

# City of Madison

## Job Description

**Title: Police Officer I**

**Department: Police**

**FLSA Status: Non-Exempt**

**Pay Grade: PD10 (Step 2 and beyond)**

**New Position  Position Change  Effective Date 2/10/2025**

*The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

**General Position Summary:** This position is a post-entry level/trainee position that conducts general duty police duties involving protection of life and property through the enforcement of laws and ordinances. Police Officer I is responsible for the prevention and detection of crime, apprehension of criminals, and the general enforcement of laws and ordinances in a designated area or an assigned shift. Work is performed in accordance with Departmental rules and regulations and established procedures. At times, it involves personal danger. A Police Officer I must be able to act without direct supervision and exercise independent discretion in meeting emergencies. Assignments and instructions are received from a superior officer who reviews work methods and results through reports and observation and is usually available to assist with difficult problems. Police Officer I is mostly assigned to uniform patrol but may be selected for assignment to other divisions and roles in temporary assignments, or more regularly based on recommendation for selection through a valid and approved departmental selection process, as authorized by the Chief of Police. This is a safety sensitive position and is subject to random drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

**Essential Function/Major Responsibilities:**

- Report for duty at the specified time and place wearing the required uniform, and all equipment necessary to sustain themselves until the completion of the tour of duty.
- Provide high quality and effective public safety services to the public to enhance community safety and quality of life.
- Patrol assigned geographic area (zone) in a patrol vehicle, on foot, or on a bicycle (if so assigned) and monitor calls for service.
- Account for and maintain equipment and uniforms in a neat and orderly fashion and make certain they are properly groomed in compliance with Department policy.
- Record necessary and pertinent information disseminated at roll call; inspects, maintains and operates assigned police vehicle in compliance with Department policy, routine patrol, preliminary investigations and traffic regulation duties which may be performed in vehicles, motorcycles or on foot.
- Inspect assigned patrol area for unusual or hazardous conditions and takes appropriate action when such conditions are found.

- Inspect and prepare vehicle and associated equipment for proper maintenance and readiness of use.
- Conduct frequent business and residence checks within assigned area.
- Investigate all suspicious persons and circumstances encountered while on duty.
- Prepare and submit factual written and supplemental reports pertaining to assignments and any investigations necessary.
- Respond to reports of medical emergencies and mentally disabled subjects and places individuals in protective custody as needed (e.g., abused child, elderly or mentally ill adult)
- Conduct preventive patrol during unassigned time.
- Follow orders and instructions and coordinates activities with Police Department personnel and/or other public agencies (e.g., Fire Department, social service agencies) at call/incident
- Process and transports prisoners.
- Pursue, apprehend and question persons who violate laws and ordinances.
- Maintain substantive knowledge of pertinent City, State and Federal laws and ordinances and maintains substantive knowledge and adheres to all Department policies and procedures.
- Collect and preserve evidence at crime scenes.
- Conduct preliminary and follow-up criminal investigations.
- Notify the Investigative Division and provide briefing to relay information about the incident.
- Request other Department and external resources (e.g., supervisor, assist units, K-9, Traffic, Fire) as needed.
- Present testimony in courts of law.
- Assist other officers with investigations or back-up as may be required.
- Must be expected to work hours in excess of their normally scheduled hours in response to department needs and/or City-wide emergencies.
- Use force (e.g., control techniques, taser, baton, chemical agents, firearm) when necessary to restrain or control a violent or resistant person and completes related documentation
- Evacuate persons from dangerous situations (e.g., fire, chemical spill, bomb threat)
- Rescue persons in life threatening situations (e.g., officer down, drowning person, traffic crash victim) if possible, including requesting specialized response units or other agencies
- Administer basic first aid or other medical attention when necessary (e.g., CPR, control bleeding, treat choking, AED)
- Identify hazards to life and property (e.g., downed power lines, flooded streets, malfunctioning or damaged traffic control devices) and take appropriate action or make notifications to responsible agencies

### **Secondary Functions:**

- Attend in-service and all other MPD and APOSTC prescribed training, to include all firearms related training and qualifications.
- Perform all other reasonably-related duties as assigned by supervisors or instructed by written directive.

- Mediate disputes, assist with problem solving solutions.

**Job Scope:**

- The supervisor or field training officer assigns work in terms of general instructions.
- The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.
- Guidelines require judgment, selection, and interpretation in application.

**Supervisory Responsibilities:**

- None

**Interpersonal Contacts:**

- This position has contact with representatives of other law enforcement agencies, other city agencies including business development and planning agencies, co-workers, and members of the general public.

**Specific Job Skills:**

- Demonstrate basic knowledge of patrol procedures and practices; demonstrate basic knowledge of currently accepted investigative techniques; display basic working knowledge of criminal and traffic codes; and
- Knowledge of the philosophies, theories, practices and techniques of modern police and/or fire administration, management and operations.
- Knowledge of modern police practices and approved methods of police work and applicable Federal and State and municipal laws and ordinances.
- Knowledge of Constitutional law as it relates to police operations and procedures to enforce laws and protect citizens' rights
- Knowledge of criminal law, juvenile law and court decisions.
- Knowledge of the geography of the area.
- Knowledge of Departmental and Human Resources procedures, rules and regulations.
- Knowledge of courtroom procedures.
- Knowledge of community resources.
- Knowledge of the operation of city and state agencies and the services which they provide the community.
- Knowledge and understanding of principles of human behavior.
- Skills with Map Reading: Read city, street, or area maps in order to identify and navigate to a specific geographical location
- Computer Skills: Operate computer equipment and systems; use keyboard, mouse, and various software programs to access database information and prepare reports and forms
- Skills to operate vehicles and Equipment: Operate a vehicle safely; operate associated equipment such as lights and sirens; use radio, MDT, and other communication systems.
- Skill to utilize firearms and other approved weapons safely.

- Skill in unarmed self-defense.
- Ability to understand and apply written and verbal orders and directives.
- Ability to deal firmly and courteously with the public.
- Ability to handle stressful and rapidly changing situations.
- Ability to adjust behavior and methods to adjust to changing conditions, rules, and expectations.
- Ability to work as a member of a team.
- Ability to communicate effectively orally and in writing.
- Ability to analyze situations quickly and objectively and to determine proper courses of action.
- Ability to react quickly and calmly in emergency situations.
- Ability to develop skills in the use and care of firearms and other such regular and special equipment as may be assigned.
- Ability to work independently and with minimum amount of direction.
- Ability to prepare detailed written reports and maintain records.
- Ability to complete highly varied and diverse tasks and assignments under general direction independent of direct supervision.
- Ability to establish and maintain effective working relationships with others.
- Ability to develop skills in the use and care of regular and special police equipment as may be assigned.
- Ability to successfully complete specialized training programs.
- Ability to address large groups to make detailed presentations.
- Ability to have patience and work with school age children.

**Education and/or Experience:**

- Must be at least 21 years of age upon completion of basic training (approximately 3 months).
- High School graduate or equivalent.
- Satisfactory completion of all phases of the personnel selection process for Police Officers as established by the City of Madison.
- Must be able to successfully complete probationary period as a Police Officer.
- Possess the State mandated certification from the Alabama Peace Officers Standards and Training (APOST) Commission and meet all APOST rules and requirements.
- Satisfaction with the requirements established by the City of Madison.
- Possess the required educational level or its equivalent in order to perform and comprehend the required knowledge, skills, and abilities.
- Ability to successfully complete job-related courses as required.

**Job Conditions:**

- Adhere to the Madison Police Department's core values (SAFE).
- Work is performed in an office, on the street and in a vehicle.
- Strong background record required, due to interaction with the public and children, accessibility to city property and evidence room, protection of property for residents and businesses (which may include securing and handling valuables, cash and other inventory).
- Must maintain a current Alabama driver's license, and a strong driving record for city-insurance purpose and record may be periodically checked by the City.
- Must obtain APOST certification remain in good standing.

- Must maintain physical conditioning to meet physical requirements of Police work, must participate in Physical Agility evaluations, and physical evaluation upon absence from duty for a condition that could affect performance.
- Willingness to travel for weeks at a time for schools/training or other department related functions.
- Must be flexible to serve other roles in the department, to best meet the needs of the department and the public.
- Must be able to work nonstandard hours and be available for work on weekends and holidays. Must be able to work overtime with little or no notice.
- May be required to be on-call during off-duty hours.
- Must be willing to rotate to a different assignment if required.
- Must work, under direction, at the scene of emergency incidents that could include various hazards from fumes, chemicals, toxic substances, obstacles, and adverse weather conditions.
- Must be willing to continue education in order to meet changing job demands and certification and training requirements set by the department.
- Maintain passing grades on all tests and examinations administered by the Madison Police and any assigned APOSTC certified police academy.

**Physical Capabilities:**

- See well enough to operate a vehicle, read, safely operate a weapon and observe or detect suspicious activities.
- Hear well enough to communicate by radio, telephone or any other transmitting device.
- Speak well enough to communicate your meaning and to address varying sized groups and effectively testify in a courtroom setting.
- Possess strength enough to control individuals in physical confrontations.
- Dexterity of limbs hands and fingers to write and use a wide range of personal protection devices.
- Stamina to pass a Department Approved Police Officer Physical Agility test to validate physical requirements up to twice a year and to successfully meet APOST physical agility examination requirements.
- Work requires ability to communicate, attend to tasks without distractions, reason effectively, use effective judgment, maintain alertness and awareness, perform multiple concurrent tasks, and exercise memory.
- Physical stamina and agility are sufficient to perform physical activities such as climb up and down stairs, run quickly, crawl through windows and other spaces, and to sustain this activity for the duration of a pursuit or an emergency.
- Work requires the ability to perceive and discriminate colors, sounds, tastes, odor, depth and texture.
- Must be able to run short distances, climb fences, push a car and other obstacles a short distance, and have the stamina to dry fire a weapon multiple times after performing these types of physical tasks.
- Physical tolerance to adapt and perform under adverse and stressful conditions.

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Department Head Approval, Date

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Mayor Approval, Date