

PUBLIC NOTICE

Job Opening-Certified/Non-Certified Police Officer

The City of Rainbow City is now taking applications for a full-time Certified/Non-Certified Police Officer. Full benefits (100% paid BCBS health/dental insurance premiums, LTD, vacation, sick, State of Alabama Retirement, \$25,000 paid life insurance premium, longevity pay and 10 paid holidays per year).

Closing Date: Friday July 22, 2022 at 4:00 p.m.

An equal opportunity employer in compliance with ADA regulations, Alabama Drug-Free Workplace Policy and a participant of E-Verify.

I, BETH LEE, CITY CLERK OF THE CITY OF RAINBOW CITY, ALABAMA, DO HEREBY CERTIFY THAT THE FOREGOING JOB OPENING WAS DULY POSTED ON THE 12th DAY OF JULY 2022 AT THE FOLLOWING LOCATIONS:

**RAINBOW CITY HALL
WINN DIXIE
LOCAL JOE'S
www.rbcAlabama.com**

CITY OF RAINBOW CITY

JOB DESCRIPTION

Job Title: Police Officer

Department: Police

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Police Sergeant

Subordinate Staff: None

Internal Contacts: All City Departments

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Alabama Department of Human Resources (DHR); Alabama Department of Corrections (DOC); Alabama Peace Officers' Standards and Training Commission (APOSTC); Alabama Department of Transportation (ALDOT); Alabama Department of Public Health (DPH); Other Law Enforcement Agencies; Ambulatory Services; Sheriff; Game Warden; Schools; Hospitals; Mental Health; Juvenile Probation; Attorneys; District Attorney; District/Circuit Courts; Department of Homeland Security (DHS); E-911; County Emergency Management Agency

Job Summary

Under the supervision of the Police Sergeant, the employee performs law enforcement activities on behalf of the City Police Department; work normally consists of routine patrol, preliminary investigations and traffic regulation duties in a designated area on an assigned shift; processes civil and criminal papers in accordance with established procedures; provides security for court proceedings; and for special events held

throughout the City; and performs maintenance checks on equipment prior to each shift. The employee prepares, documents, and submits accurate reports. The employee ensures equipment and uniforms are always maintained and serviceable. Employee provides traffic control and issues citations as needed. Employee must exercise quick, independent, and sound judgment and display initiative in applying work methods to emergency situations which arise when superior officers are not immediately available. Work requires dedication to public service often made difficult by emotional or physical stress of events. Work is usually performed in accordance with well-defined procedures and reviewed through conferences, written reports, inspections, and observation of results obtained. This is an entry-level job in the law enforcement job classification. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Patrol Operations and Service Calls. The employee patrols community and ensures all state and local laws are enforced within the community.

1. Reports to shift supervisor for assigned area and instructions.
2. Patrols City businesses, schools, churches, private residences, and other special areas as directed by supervisor and conducts building searches of anything found open or disturbed.
3. Makes notes during patrol of any situation that does not appear normal for the areas, time of day, weather conditions, volume of traffic, assemblage of persons, etc.
4. Varies patrol route to prevent establishing a predictable pattern.
5. Responds to and investigates any complaint received; prepares a written report for each investigation.
6. Initiates investigation of complaints; informs supervisor and Detective of known facts, suspects, and situation.
7. Provides backup support for other law enforcement officers, including those from other agencies as required.
8. Issues Uniform Traffic Citations (UTCs) and electronic tickets for violations of traffic laws.
9. Operates a variety of measuring devices to apprehend speeders.
10. Responds to traffic accidents and conducts investigations for accidents on public and private property; interviews victims and witnesses.
11. Establishes traffic control and police protection at incidents which may cause or attract crowds.

12. Performs crowd and traffic control at parades, funeral processions, and sporting events.
13. Reports defective streetlights, signs, road surfaces, or other facilities which service the public.
14. Assists in conducting traffic surveys to determine problem areas.
15. Assists in removing disabled vehicles and obstructions from roadways.
16. Assists stranded motorists; keeps traffic moving smoothly and safely; watches for traffic violations; directs traffic as required; assists with or provides escorts for funeral processions; performs emergency relays such as blood transports as required.
17. Assists in medical emergencies as needed by rendering first aid or assisting medical personnel.
18. Operates two-way radio in accordance with approved procedures; maintains radio contact with dispatcher; provides point-to-point communication with multi-agency responses requiring separate frequency utilization, such as state troopers, county sheriff's departments, emergency management, ambulance services, etc.
19. Notifies supervisor of unusual problems or complaints encountered.
20. Enforces all laws of the State of Alabama and the City.
21. Prepares written reports of offenses investigated, arrests, daily activities, unusual events, force used, buildings checked, field interviews, etc.
22. Remains on watch for property, business, and dwelling fires; upon discovery, notifies the appropriate responding agencies and evacuates all persons from the structure or area; provides any assistance necessary to the responding agencies.
23. Operates the department designated breath testing device when certified for obtaining scientific evidence in suspected driving under the influence (DUI) related cases; maintains DPH and court related documents and evidence information as required.
24. Responds to reports of chemical accidents and exposure to hazardous materials; attempts to identify the material by placard, four-digit identification (ID) number or crate description; uses Haz-Mat Guide to initiate appropriate response; evacuates and secures area; contacts communications and supervisor.
25. Maintains and investigates crime scenes, when necessary; may collect fingerprints, take photographs, make sketches, and collect other evidence.
26. Accompanies DHR personnel to check on cases of possible abuse.
27. Checks with area businesses to determine problem areas.
28. Answers residential and business burglar alarms.
29. Provides security for municipal court on a rotational basis.
30. Performs duties as a Field Training Officer as directed after gaining at least two (2) years of patrol officer experience.
31. Functions as a Field Training Officer (FTO) as assigned after gaining requisite experience.

ESSENTIAL FUNCTION: Civil and Criminal Process. The employee serves court issued papers and follows Departmental procedures when dealing with arrestees and the community.

1. Receives outline of duties to be performed from supervisor.
2. Serves various types of court issued papers in accordance with established procedures; provides general information to person receiving papers regarding their responsibility of response or action.
3. Makes written execution documenting service of court issued papers including date of service, place of service and person receiving process.
4. Presents and executes warrants of arrest on persons identified by appropriate issuing authority; ensures accuracy in identity of arrestee; provides all identification information necessary for incarceration to appropriate corrections staff or transfer agency.
5. Places person arrested by warrant in custody and transports to the Etowah County jail; completes formal booking procedures as required; assists in application of bail within department regulations; assists in transfer to another jurisdictional agency as required.
6. Provides appropriate direction regarding applicable criminal laws to victims or persons involved; advises on options and gives concise information on procedures for obtaining warrants from magistrate or court clerk.
7. Testifies in court as required; answers questions.
8. Executes evictions on persons as directed; arranges for necessary labor and transportation to accommodate physical removal of persons or property from described premises; makes required written return to the issuing authority describing actions taken and condition of property.
9. Locates and serves described persons for mental health evaluation as directed by the Probate Court; utilizes necessary tactics to ensure safety of the public, the detainee, and the officer; transports and prepares written reports to the court, the department file and any mental health treatment facility staff as directed.
10. Follows up on warrant process after arrest.

ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.

1. Promotes good public relations by addressing citizens' questions and complaints.
2. Gives advice on laws and ordinances and general information to the public.
3. Assists in school and community functions.
4. Assists stranded motorists; may unlock vehicles as requested.
5. Provides escort for funerals.
6. Escorts employees with money deposits from businesses to banks.

7. Refers citizens to appropriate agencies for inquiries regarding civil matters (i.e., custody, evictions, etc.).
8. Assumes responsibility for assigned vehicle; performs daily check and monthly inspection and arranges for routine and special maintenance with City Shop.
9. Maintains videotapes, digital cameras, video cassette recorders (VCRs), and other surveillance equipment according to requirements; stores equipment as needed.
10. Conducts inspection of police equipment to include weapons, hand-held radios, Tasers, handcuffs, and other assigned items.
11. Provides support to other jurisdictions as needed.
12. Attends training and development programs necessary to maintain personal and departmental requirements.
13. Attends specialized training classes to achieve specific expertise needed for current job or promotion.
14. Participates in safety and educational classes.
15. Maintains physical condition required for performance of duties.
16. Wears required safety and personal protective equipment (PPE) according to Department standard operating procedures (SOPs).

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills, and Abilities

(*Can be acquired on the job)

1. *Knowledge of City and Department SOPs, rules, regulations, policies, and procedures.
2. *Knowledge of the City, its buildings, and road system.
3. *Knowledge of City, state, and federal law and court procedures.
4. *Knowledge of disaster and emergency procedures.
5. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama motor vehicle laws.
6. Knowledge of law enforcement procedures and techniques.
7. Knowledge of all forms and other paperwork required for Patrol Division.
8. Knowledge of evidence preservation/collection including fingerprinting.
9. Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
10. Communication skills to effectively communicate internally and externally, both orally and in writing.
11. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
12. Reading skills to read and understand department rules, regulations, policies, and procedures.

13. Writing skills to prepare plans, procedures, reports, compose letters and documents, using correct English, grammar, spelling, and punctuation.
14. Math skills to perform basic calculations (add, subtract, multiply, divide).
15. Non-verbal communication skills to observe body language and other indicators when interviewing witnesses, suspects, and bystanders.
16. Listening skills to receive radio calls, take complaints, and interview witnesses.
17. Driving skills to operate department vehicle safely and effectively under adverse conditions.
18. Skills to properly maintain and use all types of weapons required to perform job duties as described herein.
19. Ability to pursue and detain a fleeing or belligerent individual.
20. Ability to use a computer for data entry, word processing, reports, and investigative strategies.
21. Ability to deal firmly and tactfully with the public.
22. Ability to maintain composure in stressful situations.
23. Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
24. Ability to perform effective cardio-pulmonary resuscitation (CPR) and First Aid procedures when required.
25. Ability to work independently without close supervision.
26. Ability to multi-task.
27. Ability to organize files and work assignments.
28. Ability to obtain information through interview and interrogation.
29. Ability to speak clearly and factually in court and other situations.
30. Ability to work outdoors under adverse conditions.
31. Ability to travel on foot for long distances without stopping, must be able to run, climb, jump, and crawl.
32. Ability to use a two-way radio.
33. Ability to wear personal protective equipment (PPE).
34. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Must be at least nineteen (19) years of age and a U.S. citizen.
3. Possess the Alabama Peace Officers Standards and Training Commission (APOSTC) certification.
4. Possess a current and valid driver's license; must be insurable.
5. Possess firearm, NCIC, Draeger, Taser, First Aid and cardio-pulmonary (CPR) certifications as required by the Department, and ability to maintain certifications.
6. Ability to wear appropriate uniforms and safety equipment.
7. Ability to work non-standard hours, rotating shifts, and emergency call-backs.
8. Ability to travel as required.

9. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working under extreme weather conditions, subject to physical attack, or similar situations where conditions cannot be controlled.

Equal Opportunity Employment Statement

Rainbow City is an equal opportunity/affirmative action employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Rainbow City makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Acknowledgment

I acknowledge that I have received a copy of my job description.

I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.

Printed name

Signature

Date