

## **POLICE OFFICER POLICE DEPARTMENT**

### **NATURE OF WORK**

This is general duty police work in protecting life and property through the enforcement of laws and ordinances. Work involves an element of personal danger. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures, however, employees must be able to act without direct supervision in meeting emergencies. Work is reviewed through reports inspection and observation of results obtained.

### **EXAMPLES OF DUTIES**

Patrol an assigned area on foot or in a car to preserve law and order, to prevent and discover the commission of crime; check doors and windows of business establishments; investigate unusual crowds of people, enforce vehicle parking and operating laws; watch for and make investigations of wanted and missing persons and property. Respond to the scene of crimes and accidents; search for and preserve evidence; investigate clues; search for and apprehend violators, obtain witnesses and testify in court. Escort funerals and persons transporting money. Assist children at street crossings and control pedestrians in compliance with safety laws. Escort prisoners to police station; book charges, testify and present evidence in court. Direct traffic at intersections; enforce traffic laws; give information concerning location of streets, routes and buildings. Prepare various reports and maintain records. Maintain good public relations. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities**

Through knowledge of modern police methods, principals, procedures and practices with the ability to apply this knowledge to specific situations. Considerable knowledge of federal and state laws both felony and misdemeanor; city ordinances; court proceedings; preparation of court cases and documents. Thorough knowledge of department rules and regulations. Possess good judgment with the ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances. Ability to think clearly and make logical decisions in stressful situations. Ability to observe situations analytically and objectively and to report and record them accurately and completely. Ability to understand written instructions, prepare clear and comprehensive reports and to communicate clearly and distinctly. Ability to deal firmly yet courteously with the public. Good working knowledge of the city's geography and location of important buildings or ability to learn quickly. Knowledge of first aid principals and their application. Physical strength and agility to perform duties of the job. Possess excellent driving ability and proficient in the use of firearms.

#### **Training and Experience**

Graduation from a standard high school or GED. Completion of the minimum standards for law enforcement officers as established by Alabama Law.

**Special Requirements**

Current Certificate of Compliance for the State of Alabama as a Certified Law Enforcement Officer. Successful completion of any mandatory courses or training to maintain certification. Valid Driver License.

**CLASSIFICATION:** Public Safety. FLSA Non-Exempt