

# *City of Tuscumbia*

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## **Position of Job Description**

POSITION TITLE: Police Officer

APPROVED BY: Chief Logan

REPORTS TO: Police Sergeant

DATE APPROVED:

DEPARTMENT: Police

ANNUAL SALARY: (see notice)

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### **POSITION PURPOSE**

Under the supervision of the Police Sergeant, patrols the designated areas of the City of Tuscumbia and performs general police duties on assigned shift for the enforcement of the laws; detection, suppression, and prevention of crime; apprehension of violators; preservation of peace and protection of property.

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### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. Patrols assigned beat or designated area of the City. Becomes familiar with beat and persons living in the area. Observes and investigates conditions, suspicious persons, et cetera which may cause or promote commission of crimes, other crimes, or other incidents that require police service.
  2. Reports road safety or other hazards that may endanger public safety.
  3. Observes public gatherings, maintains order or quells disturbances.
  4. Reports to scene of accidents, renders first aid to injured, and investigates causes and results of accident.
  5. Provides security service for business establishments and residents.
  6. Investigates and disposes of minor complaints of citizens. Settles disputes by peaceful persuasion and explains limits of jurisdiction, et cetera. Makes arrests as necessary.
  7. Answers emergency calls such as illnesses, fires, explosions, et cetera, and calls involving crimes. Makes preliminary investigation, preserves physical evidence, photographs scene, apprehends violators, and makes arrests.
  8. Serves warrants and makes arrests for felonies and misdemeanors.
  9. Writes and files daily activity reports.
  10. Directs, re-routes traffic around fire, accident or other disruptions.
  11. Investigates establishments and persons suspected of violating vice laws. Aids in raids, makes arrests and obtains evidence for use in prosecution of violators.
  12. Books person arrested, arranges for storage of valuables and directs person to jail cell. Makes periodic security checks for prisoners.
  13. Appears in court, testifies and presents case information and performs duties related to court activities.
  14. Patrols school areas and directs traffic at school crossings.
  15. Operates police radio communications systems as required.
  16. Performs other police duties as assigned or required.
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## PERFORMANCE MEASUREMENTS

1. Adheres to city policy and procedures.
  2. Must be courteous and efficient.
  3. Establishes and maintains effective working relationships with others in working toward common goals. Contributes to a work atmosphere conducive to team development. Shares information, expertise and resources with others.
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## PHYSICAL STRENGTH

May be required to drive or operate two or four wheeled automotive vehicles and possess a valid operator's permit.

Must be certified by a licensed physician to being physically fit to perform the duties of a police officer.

Must be able to pass an agility course.

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## WORKING CONDITIONS

Must be able to work in all kinds of weather and under hazardous conditions over sustaining periods of time.

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## REQUIREMENTS OF THIS POSITION

Age: Minimum 21 years of age

Background: Background investigation of your criminal, driving and credit histories; possibly a polygraph examination will be conducted.

Character: Must be a citizen of the United States. Must be of good character and have never been convicted of a felony or misdemeanor involving force, violence, or moral turpitude.

Documentation: Must submit a copy of the following with this application: three (3) Letters of Recommendation; Service Discharge Records (DD214) if applicable; High School Diploma, or GED Certificate; Driver's License and Academy Certificate.

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## QUALIFICATIONS

1. Education: Academic High School Diploma, or GED
2. Skills/Abilities: Must agree to attend the minimum standards training academy as required by the Alabama Peace Officers Standards and Training Commission.