



Police Department
Job Announcement #21-10
April 19, 2021

Closing date: Indefinite*

Please refer to Job Announcement # when applying.

* An announcement with an indefinite closing date may be closed at any time without notice.

This announcement will, at a minimum, remain open through April 27, 2021.

POLICE OFFICER | Job Code: 524

JOB DEFINITION

This position is responsible for law enforcement of City ordinances, and State and Federal statutes in the protection of lives and property. Incumbent works under general supervision of the assigned Police Sergeant.

ESSENTIAL FUNCTIONS

- Enforce City ordinances, State and Federal statutes, and traffic laws.
Investigate traffic accidents.
Conduct preliminary investigations on criminal offenses.
Direct traffic at civic functions, roadway hazards, etc.
Assist rescue and fire personnel at routine calls.
Provide routine preventive patrol at businesses and in residential areas.
Respond to calls for service, both routine and emergency.
Assist stranded motorists.
Investigate emergency alarm calls.
Provide security at school events and civic functions.
Make recommendations to citizens regarding home security, child safety, neighborhood watches, etc.
Complete booking forms, photographs, and relevant paperwork on all subjects arrested.
Perform routine tasks as required.
Perform all other job related duties and tasks as assigned by the Police Sergeant or appropriate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the geography of the City and its police jurisdiction and the location of important buildings.
Working knowledge of the rules and regulations of the Police Department.
Working knowledge of modern police methods and procedures with application to the policies of the Police Department.
Some knowledge of pertinent Federal and State laws and of City ordinances of Arab.
Proficient skill in the use of firearms, Taser, Draeger, NCIC, self-defense, PBT, chemical sprays, and other agents as appropriate.
Ability to understand and carry out both oral and written instructions and the ability to write and give oral instructions.
Ability to deal firmly and tactfully with other employees and 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 take oral and written statements in investigations.
Ability to maintain case files for investigations and prepare cases for presentation in courts of law.
Ability to maintain a required level of physical fitness in order to perform police duties.

QUALIFICATIONS

Be a graduate of an accredited high school or hold a certificate of high school equivalency (GED). Meet minimum standards as established by Alabama State Law for law enforcement officers. Maintain where appropriate certification in weapons and their use, Draeger, NCIC, self-defense, Taser, and chemical agents as appropriate. Possess a valid Alabama driver's license and a driving record suitable for insurability. Willing to work non-standard hours and overtime as required. Willing to travel overnight to attend continuing education courses and workshops as required. Be physically able to perform the essential functions of the position and hold a CPR certification.

Applications may be obtained by email from the Personnel Department or the Arab Police Department.

You may also pick up in person at the police department business office.

Personnel: ppatterson@arabcity.org

APD Business Office: warinvest@arabcity.org

The City of Arab is an Equal Opportunity Employer.