

Job Description
PATROL OFFICER

(updated: 2013-10-03)
(Reviewed 01-20-15)

This is intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Additional and different duties from those set forth below may be required. The City of Daleville is an equal opportunity employer, and thus no person will be excluded from participation in or be subjected to discrimination on the grounds of race, color, handicap, gender, religion, creed, national origin, or age. Reasonable accommodations will be made for qualified disabled applicants or employees. The City of Daleville reserves the right to withdraw any intent to employ at any time.

POSITION SUMMARY

This is a general position and entails various police work in the protection of life and property through the enforcement of laws and ordinances.

REQUIRED EDUCATION / LICENSE / CERTIFICATION

- Possession of valid Alabama driver's license.
- Certification by the Alabama Peace Officer's Standards and Training Commission.
- NCIC certified; CPR and AED trained; Draegar certified.
- Has qualified with issued handgun, rifle, and shotgun.

REQUIRED KNOWLEDGE / EXPERIENCE

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to qualify with weapons: handguns—biannually; shotgun—annually; patrol rifle—annually.
- Diplomacy and effective public relations practices.
- Willingness to learn and increase skills in performance of police work.
- Considerable knowledge of the geography of the City and its surrounding area.

SPECIFIC DUTIES AND RESPONSIBILITIES

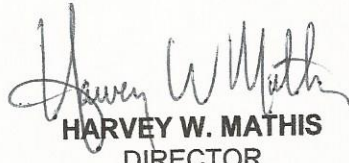
- Patrols a designated area on foot, or in vehicle to preserve law and order; to prevent and discover the commission of a crime; and to enforce traffic laws.
- Answers calls and complaints involving fire, accidents, and crimes.
- Conducts accident investigations providing first-aid for injured, taking safeguards to prevent further accidents; interviews principals and witness, takes written statements from drivers, and witnesses; examines vehicles and roadways; observes traffic control devices; clears the scene of obstructions and wreckage.
- Escorts prisoners to and from court; ensure that prisoners are properly guarded; supervises trustees performing assigned duties.
- Receipts property and evidence being held for court presentation; maintains records of property, evidence, and documents automobiles held or impounded.
- Inspects locations that are likely targets for crime; inspects businesses and public buildings for security after business hours.
- Investigates crimes; searches for and preserves evidence; questions suspects and witnesses; maintains surveillance over persons and places suspected of community crimes.
- Aggressive traffic control in the school zones during school crossing hours.
- Animal control functions, such as: securing loose animals; respond to aggressive animals complaints; investigates calls of animal neglect.
- Perform related duties as required.

WORKING ENVIRONMENT

- May be assigned to any division within the Department for the performance of specialized duties.
- May be assigned to other outside agencies for specialized tasks on temporary duty basis.
- Serves with fire department which requires fire suppression techniques and operation of the equipment on fire truck.
- When required, will serve as a driver for rescue ambulance.
- For short-periods will work in dispatch to relieve dispatcher for break,
- Work may involve an element of personal danger and therefore requires action without direct supervision.

- May be exposed to hostile witnesses and hazardous or stressful situations while completing assignments.

Job Description
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HARVEY W. MATHIS

DIRECTOR
DALEVILLE DEPARTMENT OF PUBLIC SAFETY