieutenant. Provide direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Provides emergency medical services for the city
- Accurately completes written and verbal reports on patient care to hospital emergency departments
- Checks medications and equipment daily to ensure proper control and inventory
- Required to transfer, lift and move patients while employing appropriate safety and lifting techniques

- Utilize city computer system for patient care documentation, record keeping, pre-incident planning and other job related functions
- Ensure that equipment is fully prepared and functional at all times
- Acts as a first responder to all types of emergency situations within response area
- Ensures that equipment is fully prepared and functional at all times
- Performs and documents required equipment inspections as assigned
- Participates in preventative maintenance on medical apparatus, and station maintenance
- Prepares various reports and other documents
- If assigned to an engine company must perform all duties assigned to a Firefighter level I & II or level III if qualified for that position.
- Performs such other related duties as may be assigned

Knowledge, Skills and Abilities

- Knowledge of emergency medical care at the paramedic level; local codes related to EMS emergencies, state statutes, city ordinances, and standard office practices and procedures.
- Location and direction to all hospitals in DeSoto and Shelby Counties
- General map reading skills
- Familiarity with existing triage, treatment and patient transport protocols
- Proficiency in advanced life support procedures
- Knowledge of medical terminology
- Ability to follow both written and oral communication; ability to communicate in a written and verbal manner; ability to exercise appropriate safety tactics in medical emergencies
- In addition to BLS (basic life support) skills, must be proficient in advanced life support (ALS) skills including but not limited to IV therapy, cardiac monitoring, advanced airway control and a variety of medication therapies
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical, witnessing death and critical injuries
- Operate equipment properly and safely
- Work as a team member with other employees
- Make decisions within specified time restraints
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures

Job Context

The Paramedic position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Lieutenant/Battalion Chief. The person in this position is supervised on a daily basis and may oversee one full-time employee. The Paramedic works regularly scheduled hours year round, with occasional overtime or night/shift work when the work load demands it in emergency situations. This position works 30% indoors with 70% outdoors and requires work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this

position must be nationally registered as a Paramedic, hold an MS State Certification as a Paramedic along with a EMS drivers license and a state valid driver's license and keep up with all certifications and CEU's. The stress level associated with this position is higher during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt

REPORTS TO: Lieutenant, Battalion Chief, Fire Chief

SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted: 05/07/2019

3.09 First Aid Fire Suppression EMT Driver

City of Horn Lake

Job Description – EMT Driver – Fire Department

Purpose of Position

Responsible for safely transporting a crew and medical equipment to the patient, assisting in providing immediate care to the critically ill or injured on an emergency basis, and transporting patient to a medical facility.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- EMS drivers shall obey all traffic laws, regulations and signals at all times. Maintain safe driving practices and execute defensive driving techniques.
- Follow emergency driving policies established by department.
- Make routine checks of their apparatus in accordance with policy.
- Change out air tanks for firefighters.
- Assist with crowd control.
- Maintain constant form of communication.
- Clean unit and equipment after calls.

- Assist with all minor building maintenance, including ground.
- Perform daily housekeeping chores as scheduled and necessary.
- Assist fire division on calls to the level trained.
- Provide medical treatment for which training has been completed.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of EMS rules and regulations on Local, State and National levels.
- Considerable knowledge of basic life support emergency medical treatment.
- Considerable knowledge of defensive driving techniques and methods and ability to execute such methods quickly and efficiently.
- Ability to react quickly and efficiently in emergency situations.
- Ability to perform EMS related functions in emergency and non-emergency situations.
- Utilizes all required safety measures when performing assigned job duties.
- Responds to medical, fire and other emergency and non-emergency calls.
- Location and direction to all hospitals in DeSoto and Shelby Counties.
- General map reading skills
- Procedures to maintain equipment
- Types of structures in the city and preferred methods of mitigating an EMS call
- Some firefighting skills
- Mathematical skills, including addition, subtraction, division and multiplication
- Work as a team member with other employees
- Make decisions within specified time restraints
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Use equipment properly
- Maintain confidentiality
- Handle multiple task simultaneously with frequent interruptions
- Follow departmental and city procedures

Job Context

The EMT Driver position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Paramedic. The person in this position is supervised on an as needed basis, primarily during training exercises and on emergency calls; manpower schedules determine daily activities. The EMT Driver works regularly scheduled hours year round with overtime when workload demands it. Night work is required as this is a 24 hours shift position. The person in this position is always on call for emergencies. This position works 50% indoors with 50% outdoors and requires work to be done in all types of weather conditions. The person in this position must maintain at least EMT “B” License and a valid EMS “D” License. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must be a certified firefighter, have training in CPR and EMR for first response and a valid driver’s license. The EMT Driver must also have a high school diploma or equivalent education. The stress level

associated with this position is moderately high during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt
REPORTS TO: Lieutenant, Battalion Chief, Fire Chief
SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted: 05/07/2019

3.10 Driver Operator

City of Horn Lake Job Description – Driver Operator Level I– Fire Department

Purpose of Position

Responsible for directly reporting to their company officer and operates and maintains a variety of specialized firefighting equipment and trucks in controlling and extinguishing fires and evacuating and rescuing citizens. Required to attend Driver Operator at the Mississippi State Fire Academy within three (3) years of promotion and successfully pass.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Respond to emergency calls; direct incident scene per Standard Operating Guide until higher level command staff arrives; participate in fire suppression, EMS, and/or rescue operations as part of a truck or engine company.
- Drives and positions fire pumping and aerial ladder trucks in emergency situations.
- Operates, adjusts and controls pumping equipment, aerial ladders and other apparatus at fires.
- Regulates water pressure to ensure necessary water pressure.
- Participates in inspections, drills and training activities.
- Operates communication equipment.

- Makes routine checks of their apparatus in according with policy.
- Change out air tanks for firefighters.
- Ensures hose is cleaned and rinsed before loaded.
- Clean and check all gauges for proper operation.
- Acts as a firefighter when necessary.
- Assist EMT's and ambulance crews on calls.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Operation, maintenance and uses of modern fire fighting apparatus and equipment.
- Pertinent federal, state and local laws, codes and regulations.
- Location of all fire plugs and equipment
- Departmental rank structure
- CPR, EMR for emergency first response
- Use hand tools to make repairs
- Use radios and other communication equipment
- Adapt to different situations in emergencies or in community service situations
- Work under stress and use good judgment in emergency situations.
- General functions and operations of municipal government
- Work as a team member with other employees
- Make decisions within specified time restraints
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Use equipment properly
- Maintain confidentiality
- Handle multiple task simultaneously with frequent interruptions
- Follow departmental and city procedures

Job Context

The Driver Operator Level I position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Lieutenant. The person in this position oversees and directs the activities of two (2) firefighters and is supervised on an as needed basis, primarily during training exercises and on emergency calls; manpower schedules determine daily activities. The Driver Operator Level I works regularly scheduled hours year round, with overtime when the workload demands it. Night work is required as this is a 24 hours shift position. The person in this position is always on call for emergencies. This position works 50% indoors with 50% outdoors and requires work to be done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must be a certified firefighter, have training in CPR and EMR for first response and a valid driver's license. The Driver/Operator must also have a high school diploma or equivalent education. The stress level associated with this position is moderately high during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

FLSA: Non Exempt

REPORTS TO: Lieutenant, Battalion Chief, Fire Chief

SUPERVISES: Shift personnel

Signature Acknowledging Job Description

Date

* Adopted: 05/07/2019

Order #05-09-19

Order to adopt the Animal Control Volunteer Policy

Be it Ordered:

By the Mayor and Board of Aldermen to adopt the Animal Control Volunteer Policy.

Said Motion was made by Alderman Guice and seconded by Alderman Jones.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

Welcome to the Horn Lake Animal Shelter Volunteer Program

Volunteers,

Thank you so much for choosing to volunteer with us and our furry friends.

Volunteers play a key role in our ability to care for the animals and serve the public. Once trained, volunteers become a vital part of the team. You work side-by-side with staff and other volunteers. Your commitment to the position you fill is vital to our success.

We have so many wonderful opportunities available to you, and we are excited to have you as part of our team.

Please take a moment to familiarize yourself with our volunteer policies and procedures, and then get ready to have one of the most fun and fulfilling volunteer experiences here at the Horn Lake Animal Shelter.

How do you become a shelter volunteer?

- Fill out an application
- Sign and complete the required waivers and forms
- Attend volunteer orientation and required training
- Have a desire to help animals in the care of our shelter

Criteria to become a shelter volunteer:

All volunteers must:

- Understand and accept the Horn Lake Animal Shelter policies & philosophies.
- Communicate kindly, courteously and professionally with employees, volunteers and the public.
- Read, comprehend and follow detailed policies, procedures and protocols.
- Have no felony or record of cruelty, abuse or neglect of animals and/or children.
- Be 15 years of age or older to volunteer with animals.
- Commit to a minimum of 8 hours monthly.
- Pay the \$20 volunteer fee. (This fee covers the cost of training and a volunteer t-shirt)

- Be willing to keep operations at the shelter confidential.
- Be willing to take instructions from shelter staff and supervisors.

Volunteer Opportunities:

Dog Care

- Brush Dogs/trim nails
- Bath dogs/puppies
- Help take photos of our adoptable dogs
- Help organize
- Help sweep and mop
- Play/socialize with dogs in our shelter yard
- Walk dogs
- Help clean adult dog rooms
- Help clean crates and pens
- Help clean windows and walls

Cat Care

- Grooming (Trimming Nails, Brushing, etc.)
- Brush cat trees
- Change water dishes
- Scoop litter boxes
- Help with socializing the cats and kittens
- Cleaning Cat building
- Helping with Cat laundry
- Help take photos of our adoptable cats

Foster Care

- Provide temporary in-home care for shelter animals who need extra attention or, for health or behavior reasons, would benefit from the care foster families can provide.
- Horn Lake Animal Shelter provides the veterinary care, food and other supplies - you provide the love!
- As a foster volunteer, you will always be allowed to choose which type of pet you would like to foster, based on your experience, training and comfort level.

Community Outreach Events

- We always need volunteers for Community Outreach Events where volunteers attend various events within the community to help create awareness, share our mission, and promote ways to become involved!

Adoption Events

- We host monthly adoption events and always needs lots of hands to help care for the animals on site, greet and talk with potential adopters.

Group Volunteering - contact Mrs. Linville for more information

- Our Group Volunteer Program is designed for groups of adults (18+ years old) looking to help one time, for a few hours. Group volunteering generally includes a tour and a shelter project, as well as limited animal handling.
 - Company Volunteer Days
 - Service Projects
 - Organization Groups

Reception

- In this position the volunteer will help the receptionist welcome visitors, answer phones, give information about upcoming events, take lost/found reports, and occasionally assist with a variety of other administrative tasks. The volunteer must be able to function at a fast pace and employ good communication skills with both staff and the general public. Having a volunteer help with reception is vital to the effective functioning of our adoption and rescue facility.

Timeliness and Scheduling

- Volunteers must show up on time. You and your supervisor will schedule times that are convenient for you and support shelter needs. When these times and dates are agreed upon, it is your responsibility to fulfill the agreement. Volunteers are required to sign in and out for each shift. Please notify the Horn Lake Animal Shelter staff of any changes in availability or contact information. Failure to volunteer 8 hours a month or becoming inactive for 90 days will result in removal from the volunteer program.

Dress Code

- Volunteers must dress in an appropriate manner. You will receive a photo ID badge at no cost and one volunteer shirt at no cost upon completing a 30-day period of volunteer work. You are encouraged to dress comfortably, neatly and appropriately for your particular work. For safety reasons, jeans or other long pants are recommended for animal handling positions. Closed toed shoes are required for safety. Any position you

come in direct contact with the public requires a neat and professional appearance. Torn jeans, tank tops, midriff-baring shirts, tight fitting, low cut, or mini outfits are not acceptable for any volunteer position at the shelter.

Representation

- Volunteer are expected to represent the City of Horn Lake in a positive and professional manner at all times. Please be prepared to answer common questions from the public on topics such as non-profit status, pet overpopulation, spay/neuter efforts, adoption process, and other issues that are pertinent. All inquiries from the media are to be directed to appropriate administrative personnel for response.

Right to Decline Services

- The City of Horn Lake reserves the right to limit the use of volunteers, adjust hours or decline services. No employment or any other contractual right is created by these policies. We are grateful for all volunteers, but nothing in these policies should be interpreted as a right to participate in any program, or assume the continuation of any volunteer position. Grounds for declining services or discontinuing include but not limited to: unsatisfactory background checks, misconduct, insubordination, being under the influence or alcohol or drugs, theft, misuse of equipment or materials, mistreatment of citizens, co-workers or animals, failure to abide by shelter policies or procedures, and/or failure to meet performance related functions of a particular volunteer position.

Infection Control

- Animal shelter life is stressful and can make them more susceptible to illness. Cats especially are prone to upper respiratory infection, which is highly contagious and easily transmitted through the air (sneezing), by direct contact from one cat to another, or by a person's hands after they have come into contact with an infected cat. Please wash or sanitize your hands thoroughly after handling each animal and follow the disinfection process guidelines at all times. If you have pets at home, you should not let them come into contact with your work clothes until they have been laundered. It is recommended that you use a solution of 10 parts water to 1 part bleach to clean the bottom of shoes after leaving the shelter and wearing into your home.

Incident Reporting

Please report the following to your immediate supervisor immediately:

- Dog or cat fights
- Signs of animal illness (sneezing, coughing, runny nose/eyes, lethargy)
- Behavioral issues of animal (depression, aggression toward people/animals)

- Injuries you sustain during your volunteer shift (bites, scratches, sprains)
- Illness or physical discomfort you experience during your volunteer shift
- Any incident witnessed you feel is inconsistent with policies, procedures or professional standards)

Euthanasia Policy

The City of Horn Lake Animal Shelter is an open intake facility. This means we must bring in stray animals. We try not to euthanize for time and space. Unfortunately, there are times that we must look out for the safety of the public and the needs of a suffering animal in our care. Despite our best efforts, we are faced with making decisions about euthanasia here at the shelter. They are difficult decisions. We make sure to exhaust all resources before making the decision to humanely end an animal's life.

Volunteers are not asked to witness or assist in euthanasia here at the shelter. We answer questions about euthanasia honestly and with compassion. As a volunteer, we want you to trust and support these types of decisions we make. Any questions or concerns about our euthanasia policy may be addressed to shelter management.

Volunteer Safety

The Horn Lake Animal Shelter appreciates your desire to volunteer to help animals in our care. However, we must also look out for the safety of volunteers and staff. Job assignments will be based on the staff's evaluation of your ability to perform the assigned tasks in a safe manner for everyone involved. We do not discriminate because of age or disability but we will offer you assignments that our experienced staff think are appropriate.

Volunteer Do's and Don'ts

Do:

- Clean up after yourself wherever you are working.
- Observe disinfection procedures.
- Report any signs of illness in an animal or any missing animals
- Inform visitors of basic policies.
- Never argue with a member of the public.
- Be polite and courteous to members of the public.
- Use appropriate customer service skills.
- Demonstrate appropriate animal handling skills
- Speak appropriately about the animals.
- Refer members of the public to the customer service desks for general inquiries.

- Become a more informed volunteer.
- Bring any questions or concerns about animal outcomes to staff.
- Ask staff if you are ever uncertain.
- Contact staff directly for shift changes or cancellations.
- Follow all instructions given by staff.

Don'ts:

- Involve yourself with an owner's request for services, including euthanasia, turn-in of an animal, adoption socials or other business being handled by staff unless requested.
- Ask for special consideration in adopting an animal for yourself.
- Remove any animals from the premises without explicit permission from staff.
- Let members of the public handle shelter animals or go into kennels unless you are instructed to do so by staff.
- Bring in toys or treats without checking with staff.
- Bring your own pets to campus unless for pre-approved visits.
- Bring children or other adults with you while on duty.
- Volunteers who consistently disregard rules and regulations may be asked to leave their program.

Supervision and Complaint Procedures

The Horn Lake Animal Shelter is under the direct supervision of the Animal Shelter Director. The Director is responsible for the day to day operations of the shelter and its staff and volunteers. All volunteers must follow the directions of the Director. If any complaint or issue arises that you feel can't be handled by the Shelter Director then you must follow your chain of command. The chain of command is the Shelter Director, Public Works Director, City Clerk, Mayor and then the Board of Aldermen.

Confidentiality and Non-Disclosure Agreement

This Confidentiality and Non-Disclosure Agreement ("Agreement") is executed by the Horn Lake Animal Shelter, City of Horn Lake and [Recipient] ("Recipient") for the purpose of preventing the unauthorized use or disclosure of Confidential Information as defined below.

1. Confidential Information. HLAS may disclose to Recipient, from time to time, information, data, or other materials, both written and oral, of a confidential or proprietary nature. Such information includes, but is not limited to, personal information such as names, addresses, telephone numbers, financial information, or other information related to HLAS's adopters, fosters, and returners.

2. Recipient's Obligations. Recipient shall hold the Confidential Information in trust and confidence, shall not use the Confidential Information other than for the purposes of Recipient's

duties with HLAS, and shall not disclose, publish, or otherwise reveal any of the Confidential Information received from HLAS to any other party whatsoever, except as approved by specific prior written authorization of HLAS.

3. Other Information. The Recipient's Obligations under this Agreement do not apply to information that is (a) disclosed in a printed publication available to the public, or is otherwise in the public domain through no action or fault of Recipient; or (b) is generally disclosed to third parties by HLAS without restriction on such third parties.

4. Governing Law and Equitable Relief. This Agreement shall be governed and construed in accordance with the laws of the United States and the State of Mississippi and Recipient consents to the exclusive jurisdiction of the state courts and U.S. federal courts located there for any dispute arising out of this Agreement. Recipient agrees that in the event of any breach or threatened breach by Recipient, HLAS may obtain, in addition to any other legal remedies which may be available, such equitable relief as may be necessary to protect HLAS against any such breach or threatened breach.

5. Severability. If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

6. No Waiver. No delay or omission by either party in exercising any rights under this Agreement will operate as a waiver of any right. A waiver or consent given by either party on any one occasion is effective only in that instance and will not be construed as a waiver of any right on any other occasion.

7. Headings. Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

8. Conflict of Provisions. This Agreement is in addition to any prior written agreement between HLAS and Recipient relating to the subject matter of this Agreement. In the event of any disparity or conflict between the provisions of such agreements, the provision which is more protective of Confidential Information shall control.

9. No Modification. This Agreement may not be modified, in whole or in part, except in writing signed by HLAS and Recipient.

City of Horn Lake Animal Shelter

Recipient

By:

Name:

Title: Volunteer

Signature: _____ Dated: _____

NEW VOLUNTEER NOTIFICATION

This is to certify that _____, as a volunteer of the Horn Lake Animal Shelter received information regarding the risks and hazards of working in an animal sheltering/veterinary facility. I acknowledge by my signature below that I have received and understand the information described above and that I have read the Horn Lake Animal Shelter Volunteer Policies and Procedures section of the volunteer handbook. Further I understand that should I become pregnant or if I am diagnosed with any condition that affects my auto-immune response it is my responsibility to inform my supervisor of my condition immediately.

RELEASE AND WAIVER OF LIABILITY:

BEING FULLY INFORMED AND AWARE OF THE RISKS AND IN CONSIDERATION OF THE CITY OF HORN LAKE, MS ("CITY") ALLOWING MY PARTICIPATION IN THESE ACTIVITIES, UNDER THE TERMS SET FORTH HEREIN, I, THE VOLUNTEER, FOR MYSELF AND ON BEHALF OF MY CHILD AND/OR LEGAL WARD, HEIRS, ADMINISTRATORS, PERSONAL REPRESENTATIVES OR ASSIGNS, DO HEREBY RELEASE THE CITY, ITS OFFICIALS, EMPLOYEES, PERSONNEL, OFFICERS/DIRECTORS, AND AGENTS, AND I DO FURTHER AGREE THAT EXCEPT IN THE EVENT OF NEGLIGENCE OF THE CITY OR OF ANY OF ITS EMPLOYEES , I SHALL BRING NO CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION, AND/OR LITIGATION, AGAINST THE CITY AND/OR ITS OFFICIALS, EMPLOYEES, OR AGENTS AS STATED ABOVE IN THIS CLAUSE, FOR ANY ECONOMIC AND/OR NON-ECONOMIC LOSSES DUE TO BODILY INJURY, DEATH, AND/OR PROPERTY DAMAGE, SUSTAINED BY ME AND/OR MY MINOR CHILD OR LEGAL WARD IN RELATION TO THE PREMISES, SERVICES AND OPERATIONS OF HLAS AND/OR RELATED ACTIVITIES, INCLUDING WITHOUT LIMITATION, WHILE VOLUNTEERING, HANDLING, OR OTHERWISE BEING NEAR ANIMALS OWNED BY OR IN THE CARE, CUSTODY AND CONTROL OF HLAS.

Volunteer _____ Witness _____

Volunteer's Legal Guardian _____ (if volunteer is under 18)

Date _____

Volunteer Application Form

Date: _____

Name: _____

Address: _____

Are You 18 Years of Age or Older? *

- ☐ Yes
- ☐ No

Type Of Volunteer Work You Are Interested In Doing: *

- ☐ Walk Dogs
- ☐ Cat Attendant
- ☐ Events
- ☐ Shelter Care
- ☐ Grant Writing (Experience Preferred)
- ☐ Data Entry
- ☐ Greeting
- ☐ Volunteer Specialist
- ☐ Other

Are You Volunteering For Community Service Hours *

- ☐ Yes
- ☐ No

*If volunteering for community service, please call the shelter first since other terms apply.

Do You Have Any Questions We Can Prepare To Answer For You?

Order #05-10-19

Order to approve travel expenses

Be it Ordered:

By the Mayor and Board of Aldermen to approve Jackson, MS travel expense for Mayor Latimer and Jim Robinson to attend the Mississippi Development Bank bond approval meeting on May 8, 2019.

Said Motion was made by Alderman Jones and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

CITY AUTHORIZING RESOLUTION

There came on for consideration the matter of providing financing for various capital improvements for Horn Lake, Mississippi, and after a discussion of the subject matter, Alderman Jones offered and moved **the adoption of the following:**

RESOLUTION DIRECTING THE SALE AND AWARD OF A GENERAL OBLIGATION BOND, SERIES 2019, OF HORN LAKE , MISSISSIPPI, TO BE DATED THE DATE OF DELIVERY THEREOF, IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED SIX MILLION DOLLARS (\$6,000,000) (THE "CITY BOND") TO THE MISSISSIPPI DEVELOPMENT BANK; AND APPROVING THE FORM OF AND EXECUTION OF A CITY BOND PURCHASE AGREEMENT FOR THE SALE OF THE CITY BOND, AND IN CONNECTION THEREWITH AN INDENTURE; AND FOR RELATED PURPOSES.

WHEREAS, the Mayor and Board of Aldermen of (the **"Governing Body"**), acting for and on behalf of Horn Lake, Mississippi (the **"City"**), hereby find, determine, adjudicate and declare as follows:

1. The Board desires to issue a General Obligation Bond, Series 2019, of the City in the principal amount of not to exceed Six Million Dollars (\$6,000,000) (the **"City Bond"**) and sell same to the Mississippi Development Bank (the **"Bank"**), a public body and corporate of the State of Mississippi (the **"State"**), said purchase to be funded from the proceeds of the not to exceed \$6,000,000 Mississippi Development Bank Special Obligation Bonds, Series 2019 (Horn Lake, Mississippi General Obligation Bond Project) (the **"Bank Bond"**), all as authorized under (a) Sections 31-25-1 *et seq.*, Mississippi Code of 1972, as amended (the **"Bank Act"**); and (b) Sections 21-33-301 *et seq.*, Mississippi Code of 1972, as amended (the **"City Bond Act"** and, collectively with the Bank Act, the **"Act"**), to raise money for the purpose of providing funds for certain capital projects and improvements which shall consist of (i) constructing, improving or paving streets, sidewalks, parkways, walkways or public parking facilities and purchasing land therefor; and constructing bridges and culverts; and (ii) for other authorized purposes under Mississippi Code Ann. § 31-25-1 *et seq.* as amended and/or supplemented from time to time and § 21-33-301 *et seq.* as amended and/or supplemented from time to time (the "Act"), including paying for the cost of such borrowing.

2. The Governing Body did meet at its regular meeting place in the city at the hour of 6:00 o'clock p .m. on May 7, 2019.

3. At said time and place the following documents concerning the issuance, sale and purchase of the City Bond by the Bank were received, examined and considered by the Governing Body: (i) a City Bond Purchase Agreement to be dated as of the date of sale of the City Bond, by and between the City and the Bank (the **"City Bond Purchase Agreement"**) to be executed

in connection with the issuance of the Bank Bonds and the City Bonds.

4. There has been prepared and submitted to the City the form of the Indenture of Trust, to be dated the day of delivery of the Bank Bonds (“the **“Indenture”**”), by and between the Bank and the trustee (the **“Trustee”**), which provides for the issuance of the Bank Bonds.

5. The Governing Body does now find, determine and adjudicate that each of the above documents regarding the sale of the City Bond and the Bank Bonds are in the best interest of the City and finds it necessary to approve the form of and the execution of each document, as applicable.

6. The Governing Body does further find that based on the recommendation of the Financial Advisor and the Underwriter/Placement Agent that it is in the best interest of the City to sell the Bank Bonds by a private placement transaction (the “Private Placement Transaction”) and entering into a Placement Agreement between the purchaser of the Bank Bonds, the Bank and the City, and to approve a proposal to purchase the Bank Bonds (the “Proposal”) if necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. The City Bond is hereby awarded and sold to the Bank, in accordance with the terms hereof and the City Bond Purchase Agreement submitted to the Governing Body in the form as provided in **Exhibit A** hereto. The Underwriter/Placement Agent shall place the Bank Bonds pursuant to the terms provided in a Placement Agreement and the City hereby approves the private placement of the Bank Bonds by the Bank subject to the approval by the Mayor of the City of Horn Lake of the following: (1) compliance by the City regarding the issuance of the City Bond within the provisions of the Act; (2) the total amount of Bank Bonds not to exceed Six Million Dollars (\$6,000,000); (3) the net interest cost on the Bank Bonds of not more than 4%; (4) a maturity schedule for the Bank Bonds not to exceed 25 years; (5) a principal and interest amortization schedule for repayment of the Bank Bonds acceptable to the City; (6) approval by the City of the sale of the Bank Bonds evidenced by the City’s execution of the Bond Placement Agreement; and (7) terms and provisions of the Bank Bonds in compliance with the Act

Section 2. The Governing Body hereby approves the form of and execution of the City Bond Purchase Agreement and hereby authorizes the Mayor and the Clerk of the Governing Body to execute the City Bond Purchase Agreement on behalf of said Governing Body. All provisions of the City Bond Purchase Agreement, when executed as authorized herein, shall be incorporated herein, and shall be deemed to be part of this resolution fully and

to the same extent as if separately set out verbatim herein, which said City Bond Purchase Agreement shall be in substantially the form as provided in **Exhibit A** hereto, with such completions, changes, insertions and modifications as shall be approved by the officers executing and delivering the same.

Section 3: The Governing Body hereby approves and adopts the Indenture in the form attached hereto as **Exhibit B**, with such completions, changes, insertions and modifications as shall be approved by the Bank and the City.

Section 4: The Mayor is hereby given the authority to approve the designation by the Executive Director of the Bank of a qualified banking institution/corporation to serve as Trustee under the Indenture, providing for the issuance of the Bank Bonds, such designation to be evidenced by the execution of the Indenture and by the Executive Director of the Bank acting for and on behalf of the Bank, and the Mayor of the City, acting for and on behalf of the City.

Section 5: The Governing Body does further find that based on the recommendation of the Financial Advisor and the Underwriter/Placement Agent that it is in the best interest of the City to sell the Bank Bonds by a private placement transaction (the "Private Placement Transaction") and entering into a Placement Agreement between the purchaser of the Bank Bonds, the Bank and the City, and to approve a proposal to purchase the Bank Bonds (the "Proposal") if necessary.

Section 6: The Mayor and the Clerk are hereby authorized and directed to sign requisitions and perform such other acts as may be necessary to authorize the payment by the Trustee for the City Bond on the closing date of the City Bond, the costs of issuance of said Bank Bond, the costs of issuance of said Bank Bonds and the City Bond shall not exceed **4.5%** of the par amount of the City Bond or Bank Bonds (excluding the Underwriter's discount, if any, and, if applicable, any premium for municipal bond insurance).

Section 7: Upon receiving the recommendation of the Underwriter/Placement Agent, the Financial Advisor and Bond Counsel, the Mayor and the Clerk are hereby authorized and directed to make all final determinations necessary to prepare the Bond Purchase Agreement, for the sale of the City Bond by private placement, including the date of sale, the dated date of the City Bonds, the final principal amount of the Bank Bonds, the maturity schedule relating to the Bank Bonds, the redemption terms of the Bank Bond and any other terms thereof; provided, however, that all shall determinations shall be made subject to approval by the Executive Director of the Bank, to be evidenced by the execution of the Placement Agreement for the sale of the Bank Bonds, by the President, acting for and on behalf of the City,

pursuant to this resolution and the Executive Director of the Bank, acting for and on behalf of the Bank.

Section 8: Prior to its delivery, the City Bond shall be validated pursuant to Sections 31-13-1 et seq., Mississippi Code of 1972, as amended, by the Chancery Court of DeSoto County, Mississippi.

Section 9: The Mayor and Clerk be, and they are hereby authorized and directed for and on behalf of the Governing Body, to take any and all such action as may be required by the City to carry out and to give effect to the aforesaid documents authorized pursuant to this resolution and to execute all other papers, documents, certificates and other instruments that may be required for the carrying out of the authority conferred by this Resolution in order to evidence said authority.

Section 10: All orders, resolutions or proceedings of this Governing Body in conflict with the provisions of this resolution shall be and are hereby repealed, rescinded and set aside, but only to the extent of such conflict.

Section 11: For cause, this resolution shall become effective immediately upon the adoption thereof.

Alderman Bledsoe seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

Alderman Donnie "Chigger" White	VOTED: <u>Absent</u>
Alderman Michael Guice	VOTED: <u>Aye</u>
Alderman Tommy Bledsoe	VOTED: <u>Aye</u>
Alderman Charlie Roberts	VOTED: <u>Aye</u>
Alderwoman LaShonda Johnson	VOTED: <u>Aye</u>
Alderman John E. Jones, Jr.	VOTED: <u>Aye</u>

The motion having received the affirmative vote of a majority of the members of the Governing Body present, being a quorum of said Governing Body, the Mayor declared the motion carried and the resolution adopted this 7th day of May, 2019.

MAYOR
HORN LAKE, MISSISSIPPI

ATTEST:

CITY CLERK
HORN LAKE, MISSISSIPPI

Order #05-11-19

Order to declare vacancy and set special election date

Be it Ordered:

By the Mayor and Board of Aldermen to declare a vacancy for Alderman of Ward 3 as a result of Alderman Smith's resignation due to retirement, effective April 30, 2019, and to set a special election to be held Tuesday, June 11, 2019, to fill the vacancy.

Said Motion was made by Alderman Jones and seconded by Alderman Guice.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

Order #05-12-19

Order to appoint LPA project director

Be it Ordered:

By the Mayor and Board of Aldermen to appoint Jay Williams as LPA Project Director for all City of Horn Lake Local Public Agencies (LPA) projects.

Said Motion was made by Alderman Jones and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

Order# 05-13-19

Determination to go Into Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen to go into determination for Executive Session.

Said Motion was made by Alderman Jones and seconded by Alderman Guice.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

Order# 05-14-19

Order to come out of Determination for Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen to come out of Determination for Executive Session.

Said Motion was made by Alderman Bledsoe and seconded by Alderman Roberts.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

Order #05-15-19

Order to go into Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen to go into Executive Session regarding:

- 1) Discussion of personnel matters in the Public Works Department, including employment of a person in a specific position.
- 2) Discussions regarding prospective purchase of lands.

Said Motion was made by Alderman Roberts and seconded by Alderman Jones.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

Order #05-16-19

Order to Come Out of Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen to come out of Executive Session.

Said Motion was made by Alderman Roberts and seconded by Alderman Jones.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

Order #05-17-19

Order to Hire

Be it Ordered:

By the Mayor and Board of Aldermen to hire Jimmy Brown as Building/Maint/Equipment Technician at a rate of \$15.01 per hour plus benefits effective May 7th, 2019.

Said Motion was made by Alderman Jones and seconded by Alderman Roberts.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

Order to Recess

Be it Ordered:

By the Mayor and Board of Aldermen to recess this meeting until May 9th, 2019, at 6:00 p.m.

Said Motion was made by Alderman Bledsoe and seconded by Alderman Jones.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 7th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

NOTICE OF RECESSED MEETING – MAY 9, 2019

To All Citizens and Parties in Interest:

The Mayor and Board of Aldermen of the City of Horn Lake, Mississippi, will hold a recessed meeting on 9, 2019, at 6:00 p.m. at Horn Lake City Hall located at 3101 Goodman Road, Horn Lake, Mississippi 38637. At said recessed meeting, the Mayor and Board of Aldermen will consider adoption of a resolution authorizing and directing the issuance of the City's general obligation bond not to exceed \$6,000,000 to be sold to the Mississippi Development Bank to raise money for the purpose of financing certain capital projects and improvements, and/or other resolutions related to said bond issuance, and all other business that may come before them.

MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN RECESSED MEETING
MAY 9, 2019 BEGINNING AT 6:00 P.M.

Meeting Called To Order
Invocation:
Pledge of Allegiance:
Roll Call

Mayor Allen Latimer
Alderman Bledsoe
Alderman Jones

I. Vote on Municipal Docket

II. New Business

- A. Adoption of Resolution directing the sale and award of a general obligation bond in the principal amount not to exceed \$6,000,000 to the Mississippi Development Bank.
- B. Adoption of Resolution to appoint Alderman White as voting delegate and Alderman Jones as alternate voting delegate at the MML 2019 Annual Conference election held June 25, 2019 and run-off election held June 26, 2019.

III. Mayor / Alderman Correspondence

- A. Animal Control

IV. Engineer Correspondence

V. City Attorney Correspondence

VI. Executive Session

VII. Adjourn

May 9, 2019

Be it remembered that a meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on May 9, 2019 beginning at 6:00 p.m., it being the said time and place for conducting the meeting.

When and where the following were present: Allen Latimer, Mayor, Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, Alderman Roberts, Jim Robinson, City Clerk, Troy Rowell, Police Chief, Ron White, Battalion Fire Chief, and Billy Campbell, City Attorney.

Absent: Alderman White

** Alderman Roberts arrived at 6:08 p.m.

Order #05-19-19

Order to approve Municipal Docket

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Municipal Docket, as presented.

Said motion was made by Alderman Jones and seconded by Alderman Johnson.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, and Alderman Johnson.

Nays: None.

Absent: Alderman White and Alderman Roberts.

So ordered this 9th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

CITY BOND RESOLUTION

There came on for consideration the matter of providing financing for various capital improvements for Horn Lake, Mississippi, and after a discussion of the subject matter, Alderman Jones offered and moved the adoption of the following resolution:

RESOLUTION AUTHORIZING AND DIRECTING THE ISSUANCE OF A GENERAL OBLIGATION BOND, SERIES 2019 (THE "CITY BOND"), OF HORN LAKE, MISSISSIPPI, IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED SIX MILLION DOLLARS (\$6,000,000) TO BE SOLD TO THE MISSISSIPPI DEVELOPMENT BANK TO RAISE MONEY FOR FINANCING CERTAIN CAPITAL PROJECTS AND IMPROVEMENTS WHICH SHALL CONSIST OF (i) CONSTRUCTION, IMPROVING OR PAVING STREETS, SIDEWALKS, PARKWAYS, WALKWAYS OR PUBLIC PARKING FACILITIES AND PURCHASING LAND THEREFORE; AND CONSTRUCTING BRIDGES AND CULVERTS; AND (ii) FOR OTHER AUTHORIZED PURPOSES UNDER MISSISSIPPI CODE ANN. § 21-33-301 et seq. AS AMENDED AND/OR SUPPLEMENTED FROM TIME TO TIME, INCLUDING PAYING FOR THE COST OF SUCH BORROWING.

WHEREAS, the Mayor and Board of Aldermen of Horn Lake, Mississippi (the "City"), acting for and on behalf of said City, hereby finds, determines, adjudicates and declares as follows:

(a) In addition to any words and terms elsewhere defined herein, the following words and terms shall have the following meanings, unless some other meaning is plainly intended:

"Act" shall mean, collectively, the City Bond Act and the Bank Act.

"Additional Bonds" shall mean bonds, if any, issued in one or more series on a parity with the City Bond pursuant to Section 21 hereof.

"Agent" shall mean any Paying Agent or Transfer Agent, whether serving in either or both capacities, and herein designated by the Board.

"Authorized Officer" shall mean Mayor, the Clerk, and any other officer designated from time to time as an Authorized Officer by resolution of the City, and when used with reference to any act or document also means any other Person authorized by resolution of the City to perform such act or sign such document.

"Bank" shall mean the Mississippi Development Bank, a public body, corporate and politic, of the State created pursuant to the Bank Act.

"Bank Act" shall mean Sections 31-25-1 *et seq.* of the Mississippi Code of 1972, as amended from time to time.

"Bank Bonds" shall mean the not to exceed \$6,000,000 Mississippi Development Bank Special Obligation Bonds, Series 2019 (Horn Lake, Mississippi General Obligation Bond Project), authorized to be issued by the Bank pursuant to the Bank Act and the terms and conditions of the Indenture.

"Bond Counsel" shall mean Purdie & Metz, PLLC, Ridgeland, Mississippi.

"Clerk" shall mean the Clerk of the City of Horn Lake, Mississippi..

"Construction Project" shall mean financing certain capital projects and improvements which shall consist of (i) construction, improving or paving streets, sidewalks, parkways, walkways or public parking facilities and purchasing land therefor; and constructing bridges and culverts; and (ii) for other authorized purposes under Mississippi Code Ann. § 21-33-301 *et seq.* as amended and/or supplemented from time to time, including paying for the cost of such borrowing.

"City" shall mean Horn Lake, Mississippi.

"City Bond" shall mean the not to exceed \$6,000,000 General Obligation Bond, Series 2019, of the City authorized and directed to be issued in this resolution.

"City Bond Act" shall mean Sections 21-33-301 *et seq.*, Mississippi Code of 1972, as amended from time to time.

"City Bond Resolution" shall mean this resolution.

"Indenture" shall mean that certain Indenture of Trust, to be dated the date of delivery thereof, by and between the Bank and the Trustee, pursuant to which the Bank Bonds are issued.

"Interest Payment Date" shall be as described in Section 2.03 of the

Indenture as the interest payment dates of the Bank Bonds.

"Paying Agent" shall mean any bank, trust company or other institution hereafter designated by the Board for the payment of the principal of and interest on the City Bond and shall initially be the Trustee under the Indenture.

"Payments" shall have the meaning given it in Section 12(b) hereof.

"Person" shall mean an individual, partnership, corporation, trust or unincorporated organization, limited liability company and a government or agency or political subdivision thereof.

"Purchaser" shall mean the Mississippi Development Bank.

"Project" shall mean providing funds for (i) the Construction Project; and (ii) paying costs of issuance for the City Bond and the Bank Bonds.

"Record Date Registered Owner" shall mean the Registered Owner as of the Regular Record Date.

"Record Date" shall have the meaning given to it in Section 1.01 of the Indenture.

"Registered Owner" shall mean the Person whose name shall appear in the registration records of the City maintained by the Transfer Agent and shall initially be the Purchaser.

"State" shall mean the State of Mississippi.

"Transfer Agent" shall mean any bank, trust company or other institution hereafter designated by the Board for the registration of the owner of the City Bond and for the performance of such other duties as may be herein or hereafter specified by the Board, and shall initially be the Trustee under the Indenture.

"Trustee" shall mean the trustee designated as trustee under the Indenture.

"United States" shall mean the United States of America.

"2019 Bond Fund" shall mean Horn Lake, Mississippi General Obligation Bond, Series 2019, 2019 Bond Fund provided for in Section 12 hereof.

"2019 Construction Fund" shall mean Horn Lake, Mississippi General Obligation Bond, Series 2019, 2019 Construction Fund provided for in Section 13

hereof.

Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders. Unless the context shall otherwise indicate, words and terms herein defined shall be equally applicable to the plural as well as the singular form of any of such words and terms.

On April 2, 2019, the Board adopted a resolution indicating its intent (the "Intent Resolution") to (i) issue a general obligation bond to be purchased by the Bank, with such purchase to be funded from the proceeds of a special obligation bond issue of the Bank, each for the purpose of providing funds for the Project and fixed 6:00 o'clock p.m. on April 30, 2019, as the date and hour on which it proposed to direct the issuance of said general obligation bond to be sold to the Bank, on or prior to which date and hour any protest to be made against the issuance of such general obligation bond to be sold to the Bank was required to be filed.

As required by law and as directed by the Intent Resolution, said Intent Resolution was published once a week for at least three (3) consecutive weeks in *DeSoto Times-Tribune*, a newspaper published in and having a general circulation in the City, and qualified under the provisions of Section 13-3-31, Mississippi Code of 1972, as amended, the first publication having been made not less than twenty-one (21) days prior to April 30, 2019, and the last publication having been made not more than seven (7) days prior to such date, said notice having been published in said newspaper on April 4, 11, 18 and 25, 2019, as evidenced by the publisher's affidavit heretofore presented and filed.

On or prior to 6:00 o'clock p.m. on April 30, 2019, no written protest against the issuance of the general obligation bond to be sold to the Bank, described in the Intent Resolution, had been filed or presented by qualified electors of the City.

The Board is authorized and empowered by the provisions of the Act to issue its City Bond in a principal amount of not to exceed \$6,000,000 and sell same to the Bank for the purpose of providing funds for the Project.

The Board desires to authorize and approve the issuance of the City Bond pursuant to this Bond Resolution registered as to principal and interest in the form and manner as hereinafter provided for by state law.

The assessed value of taxable property within the City, according to the last completed assessment for taxation, is One Hundred Sixty Seven Million, Two Hundred Fifty Eight Thousand, One Hundred Fifty Seven Dollars (**\$167,258,157.00**); the City has outstanding bonded indebtedness in the amount of Eight Million, Seven Hundred Thousand Dollars (**\$8,700,000**); the issuance of the City Bond, when added to the outstanding bonded indebtedness of the City, will not result in bonded

indebtedness, exclusive of indebtedness not subject to the aforesaid fifteen percent (15%) debt limit, of more than fifteen percent (15%) of the assessed value of taxable property within the City, and will not result in indebtedness, both bonded and floating, exclusive of indebtedness not subject to the aforesaid twenty percent (20%) debt limit, in excess of twenty percent (20%) of the assessed value of taxable property within the City, and will not exceed any constitutional or statutory limitation upon indebtedness which may be incurred by the City.

It has now become necessary to make provision for the preparation, execution and issuance of said City Bond.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD, ACTING FOR AND ON BEHALF OF THE CITY, AS FOLLOWS:

SECTION 1. In consideration of the purchase and acceptance of the City Bond by those who shall hold the same from time to time, this Bond Resolution shall constitute a contract between the City and the Registered Owner from time to time of the City Bond. The pledge made herein and the covenants and agreements herein set forth to be performed on behalf of the City for the benefit of the Registered Owner shall be for the equal benefit, protection and security of the Registered Owner of the City Bond, all of which, regardless of the time or times of its authentication and delivery or maturity, shall be of equal rank without preference, priority or distinction.

SECTION 2. The City Bond is hereby authorized and ordered to be prepared and issued in the principal amount of not to exceed Six Million Dollars (\$6,000,000) to raise money for the Project as authorized by the Act.

SECTION 3. (a) Payments of interest on the City Bond shall be made to the Record Date Registered Owner, and payments of principal shall be made to the Record Date Registered Owner in lawful money of the United States.

The City Bond shall be registered as to both principal and interest; shall be dated the date of delivery thereof; shall be issued in a single denomination equal to the principal amount thereof; shall be numbered one; shall bear interest from the date thereof at the rate or rates borne by the Bank Bonds (as provided in the Indenture), payable on an Interest Payment Date; and shall mature and become due and payable in the same manner and at the same dates and times as provided for the Bank Bonds in the Indenture.

The City Bond is subject to redemption at the option of the City and mandatory redemption prior to maturity thereof only at the times, to the extent, in the manner and in the amounts that the Bank Bonds are subject to optional and mandatory redemption as provided in Section 4.01 of the Indenture. The City shall provide proper notices to the Bank and the Trustee as provided in Section 4.05 of the Indenture in the event the City elects to redeem the City Bond or any portion thereof,

and redemption of the City Bond or portion thereof shall be as provided in said Section 4.01. It is intended that redemption of the City Bond may only occur through the processes provided in the Indenture, and the City hereby accepts such redemption provisions by this reference.

Notice of redemption identifying the portion of the City Bond to be redeemed shall be given to the Registered Owner thereof by first class mail at least thirty (30) days and not more than forty five (45) days prior to the date fixed for redemption. From and after such redemption date, interest with respect to such portion of the City Bond to be redeemed will cease to accrue.

SECTION 4. (a) When the City Bond shall have been validated and executed as herein provided, it shall be registered as an obligation of the City in the office of the Clerk in a record maintained for that purpose, and the Clerk shall cause to be imprinted upon the City Bond, over their manual or facsimile signature and manual or facsimile seal, their certificate in substantially the form set out in Section 6.

The City Bond shall be executed by the manual or facsimile signature of the Mayor and countersigned by the manual or facsimile signature of the Clerk, with the seal of the City imprinted or affixed thereto; provided, however all signatures and seals appearing on the City Bond, other than the signature of an authorized officer of the Transfer Agent hereafter provided for, may be facsimile and shall have the same force and effect as if manually signed or impressed. In case any official of the City whose signature or a facsimile of whose signature shall appear on the City Bond shall cease to be such official before the delivery or reissuance thereof, such signature or such facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such official had remained in office until delivery or reissuance.

The City Bond shall be delivered to the Bank upon payment of the purchase price therefor in accordance with the terms and conditions of the Indenture, together with a complete certified transcript of the proceedings had and done in the matter of the authorization, issuance, sale and validation of the City Bond, and the final, unqualified approving opinion of Bond Counsel.

Prior to or simultaneously with the delivery of the City Bond by the Transfer Agent, the City shall file with the Transfer Agent:

A copy, certified by the Clerk, of the transcript of proceedings of the Board in connection with the authorization, issuance, sale and validation of the City Bond; and

An authorization to the Transfer Agent, signed by the Mayor, to authenticate and deliver the City Bond to the Bank.

At delivery, the Transfer Agent shall authenticate the City Bond and deliver it to the Bank thereof upon payment of the purchase price of the City Bond to the City.

SECTION 5. (a) The City hereby appoints the Trustee designated under the Indenture as the Paying Agent, Trustee and Transfer Agent for the City Bond. The City specifically reserves the right to hereafter designate and approve a separate Paying Agent, Transfer Agent and Trustee in its discretion, subject, however to the terms and conditions of the Indenture, as hereinafter provided.

So long as the City Bond shall remain outstanding, the City shall maintain with the Transfer Agent records for the registration and transfer of the City Bond. The Transfer Agent is hereby appointed registrar for the City Bond, in which capacity the Transfer Agent shall register in such records and permit to be transferred thereon, under such reasonable regulations as may be prescribed, the City Bond if entitled to registration or transfer.

The City shall pay or reimburse the Agent for reasonable fees for the performance of the services normally rendered and the incurring of normal expenses reasonably and necessarily paid as are customarily paid to paying agents, transfer agents and bond registrars, subject to agreement between the City and the Agent. Fees and reimbursements for extraordinary services and expenses, so long as not occasioned by the negligence, misconduct or willful default of the Agent, shall be made by the City on a case-by-case basis, subject, where not prevented by emergency or other exigent circumstances, to the prior written approval of the Board.

(i) An Agent may at any time resign and be discharged of the duties and obligations of the function of the Trustee, Paying Agent and Transfer Agent pursuant to the terms and conditions stated in Section 11.05 and 11.06 of the Indenture.

In the event of the resignation or removal of the Agent, a successor Agent shall be selected as provided in Section 11.07 of the Indenture.

In the event of a change of Agents, the predecessor Agent shall cease to be custodian of any funds held pursuant to this Bond Resolution in connection with its role as such Agent, and the successor Agent shall become such custodian; provided, however, that before any such delivery is required to be made, all fees, advances and expenses of the retiring or removed Agent shall be fully paid. Every predecessor Agent shall deliver to its successor Agent all records of account, registration records, list of Registered Owner and all other records, documents and instruments relating to its duties as such Agent.

The provisions of Section 11.08 of the Indenture shall govern the acceptance of any appointment of a successor Agent.

Should any transfer, assignment or instrument in writing be required by any successor Agent from the City to more fully and certainly vest in such successor Agent the estates, rights, powers and duties hereby vested or intended to be vested in the predecessor Agent, any such transfer, assignment and written instruments shall, on request, be executed, acknowledged and delivered by the City.

The City will provide any successor Agent with certified copies of all resolutions, orders and other proceedings adopted by the Board relating to the City Bond.

All duties and obligations imposed hereby on an Agent or successor Agent shall terminate upon the accomplishment of all duties, obligations and responsibilities imposed by law or required to be performed by this Bond Resolution.

SECTION 6. The City Bond shall be in substantially the following form, with such appropriate variations, omissions and insertions as are permitted or required by this Bond Resolution or the Indenture.

**BOND
FORM**

**THIS CITY BOND HAS BEEN ASSIGNED TO _____
MISSISSIPPI, AS TRUSTEE UNDER AN INDENTURE OF TRUST, DATED
_____, 2019, BY AND BETWEEN THE MISSISSIPPI
DEVELOPMENT BANK AND THE TRUSTEE. THIS CITY BOND IS
REGISTERED IN THE NAME OF THE TRUSTEE AND IS NON-
TRANSFERRABLE EXCEPT AS PERMITTED IN THE INDENTURE.**

**UNITED STATES OF AMERICA
STATE OF MISSISSIPPI
HORN LAKE, MISSISSIPPI
GENERAL OBLIGATION BOND
SERIES 2019**

**Rate of
Interest**

Maturity

Dated Date

Registered Owner:

Principal Amount:

DOLLARS

Horn Lake City, Mississippi (the "City"), a body politic existing under the Constitution and laws of the State of Mississippi (the "State"), acknowledges itself to owe and for value received, promises to pay in lawful money of the United States of America (the "United States") to the Registered Owner identified above, at the

principal office of _____, the paying agent in Mississippi, or its successor, as paying agent (the **"Paying Agent"**) for the General Obligation Bond, Series 2019, of the City (the **"City Bond"**), on the maturity date identified above, the principal amount identified above. Payment of the principal amount of this City Bond shall be made to the Registered Owner hereof who shall appear in the registration records of the City maintained by _____ or its successor, as transfer agent for the City Bond (the **"Transfer Agent"**) at the times and periods as provided in the Indenture (herein defined).

The City further promises to pay interest on such principal amount from the date of this City Bond until said principal sum is paid, to the Registered Owner hereof who shall appear in the registration records of the City maintained by the Transfer Agent as of the Record Date (as defined in the City Bond Resolution defined below).

Payments of principal of and interest on this City Bond shall be made by check or draft mailed on the Interest Payment Date (as defined in the City Bond Resolution) to such Registered Owner at its address as it appears on such registration records.

This City Bond is issued under the authority of the Constitution and statutes of the State of Mississippi, including (i) Sections 31-33-301 *et seq.*, Mississippi Code of 1972, as amended (the **"City Bond Act"**) and Sections 31-25-1 *et seq.*, Mississippi Code of 1972, as amended (the **"Bank Act"** and, together with the City Bond Act, the **"Act"**); and (ii) and by the further authority of proceedings duly had by the Board of the City, including a resolution adopted May 7, 2019 (the **"City Bond Resolution"**).

This City Bond is issued in the aggregate authorized principal amount of not to exceed Six Million Dollars (\$6,000,000) to raise money for the (i) construction, improving or paving streets, sidewalks, parkways, walkways or public parking facilities and purchasing land therefor; and constructing bridges and culverts; and (ii) for other authorized purposes under Mississippi Code Ann. § 31-25-1 *et seq.* as amended and/or supplemented from time to time, and § 31-33-301 *et seq.* as amended and/or supplemented from time to time, and (iii) paying for costs of issuance for the City Bond and the Bank Bonds, as herein defined.

The City will duly and punctually pay the principal of, premium, if any, and interest on the City Bond at the dates and the places and in the manner mentioned in the City Bond Resolution and the Indenture, according to the true intent and meaning thereof. Notwithstanding any schedule of payments upon the City Bond, the City agrees to make payments upon the City Bond and be liable therefor at such times and in such amounts (including principal, premium, if any, and interest) so as to provide for payment of the principal of, premium, if any,

and interest on the not to exceed \$6,000,000. Mississippi Development Bank Special Obligation Bonds, Series 2019 (Horn Lake City, Mississippi General Obligation Bond Project) (the "**Bank Bonds**"), outstanding under the Indenture of Trust, by and between the Mississippi Development Bank and _____, Mississippi, as trustee (the "**Trustee**"), dated _____, (the "**Indenture**") when due whether upon a scheduled interest payment date, at maturity or by mandatory redemption or optional redemption.

Reference is hereby made to the City Bond Resolution and to all amendments and supplements thereto for the provisions, among others, with respect to the nature and extent of the security for the Bondholder, the rights, duties and obligations of the City and the Bondholder and the terms upon which the City Bond is or may be issued and secured.

The City and the Paying Agent may deem and treat the Registered Owner hereof as the absolute owner for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the City nor the Paying Agent shall be affected by any notice to the contrary.

The City Bond is a general obligation of the City and will continue to be payable as to principal and interest out of and secured by an irrevocable pledge of the avails of a direct and continuing tax to be levied annually without limitation as to time, rate or amount upon all the taxable property within the geographical limits of the City; provided, however, that such tax levy for any year shall be abated *pro tanto* to the extent the City on or prior to September 1 of that year has transferred money to the bond fund for the City Bond in accordance with the provisions of the City Bond Resolution. The avails of said tax are irrevocably pledged in the City Bond Resolution for the payment of the principal of, premium, if any, and interest on the City Bond as the same shall mature and accrue. The City, when necessary, will levy annually a special tax upon all taxable property within the geographical limits of the City adequate and sufficient to provide for the payment of the principal of and the interest on this City Bond as the same falls due.

This City Bond is the only evidence of indebtedness issued and outstanding under the City Bond Resolution. This City Bond has been purchased by the Mississippi Development Bank and has been assigned to the Trustee under the Indenture; this City Bond is registered in the name of the Trustee and is non-transferrable except as provided in the Indenture.

The City and the Trustee may deem and treat the person in whose name this City Bond is registered as the absolute owner hereof, whether this City Bond shall

be overdue or not, for the purpose of receiving payment of the principal of, redemption premium, if any, and interest on this City Bond and for all other purposes. All such payments so made to the registered owner shall be valid and effectual to satisfy and discharge the liability upon this City Bond to the extent of the sum or sums are paid, and neither the City nor the Trustee shall be affected by any notice to the contrary.

This City Bond shall only be redeemed under the City Bond Resolution to the extent and in the manner required to redeem the Bank Bonds pursuant to the provisions of the Indenture.

Modifications or alterations of the City Bond Resolution may be made only to the extent and under the circumstances permitted by the Indenture.

This City Bond shall not be valid or become obligatory for any purpose or be entitled to any benefit or security under the City Bond Resolution until the certificate of registration and authentication hereon shall have been signed by the Transfer Agent.

IT IS HEREBY CERTIFIED, RECITED AND REPRESENTED that all conditions, acts and things required by law to exist, to have happened and to have been performed precedent to and in the issuance of the City Bond, in order to make the same a legal and binding general obligation of the City, according to the terms thereof, do exist, have happened and have been performed in regular and due time, form and manner as required by law. For the performance in apt time and manner of every official act herein required, and for the prompt payment of this City Bond, both principal and interest, the full faith and credit of the City are hereby irrevocably pledged.

IN WITNESS WHEREOF, the City has caused this City Bond to be executed in its name by the manual or facsimile signature of the Mayor and countersigned by the manual or facsimile signature of the Clerk of the City, under the manual or facsimile seal of the City, which said manual or facsimile signatures and seal said officials adopt as and for their own proper signatures and seal, on this, the 9th day of May, 2019.

HORN LAKE, MISSISSIPPI

BY: 
MAYOR

COUNTERSIGNED:


CITY CLERK

CERTIFICATE OF REGISTRATION AND AUTHENTICATION

This City Bond is the City Bond described in the within mentioned Bond Resolution and is the General Obligation Bond, Series 2019, of Horn Lake, Mississippi.

As Transfer Agent

By: _____

Date of Registration and Authentication:

_____, 2019

REGISTRATION AND VALIDATION CERTIFICATE

STATE OF MISSISSIPPI
CITY OF HORN LAKE

I, the undersigned City Clerk of the City of Horn Lake, Mississippi, do hereby certify that the within City Bond has been duly registered by me as an obligation of said City pursuant to law in a record kept in my office for that purpose, and has been validated and confirmed by Decree of the Chancery Court of DeSoto County, Mississippi, rendered on the 9th day of May, 2019.



CITY CLERK
HORN LAKE, MISSISSIPPI

SECTION 7. In case the City Bond shall become mutilated or be stolen, destroyed or lost, the City shall, if not then prohibited by law, cause to be authenticated and delivered a new City Bond of like date, number, maturity and tenor in exchange and substitution for and upon cancellation of such mutilated City Bond, or in lieu of and in substitution for such City Bond stolen, destroyed or lost upon the Registered Owner's paying the reasonable expenses and charges of the City in connection therewith, and in case of a City Bond stolen, destroyed or lost his filing with the City or Transfer Agent evidence satisfactory to them that the City Bond was stolen, destroyed or lost, and of its ownership thereof, and furnishing the City or Transfer Agent with such security or indemnity as may be required by law or by them to save each of them harmless from all risks, however remote.

SECTION 8. For the purpose of effectuating and providing for the payment of the principal of and interest on the City Bond as the same shall respectively mature and accrue, there shall be and is hereby levied a direct, continuing special tax upon all of the taxable property within the geographical limits of the City, adequate and sufficient, after allowance shall have been made for the expenses of collection and delinquencies in the payment of taxes, to produce sums required for the payment of the principal of, premium, if any, and the interest on the City Bond and any additional obligations of the City under the Indenture; provided, however, that such tax levy for any year shall be abated pro tanto to the extent the City on or prior to September 1 of that year has transferred money to the bond fund for the City Bond, or has made other provisions for funds to be applied toward the payment of the principal of and interest on the City Bond due during the ensuing Fiscal Year of the City, in accordance with the provisions of this Bond Resolution. The avails of said tax are irrevocably pledged in the City Bond Resolution for the payment of the principal of, premium, if any, and interest on the City Bond as the same shall mature and accrue. Said tax shall be extended upon the tax rolls and collected in the same manner and at the same time as other taxes of the City are collected, and the rate of tax which shall be so extended shall be sufficient in each year fully to produce the sums required as aforesaid, without limitation as to time, rate or amount. The avails of said tax are hereby irrevocably pledged for the payment of the principal of, premium, if any, and interest on the City Bond and any additional obligations of the City as aforesaid as the same shall respectively mature and accrue. Should there be a failure in any year to comply with the requirements of this section, such failure shall not impair the right of the Registered Owner of the City Bond in any subsequent year to have adequate taxes levied and collected to meet all of the aforesaid obligations of the City Bond.

SECTION 9. Only if the City Bond shall have endorsed thereon a certificate of registration and authentication in substantially the form hereinabove set forth, duly executed by the Transfer Agent, shall the City Bond be entitled to

the rights, benefits and security of this Bond Resolution. The City Bond shall not be valid or obligatory for any purpose unless and until such certificate of registration and authentication shall have been duly executed by the Transfer Agent, which executed certificate shall be conclusive evidence of registration, authentication and delivery under this Bond Resolution. The Transfer Agent's certificate of registration and authentication on the City Bond shall be deemed to have been duly executed if signed by an authorized officer of the Transfer Agent, but it shall not be necessary that the same officer sign said certificate on the City Bond that may be issued hereunder at any one time.

SECTION 10. Ownership of the City Bond shall be in the Bank or its assignee. The Person in whose name the City Bond shall be registered in the records of the City maintained by the Transfer Agent may be deemed the absolute owner thereof for all purposes, and payment of or on account of the principal of or interest on the City Bond shall be made only to or upon the order of the Registered Owner thereof, or his legal representative, but such registration may be changed as hereinafter provided. All such payments shall be valid and effectual to satisfy and discharge the liability upon the City Bond to the extent of the sum or sums so paid.

SECTION 11. The City Bond shall be transferable only as provided in the Indenture. Upon the transfer of the City Bond, the City, acting through its Transfer Agent, shall issue in the name of the transferee a new City Bond of the same aggregate principal amount and maturity and rate of interest as the surrendered City Bond.

SECTION 12. (a) The City hereby establishes the 2019 Bond Fund which shall be maintained with a qualified depository in its name for the payment of the principal of and interest on the City Bond, and the payment of Agents' fees in connection therewith. There shall be deposited into the 2019 Bond Fund as and when received:

- 1) The avails of any of the ad valorem taxes levied and collected pursuant to Section 8 hereof;
- 2) Any income received from investment of monies in the 2019 Bond Fund;
and
- 3) Any other funds available to the City which may be lawfully used for payment of the principal of, premium, if any, and interest on the City Bond or for other obligations of the City which may be due under the Indenture, and which the Board, in its discretion, may direct to be deposited into the 2019 Bond Fund.

(b) As long as any principal of, premium, if any, and interest on the City Bond or the Bank Bonds remain outstanding or other obligations of the City remain outstanding under the Indenture, the Clerk is hereby irrevocably authorized and directed to withdraw from the 2019 Bond Fund sufficient monies to make the payments necessary (the "Payments") to pay (i) the principal of, premium, if any, and interest coming due on the Bank Bonds, and (ii) any additional Payments necessary and required as obligations of the City under the Indenture, and to transfer same to the account of the Trustee in time to reach the Trustee at least five (5) days prior to the date on which said interest or principal and interest or premium, if any, on the Bank Bonds shall become due. The Trustee shall deposit all Payments received in the General Account of the General Fund of the Indenture, or such other fund or account in the Indenture as so directed in the Indenture.

SECTION 13. (a) The City hereby establishes the 2019 Construction Fund which shall be maintained with a qualified depository. The principal proceeds received upon the sale of the City Bond shall be deposited in the 2019 Construction Fund. Any income received from investment of monies in the 2019 Construction Fund shall be deposited in the 2019 Construction Fund and shall be used for the cost of the Project and, if necessary, shall be deposited in the Bond Fund for the payment of debt service on the City Bond. From the 2019 Construction Fund there shall be held and disbursed moneys for the acquisition and construction of the Project, as authorized by the Act. Any amounts which remain in the 2019 Construction Fund after the completion of the Construction Project shall be transferred to the 2019 Bond Fund and used as permitted under State law.

(b) Funds on deposit in the 2019 Construction Fund may be invested in Investment Securities, as defined in the Indenture, to the extent they are authorized by the Bank Act and applicable provisions of State law.

SECTION 14. (a) Payment of principal on the City Bond shall be made at the principal office of the Paying Agent; provided, however, the final payment of principal shall be made upon the presentation and surrender of the City Bond at the principal office of the Paying Agent, to the Record Date Registered Owner thereof who shall appear in the registration records of the City maintained by the Transfer Agent as of the Record Date.

Payment of each installment of interest on the City Bond shall be made to the Record Date Registered Owner thereof whose name shall appear in the registration records of the City maintained by the Transfer Agent as of the Record Date. Interest shall be payable in the aforesaid manner irrespective of any transfer or exchange of such City Bond subsequent to the Record Date and prior to the due date of the interest.

Principal of and interest on the City Bond shall be paid by check or draft

mailed on an Interest Payment Date to the Registered Owner at the addresses appearing in the registration records of the Transfer Agent. Any such address may be changed by written notice from the Registered Owner to the Transfer Agent by certified mail, return receipt requested, or such other method and at the times as may be subsequently prescribed by the Transfer Agent.

SECTION 15. The City Bond shall be submitted to validation as provided by Chapter 13, Title 31, Mississippi Code of 1972, and to that end the Clerk is hereby directed to make up a transcript of all legal papers and proceedings relating to the City Bond and to certify and forward the same to the State's Bond Attorney for the institution of validation proceedings.

SECTION 16. The City hereby covenants that it will not make any use of the proceeds of the City Bond or do or suffer any other action that would cause: (i) the Bank Bonds to be "arbitrage bonds" as such term is defined in Section 148(a) of the Internal Revenue Code of 1986, as amended ("Code"), and the Regulations promulgated thereunder; (ii) the interest on the Bank Bonds to be included in the gross income of the registered owners thereof for federal income taxation purposes; or (iii) the interest on the Bank Bonds to be treated as an item of tax preference under Section 57(a)(5) of the Code.

SECTION 17. The City represents as follows:

(a) The City shall take no action that would cause the Bank Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Code;

(b) The City shall take all necessary action to have the Bank Bond registered within the meaning of Section 149(a) of the Code; and

(c) City will not employ any device or abusive transaction with respect to the investment of the proceeds of the Bank Bonds and, to the extent necessary, the City Bond.

SECTION 18. The City hereby covenants that it shall make, or cause to be made, the rebate required by Section 148(t) of the Code ("Rebate") in the manner described in Regulation §§ 1.148-1 through 1.148-11, as such regulations and statutory provisions may be modified insofar as they apply to the City Bond and the Bank Bonds. In accordance therewith, the City shall:

Within sixty (60) days of the last day of the fifth and each succeeding fifth "bond year" (which shall be the five-year period ending on the date five years subsequent to the date of the closing, unless another date is selected by the Board of the City, and each succeeding fifth "bond year"), and within sixty (60) days of the date the City Bond is discharged the City shall (i) calculate, or cause to be

calculated, the "rebate amount" as of each "computation date" or the "final computation date" attributable to any investment in "investment-type property" made by the City, of "gross proceeds" of the Bank Bonds and the City Bond, and (ii) remit the following to the United States Treasury within sixty (60) days of the last day of the fifth and each succeeding fifth "bond year": (A) an amount of money equal to such "rebate amount" (treating for purposes of such calculation any previous payments made to the United States Treasury on account of such "rebate amount" as if the payment on any such date was an "expenditure" constituting a "rebate payment"), (B) the calculations supporting the amount of "rebate amount" attributable to any investments in "investment-type property" made by the City of gross proceeds of the Bank Bonds and the City Bond and any other information required to comply with Section 148 of the Code.

The City shall keep accurate records of each investment-type property (as that term is defined in Section 148(b) of the Code), if any, acquired, directly or indirectly, with "gross proceeds" of the City Bond or the Bank Bonds and each expenditure it makes with "gross proceeds." Such records shall include the purchase price, nominal interest rate, dated date, maturity date, type of property, frequency of periodic payments, period of compounding, yield to maturity, amount actually or constructively realized on disposition, disposition date, and evidence of the "fair market value" of such property on the purchase date and disposition date (or deemed purchase or disposition date), for each item of such "investment-type property".

SECTION 19. The City Bond shall be sold to the Bank based on the terms and conditions of the sale of the Bank Bond by the Bank to the purchaser thereof.

SECTION 21. (a) The Bank and the City, without the consent of the owners of any of the Bank Bonds outstanding under the Indenture, may enter into supplements to this Bond Resolution which shall not be inconsistent with the terms and provisions hereof for any of the purposes heretofore specifically authorized in this Bond Resolution or the Indenture, and in addition thereto for the following purposes:

To cure any ambiguity or formal defect or omission in the Indenture;

To grant to or confer upon the Trustee for the benefit of the Bondholders any additional benefits, rights, remedies, powers or authorities that may lawfully be granted to or conferred upon the Bondholders or the Trustee, or to make any change which, in the opinion of Bond Counsel, does not materially and adversely affect the interest of the owners of the Outstanding City Bond and does not require unanimous consent of the Bondholders pursuant to Section

12.01 of the Indenture;

To subject to the Indenture additional Revenues, properties or collateral;

To modify, amend or supplement the Indenture or any indenture supplemental thereto in such manner as to permit the qualification thereof under the Trust Indenture Act of 1939 or any similar federal statute hereafter in effect or to permit the qualification of the Bank Bonds for sale under the securities laws of the United States or of any of the states of the United States, and, if they so determine, to add to the Indenture or any indenture supplemental thereto such other terms, conditions and provisions as may be permitted by said Trust Indenture Act of 1939 or similar federal statute;

To evidence the appointment of a separate or co-trustee or the succession of a new Trustee under the Indenture or the succession of a new registrar or paying agent; and

In connection with issuance of refunding bonds.

The provisions of this Bond Resolution may be amended in any particular with the written consent of the Bank and the owners of not less than a majority of the aggregate principal amount of Bank Bonds then outstanding; provided, however, that no such amendment may be adopted which decreases the percentage of owners of Bank Bonds required to approve any amendment, or which permits a change in the date of payment of the principal of or interest on any Bank Bonds or of any redemption price thereof or the rate of interest thereon.

If at any time the Bank and the City shall request the Trustee to consent to a proposed amendment for any of the purposes of this Section 22, the Trustee shall, upon being satisfactorily indemnified with respect to expenses, cause notice of the proposed execution of such proposed amendment to be given in the manner required by the Indenture to redeem Bank Bonds. Such notice shall briefly set forth the nature of the proposed amendment and shall state that copies thereof are on file at the principal corporate trust office of the Trustee for inspection by all holders of Bank Bonds. If, within sixty (60) days or such longer period as shall be prescribed by the Bank following such notice, the owners of not less than a majority in aggregate principal amount of the Bank Bonds outstanding at the time of the execution of any such proposed amendment shall have consented to and approved the execution thereof as herein provided, no owner of any Bank Bond shall have any right to object to any of the terms and provisions contained therein, or the operation thereof, or in any manner to

question the propriety of the execution thereof, or to enjoin or restrain the Trustee, the City or the Bank from executing or approving the same or from taking any action pursuant to the provisions thereof. Upon the execution of any such proposed amendment as in this Section permitted and provided, this Bond Resolution shall be and be deemed to be modified and amended in accordance therewith.

Copies of any such supplement or amendment shall be filed with the Trustee and delivered to the Bank and the City before such supplement or amendment may become effective.

SECTION 23. The Mayor, the Clerk and any other Authorized Officers of the City are authorized to execute and deliver such resolutions, agreements, certificates and other documents as are required for the sale, issuance and delivery of the City Bond.

SECTION 24. All orders, resolutions or proceedings of the Board in conflict with any provision hereof shall be, and the same are hereby repealed, rescinded and set aside, but only to the extent of such conflict. For cause, this Bond Resolution shall become effective upon the adoption hereof.

Alderman Bledsoe seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

Alderman Donnie "Chigger" White	VOTED: <u>ABSENT</u>
Alderman Michael Guice	VOTED: <u>AYE</u>
Alderman Tommy Bledsoe	VOTED: <u>AYE</u>
Alderman Charlie Roberts	VOTED: <u>AYE</u>
Alderwoman LaShonda Johnson	VOTED: <u>AYE</u>
Alderman John E. Jones, Jr.	VOTED: <u>AYE</u>

The motion having received the affirmative vote of a majority of the members of the Governing Body present, being a quorum of said Governing Body, the President declared the motion carried and the resolution adopted this 9th day of May, 2019.


MAYOR
HORN LAKE, MISSISSIPPI


CITY CLERK
HORN LAKE, MISSISSIPPI

RESOLUTION

RESOLUTION APPOINTING
MISSISSIPPI MUNICIPAL LEAGUE
2019 VOTING DELEGATES
FOR THE CITY/TOWN OF HORN LAKE

WHEREAS, the Mississippi Municipal League amended the bylaws of the association to provide for a ballot election, to be conducted by the officers of the Mississippi Municipal Clerks and Collectors Association, to be held each year at the summer convention, to elect a Second Vice President from the Northern District; and

WHEREAS, the amended bylaws require the governing authority board (Alderman, City Council, City Commission) to designate in its minutes the voting delegate and one alternate to cast the vote for each member municipality.

NOW, THEREFORE, BE IT RESOLVED BY THE (Governing Authority Board) OF THE CITY/TOWN OF HORN LAKE

In accordance with the bylaws of the Mississippi Municipal League, the voting delegate(s) for the 2019 Mississippi Municipal League election to be held at the annual convention on June 25th with a run-off (if necessary) on June 26th, 2019 are as follows:

Voting Delegate: DONNIE "CHIGGER" WHITE

First Alternate: JOHN E. JONES JR.

That public interest and necessity requiring same, this Resolution shall become effective upon passage.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by JOHNSON, seconded by GUICE, and was adopted by the following vote, to-wit:

YEAS: 5 NAYS: 0

ALDERMAN WHITE:	ABSENT
ALDERMAN BLEDSOE:	AYE
ALDERMAN GUICE:	AYE
ALDERMAN JONES:	AYE
ALDERMAN JOHNSON:	AYE
ALDERMAN ROBERTS:	AYE

PRESIDENT

The above and foregoing Resolution having been submitted to and approved by the Mayor, this the 9th day of May, 2019

ATTEST:

APPROVED:

HORN LAKE, MISSISSIPPI

CITY CLERK

BY:

MAYOR

** At this time the Mayor called on Bob Brixey with Horn Lake Animal Control. There was much discussion on the conditions/quality of the animals/building/staff at the animal control facility. There was much discussion on the statements made in the previous board meeting by the volunteer Ms. Wingfield. Alderman Guice asked that this discussion be moved to Executive Session at the May 21, 2019 Mayor and Board of Aldermen meeting.

Order #05-20-19

Order to Adjourn

Be it Ordered:

By the Mayor and Board of Aldermen to adjourn this meeting.

Said Motion was made by Alderman Jones and seconded by Alderman Roberts.

A roll call vote was taken with the following results:

Ayes: Alderman Bledsoe, Alderman Guice, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman White.

So ordered this 9th day of May, 2019.

Mayor

Attest:

City Clerk
Seal

The minutes for the May 7, 2019 Mayor and Board of Aldermen meeting, recessed until May 9, 2019, were presented to the Mayor for his signature on _____, 2019.

City Clerk