



---

Resolution: 081417

**Job Title:** Police Officer

**Department/Division:** Police

**Reports To:** Police Sergeant

**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 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. Enforces all city, county, state, and applicable federal laws, statues, codes, ordinances, and regulations, both traffic and criminal, in order to protect life and property, to prevent crime, and to promote security.
2. Works on various shifts performing security patrols, traffic control, accident investigation, first aid, detection, investigation and arrest of persons involved in crimes or misconduct.
3. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
4. Carries out duties in conformance with Federal, State, and County laws, and City ordinances.
5. 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.
6. 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.
7. Stops vehicles for traffic violations; issues traffic citations and warnings.
8. Obtains/ executes search and arrest warrants.

9. 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.
10. 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.
11. Documents case information; assists with prosecution of offenders; appears in court to present evidence and testimony; prepares case reports as needed.
12. 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.
13. 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.
14. 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.
15. Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and relays general information about Department activities.
16. 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 excellent 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.
17. May be assigned to special areas of law enforcement service including Operations, Code Enforcement, Logistics / Purchasing, Technical Services, School Resource Officer, 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.