

**JOB DESCRIPTION  
CITY OF JACKSONVILLE, ALABAMA**

**POLICE DEPARTMENT**

**POLICE OFFICER**

**RANGE: 18**

**CODE: 812**

Non-Exempt

The City of Jacksonville is an Equal Opportunity Employer

**JOB DEFINITION**

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.

**ESSENTIAL FUNCTIONS**

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 tire, 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 inquire 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.

**ESSENTIAL FUNCTIONS (Continued)**

- 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.
- A person with a disability that 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 reasonable accommodations
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- 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.
- Three (3) months of on the job training required.
- First Aid/CPR certification required.
- Must complete a minimum of twelve (12) hours continuing education each year.
- Ability to maintain a required level of physical fitness in order to perform police duties.
- Must meet minimum standards as established by Alabama state law for law enforcement officers.
- Must have comprehensive knowledge of Code of Alabama; City of Jacksonville Ordinances; Department Standard Operating Procedures

**QUALIFICATIONS**

- High School Diploma or Equivalent.
- Some experience in working with the public.
- Successfully completed state approved Police Academy Training program within one (1) year of hire date.
- Must possess a valid driver's license and a driving record suitable for insurability.

**QUALIFICATIONS (Continued)**

- Satisfactorily pass a physical examination given by a local physician.
- Successfully complete the physical agility course prescribed by the Alabama Peace Officers Standards and Training Commission.
- Must be willing to work non-standard hours and overtime as required.
- Must be physically able to perform the essential functions of the position.
- Must possess adequate computer skills.
- Ability to pass a background investigation.

**SPECIAL REQUIREMENTS**

- **Must obtain Hepatitis Series due to contact with inmates.**