

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 5025
Grade: PF1
FLSA: Non-Exempt**

POLICE PATROL OFFICER RECRUIT

SUMMARY

The purpose of this classification is to prepare for the duties of a sworn City of Tuscaloosa Police Patrol Officer by attending required department training and participating in and assisting sworn City of Tuscaloosa Police Patrol Officers with various aspects of police operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Attends department training in applicable state and federal laws, statutes, codes, ordinances and regulations; participates in physical training, arrest procedures, firearms use and safety; learns to use tools required for performance of duties.

Learns and studies departmental policies and procedures within an assigned unit of the department; becomes familiar with different officer assignments in the Police Department.

Maintains current department policy and procedures manual, city and state code manuals, employee handbooks, various maps, and related material for reference and/or review.

Meets minimum requirements for written examinations, firearms qualifications, and driving skills.

Maintains assigned equipment, specifically: motor vehicles, first aid supplies, and equipment used in the performance of duties; follows safety procedures, requests service and/or repairs, ensures cleanliness and optimal operation of equipment.

Organizes and prioritizes daily work assignments; attends shift meetings.

Completes/prepares forms, logs, requests, records, reports, correspondence, and documents associated with daily responsibilities of this position; researches and locates records; maintains administrative records and files.

Responds to questions, complaints, and requests for information by telephone or in person from the general public, employees, superiors, and individuals if appropriate.

Exchanges information with dispatchers, attorneys, court personnel, medical professionals, and other departments and agencies.

Recommends and supports policies and procedures that guide and support the provision of quality services by the Police Department.

Incorporates continuous quality improvement principles in daily activities.

Maintains good interpersonal relationships with staff, co-workers, managers, and citizens.

Meets regular attendance requirements.

May be required to be on twenty-four hour call and/or regularly work on various shifts, weekends, and/or holidays as deemed necessary.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma from an accredited institution recognized by APOST or GED required; no previous experience required. Must possess a valid Alabama driver's license. Must be at least 21-years of age. Must be a U.S. Citizen. Must be eligible to attend an Alabama Peace Officer Standards and Training Commission (A.P.O.S.T.C.) academy. Must be eligible to be licensed to carry firearms. Must meet all department and A.P.O.S.T.C. minimum training standards. This job classification is considered to be safety-sensitive and is subject to pre-employment and random drug screens.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computer, printer, typewriter, calculator, copy and facsimile machines, telephone, and law enforcement equipment such as handcuffs, flashlight, pepper gas, firearms, baton, tape measure, hand tools, two-way radio, and motor vehicle. Physical demand requirements are at levels of those for very heavy work.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things that may include maps, various directories and reports, calendar, training bulletins, manuals, and legal code books.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange law enforcement, radio communication, medical, and court related information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with court personnel, attorneys, various agencies, elected officials, and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of informational and law enforcement, radio communication, medical, and court related documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex law enforcement, radio communication, medical, and court related principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, determine time, weight, and distance measurements, and interpret statistical data. May be required to perform algebraic calculations and utilize basic geometry.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include detection devices, radar, tape measure, and other standard measuring and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment, radio communication, and law enforcement equipment and to operate motor vehicles.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment including computer, printer, typewriter, calculator, copy and facsimile machines, telephone, and law enforcement equipment such as handcuffs, flashlight, pepper gas, firearms, baton, tape measure, hand tools, two-way radio, motor vehicle, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: Requires the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.