

822 12/17/09

**JOB DESCRIPTION  
CITY OF JACKSONVILLE, ALABAMA**

APPROVED BY MAYOR AND CITY COUNCIL
DL AMENDMENT
NOV 23 2009
Approved by City Council, April 15, 1999 CITY OF JACKSONVILLE Jacksonville, Alabama

**POLICE OFFICER**  
Range 37

**DESCRIPTION**

This is general duty police work in the protection of life and property through the enforcement of laws and ordinances.

Police officers perform work in accordance with departmental rules and regulations and receive assignments and instructions from police officers of higher rank. Work normally consists of routine patrol, preliminary investigations and traffic regulation duties in a designated area on an assigned shift and which may be performed in cruiser cars, or on foot. Work involves an element of personal danger and employees must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Employees may be assigned to work on special assignments which call upon specialized abilities and knowledge usually attained through experience as a uniformed officer. Work methods and results are checked by superior officers through personal inspections, review of reports and discussions.

**EXAMPLES OF WORK PERFORMED**

(All duties listed may not be found in each position, nor does the list include all tasks which may be assigned to positions in this class.)

Patrol a designated area in an automobile 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.

Document and record case information.

Answer calls for complaints involving fire, automobile accidents, robberies, and other misdemeanors and felonies.

Administer first aid at the scene of crime; conduct preliminary investigations; gather evidence; obtain witnesses and make arrests; testify as witness in court.

Administer first aid at the scene of automobile accidents; interview witnesses; gather information; and prepare detailed accident investigation reports. May investigate crimes involving misdemeanors and felonies.

Interview persons with complaints and inquires and attempt to make proper disposition or direct them to proper authorities.

Advise on laws and ordinances and general information to the public.

Attend regular training classes in police methods, first aid, target practice, and related subjects.

May assist City departments in the performance of specialized duties such as criminal investigation or photography.

Investigate suspicious vehicles, persons, and activities; check businesses and residents for security.

Assist disabled motorists and unlock vehicles.

Serve warrants and make arrests.

Maintain alertness for stolen vehicles, wanted persons, escapees, and missing persons.

Identify and report street hazards and faulty signals to the Street and Sanitation Department.

Present case facts to the magistrate and district attorney; appear in court and testify.

Perform related work as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Reasonable knowledge of police methods, practices, and procedures; ability to apply this knowledge to specific situations.

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

Ability to remember names, faces, and details of incidents; ability to keep confidentiality.

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 and to obtain and keep the public's trust.

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.

Physical strength and agility and freedom from serious physical defects as indicated by a physical examination; ability to deal with high levels of stress.

Ability to speak clearly and distinctly.

### **QUALIFICATIONS**

Graduation from a standard senior high school.

Must be of good moral character.

Some experience in working with the public.

Successfully completed 12-week police academy training program within one (1) year of hire date.

### **NECESSARY SPECIAL REQUIREMENTS**

The applicant shall meet the minimum standards as established by Alabama Law for law enforcement officers. Continuing education is required under Alabama State Law.

Must possess a valid driver's license and a driving record suitable for insurability.

**If required by the appointing authority, the applicant shall:**

1. Complete satisfactorily the tests administered by the Calhoun-Cleburne Mental Health Center, including the Minnesota Multiphasic Personality Inventory.
2. Satisfactorily pass a physical examination given by a local physician.
3. Successfully complete the physical agility course prescribed by the Alabama Peace Officers Standards and Training Commission.

AMENDED BY CITY COUNCIL NOVEMBER 23, 2009 TO REQUIRE VALID DRIVER'S LICENSE ONLY.  
(REMOVED STATE OF ALABAMA)

AMENDED BY CSB 12/7/09