



employee participates in on-the-job training, and directed self-study in preparation to attend an approved Alabama Peace Officers Standards and Training Commission (APOSTC) certification program. The preparatory training includes reading text materials and studying in order to acquire and maintain proficiency in the knowledge, skills and abilities needed to perform the tasks of a Police Officer. Employee receives training in law enforcement skills. Recruit will also assist the Department in normal law enforcement duties but will do so under close supervision. All work is performed under the direct supervision of a Shift Lieutenant or Captain in accordance with well-defined procedures. Upon successful completion of the prescribed APOSTC certification training program, trainee will be eligible to become probationary Police Officer. This job is an entry-level recruit, certification as a Police Officer is required to remain in this job field. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**Recruit Activities and Training. Employee attends and participates in Department activities designed to prepare them to attend APOSTC training.**

1. Receives practical on-the-job training in the techniques and processes used by police officers in performing various law enforcement activities.
2. Learns basic law enforcement skills by practicing supervised drills, and on-the-job training.
3. Learns about the Department's equipment, how it is operated and maintained; and learns how to properly and safely use the equipment.
4. Learns about some of the selected Department's rules and regulations, Standard Operating Procedures (SOPs) and other written guidelines and policies.
5. Actively participates in presentations; does required reading and work as necessary to keep up with the prescribed training.
6. Assists in providing services to the community such as security checks, public education and other related activities.
7. Responds to emergencies with assigned police officer.
8. Assists in performing basic law enforcement activities.

**ESSENTIAL FUNCTION: Security. The employee provides security for buildings, meetings, and events throughout the City.**

1. Reports to supervisor for special instructions and an outline of duties to be performed.

2. Assists in providing security for public events within the City's jurisdiction including such events as sporting events, elections, dignitary visits, etc.
3. Assists in providing security as directed at major crime scenes, fatality wreck scenes, designated protected areas, hazardous materials and chemical spills, etc.; verifies identity of necessary personnel entering crime for investigation purposes; provides security to prevent looting and vandalism in places of natural disaster such as tornado ravaged residential areas; assists EMA and FEMA officials as well as other support agencies.

**ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.**

1. Promotes good public relations by answering citizens' questions and complaints.
2. Assists in school and community functions.
3. Assists stranded motorists; may unlock vehicles as requested.
4. Refers citizens to appropriate agencies for inquiries regarding civil matters (i.e.: custody, evictions, etc.).
5. Attends training and development programs necessary to maintain personal and departmental requirements.
6. Attends specialized training classes to achieve specific expertise needed for current job or promotion.
7. Participates in safety and educational classes.
8. Maintains physical condition required for performance of duties.
9. Wears required safety and protective devices and equipment according to situation.
10. Performs other related duties as assigned.

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of the City, its buildings, and road system.
2. \*Knowledge of City, State, and Federal law and court procedures.
3. \*Knowledge of disaster and emergency procedures.
4. \*Knowledge of City and department rules, regulations, policies, and procedures.
5. \*Knowledge of maintenance and use of different types of weapons.
6. \*Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
7. \*Knowledge of law enforcement procedures and techniques.
8. \*Knowledge of all forms and other paperwork required for Patrol Division.

9. \*Knowledge of evidence preservation/collection including fingerprinting.
10. \*Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
11. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
12. Reading skills to read and understand department rules, regulations, policies, and procedures.
13. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
14. Math skills to perform basic calculations (add, subtract, multiply, divide).
15. Listening skills to receive radio calls, take complaints, and interview witnesses.
16. Skills to properly maintain and use all types of weapons required to carry out job duties as described herein.
17. Ability to pursue and detain a fleeing or belligerent individual.
18. Ability to use a computer as needed for data entry, word processing, reports, and investigative strategies.
19. Ability to deal firmly and tactfully with the public.
20. Ability to maintain composure in stressful situations.
21. Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
22. Ability to perform work under supervision.
23. Ability to multi-task.
24. Ability to organize files and work assignments.
25. Ability to obtain information through interview and interrogation.
26. Ability to speak clearly and factually in court and other situations.
27. Ability to work outdoors under adverse conditions.
28. Ability to travel on foot for long distances without stopping, must be able to run, climb, jump, and crawl.
29. Ability to use a two-way radio.
30. Ability to drive.

### Minimum Qualifications

1. Possess a high school diploma or GED.
2. Must be at least nineteen (19) years of age.
3. Ability to complete and be certified as a Police Officer as required by the Alabama Peace Officers Standards and Training Commission (APOSTC); passing the written exam with score of 70% or higher.
4. Possess a current and valid driver's license and be insurable.
5. Must be U.S. citizen.
6. Ability to pass the APOSTC PT test prior to hire.
7. Ability to participate in continuing educational activities to acquire and maintain credentials.
8. Ability to wear appropriate uniforms and safety equipment.

9. Ability to work nonstandard hours and emergency call-backs.
10. Ability to travel as required.
11. Ability to pass a pre-employment background check, random drug screens, and psychological testing.

### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

### Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

### Acknowledgment

*I acknowledge that I have received a copy of my job description.*

*I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.*

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Printed name

Signature

Date