

City of Hartselle

Job Description

Title: Patrol Officer

Department: Police

FLSA: Non-Exempt

Reports to: Sergeant

Effective Date: 07/12/2016

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.

JOB SUMMARY: This position is responsible for protecting the citizens and property of the State of Alabama and the City of Hartselle.

MAJOR DUTIES:

Patrol Duties:

- o Enforces ordinances of the City of Hartselle and applicable state and federal laws, by issuing citations or apprehending and arresting violators. Patrols in a manner that promotes positive community relations. Patrols to prevent and discover commission of crime.
- o Investigates automobile accidents within the city limits of Hartselle, serves warrants and subpoenas, responds to calls involving misdemeanor and felony crimes, a variety of domestic disturbances and assists other emergency service personnel when requested.
- o Provides escorts as necessary to insure the safety of the public, directs traffic at school crossings, accidents scenes, and fire scenes.
- o Conducts building checks during all hours of the day.
- o Conducts preliminary investigation of misdemeanor cases; secures evidence at crime scene.
- o Prepares incident and accident reports, Uniform Traffic Citations, uniform Non-Traffic Citations, Missing Person Reports, Field Interview Reports, case reports for the District Attorney's Office.
- o Ensures prisoner property is secured and accounted for.
- o Transfers prisoners as required to county jail.

Civil and Criminal Process:

- o Serves and executes warrants.
- o Serves subpoenas.

Miscellaneous:

- o Maintains positive public relations with the community.
- o Testifies in court.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THIS POSITION:

- o Knowledge of city, state, and federal laws.
- o Knowledge of court procedures.
- o Knowledge of disaster and emergency procedures.
- o Knowledge of modern police principles, methods, and procedures.
- o Knowledge of department rules, procedures, and regulations.
- o Knowledge of Community Oriented Policing philosophies.
- o Skill in maintaining effective working relationships with co-workers, other city departments, and the public.
- o Skill in decision making.
- o Skill in analyzing, developing, and implementing effective and reasonable courses of action.
- o Skill in interviewing and obtaining statements from witnesses, suspects, and complainants.
- o Skill in basic mathematics.
- o Skill in preparing reports, records, and files.
- o Skill in the operation of computer systems, Microsoft Office, job-related software, firearms, two-way radio equipment, and other law enforcement equipment.
- o Skill in maintaining emotional stability in stressful and dangerous situations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Sergeant 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 final results.

GUIDELINES: Guidelines include state criminal and traffic laws, federal and state case laws, city ordinances, and department policies. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties connected to protecting the citizens and property of the State of Alabama and the City of Hartselle. Potentially life-threatening situations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to protect the citizens and property of the State of Alabama and the City of Hartselle. Successful performance helps ensure a safe environment within the city.

PERSONAL CONTACTS: Contacts are typically with co-workers, Fire Department personnel, EMS personnel, the Mayor, City Council members, other law enforcement agencies and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, interrogate persons, and resolve problems

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office, patrol vehicles, computer room, or outdoors where the employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as gloves and ballistics vests.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Must have or be able to obtain a valid Alabama driver's license and be insurable.
- o Must be able to pass physical requirements specific to duty position.
- o Possess a high school diploma or its equivalent due to required knowledge, skills, and abilities. Some professional work experience or advanced education is preferred.
- o Must have or be able to obtain certification from Alabama Peace Officer Standards and Training Commission within the first 9 months of employment.