



City of Elba, Alabama

200 Buford Street
Elba, Alabama 36323

Mickey Murdock
Mayor

Sally Bane
City Clerk

Pat Boothe
Asst. City Clerk

JOB TITLE: Certified Part-time Police Patrolman

FLSA Status: Non Exempt

Reports to: Police Chief

Opening Date: Immediately

Closing Date: Until positions are filled.

JOB SUMMARY: This is general duty police work in the protection of life and property through the enforcement of laws and ordinances of the State of Alabama and/or the City of Elba. 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 patrol vehicles. Work may involve an element of personal danger and employees must be able to act without direct supervision and exercise independent judgement 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 the Police Chief or his designee through personal inspections, review of reports and discussions.

EXAMPLES OF WORK PERFORMED: (all duties may not be assigned to all employees in this position, nor does this list necessarily include all tasks which may be assigned to employees in this position.)

- a) Patrols a designated area of the city on foot or in a patrol vehicle to preserve law and order, to prevent and discover the commission of a crime, to direct traffic at school crossings and street intersections and to enforce traffic and parking regulations.
- b) Answers calls for complaints involving fire, motor vehicle collisions, robberies, assaults, rapes, domestic disturbances and other misdemeanors and felonies.
- c) At the scene of a crime; administers emergency medical aid, conducts criminal investigations, gathers evidence, identifies witnesses and makes arrests. Later, testifies as a witness in court.
- d) At the scene of a motor vehicle accident; administers emergency medical aid, interviews witnesses and gathers information and prepares detailed accident investigation reports.
- e) Interviews persons with complaints and inquiries and attempts to make proper disposition or directs them to proper authorities.
- f) Provides information on laws and ordinances and general information to the public.
- g) Completes regular training courses in police methods, emergency medical aid, weapons use, vehicle operations, investigative procedures and related subjects.
- h) Assists stranded motorist.
- i) Transports prisoners to and from county facilities and other locations.
- j) Operates Draeger equipment.
- k) Performs related work as required

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:

- a) Ability to learn police methods, practices and procedures and the ability to apply this knowledge to specific situations.
- b) Knowledge of the city, its roads, bridges, important buildings and landmarks.
- c) Communication skills to effectively communicate with general public, court personnel, co-workers and supervisors.
- d) Computer and writing skills to clearly and neatly complete routine forms, records and reports.
- e) Skills in basic math to diagram crime scene and complete accident reports.
- f) Driving skills to properly operate a vehicle under adverse conditions.
- g) Skills to recognize and handle all types of behavior from the general public.
- h) Knowledge of traffic and crowd control.
- i) Ability to carry out oral and written instructions.
- j) Ability to develop skill in the use of firearms.
- k) Ability to remember names, faces and details of incidents.
- l) Knowledge of department rules, regulations, policies and procedures.
- m) Knowledge of modern approved principles, practices and procedures of law enforcement.
- n) Knowledge of disaster and emergency procedures.
- o) Ability to work independently without close supervision.

QUALIFICATIONS:

- a) Must be 21 years of age.
- b) Must possess a regular or advanced high school diploma as approved or recognized by the Alabama Department of Education and/or the Southern Association of Colleges and Schools. A certificate of high school equivalency issued by General Education Development (GED) is acceptable. Correspondence or mail order high school diplomas or certificates are not acceptable.
- c) Must not have any felony convictions as an adult.
- d) Must be a U.S. citizen.
- e) Must be honorably discharged if the applicant served in the armed forces.
- f) Possess APOSTC certification.
- g) Must not be prohibited by state or federal law to own, possess or carry a firearm.
- h) Must be of good moral character.

NECESSARY SPECIAL REQUIREMENTS:

- a) In an emergency or stand-by situation, an employee in this position must be able to report to duty within 30 minutes from notification portal to portal.
- b) Employee in this position must have a phone no later than the day for which they report for the first day of employment.
- c) An employee in this position is subject to random drug testing.
- d) Must possess a valid Alabama driver 's license.

SALARY:

Based on experience.

BENEFITS:

This is a part-time position. No benefits are offered.

ADDITIONAL INFORMATION:

Applications are available at the Elba Police Department, 304 Simmons Street, Elba, AL 36323 or on-line at www.elbaalabama.net/job-opportunities. All applications should be submitted to the Elba Police Department. You may also email your application, resume and cover letter to info@elbaal.gov with the subject line "Certified Part-time Police Patrolman ."

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