

Council member _____ made a motion to approve the following Resolution, which was seconded by Council member _____.



RESOLUTION 032723-B

AUTHORIZING CREATION OF JOB CODES FOR THE CITY CLASIFICATION PLAN

WHEREAS, pursuant to the Civil Service Act for the City of Alabaster, Alabama the City Council must adopt any modifications to job classifications and pay grade assignments, and;

WHEREAS, the Mayor and City Council of the City of Alabaster, Alabama, have determined that it is both wise and expedient to authorize creation of a title for specific officers assigned to positions on the City’s formal classification plan; and

WHEREAS, this change allows for an employee’s job description of duties to reflect SRO’s in addition to identifying total headcount for SRO and Police Officers (Patrol) on the classification plan within the Police Department of the City of Alabaster.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Alabaster, does hereby authorize the Human Resources Director to adjust titles and classification plan to reflect this classification plan within the Alabaster Police Department, and make allowance for the salary and benefits regularly so long as the position is filled.

Section 1. School Resource Officer – Grade 18 (Exhibit A – Attached)

Section 2. School Resource Office Corporal – Grade 18C (Exhibit B – Attached)

	Y / N		Y / N
Sophie Martin	_____	Jamie Cole	_____
Rick Ellis	_____	Zach Zahariadis	_____
Stacy Rakestraw	_____	Kerri Pate	_____
Greg Farrell	_____		

PASSED, ADOPTED, AND APPROVED THIS 27TH DAY OF MARCH 2023.

ATTEST:

CITY OF ALABASTER

J. Mark Frey, City Clerk

Sophie Martin, Council President

APPROVED:

Scott Brakefield, Mayor

Job Title: Police SRO (School Resources Officer)

Department/Division: Police

Reports To: Police Corporal

Direct Reports: None

Salary Class/Salary Grade: Classified/Grade 18

Employment Status/FLSA: Full-time or Part-time Regular/Non-exempt

GENERAL DESCRIPTION:

The purpose of this position is provide law enforcement officers of this Agency with guidelines on the role of School Resource duties assigned to the Alabaster City Schools to protect life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all city, state, and applicable federal laws, statutes, codes, ordinances and regulations, and to perform investigations, special details, and specific assignments within an assigned division.

ESSENTIAL JOB DUTIES:

1. The School Resource Officer's (SRO) main responsibility is to provide safety and security for the students, parents, and staff members / faculty within their assigned school.
2. The SRO shall remain present and visible on campus. During class change, the SRO should maintain a high presence by walking the hallways. The SRO should be visible during lunch periods and perform security checks of doors throughout the day. The SRO should perform traffic duty prior to the school day and upon dismissal.
3. Criminal Activity that occurs in the school and is brought to the attention of the SRO will be handled in the same professional manner as any other law enforcement function as an Alabaster Police Officer.
4. The School Resource Officer's responsibilities are not limited to daily school functions. They may be called on to provide traffic enforcement / direction for events, investigate crimes committed on campus, receive and relay information concerning crimes committed off campus to the CID Unit, provide grade level appropriate education to students about criminal laws and consequences for their actions.
5. The SRO will assist when a lockdown is required and notification when the campus is safe.
6. May be called back to patrol during down times at the school which may include but not limited to the following - works on various shifts performing security patrols, traffic control, accident investigation, first aid, detection, investigation and arrest of persons involved in crimes or misconduct.
7. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
8. Carries out duties in conformance with Federal, State, and County laws, and City ordinances.
9. Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law; controls vehicular traffic; prevents, detects and/or investigates misconduct involving misdemeanors, felonies and other violations of the law as needed.
10. Responds to emergency calls and calls for assistance such as accidents, robberies, burglaries, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc.; takes appropriate law enforcement action that may include, but is not limited to, questioning suspects, arresting violators, preserving

evidence, taking measurements and making diagrams of the scene, administering first aid, summoning ambulances, fire department, and other law enforcement personnel as needed.

11. Stops vehicles for traffic violations; issues traffic citations and warnings.
12. Determines probable cause to search and/or reasonable suspicion to detain suspects; mediates disputes and advises rights; pursues fleeing and subdues resisting suspects; effects arrests; processes and transports prisoners.
13. Conducts investigations of crimes; seeks out and questions victims, witnesses and suspects; develops leads and tips; obtains and preserves evidence; makes observations at crime scenes of crimes for evidence; evaluates facts and evidence, and arrests offenders.
14. Documents case information; assists with prosecution of offenders; appears in court to present evidence and testimony; prepares case reports as needed.
15. Prepares a variety of reports and records including officer's activity log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
16. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, school safety, narcotics education, community meetings, etc; answers citizen complaints and/or requests for information as needed.
17. Coordinates activities with other officers or other City departments as needed; exchanges information with officers in other law enforcement agencies; obtains advice from supervisors and Court Administrator regarding cases, policies and procedures, as needed and assigned.
18. Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and relays general information about Department activities.
19. May be assigned to special areas of law enforcement service including Operations, Code Enforcement, Logistics / Purchasing, Technical Services, Corrections, Forensic Investigations, Traffic / Traffic Homicide Investigations, Motor Carrier Inspections, Anti-Crime, Narcotics Task Force, and Federal Task Force.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable federal, state, and local laws and ordinances, particularly as they relate to law enforcement activities.
- Knowledge of City of Alabaster rules, policies, and procedures
- Knowledge of Police Department rules, policies and procedures
- Knowledge of police practices and methods including community-oriented policing
- Knowledge of City streets, parks, businesses, and neighborhoods
- Skill in the use and care of firearms, surveillance cameras, recording devices, radar, and other police equipment
- Ability to work independently and make sound decisions with little supervision
- Ability to follow verbal and written instructions
- Ability to use a computer as needed for data entry, word processing, reports, and investigative strategies
- Ability to deal firmly and tactfully with the public
- Ability to maintain composure in stressful situations
- Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken
- Ability to work independently without close supervision
- Ability to obtain information through interview and interrogation
- Ability to write effectively for reporting purposes
- Ability to speak clearly and factually in court and other situations
- Ability to maintain confidential information

- Ability to maintain behavior becoming of an officer
- Ability to work nights, weekends, and holidays
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public

MINIMUM QUALIFICATIONS:

Minimum age 21. High School Diploma or GED. Must not be legally precluded from possessing/carrying a firearm and must not have been convicted of felony or misdemeanor involving domestic violence, weapons, or a crime of moral turpitude. Must possess a valid Alabama Driver's License.

Must be able to obtain and maintain certification as required by the Alabama Peace Officers Standards and Training Commission.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical activities required for this position involve:

Frequent sitting, standing, walking, reaching with hands and arms, talking, hearing, smelling; occasional running, climbing or balancing, stooping, kneeling, crouching, and crawling.

This position requires lifting:

Up to 25 pounds frequently; up to 50 pounds occasionally; up to 100 pounds occasionally.

This position has the following special vision requirements:

Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

Extreme heat and cold, moving mechanical parts, fumes, odors, toxic chemicals, infectious diseases, risk of electric shock and vibration, and loud noise.

Job Title: Police Corporal SRO (School Resources Officer)

Department/Division: Police

Reports To: Police Sergeant

Direct Reports: Police SRO Officers (as needed)

Salary Class/Salary Grade: Classified/Grade 18C

Employment Status/FLSA: Full-time or Part-time Regular/Non-exempt

GENERAL DESCRIPTION:

The purpose of this position is provide law enforcement officers of this Agency with guidelines on the role of School Resource duties assigned to the Alabaster City Schools to protect life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all city, state, and applicable federal laws, statutes, codes, ordinances and regulations, and to perform investigations, special details, and specific assignments within an assigned division.

ESSENTIAL JOB DUTIES:

20. Responsible for checking SRO's time sheets, attendance notification documents, submitting annual police manpower report for the Alabaster City schools, collects and approves monthly reports to the reporting SGT.
21. SRO Corporal acts as a liaison between the Alabaster Police Department and the Alabaster City Schools.
22. SRO Officer attends regularly Alabaster City Board Meetings.
23. SRO Corporal responsible for maintaining calendar with special events, school schedules and identification of SRO personnel appointed for coverage.
24. Responsible for approving SRO time off request. Enforces all city, county, state, and applicable federal laws, statutes, codes, ordinances, and regulations, both traffic and criminal, in order to protect life and property, to prevent crime, and to promote security.
25. The School Resource Officer's (SRO) main responsibility is to provide safety and security for the students, parents, and staff members / faculty within their assigned school.
26. The SRO shall remain present and visible on campus. During class change, the SRO should maintain a high presence by walking the hallways. The SRO should be visible during lunch periods and perform security checks of doors throughout the day. The SRO should perform traffic duty prior to the school day and upon dismissal.
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- involved in crimes or misconduct.
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 41. Coordinates activities with other officers or other City departments as needed; exchanges information with officers in other law enforcement agencies; obtains advice from supervisors and Court Administrator regarding cases, policies and procedures, as needed and assigned.
 42. Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and relays general information about Department activities.
 43. May be assigned duties of Police Corporal upon successful completion of three (3) years of service in the position of Police Officer. This appointment will be based upon prior excelled performance, demonstrated knowledge of position expectations, nomination and support of first line supervisors, and approval of the Chief of Police. The position of Police Corporal may assist the shift Sergeant in supervisory/administrative duties and serves as the shift supervisor in the absence of the Sergeant.
 44. May be assigned to special areas of law enforcement service including Operations, Code Enforcement, Logistics / Purchasing, Technical Services, Corrections, Forensic Investigations, Traffic / Traffic Homicide Investigations, Motor Carrier Inspections, Anti-Crime, Narcotics Task Force, and Federal Task Force.

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