

JOB DESCRIPTION POLICE OFFICER

Department: Police

Immediate Supervisor: Division Sergeant

Individual must pass a background check at the time of employment in this position. Work involves the possibility of encountering violent situations.

JOB QUALIFICATIONS:

Education: Any combination of training and experience equivalent to graduation from a standard high school.

Experience: Must have a successful employment history, with no history of arrests or convictions.

Scope of Work: The patrolman is charged with the prevention of crime throughout the jurisdiction by providing a city-wide patrol presence operating throughout the shift. He/She is charged with the preliminary investigation of crimes and other incidents reported to the police and the preparation of records which provide a permanent record of the incident and action taken. Work involves situations where physical violence is possible.

Knowledge and Skills: Some knowledge of police methods, practices and procedure and ability to apply this knowledge of specific situations. Some knowledge of the geography of the city, and the location of important buildings, or ability to acquire this knowledge rapidly. Ability to remember names, faces, and details of incidents. Ability to understand and carry out oral and written instructions. Ability to develop skill in the use of firearms. Ability to deal courteously but firmly with the general public. Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances. Ability to obtain a motor vehicle operator's license. Ability to prepare clear and comprehensive reports. Ability to complete departmental physical agility test

MAJOR JOB TASKS: *(All duties listed may not be found in each position, nor does the list necessarily include all tasks which may be assigned to positions in this class.)*

1. Patrols a designated area of the city on foot, on a motorcycle, or in an automobile to preserve law and order, to prevent and discover the commission of crime, to direct traffic at school crossings and street intersections and to enforce traffic and parking regulations.
2. Answers calls for complaints involving fire, automobile accidents, and robberies and other misdemeanors and felonies.
3. At the scene of a crime, administers first-aid, conducts preliminary investigations, gathers evidence, obtains witnesses and makes arrests; testifies as witness in court.
4. At the scene of automobile accidents, administers first-aid, interviews witnesses and gathers information and prepares detailed accident investigation reports.
5. Interviews persons with complaints and inquiries and attempts to make proper disposition or directs them to proper authorities.
6. Gives advice on laws and ordinances and general information to the public.
7. Performs related work as required.

PHYSICAL REQUIREMENTS:

1. Must have ability to work in extreme weather conditions and be able to walk on even, rocky, and/or muddy soil.
2. Some bending, lifting, and carrying is required.
3. Must have physical capability to learn and apply techniques to subdue persons who attempt to avoid apprehension.
4. Must pass departmental physical fitness test.

OTHER REQUIREMENTS:

1. Must be able to comply with the Minimum Standards Act.
2. Willing to work alternating shifts, including weekends, as required.
3. Maintain a valid Alabama driver's license to drive CC vehicle.
4. Position subject to random drug testing.
5. Minimum age twenty-one (21).
6. Must complete all mandatory departmental training.