

**ORDINANCE NO. 1932**

**AN ORDINANCE AMENDING ORDINANCE NO. 1870 BY SETTING THE CITY OF TALLADEGA’S CLASSIFICATION PLAN AND AMENDING ORDINANCES 1845, 1835, AND 1614 TO PROVIDE REVISED JOB /POSITION DESCRIPTIONS FOR EMPLOYEES IN THE POLICE AND FIRE DEPARTMENTS**

**BE IT ORDAINED** by the City Council of the City of Talladega, Alabama as follows:

**SECTION 1.** The City’s Classification Plan shall be set forth by job title and grade for the Police and Fire Departments as:

	Job Title	Department
<b>Grade 1</b>		
	No positions	
<b>Grade 2</b>		
	No positions	
<b>Grade 3</b>		
	No positions	
<b>Grade 4</b>		
	No positions	
<b>Grade 5</b>		
	Administrative Assistant to the Chief	Police Department
	Administrative Assistant	Fire/Police Departments
	System Admin./Grants Coordinator	Police Department
	Warrants Clerk/Admin. Assist. to Investigations	Police Department
<b>Grade 6</b>		
	Firefighter	Fire Department
	Police Officer	Police Department
<b>Grade 7</b>		
	Sergeant	Fire Department
	Detective	Police Department
	Sergeant – Administration	Police Department
	Sergeant – Patrol	Police Department
	Sergeant – Street Crimes	Police Department
	Task Force Agent	Police Department
<b>Grade 8</b>		
	Lieutenant	Fire Department
	Lieutenant – Detective	Police Department
	Lieutenant – Patrol	Police Department
	Lieutenant - Training	Police Department
<b>Grade 9</b>		
	Fire Inspector / Fire Marshall	Fire Department
	Captain	Fire Department
	Captain – Investigations	Police Department
	Captain - Operations	Police Department
<b>Grade 10</b>		
	Assistant Fire Chief	Fire Department
<b>Grade 11</b>		
	No positions	
<b>Grade 12</b>		
	Fire Chief	Fire Department
	Police Chief	Police Department

**SECTION 2.** The revised Job/Position Descriptions shall be set forth for the Fire and Police Department as follows:

**JOB DESCRIPTION  
CAPTAIN--ADMINISTRATIVE**

Job Title: Captain - Administrative

Department: Police Department

FLSA:Non – Exempt

Grade: 9

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared:

June 2017, amended April 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:Police Chief

Subordinate Staff:Lieutenant - Detective; Detectives; Warrant Clerk/Administrative Assistant to Investigations; Task Force Agent, Training, Code Enforcement, Admin Sergeant, SRO

Other Internal Contacts:All City Departments

External Contacts:General Public; Alabama Law Enforcement Agency (ALEA); Alabama Police Officer Standards and Training Commission (APOSTC); Other Law Enforcement Agencies; Federal Bureau of Investigation (FBI); Drug Enforcement Administration (DEA); Alcohol Tobacco and Firearms (ATF); Sheriff; US Marshal; Game Warden; Schools; Department of Public Health (DPH); Department of Human Resources (DHR); Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Secret Service; County Mental Health; Juvenile Probation; Attorneys; District Attorney; Department of Homeland Security (DHS); Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); and E-911 Board

Job Summary

Under the direction of the Police Chief, the employee plans, manages, organizes, directs and evaluates the activities of the Department. The employee provides direction and oversight, working closely with Lieutenants, and other key personnel to plan activities to carry out policies of the Division. Considerable independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers, and work is reviewed upon completion. This job classification is identified as safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Supervision and Administration. The employee provides leadership and direction to personnel working in the Investigative Division of the Department.**

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1.

Oversees and supervises the activities of all Admin staff conducting criminal investigations.
2.

Evaluates, counsels, and provides direction to assigned personnel to ensure adequate staffing; and constant, reliable, professional services are provided to City citizens.
3.

Oversees the training and continuing education of Admin staff assigned to the Division.
4.

Conducts performance evaluations on assigned personnel.
5.

Reviews appraisals with employees to develop and improve their capabilities, following prescribed procedures.
6.

Participates in hiring interviews and selection.
7.

Performs disciplinary actions in accordance with City policies and procedures specifically, issuing corrections, conducting performance counseling, and issuing verbal and written reprimands.

8. Conducts internal investigations assigned by the Chief or Deputy Chief.
9. Reviews and updates Departmental Standard Operating Procedures (SOP).
10. Coordinates closely with Administrative and Patrol divisions.
11. Assists in development and monitoring of the Division portion of Department budget.
12. Performs routine inspections of uniforms, weapons, vehicles, and all equipment within vehicle.
13. Validates completed paperwork from Lieutenants and Sergeants, ensuring accurate and appropriate information is reported.
14. Monitors time off for division officers.
15. Monitors the general level of morale and job satisfaction and resolves developing problems as soon as possible.
16. Assists in reviewing body camera video for the Department.
17. Monitors policy compliance for Department accreditation.

**ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Oversees and performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.**

1. Maintains excellent community and police relationships by making positive contact with people in neighborhoods, schools and the business district.
2. Promotes good public relations by answering citizens' questions and complaints.
3. Promotes the integrity, ethics and professional image of the Department at all times.
4. Conducts public awareness presentations, attends public forums and public events.
5. Visits local businesses to listen to concerns and establish rapport.
6. Participates in the Department's Neighborhood Watch program.
7. Attends training and development programs necessary to maintain personal and departmental requirements.
8. Participates in safety and educational classes.
9. Maintains physical condition required for performance of duties.
10. Wears required safety and protective devices and equipment according to situation.
11. Performs other related duties as required.

Knowledge, Skills and Abilities  
(\* Can be acquired on the job)

1. \*Knowledge of City rules, regulations, policies and procedures.
2. Knowledge of City geography, road and bridge systems.
3. Knowledge of City ordinances and pertinent federal and state laws.
4. Thorough knowledge of modern approved principles, practices of law enforcement.
5. Extensive knowledge of investigation practices and procedures, and technologies.
6. Knowledge of maintenance and use of various weapons.
7. Knowledge of basic first aid.
8. Knowledge of automated information systems and the ability to operate and use computer based information network.
9. Knowledge of evidence collection and preservation.
10. Knowledge of modern instruction techniques.
11. Knowledge of crime statistical analysis.
12. Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
13. Knowledge of supervision techniques.
14. Knowledge of safety rules including accident causation and prevention.
15. Communication skills to effectively communicate internally and externally, both orally and in writing.
16. Reading skills to comprehend operator manuals, directives, procedures and instructions.
17. Verbal skills to communicate effectively with supervisor and co-workers.
18. Writing skills to clearly and neatly complete routine forms and records.
19. Math skills to perform basic calculations (add, subtract, multiply, divide).
20. Reading skills to understand directives and notices, rules and regulations, operator manuals, civil and criminal laws and written complaints.
21. Listening skills to understand complaints, instructions, discussions with subordinates and the general public.
22. Driving skills to properly and safely operate vehicle under adverse conditions and situations.
23. Ability to supervise others.
24. Ability to lead and direct the work of others.

- 25. Ability to assign, instruct, review, and evaluate the work of subordinates.
- 26. Ability to effectively communicate with subordinates, co-workers, supervisors, general public and court personnel.
- 27. Ability to work independently with no supervision.
- 28. Ability to deal firmly and tactfully with the public.
- 29. Ability to maintain composure in stressful situations.
- 30. Ability to analyze complex problems and situations and to adopt quick, effective, and reasonable courses of action with regard to surrounding hazards and circumstances.
- 31. Ability to use computers and office productivity software.
- 32. Ability to use standard office equipment.
- 33. Ability to organize and multi-task.
- 34. Ability to adapt to dynamic situations.
- 35. Ability to negotiate with suspects, victims, and witnesses.
- 36. Ability to operate two-way communication devices.
- 37. Ability to handle resistant persons with minimal force.
- 38. Ability to subdue belligerent individuals.
- 39. Ability to wear personal protective equipment as required.
- 40. Ability to work where violent crimes and incidents have occurred.
- 41. Ability to work long hours under adverse conditions.
- 42. Ability to participate in continuing education.
- 43. Ability to drive.

Minimum Qualifications

- 1. Possess APOSTC certification; college coursework in criminal justice or related field preferred.
- 2. Ten (10) years of law enforcement experience; six (6) years of supervisory experience; four (4) years as a Lieutenant with the Talladega Police Department.
- 3. Possess a current and valid driver’s license and be insurable.
- 4. Ability to complete required continuing education and firearms qualification.
- 5. Ability to travel.
- 6. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

**JOB DESCRIPTION**  
**CAPTAIN--OPERATIONS**

Job Title: Captain – Operations

Department: Police Department

FLSA: Non – Exempt                      Grade: 9

   Safety Sensitive Job: Yes

   Security Sensitive Job:                      No

Job Description Prepared:                      June 2017, amended April 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:	Police Chief
Subordinate Staff:	Lieutenant - Patrol; Police Recruits
Other Internal Contacts:	All City Departments
External Contacts:	General Public; Alabama Law Enforcement Agency (ALEA); Alabama Police Officer Standards and Training Commission (APOSTC); Other Law Enforcement Agencies; Ambulatory Services; Sheriff; Game Warden; Alabama Department of Human Resources (DHR); Alabama Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Juvenile Probation; Attorneys; District Attorney; District/Circuit Courts; Department of Homeland Security (DHS); Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); E-911; Schools; Talladega College; Alabama Institute for Deaf and Blind (AIDB); Hospitals; Mental Health

Job Summary

Under the direction of the Police Chief, the employee plans, organizes, directs, and evaluates the day-to-day patrol operations of the Department. The employee oversees, directs and inspects patrol and motor units working assigned areas. The employee prepares and monitors budgets; provides supervision to assigned officers and other employees. The employee ensures units adhere to proper methods of emergency response, interrogation, arrest, court testimony, and reporting. The employee ensures sworn officers are trained and provides for their professional development. The employee coordinates joint operations with other agencies; ensures officers have the necessary logistical support, including vehicles, ammunition, and protective equipment. The employee also addresses community groups regarding crime prevention and safety. The employee performs patrol duties as needed. The employee provides Department direction in the absence of the Police Chief. Considerable independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers, and work is reviewed upon completion. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Supervision and Administration. The employee provides leadership and direction to personnel in the Patrol Division of the Department.**

1. Oversees and supervises the activities of the assigned patrol officers.
2. Evaluates, counsels, and provides direction to assigned personnel to ensure adequate staffing; and constant, reliable, professional services are provided to City citizens.
3. Conducts and coordinates the performance appraisals on assigned personnel, ensuring appraisals are conducted in a timely and accurate manner.
4. Participates in preparing job analysis and job descriptions for officers.
5. Participates in hiring interviews and selection.
6. Performs disciplinary actions in accordance with City policies and procedures specifically, issuing corrections, conducting performance counseling, and issuing verbal and written reprimands.
7. Conducts internal investigations assigned by the Chief.
8. Reviews and assists in updating Departmental Standard Operating Procedures (SOP).
9. Coordinates closely with Investigative division.
10. Assists in development and monitoring of the Department budget.

11. Performs routine inspections of uniforms, weapons, vehicles, and all equipment within vehicle.
12. Validates completed paperwork from Lieutenants and Sergeants, ensuring accurate and appropriate information is reported.
13. Monitors time off for division officers.
14. Monitors the field training for police officers; answers questions and addresses concerns from officers.
15. Observes and interacts with rookie officers; ensures they are thoroughly trained in accordance with the qualifications and requirements of their positions.
16. Reviews appraisals with employees to develop and improve their capabilities, following prescribed procedures.
17. Monitors the general level of morale and job satisfaction and resolves developing problems as soon as possible.
18. Monitors and tracks the condition of Department fleet vehicles; ensures all are maintained in serviceable condition.

**ESSENTIAL FUNCTION: Patrol Operations and Service Calls. The employee patrols community and ensures all state and local laws are enforced within the community.**

1. Manages patrol shifts to ensure adequate personnel coverage.
2. Reviews zones/areas for Police Officers to patrol shift.
3. Monitors and reviews police car videos; maintains the video library.
4. Reviews incident reports for accuracy and completeness.
5. Evaluates officers during shift.
6. Oversees the Special Events Coordinator, ensuring roads closures, traffic control, security, etc. are accomplished to provide a safe environment for citizens.
7. Ensures officers are assigned to special details such as funeral escorts, sporting events, security duties, etc.
8. Responds to all serious crime/accident scenes; ensures proper procedures are followed; makes call-outs to investigators in conjunction with dispatch.
9. Reviews shift activity log.
10. Observes daily shift meeting; reviews paperwork from previous shift.
11. Patrols the City to monitor and assess division effectiveness.
12. Directs and participates in response to emergency calls; oversees and assists in the apprehension and arrest of law violators, questions suspects, interviews witnesses, and attends to victims.
13. Provides backup support for other law enforcement officers, including those from other agencies as required.
14. Enforces all laws of the State of Alabama and City.
15. Responds to reports of chemical accidents and exposure to hazardous materials; identifies the material by shipping paper, placard, four-digit ID number or crate description; uses Haz-Mat Guide to initiate appropriate response; evacuate and secures as necessary.
16. Oversees and monitors for a strong police presence in all areas to discourage crime.
17. Assists in reviewing body cam video for the department.
18. Assists officers with difficult and sensitive situations.
19. Wears required safety and protective devices and equipment according to situation.
20. Keeps uniform and badges clean and neat.
21. Attends training sessions and other continuing education courses as required by department or state.
22. Ensures patrol officers process and deliver court issued papers following Departmental procedures and SOP.
23. Assists the court office with court.
24. Arranges transport for inmates to and from court.

**ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.**

1. Maintains excellent community and police relationships by making positive contact with people in neighborhoods, schools and the business district.
2. Promotes good public relations by answering citizens' questions and complaints.
3. Promotes the integrity, ethics and professional image of the Department at all times.
4. Conducts public awareness presentations, attends public forums and public events.
5. Conducts media interviews; represents the Department.
6. Attends training and development programs necessary to maintain personal and departmental requirements.
7. Participates in safety and educational classes.

8. Maintains physical condition required for performance of duties.
9. Wears required safety and protective devices and equipment according to situation.
10. Performs patrol duties when staffing requirements dictate.
11. Performs other related duties as required.

Knowledge, Skills and Abilities  
(\* Can be acquired on the job)

1. \*Knowledge of City and Departmental policies and procedures.
2. Extensive knowledge of the principles, practices, methods, and equipment employed in modern police operations.
3. Extensive knowledge of federal, state, City, and Departmental laws, regulations, policies, and procedures regarding all police operations.
4. Extensive knowledge of the governmental systems of Departmental budgeting and the ability to develop, submit, and maintain an annual budget for police service operations.
5. Extensive knowledge of the geography of the City and its police jurisdiction.
6. Thorough knowledge of the principles and practices of modern police administration.
7. Thorough knowledge of police records and their application to the solution of police problems.
8. Thorough knowledge of the standards by which the quality of police service is evaluated.
9. Thorough knowledge of the court system.
10. Knowledge of disaster and emergency procedures.
11. Knowledge of maintenance and use of firearms.
12. Administrative skills to monitor budget, programs, schedules, etc.
13. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
14. Reading skills to read and understand department rules, regulations, policies, and procedures.
15. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
16. Math skills to analyze, compute and prepare budgets.
17. Computer skills to create documents and utilize databases.
18. Driving skills to safely operate a vehicle under adverse conditions.
19. Listening skills to receive radio calls, take complaints, and interview witnesses.
20. Ability to manage Departmental activities and develop Departmental goals and plans.
21. Ability to plan, organize, assign, direct, and evaluate the work of subordinates.
22. Ability to analyze and evaluate situations under extreme duress and direct effective courses of action.
23. Ability to supervise others.
24. Ability to work independently and without supervision.
25. Ability to promote effective public relations with regard to crime prevention awareness.
26. Ability to command the respect of officers and assign, direct, and supervise their work.
27. Ability to express ideas clearly and concisely, orally, and in writing.
28. Ability to prepare and supervise the preparation of clear, accurate, and comprehensive recommendations and reports.
29. Ability to maintain a required level of physical fitness in order to perform police duties.
30. Ability to organize and multi-task.
31. Ability to work outdoors under adverse conditions.
32. Ability to use two-way communication devices.
33. Ability to drive a vehicle under adverse/emergency conditions.

Minimum Qualifications

1. Possess a high school diploma or GED; a two-year degree from accredited college or university in criminal justice or related field is preferred.
2. Possess APOSTC certification and ability to maintain.
3. Ten (10) years of law enforcement experience, including considerable progressively responsible supervisory experience; six (6) years of supervisory experience with the Talladega Police Department; four (4) years as a Lieutenant with the Talladega Police Department.
4. Possess a current and valid driver's license and be insurable.
5. Ability to work non-standard hours.
6. Ability to travel.
7. Ability to pass a pre-employment background check and random drug screens.

Physical Demands



The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

## Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

## JOB DESCRIPTION

### LIEUTENANT--TRAINING

Job Title: Lieutenant -Training

Department: Police Department

FLSA: Non – Exempt Grade: 8  
Safety Sensitive Job: Yes  
Security Sensitive Job: No

Job Description Prepared: June 2017, April 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

## Relationships

Reports to: Captain - Operations

Subordinate Staff: Sergeant - Administrative; Receptionist; System Admin/Grant Coordinator

**Other Internal Contacts:** All City Departments

External Contacts: General Public; Commission for Accreditation of Law Enforcement Agencies (CALEA); Alabama Law Enforcement Agency (ALEA); Other Law Enforcement Agencies; Alabama Police Officer Standards and Training Commission (APOSTC); Ambulatory Services; Sheriff; Game Warden; Alabama Department of Human Resources (DHR); Alabama Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Juvenile Probation; Attorneys; District Attorney; District/Circuit Courts; Department of Homeland Security (DHS); Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); E-911; Schools; Talladega College; Alabama Institute for Deaf and Blind (AIDB); Hospitals; Mental Health

## Job Summary

Under the general supervision of Captain - Operations, the employee plans, organizes, and directs the activities of the Department's training programs. The employee oversees the field training officer (FTO) program to certify new officers. The employee prepares, reviews, and approves required reports, and assists with departmental administrative activities. The employee addresses community groups regarding crime prevention and safety. The employee is responsible for researching, writing, and administering department grants. The employee also functions as the departmental training coordinator. The employee coordinates with the Commission for Accreditation of Law Enforcement Agencies (CALEA) for Departmental accreditation. Considerable independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers, and work is reviewed

upon completion. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Supervision and Administration.** The employee provides leadership and direction to personnel conducting Departmental training activities. The employee is also responsible for administrative tasks required by the Department.

1. Supervises the administrative staff of the Department.
2. Approves time off for subordinates.
3. Conducts performance evaluations on assigned personnel.
4. Reviews appraisals with employees to develop and improve their capabilities, following prescribed procedures.
5. Directs the new hire training program.
6. Reviews completed paperwork of officers ensuring accurate and appropriate information is reported.
7. Reviews and maintains the “use of force” reports.
8. Completes Departmental annual report on the use of force.
9. Monitors the body camera program for the Department.
10. Coordinates new hire process with the HR Department.
11. Participates in preparing job analysis and job descriptions for officers.
12. Observes and interacts with rookie officers; ensures they are thoroughly trained in accordance with the qualifications and requirements of their positions.
13. Monitors ongoing training and crime prevention activities in progress and offers assistance where needed.
14. Assigns School Resource Officer (SRO) to schools within the City.
15. Evaluates officers performing crime prevention and SRO duties.
16. Reviews incident/accident reports; makes recommendations to the Chief.
17. Conducts assigned internal affairs investigations.
18. Performs routine inspections of uniforms, weapons, vehicles, and all equipment within vehicle.
19. Monitors policy compliance of Department Standard Operating Procedures (SOP).
20. Discusses officer discipline issues with the Captain; takes appropriate actions.
21. Performs disciplinary actions in accordance with City policies and procedures specifically, but not limited to, issuing corrections, conducting performance counseling, and issuing verbal and written reprimands.
22. Monitors the general level of morale and job satisfaction and resolves developing problems as soon as possible.
23. Provides backup support for other law enforcement officers, including those from other agencies as required.
24. Maintains uniform equipment inventory.

**ESSENTIAL FUNCTION: Training Programs.** The employee functions as the Department Training Coordinator that oversees the continuation and developmental training of Department officers.

1. Oversees the field training of new officers.
2. Coordinate and conducts field training for police officers; answers questions and addresses concerns from officers.
3. Develops and implements the new hire training program for APOSTC candidates and APOSTC graduates.
4. Oversees the APOSTC annual recertification.
5. Functions as the CALEA Training and Liability Officer for Department accreditation.
6. Monitors and validates all CALEA accreditation documentation.
7. Manages and maintains the Departments firing range.
8. Serves as the Department Armorer; monitors all firearms assigned to the Department.
9. Schedules all departmental training.
10. Tracks and maintains physical and electronic copies of all Departmental training records.
11. Maintains training equipment in good serviceable condition.
12. Tracks training statistics; formulates training policy to eliminate deficiencies.
13. Manages online training systems.

**ESSENTIAL FUNCTION: Grant Programs. The employee monitors and administers financial grants for the Department.**

1. Coordinates with the Grant Coordinator to determine funding needs.
2. Researches funding agencies and available funding from each.
3. Supervises the System Administrator/Grant Coordinator

**ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.**

1. Maintains excellent community and police relationships by making positive contact with people in neighborhoods, schools and the business district.
2. Acts as the regional air support tactical flight officer.
3. Serves as the Departmental liaison with EMA, E-911 call center, and the APOSTC to maintain an excellent working relationship.
4. Assigns special details for tours and school events.
5. Generates and conducts public service announcements (PSAs).
6. Interacts with local media outlets to promote Department crime prevention and other programs.
7. Promotes good public relations by answering citizens' questions and complaints.
8. Assists in school and community functions.
9. Refers citizens to appropriate agencies for inquiries regarding civil matters.
10. Attends training and development programs necessary to maintain personal and departmental requirements.
11. Attends specialized training classes to achieve specific expertise needed for current job or promotion.
12. Conducts analyses of crimes throughout the City and generates hotspot reports and maps.
13. Assists with job applicant interviews, accident reviews, and vehicle pursuit reports.
14. Maintains physical condition required for performance of duties.
15. Wears required safety and protective devices and equipment according to situation.
16. Performs other related duties as required.

**Knowledge, Skills and Abilities**

(\* Can be acquired on the job)

1. \*Knowledge of City and Department rules, regulations, policies, and procedures.
2. \*Knowledge of streets and number layout of the City and location of major businesses and public facilities.
3. Knowledge of modern law enforcement methods and procedures.
4. Knowledge of City ordinances and pertinent federal and state laws.
5. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
6. Knowledge of all forms and other paperwork required for Department.
7. Knowledge of investigative techniques.
8. Knowledge of evidence preservation/collection including fingerprinting.
9. Knowledge of crime prevention, DARE, and SRO programs.
10. Knowledge of grant writing and administration.
11. Knowledge of training techniques and procedures.
12. Knowledge of crime analysis.
13. Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
14. Knowledge of disaster and emergency procedures.
15. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
16. Reading skills to read and understand department rules, regulations, policies, and procedures.
17. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
18. Math skills to perform basic calculations (add, subtract, multiply, divide).
19. Listening skills to receive radio calls, take complaints, and interview witnesses.
20. Driving skills to safely and effectively operate department vehicle under adverse conditions.
21. Ability to supervise others.

22. Ability to assign, instruct, review, and evaluate the work of subordinates.
23. Ability to pursue and detain a fleeing or belligerent individual.
24. Ability to use computers and office productivity software as needed for data entry, word processing, reports, and investigative strategies.
25. Ability to use standard office equipment.
26. Ability to deal firmly and tactfully with the public.
27. Ability to maintain composure in stressful situations.
28. Ability to analyze complex problems and situations and to adopt quick, effective, and reasonable courses of action with regard to surrounding hazards and circumstances.
29. Ability to work independently with little or no supervision.
30. Ability to multi-task.
31. Ability to organize files and work assignments.
32. Ability to instruct and teach others.
33. Ability to obtain information through interview and interrogation.
34. Ability to speak clearly and factually in court and other situations.
35. Ability to work outdoors under adverse conditions.
36. Ability to travel on foot for long distances without stopping, must be able to run, climb, jump, and crawl.
37. Ability to use a two-way radio.
38. Ability to drive a vehicle under adverse/emergency conditions.

#### Minimum Qualifications

1. Possess a high school diploma or GED; college course work in criminal justice or related field is preferred.
2. Possess APOSTC certification and ability to maintain.
3. Four (4) years of law enforcement experience; a non-probationary Sergeant with the Talladega Police Department.
4. Possess a current and valid driver's license and be insurable.
5. Ability to obtain appropriate instructor certifications.
6. Ability to work non-standard hours.
7. Ability to travel.
8. Ability to pass a pre-employment background check and random drug screens.

#### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

#### Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

### **JOB DESCRIPTION LIEUTENANT--DETECTIVE**

Job Title: Lieutenant - Detective

Department: Police Department

FLSA: Non – Exempt

Grade: 8

Safety Sensitive Job: Yes

Security Sensitive Job: No

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:	Captain - Investigations
Subordinate Staff:	Detectives
Other Internal Contacts:	All City Departments
External Contacts:	General Public; Alabama Law Enforcement Agency (ALEA); Alabama Police Officer Standards and Training Commission (APOSTC); Department of Corrections (DOC); Department of Human Resources (DHR); Cyber Crime Unit; District Attorney; Attorneys; Railroads; District/Circuit Courts; Juvenile Probation; Mental Health; Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); Fire Marshalls; Federal Bureau of Investigation (FBI); Forensics Lab; Hospitals; Insurance Companies; Other Law Enforcement Agencies; Drug Enforcement Administration (DEA); Secret Service; Department of Homeland Security (DHS); State Department of Forensic Science; Immigration and Customs Enforcement (ICE); Pawn Shops; Vendors

Job Summary

Under the direction of the Captain - Investigations, the employee plans, organizes, and directs the activities of assigned Detectives conducting criminal and narcotic investigations. The employee directs and manages investigation units working assigned areas; ensures units adhere to proper methods of investigative procedure and technique, interrogation, arrest, court testimony, and reporting; ensures Detectives have the necessary logistical support and protective equipment. The employee prepares, reviews, and approves required reports, and assists with departmental administrative activities. The employee addresses community groups regarding crimes and prevention. Considerable independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers, and work is reviewed upon completion. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Supervision and Administration. The employee provides leadership and direction to personnel working in the Investigative Division of the Department.**

1. Assigns cases to Detectives; conducts Division scheduling.
2. Monitors and supervises the activities of the all Detectives conducting criminal investigations.
3. Evaluates, counsels, and provides direction to assigned personnel to ensure adequate staffing; and constant, reliable, professional services are provided to City citizens.
4. Monitors the training and continuing education of Detectives assigned to the Division.
5. Conducts performance evaluations on assigned personnel.
6. Reviews appraisals with employees to develop and improve their capabilities, following prescribed procedures.
7. Participates in hiring interviews and selection.
8. Monitors payroll functions of assigned officers.
9. Assists in development and monitoring of the Division budget.
10. Performs routine inspections of uniforms, weapons, vehicles, and all equipment within vehicle.
11. Reviews all case packages; ensures accurate and appropriate information is reported.

12. Monitors the general level of morale and job satisfaction and resolves developing problems as soon as possible.
13. Schedules and coordinates leave and time off.
14. Performs disciplinary actions in accordance with City policies and procedures specifically, issuing corrections, conducting performance counseling, and issuing verbal and written reprimands.

**ESSENTIAL FUNCTION: Investigations. The employee oversees the performance of full range of investigatory duties, ensuring that cases are successfully built for prosecution.**

1. Coordinates and monitors investigations conducted by the Division.
2. Ensures proper Departmental and Division standard operating procedures (SOP) are followed.
3. Ensures evidence is catalogued and sent to forensics lab.
4. Interviews victims and witnesses to gather pertinent facts regarding assigned cases.
5. Ensures crime scenes are secured and directs responding Detectives as needed; assists in separating witnesses, ropes off scene, starts crime scene log, etc.
6. Identifies, collects, and processes physical evidence as needed; photographs and diagrams crime scene to enable reconstruction for prosecution.
7. Maintains chain of custody and properly preserves all evidence collected, protecting against evidence contamination; provides complete itemized list of evidence to District Attorney for case preparation.
8. Coordinates the course of investigation with the participation of the District Attorney, coroner, ALEA, etc., as needed.
9. Interrogates suspects as required; obtains admissions and confessions in writing whenever possible; corroborates statements through comparisons with physical evidence and the verbal statements of victims and witnesses when possible.
10. Identifies suspects utilizing fingerprints, photographs, line-ups, witnesses, DNA, physical and forensic evidence, etc.
11. Obtains arrest warrants for suspects as required, completing all requirements in affidavit form.
12. Arrests, transports, and processes suspects as required; advises arrestee of applicable constitutional rights in writing; completes personal history form on all felony and misdemeanor arrestees.
13. Reviews comprehensive and accurate case report of investigation in coordination with the other Investigators; ensures that case file is forwarded to the District Attorney.
14. Oversees stakeouts surveillance of suspects of places involved in criminal activity as required; assists with specific surveillance as required.
15. Oversees search warrant preparation and investigation as required; coordinates assignment of necessary uniform enforcement personnel to safely accomplish search warrant execution with the Patrol Division supervisor.
16. Assists with the preparation of investigative press releases, guarding against jeopardizing the law enforcement interest.
17. Directs dissemination of information to other agencies such as lookouts, area broadcasts, public alerts, etc.
18. Maintains constant inventory of evidence processing equipment such as fingerprint supplies, film materials, crime scene tape, itemization labels, various containers and bags, rape kits, gun powder residue kits, etc.; immediately replaces as required.
19. Testifies in court as called.
20. Conducts fire investigations as required.
21. Conducts case reviews prior to warrant issue.
22. Maintains and updates juvenile case files.
23. Conducts in-house and roll call training.

**ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Oversees and performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.**

1. Maintains excellent community and police relationships by making positive contact with people in neighborhoods, schools and the business district.
2. Promotes good public relations by answering citizens' questions and complaints.
3. Promotes the integrity, ethics and professional image of the Department at all times.
4. Conducts public awareness presentations, attends public forums and public events.
5. Visits local businesses to listen to concerns and establish rapport.
6. Participates in the Department's Neighborhood Watch program.

7. Attends training and development programs necessary to maintain personal and departmental requirements.
8. Participates in safety and educational classes.
9. Maintains physical condition required for performance of duties.
10. Wears required safety and protective devices and equipment according to situation.
11. Performs other related duties as required.

Knowledge, Skills and Abilities  
(\* Can be acquired on the job)

1. \*Knowledge of City rules, regulations, policies and procedures.
2. Knowledge of City geography, road and bridge systems.
3. Knowledge of City ordinances and pertinent federal and state laws.
4. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
5. Knowledge of modern approved principles, practices of law enforcement.
6. Knowledge of investigation practices and procedures, and technologies.
7. Knowledge of maintenance and use of various weapons.
8. Knowledge of basic first aid.
9. Knowledge of automated information systems and the ability to operate and use computer based information network.
10. Knowledge of evidence collection and preservation.
11. Knowledge of modern instruction techniques.
12. Knowledge of crime statistical analysis.
13. Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
14. Knowledge of supervision techniques.
15. Knowledge of safety rules including accident causation and prevention.
16. Communication skills to effectively communicate internally and externally, both orally and in writing.
17. Reading skills to comprehend operator manuals, directives, procedures and instructions.
18. Verbal skills to communicate effectively with supervisor and co-workers.
19. Writing skills to clearly and neatly complete routine forms and records.
20. Math skills to perform basic calculations (add, subtract, multiply, divide).
21. Listening skills to understand complaints, instructions, discussions with subordinates and the general public.
22. Driving skills to properly and safely operate vehicle under adverse conditions and situations.
23. Ability to supervise others.
24. Ability to lead and direct the work of others.
25. Ability to assign, instruct, review, and evaluate the work of subordinates.
26. Ability to effectively communicate with subordinates, co-workers, supervisors, general public and court personnel.
27. Ability to work independently without close supervision.
28. Ability to deal firmly and tactfully with the public.
29. Ability to maintain composure in stressful situations.
30. Ability to analyze complex problems and situations and to adopt quick, effective, and reasonable courses of action with regard to surrounding hazards and circumstances.
31. Ability to use computers and office productivity software.
32. Ability to use standard office equipment.
33. Ability to organize and multi-task.
34. Ability to adapt to dynamic situations.
35. Ability to negotiate with suspects, victims, and witnesses.
36. Ability to operate two-way communication devices.
37. Ability to handle resistant persons with minimal force.
38. Ability to subdue belligerent individuals.
39. Ability to wear personal protective equipment (PPE) as required.
40. Ability to work where violent crimes and incidents have occurred.
41. Ability to work long hours under adverse conditions.
42. Ability to participate in continuing education.
43. Ability to drive.

Minimum Qualifications

1. Possess APOSTC certification; college coursework in criminal justice or related field preferred.
2. Six (6) years of law enforcement experience; four (4) years of experience as a Detective with the Talladega Police Department.
3. Possess a current and valid driver's license and be insurable.
4. Completion of the Interview and Interrogation courses, and Crime Scene Technician Certification.
5. Ability to complete required continuing education and firearms qualification.
6. Ability to remain on call 24/7 and work irregular hours.
7. Ability to travel.
8. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT POLIC DEPARTMENT**

Job Title:	Administrative Assistant		
Department:	Police Department		
FLSA:	Non – Exempt	Grade: 5	
		Safety Sensitive Job:	No
		Security Sensitive Job:	Yes

Job Description Prepared: November 2022, amended April 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:	Lieutenant - Training
Subordinate Staff:	None
Other Internal Contacts:	City Hall; Municipal Court; Street Department; Finance Office; Public Works; Fire Department
External Contacts:	General Public; Sheriff; Probation Office; Juvenile Probation; Attorneys; District Attorney; County Jail; Alabama Law Enforcement Agency (ALEA); Alabama Department of Human Resources (DHR); Alabama Department of Transportation (ALDOT); Contractors; Vendors

Job Summary

Under the supervision of the Lieutenant - Training, the employee performs general clerical support and reception duties for the Police Department. The employee performs duties that include greeting and directing visitors, responding to inquiries, and providing requested information and/or referral to other



parties or departments. Job activities involve typing, reception, filing, and basic record keeping following well-established policies, procedures, and routines. This is a job with a high degree of responsibility and judgement in working with the public. The employee refers unusual situations and problems to the supervisor. This job classification is identified as security-sensitive and is subject to a pre-employment background check.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: General Reception. Performs general reception functions supporting the Police Department.**

1. Greets all visitors to the Police Department.
2. Directs visitors to the appropriate investigator or officer according to their need.
3. Answers visitors' questions; determine who might have accurate information.
4. Answers multi-line phone; directs callers to the appropriate individual or office; takes messages.
5. Maintains visitor log and access badge control.
6. Maintains a separate call log for the Police Chief.

**ESSENTIAL FUNCTION: General Administrative. Performs administrative functions supporting the Police Department.**

1. Prepares correspondence for the Department as directed.
2. Sorts and delivers mail to each division of the Department.
3. Assist visitors with incident/offense reports to the public as allowed and impound releases.
4. Send accident reports to Carfax for Police.
5. Assist and maintain timesheets.
6. Receives and receipts for monies taken for copies of reports and vehicle impounds, and turn in all monies to finance department.
7. Serve as notary public.
8. Performs other related duties as assigned.

**ESSENTIAL FUNCTION: Confidential Information Security. Performs administrative functions that deals with confidential information for the Police Department.**

**Handles and maintain confidential information, enters warrants, incident reports, inmate information**

1. Creates and file case files for the detectives.
2. Assist sex offenders when registering; assists with Youthful Offender paperwork and Narcan paperwork.
3. Domestic violence reporting to DV Service Officer.
4. Fulfill requests for reports from parole/probation officers, DHR, and Lexis Nexis; send reports to court office when requested.
5. Enters misdemeanor warrants into RMS, enters felony warrants into the National Criminal Information Center (NCIC) system, and maintain all files.
6. Conducts criminal background, driver history, and insurability checks; maintains a log of all checks.
7. Enters all traffic tickets and warnings into the police pack software (RMS).
8. Prepares bond release paperwork for inmate release; receives and receipts bond monies.
9. Confirms warrant status with police officers.
10. Assist visitors with incident/offense reports to the public as allowed and impound releases.
11. Maintains and confirms criminal trespass warnings.
12. Maintains files for warrants awaiting to be served.
13. Confirms warrant status with police officers.
14. Enter and remove missing persons in NCIC, enter and remove stolen property and guns.
15. Enters weekly pawn information into RMS and crosschecks with NCIC for stolen property.

**ESSENTIAL FUNCTION: Technology Acquisition. Researches, prices, and purchases various types of technological tools and equipment on behalf of the Police Department.**

14. Coordinates the purchase of new equipment to include personal computers, laptops, printers, scanners, etc.
15. Orders and purchase two-way radios.
16. Completes required paperwork purchases requiring bids; develops bid specifications.
17. Maintains an accurate and up-to-date inventory of all IT equipment and property held by the Department.
18. Works with Department to research and purchase specialized software.
19. Develops long-term change out plan for IT equipment.

**ESSENTIAL FUNCTION: Technology Installation and Maintenance. Installs, maintains, and troubleshoots hardware, software, and networks for the effective operation of the information technology function of the Department.**

1. Performs set up of network computers and printers within the Department and its various offices.
2. Tracks age of equipment, monitoring for obsolescence and lack of technical support.
3. Installs new software; troubleshoots, handles licensing, contacts software representative as needed.
4. Maintains the Department network to include equipment repair and maintenance, installation and maintenance of firewalls, software maintenance, installation and maintenance of wiring, and working with service provider.
5. Climbs, bends, and stoops to provide necessary wiring for networks and equipment.
6. Maintains the hardware on security system; retrieves video as requested.
7. Maintains personnel permissions and security levels in the Department's records management system.

Knowledge, Skills and Abilities  
(\* Can be acquired on the job)

1. \*Knowledge of City and Departmental rules, policies, and procedures.
2. \*Knowledge of filing system and related Departmental procedures.
3. Knowledge of municipal and law enforcement administration and filing requirements.
4. Knowledge of modern administrative office practices, procedures, and equipment including secretarial, receptionist and telephone techniques and etiquette.
5. Knowledge or records management and state laws regarding maintenance and archiving of files and records.
6. Knowledge and proficiency with word processing, spreadsheets, database applications, e-mail, and internet.
7. Knowledge of safety rules including accident causation and prevention.
8. Communication skills to effectively communicate internally and externally, both orally and in writing.
9. Reading skills to understand and interpret regulations, ordinances, policies, procedure and other documents.
10. Verbal skills to communicate effectively with elected officials, supervisor, co-workers, subordinates, general public and City personnel.
11. Writing and grammar skills to clearly and concisely compose correspondence, prepare documents, reports, forms, records, etc.
12. Math skills to perform basic calculations (add, subtract, multiply, divide) and balance accounts as needed.
13. Computer skills to create spreadsheets and other documents.
14. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
15. Skill in planning, analyzing and coordinating activities and establishing priorities.
16. Ability to prioritize work projects and organize files.
17. Ability to pay attention to detail when completing reports.
18. Ability to work with minimal supervision.
19. Ability to work independently and exercise judgment to make prudent decisions.
20. Ability to work in a fast-paced environment requiring organization and multi-tasking skills.
21. Ability to keep confidential information, accurate records, and prepare accurate reports.
22. Ability to deal with all contacts in a courteous and patient manner.
23. Ability to use computers and office productivity software.
24. Ability to use multi-line telephones.
25. Ability to operate standard office equipment such as computers, copier, fax, typewriter, adding machine, etc.
26. Ability to drive.

### Minimum Qualifications

1. Possess a high school diploma or GED.
2. One (1) year of administrative work experience in an office environment dealing with the public; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Work experience in law enforcement or public environment is preferred.
4. Possess a valid and current driver's license and be insurable.
5. Ability to obtain and maintain NCIC certification.
6. Ability to work non-standard hours.
7. Ability to travel for training.
8. Ability to pass a pre-employment background check.

## Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

## Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

## JOB DESCRIPTION

### ASSISTANT FIRE CHIEF

Job Title: Assistant Fire Chief

Department: Fire Department

FLSA: Exempt Grade: 10 plus 2 steps for EMS  
Safety Sensitive Job: Yes  
Security Sensitive Job: No

Job Description Prepared: February 2023, amended April 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

## Relationships

Reports to: Fire Chief

Subordinate Staff: Captains, Fire Inspector/Fire Marshall

Other Internal Contacts: All City Departments

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Alabama Department of Public Health (DPH); Alabama Emergency Management Agency (AEMA); Alabama Department of Transportation (ALDOT); Alabama Department of Environmental Management (ADEM); Sheriff; Volunteer Fire Departments; E911; Federal Emergency Management Agency (FEMA); Alabama Fire College (AFC); Hospitals; Schools; Nursing Homes; Utilities; State Fire Marshal; Alabama Trauma Center; Railroads; Businesses; Red Cross; National Response Center; Alarm Companies; State Fire Chiefs Association

### Job Summary

Under the administrative direction of the Fire Chief, employee organizes, directs, and coordinates activities of the Fire Department administration, Emergency Medical operations, fire prevention and investigation programs. The employee continuously evaluates operations, training, and trends to ensure efficiency and adequacy of Department services. The employee provides leadership and ensures Fire Department personnel are professional, trained, qualified, and disciplined, while adhering to established policies and procedures. The employee performs firefighting duties as needed. This job is a senior-level supervisory job in the firefighting job classification. This job classification is identified as safety-sensitive and is subject to pre-employment background check and random drug screens.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Supervision and Management. The employee provides leadership and direction to a Department where the goal is to provide the highest quality service to the citizens of the City.**

1. Leads and directs effective service delivery and activities by planning and prioritizing tasks, reviewing operations, and ensuring policy and procedure compliance.
2. Meets with individual supervisors regarding specific issues and/or problems.
3. Provides input and recommendations on major decisions concerning the Fire Department on policies and procedures.
4. Oversees the fire suppression, fire prevention, and fire investigation activities in the Department through subordinate officers; visits with units periodically to observe overall conditions and speak with personnel.
5. Oversees and reviews all training records of Department personnel.
6. Motivates, communicates with, and leads subordinates to work as a team in accomplishing objectives.
7. Monitors the general level of morale and job satisfaction and resolves developing problems as soon as possible.
8. Performs routine inspections of uniforms, vehicles, and all equipment within vehicle.
9. Receives regular written and oral reports regarding activities of fire investigation and prevention operations; takes corrective actions when necessary.
10. Conducts discipline reviews for the Department.
11. Conducts performance appraisals on assigned personnel and reviews performance appraisals completed by ranking officers and supervisors.
12. Ensures employees receive required training and orientation.
13. Assists in reviewing and updating Department policies and procedures.
14. Recommends policy changes by reviewing needs and emerging trends, identifying modifications, and monitoring other municipalities.
15. Recruits and interviews candidates for employment.
16. Monitors timecards and overtime for the Department.
17. Performs disciplinary actions in accordance with City policies and procedures specifically, issuing corrections, conducting performance counseling, and issuing verbal and written reprimands.

**ESSENTIAL FUNCTION: Department Administration. Oversees and directs fire investigation, training, EMS programs, prevention activities and operations.**

1. Fills-in for Fire Chief as needed.
2. Assists in preparing the annual budget by reviewing previous year's annual budget, forecasting revenues and expenditures, identifying staffing needs, establishing equipment replacement programs, and identifying new equipment.
3. Assists in monitoring Departmental budget and financial expenditures throughout the fiscal year, recommends adjustments as needed to stay within budgetary guidelines.
4. Assists and participates in developing long term goals and objectives of the Department.

5. Oversees part-time firefighter program.
6. Oversees and monitors the Department training programs.
7. Monitors the physical training of Department personnel to ensure readiness to respond to emergency calls.
8. Conducts plan reviews for construction and development.
9. Oversees fire investigations conducted by the Department.
10. Oversees and coordinates the fire inspection program for public buildings and businesses.
11. Oversees and coordinates the EMS operations and programs conducted by the Department to maintain compliance with all ADPH rules and regulations.
12. Attends conferences and training to remain current in principles of firefighting, EMS leadership, techniques, and issues.

**ESSENTIAL FUNCTION: Department Operations. Directs fire suppression, EMS operations, fire prevention, fire investigation, and rescue programs for the City. Responds to emergency incidents; assumes command responsibilities; directs fire suppression operations.**

1. Commands operations at major fire, medical emergencies, and natural or man-made disasters, determining appropriate methods, personnel, and equipment to be used.
2. Assesses effects of weather, wind, humidity, and other conditions on a fire.
3. Analyzes the situation to determine proper protective gear, equipment, and extinguishing agents.
4. Adapts strategies to changing conditions at a fire scene.
5. Monitors all situation and status reports via radio.
6. Determines adequacy of initial response, and calls for additional alarms or resources if necessary.
7. Determines if any utilities need to be disconnected, and ensures that the services are disconnected properly.
8. Determines need for other agencies (e.g., police, ambulance, utility companies) and alerts the dispatcher.
9. Determines types of hazardous materials that might be present at incidents.
10. Ensures personnel are properly equipped and safely on apparatus before responding to an alarm.
11. Ensures the apparatus is driven safely and that proper warning systems are used.
12. Ensures the appropriate location for spotting aerial or pumping apparatus, or other vehicles.
13. Ensures principles of proper ventilation are practiced as required.
14. Ensures safety procedures are followed and appropriate safety equipment is worn by all personnel.
15. Evaluates hazards to occupants, personnel, exposed buildings, and property.
16. Coordinates arrangements for traffic control.
17. Oversees salvage operations - placing salvage covers, sweeping and vacuuming up water, and removing debris.
18. Reviews preliminary fire investigations to help establish the cause and point of origin.
19. Determines need for Fire Marshal or law enforcement personnel to respond.
20. Recognizes/preserves evidence of arson; secures scene until Fire Marshal or law enforcement personnel arrive.
21. Reviews all incidents and runs reports.
22. Prepares depositions and/or testifies in court as required.
23. Remains current with state and federal requirements and relevant issues in the fire service by attending appropriate conferences and seminars.

**ESSENTIAL FUNCTION: Community Relations. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens.**

1. Acts as Departmental media representative along with the Fire Chief.
2. Monitors customer service levels; reviews requirements needed for fire class ratings; and monitors staff performance and development.
3. Represents the City by attending and participating in meetings and on committees, and promoting opportunities and collaboration with local, state and federal officials.
4. Works closely with the City officials in planning for fire prevention and suppression for the City's residential and commercial interests.
5. Oversees and participates in projects to improve community relations.
6. Maintains excellent community and Department relationships by making positive contact with people in neighborhoods, schools and the business district.

7. Promotes good public relations by answering citizens' questions and complaints.
8. Promotes good fire safety habits in the community.
9. Presents fire safety awareness and prevention programs to schools, churches, and civic organizations.
10. Attends schools, seminars, and workshops.
11. Represents the City in matters pertaining to fire prevention and fire safety.
12. Oversees the preparation of news releases and interacts with the media within limits set by department policies and procedures.
13. Attends public functions as Fire Department City representative.
14. Provides support to other jurisdictions as needed.
15. Maintains physical condition required for performance of duties.
16. Wears required safety and protective devices and equipment according to situation.
17. Performs other related duties as required.

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of City policies and procedures.
2. \*Knowledge of the City including the location of streets, hydrants, block numbers, target hazards in order to respond quickly to emergency incidents.
3. Extensive knowledge of the principles and practices of fire department administration and fire science.
4. Extensive knowledge of the principles, practices, methods and equipment employed in modern firefighting as needed to determine department needs, to direct and oversee department operations, or to evaluate the department's effectiveness.
5. Extensive knowledge of the safe operation and proper use of firefighting equipment, apparatus, or tools used in rescue or suppression operations, during emergency incidents or training activities and of proper maintenance methods and techniques.
6. Thorough knowledge of operational characteristics, services, and activities of fire prevention, suppression, and emergency medical programs.
7. Knowledge of all applicable federal, state, and local laws and ordinances related to firefighting, mitigation, rescue, investigation, and emergency medical services, as well as the Uniform Fire Code and Insurance Services Office (ISO) grading schedule.
8. Knowledge of finance and accounting concepts contained in operations and funding budgets of the Fire Department.
9. Knowledge of first aid, cardio-pulmonary resuscitation (CPR), and other basic medical assistance techniques.
10. Knowledge of basic factors that cause accidents and incident command theory.
11. Knowledge of containment and cleanup of hazardous materials.
12. Knowledge of evacuation procedures.
13. Knowledge of safe extraction procedures and basic rescue techniques.
14. Knowledge of hydraulics as applied to pump operation and water pressure.
15. Knowledge of radio codes, their meanings, and proper procedure for communicating as needed to train employees and report information by radio during emergency operations.
16. Knowledge of fire inspection methods and techniques as needed to develop cases.
17. Knowledge of fire prevention inspection methods and education techniques to include types of construction and of the proper storage of flammables and explosives as needed to conduct fire safety inspections.
18. Knowledge of safety rules including accident causation and prevention.
19. Reading skills to comprehend operator manuals, directives, procedures and instructions.
20. Verbal skills to communicate effectively with supervisor and co-workers.
21. Writing skills to clearly and neatly complete routine forms and records.
22. Math skills to perform basic calculations (add, subtract, multiply, divide).
23. Skills in operating power equipment and hand tools.
24. Skills in effective leadership.
25. Ability to supervise employees, discipline employees, delegate tasks, and maintain authority.
26. Ability to exercise sound judgment, to promote harmony, and to cooperate with other officers.
27. Ability to analyze effectiveness of the Department and to correlate its development with changing conditions.
28. Ability to train, supervise, and evaluate personnel.
29. Ability to effectively plan, schedule, and direct or assign work to subordinates.
30. Ability to prepare clear and concise reports.
31. Ability to recognize and identify hazards to include hazardous materials, power lines, etc. and determine appropriate action to safely and quickly perform or continue suppression or rescue operations.

32. Ability to evaluate dangerous life threatening conditions or hazards and use sound judgment in its safe migration.
33. Ability to concentrate and remain calm in stressful situations facing the risk of serious personal injury or death.
34. Ability to maintain effective working relationships with co-workers, other City departments, and the public.
35. Ability to work independently with no supervision.
36. Ability to interact with media in a positive manner.
37. Ability to use and operate two-way communication devices.
38. Ability to wear self-contained breathing apparatus (SCBA), face mask, and other personal protective equipment (PPE) while working.
39. Ability to work as a team member.
40. Ability to function as a firefighter.
41. Ability to deal with the public with tact and diplomacy.
42. Ability to perform strenuous duties for prolonged periods of time in extreme weather and firefighting situations.
43. Ability to use computers and office productivity software.
44. Ability to drive a vehicle under adverse conditions.

#### Minimum Qualifications

1. Possess a high school diploma or GED.
2. An associate's degree in Fire Science or related field from an accredited college or university is preferred.
3. Possess the following certifications and appropriate prerequisites through the Alabama Fire College (AFC) or equivalent:
  - Airport Firefighter
  - Fire Apparatus - Aerial and Pumper
  - Fire Officer II
  - Fire Inspector II
  - Fire Instructor II
  - Fire Investigator II
  - Hazardous Materials Technician and Incident Commander
  - Live Fire Instructor
  - Rapid Intervention Team
  - Public Fire and Life Safety Instructor
  - Public Information Officer
  - Rescue Technician certification – Rope II
4. Possess and maintain at least an EMT-basic EMS license through the ADPH. EMT-paramedic license is preferred.
5. Prefer certification as Fire Officer III.
6. Eight (8) years of progressively responsible experience at all levels of fire service, including management.
7. Five (5) years of supervisory experience at the Fire Officer level, three (3) years at the Fire Captain level or equivalent; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with requirements for job.
8. Possess a current and valid driver's license and be insurable.
9. Ability to work non-standard work hours.
10. Ability to be on call twenty-four hours a day seven days a week.
11. Ability to travel out of town.
12. Ability to pass a pre-employment background check and random drug screens.

#### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

#### Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Acknowledgment

*I acknowledge that I have received a copy of my job description.  
I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.*

Printed name	Signature	Date
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**SECTION 3.** All sections of this ordinance are hereby declared to be severable, and if any word, phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional or invalid by the judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining words, phrases, clauses, sentences, paragraphs, and sections of this ordinance.

**SECTION 4.** This ordinance shall take effect from and after the date of its adoption and publication, as provided by law. Upon this ordinance taking effect, Ordinances Numbered 1614, 1835, 1845, and 1870 are amended to conform to the provisions of this ordinance.

**ADOPTED and APPROVED** this the 12<sup>th</sup> day of June, 2023.

Council President Pro-Tem Betty Spratlin  
Council Member Vickey Hall  
Councilman Joe Power  
Councilman Trae Williams  
City Manager Seddrick Hill  
Attested to: Joanna Medlen, City Clerk