



Police Officer
Police Department

PD-021-009

JOB SUMMARY

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

MAJOR DUTIES

- Patrols the city to detect and deter criminal activity and traffic violations.
- Responds to calls for service, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Assists motorists.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- Testifies in judicial proceedings as necessary.
- Serves court orders.
- Transports prisoners.
- Provides security for Municipal Court.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.

- Performs specialized duties as assigned.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, town ordinances, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of the court system and judicial procedures.
- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Police Sergeant assigns work in terms of general instructions. Work is reviewed for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.
- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

CONTACTS

- Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.
- Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, running, bending, crouching or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.
- The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, infectious diseases, and life-threatening situations. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Alabama Peace Officers Standards and Training Commission.

Description of Change	Effective Date	Resolution #
Effective with Comprehensive Pay Study Project 2017-2018	12/3/2018	18-316, 11.5.2018
Reviewed	10/3/2022	22-246, 9.19.2022

EMPLOYEE ACKNOWLEDGEMENT

I verify that I have received a copy of the job description for the position that I have been offered. I understand the duties and responsibilities assigned to me and acknowledge that I am able to perform the essential functions of the job with or without accommodations and will notify the City if accommodations become necessary. Furthermore, I understand:

- these are intended as guidelines and will change over time, as necessary
- nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time
- this description reflects management’s assignment of essential functions and it does not proscribe or restrict the tasks that may be assigned
- this job description is subject to change at any time

Print Named: _____

Signature: _____ **Date:** _____