

THE MOUNDVILLE POLICE DEPARTMENT IS ACCEPTING APPLICATIONS FOR THE POSITION OF POLICE OFFICER. APPLICANTS MUST BE APOSTC CERTIFIED AND HAVE A MINIMUM OF 2 YRS LAW ENFORCEMENT EXPERIENCE. APPLICANT MAY PICK UP JOB DESCRIPTION & APPLICATION AT MOUNDVILLE CITY HALL BETWEEN 7:30 AM AND 4:00 PM MONDAY - FRIDAY.

The City of Moundville is an Equal Opportunity Employer.

CITY OF MOUNDVILLE

POLICE PATROL OFFICER

JOB DESCRIPTIONS - police officer

A. General duties

1. A police officer is responsible for the efficient performance of required duties conforming to the oral and written administrative guidance as promulgated by the chief of police. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. The police officer must apply community-oriented policing goals daily and shall there by strive to identify problems and suggest strategies to combat problems, fully enlisting the support of citizens, other officers, and government agencies. The officer must exercise flexibility and adaptability.
2. A police officer shall perform the following activities.
 - a. Detect crimes, identify and apprehend offenders, and participate in subsequent court proceedings.
 - b. Reduce the opportunities for the commission of crime through preventive patrol and other crime-prevention measures.
 - c. Aid people who are in danger of physical harm.
 - d. Facilitate the movement of vehicular and pedestrian traffic.
 - e. Identify potential law enforcement problems.
 - f. Promote and preserve the peace.
 - g. Provide emergency services.
 - h. Actively promote and enlist citizen involvement in combating crime and eliminating disorder.

14. Accomplishes other general duties as they are assigned or become necessary.
15. Cooperates and coordinates with other law-enforcement agencies, correctional institutions, and the courts.

Specific duties and responsibilities - preventive patrol

1. Patrols an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
 - a. Being thoroughly familiar with the assigned route of patrol. This familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, river areas and power stations. Conditions that contribute to crime shall be reported. The location of other emergency services shall be noted.
 - b. Apprehending offenders or wanted persons.
 - c. Completing detailed reports on all crimes, vehicle accidents, arrests, and other incidents requiring police attention.
 - d. Preserving any serious crime scene until the supervisor or investigator arrives.
 - e. Performing security checks of private and commercial buildings, as appropriate.
 - f. Observing and interrogating suspicious persons within the scope of law.
 - g. Issuing traffic citations.
 - h. Being alert for and reporting fires.
 - I. Reporting streetlight and traffic signals out-of-order, street hazards, and any conditions that endanger public safety.
 - j. Observing activities at schools, parks, and playgrounds that suggest criminality or victimization.
 - k. Responding to any public emergency.
2. Conducts a thorough investigation of all offenses and incidents within the area of assignment. Collects evidence and records information that will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.

general knowledge of rules of evidence and laws of search and seizure and interrogation; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms and police equipment; possession of physical ability and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers, and the public; of good moral character.

Employment Application

City of Moundville
P.O. Box 98
Moundville, AL 35474

In accordance with Federal Law and the U.S. Department of Agriculture's policy, this institution is prohibited from discrimination on national origin, sex, age or disability.

(PLEASE PRINT)

Position Applied For _____ Date of Application _____

Last Name _____ First Name _____ Middle Name _____

Address _____ Street _____ City _____ State _____ Zip Code _____

Home Telephone _____ Cell Phone _____ Social Security Number _____

If you are under 18 years of age, please provide required Proof of you eligibility to work? Yes No

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

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Can you travel if a job requires it? Yes No

Have you been convicted of a felony? Yes No

If Yes, please explain _____

Driver's license # _____ State: _____

EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
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GRAMMAR SCHOOL

HIGH SCHOOL

COLLEGE

TRADE, BUSINESS OR
CORRESPONDENCE
SCHOOL

Describe any job-related training received in the United States Military

Describe any specialized training or skills

REFERENCES Give below the names of three persons not related to you.

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
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EMPLOYMENT HISTORY (Begin with most recent position):

Date of Employment: From / / To / / Position(s) Held: _____

Firm: _____ Address: _____

Phone: _____ Supervisor: _____

Job Duties: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference yes no

Date of Employment: From / / To / / Position(s) Held: _____

Firm: _____ Address: _____

Phone: _____ Supervisor: _____

Job Duties: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference yes no

Date of Employment: From / / To / / Position(s) Held: _____

Firm: _____ Address: _____

Phone: _____ Supervisor: _____

Job Duties: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference yes no

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Date of Employment: From / / To / / Position(s) Held: _____

Firm: _____ Address: _____

Phone: _____ Supervisor: _____

Job Duties: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference yes no

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquire of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or individuals from all liability when responding to inquires in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____

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APPLICATIONS ARE KEPT ON FILE FOR A 12 MONTH PERIOD. AFTER 12 MONTHS YOU WILL NEED TO REAPPLY.

To Whom It May Concern:

I am an applicant for a position with the City of Moundville. The City needs to thoroughly investigate my employment background and personal history, credit checks to evaluate my qualifications to hold the position for which I have applied. My employment history may be disclosed to the City of Moundville.

I consent to your release of any and all public and private information that you have concerning me, my work record, my background and reputation, my military service records, records including any arrest, any information contained in investigation files, efficiency ratings, complaints or grievances filed by or against me.

I hereby release you, your organization, and all other from liability or damages that may result from furnishing the information requested, including liability or damages pursuant to any state or federal laws.

A photocopy or fax copy of this release form will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

I am aware that I will have to pass a drug screening before I may be hired for the position that I am applying for...

Applicant's Signature

Address

Date Signed

City State Zip Code