

DEFINITION

This is general police work in the protection of life and property through the enforcement of laws and ordinances. Assignments may lie in the Field Operations, Investigative Services, Staff Services or Administrative Investigations Bureaus.

Police Officers perform work in accordance with department rules and regulations, general and special orders and receive assignments and instructions from officers of higher rank. In the Field Operations Bureau, work normally consists of routine patrol, selected patrol, preliminary criminal investigations and traffic regulation duties in a designated area on an assigned shift and which may be performed in patrol cars, motorcycles, or on foot. Assignment to other Bureaus will be for specialized tasks on a temporary duty basis. Work may involve an element of personal danger and employees must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Work methods and results are checked by superior officers through personal inspections, review of reports and discussions.

EXAMPLES OF WORK PERFORMED (All duties may not be assigned to all employees in this position, nor does the list necessarily include all tasks which may be assigned to employees in this position.)

**Essential Job Functions:**

Patrols a designated area of the City on foot, or in a motor vehicle to preserve law and order, to prevent and discover the commission of crime, to direct traffic at school crossings and street intersections and to enforce traffic and parking regulations.

Answers calls for complaints involving fire, motor vehicle collisions, robberies, assaults, rapes, domestic disturbances and other misdemeanors and felonies.

At the scene of a crime administers emergency medical aid, conducts criminal investigations, gathers evidence, obtains witnesses and makes arrests; later testifies as witness in court.

At the scene of motor vehicle collisions, administers emergency medical aid, interviews witnesses and gathers information and prepares detailed accident investigation reports.

Interviews persons with complaints and inquiries and attempts to make proper disposition or directs them to proper authorities.

Gives advice on laws and ordinances and general information to the public.

**IMPORTANT JOB FUNCTIONS:**

Completes regular training courses in police methods, emergency medical aid, weapons use, investigative techniques and related subjects.

May be assigned to any division within the department by the Police Chief for the performance of specialized duties such as; providing counseling and education to students as a School Resource Officer; investigating narcotics use and distribution cases; conducting investigations of crime scenes and reports; serving warrants, subpoenas, and summons; conducting hostage rescues as part of SWAT team; investigating motor vehicle collisions or reconstructing them as part of a crash team, and serving as bomb technician, K-9 trainer and handler or ordinance officer.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**Material and Equipment Used:**

Police vehicle	Firearms	Handcuffs	Baton	Flashlight
Car radio	Radar	Camera	Chemical Spray	
Portable Radio	Protective Mask	Decontamination Kit	Fire Extinguisher	
Pager	Cell Phone	Police K-9	Computer	
General Office Equipment	Evidence Collection Equipment			

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Geography of the City and the location of important buildings, or ability to acquire this knowledge rapidly.

All applicable state, federal and local ordinances, laws, rules and regulations.

Basic crime prevention techniques.

Principles and practices of modern policing strategies, tactics, and procedures.

First aid principles and skill in their application.

**Skill in:**

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Conducting in depth interviews of suspects, witnesses, victims, etc.

The use and operation of all assigned equipment to include: police vehicle, emergency equipment, fire arms, restraint devices, technical and/or specialized equipment and basic first aid equipment.

**Mental and Physical Abilities:**

Ability to learn police methods, practices and procedures and ability to apply this knowledge to specific situations.

Ability to remember names, faces and details of incidents.

Ability to understand and carry out oral and written instructions.

Ability to develop skill in the use of firearms.

Ability to deal courteously but firmly with the public.

Ability to analyze situations and to adopt quick, effective and reasonable courses of action, with due regard to surrounding hazards and circumstances.

Ability to prepare clear and comprehensive reports.

Ability to think clearly and make logical decisions in stressful situations.

Ability to be regular and dependable in attendance.

Ability to maintain effective work relationships.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; ascend and descend stairs, ladders, ramps, fences, scaffolding, etc.; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; speak and hear; use color, texture, sound, shape and odor perception; and push, pull and/or lift over 50 pounds frequently and over 100 pounds occasionally.

**Working Conditions:**

Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life threatening situation such as armed and/or violent arrestees.

Work is performed in an office, police vehicle and in the field exposing the employee to various outside atmospheric conditions; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools, or machinery, electrical shock, radiation, explosions, falling from high, exposed places, and/or toxic or caustic chemicals. The employee is frequently exposed to persons who have contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job.

The incumbent's working conditions are typically moderately quiet to very loud.

Working time may require irregular hours, shift times, and/or on-call status.

QUALIFICATIONS

Graduation from high school or GED. (Act No. 71-156, 3rd Sp. Sess., 1971 AL Legislature.)

Certification as a Police Officer is preferred.

A completed employment application to include, but not limited to, detailed description of duties, month and year, and complete address on each job listed.

CONDITION OF EMPLOYMENT/PROMOTION/TRANSFER

The City of Dothan's Police Department will administer a polygraph examination to anyone hired/promoted/transferred into the Police Department. The examination will be a question and answer test that covers areas of your background, including but not limited to your employment application, employment history, involvement in criminal activity, such as thefts and domestic violence, drug usage and participation in the distribution of illegal and legal prescription medications.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid operator driver's license and an acceptable driving record. (PBA09/10/01)

Applicant must be at least 21 years of age at time-of-hire.

The applicant must meet the minimum standards for law enforcement officers as established by Alabama Law (Act No. 71-156, 3rd Sp. Sess., 1971 AL Legislature.)

In an emergency and/or standby situation an employee in this position must be able to report to his/her regular work station in a maximum of 30 minutes from the time of notification. (PBA 01/09/95)

An employee in this position is subject to random drug testing. (PBA 8-13-90)

An Applicant for this position is subject to a background investigation to include credit reports.

Must meet the City of Dothan's employment physical standards which includes drug/alcohol testing.