

**CITY OF OPELIKA
POSITION DESCRIPTION**

TITLE: POLICE OFFICER

GENERAL DESCRIPTION

The essential function of the position within the organization is to train new recruits and/or secure the safety of the residents of Opelika and apprehend law violators. The position is responsible for enforcing local, state and federal laws and ordinances, patrolling, training, surveillance, public relations, apprehension of law violators, and preparing related paperwork and reports. The position works under general supervision according to some procedures; decides how and when to complete tasks.

PRIMARY DUTIES: *This list represents the essential tasks performed by this position. Employees may be assigned additional duties by management as required.*

Conducts routine car patrols in residential and business areas of the City; maintains contact with business owners and residents to establish good relations; performs security checks for homes and businesses.

Responds to calls for police assistance with situations such as domestic disputes, residential or business break-ins, vehicle accidents, or disputes among juveniles; apprehends law violators as appropriate; conducts surveillance of areas for suspected or potential criminal activity.

Serves as school resource officer, teaching classes on the harmful effects of drugs, providing security for the assigned school, and assisting with problem resolution within the school system.

Provides field training for new officers in preparation for Basic Police Academy; trains new and seasoned officers in areas such as firearms, laws, departmental policies and procedures, preparation for courtroom testimony, departmental dress code, combat, and preparation of paperwork and reports.

Performs public relations, teaching classes for citizens, providing tours of the Police Department, providing information and answering questions at special events, and making presentations to various civic groups.

Serves legal documents such as subpoenas or misdemeanor or felony warrants; assists with traffic control for funeral processions; transports prison inmates, paperwork, and animals as required; assists with fire and rescue calls.

Provides for safe and convenient flow of vehicular and pedestrian traffic within the community; investigates traffic accidents; enforces traffic laws; reports unsafe road conditions to appropriate personnel; and conducts DUI/speeding checks.

Issues civil or legal documents such as traffic citations; prepares forms and other documents as required; testifies in civil and criminal court proceedings or gives depositions.

Completes required paperwork and prepares routine and special reports in compliance with departmental standards.

Maintains equipment of responsibility; performs errands and other non-essential tasks not related to law enforcement as directed.

Attends in-service training and technical or professional classes or seminars to improve technical and professional skills and maintain required certification.

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DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items such as police vehicle or firearms.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

JUDGMENT REQUIREMENTS: *Judgement requirements refers to the frequency and complexity of judgments and decisions given the stability of the work environment, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Requires responsibility for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers, crime victims, criminals, or others in the general public; works in a very fluid environment with guidelines but significant variations.

IMPACT OF ERRORS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death for individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

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EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in law enforcement or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires State of Alabama Driver's License and Alabama Peace Officers Standard and Training certification.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires heavy work involving exerting 50 to 100 pounds of force on a regular basis and exceptional dexterity and skill in operating police equipment and machinery.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for the safety of others, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat and/or cold, wet/humid conditions, bright and/or dim light, dust or pollen, intense noise levels, fumes or noxious odors, heights, violence, disease, traffic, animals/wildlife, explosives, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Opelika is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.