



City of Moody Job Description



JOB TITLE: Police Officer

DEPARTMENT: Police Department

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

GENERAL SUMMARY

This is a public safety position that requires the working of unusual hours, rotating shifts and working under inclement weather conditions; patrols an assigned beat, protects life and property, prevents crime, maintains order, enforces laws, ordinances and constitutional mandates, investigates crimes, accidents and disturbances, directs traffic, prepares reports, makes arrests, testifies in court, serves warrants and subpoenas, cooperates with other law enforcement agencies and City departments, provides information and answers inquiries from the general public. This classification is a full-time, non-exempt, hourly position and will have no supervisory responsibility. Full benefits are associated with this position.

DISTINGUISHING CHARACTERISTICS, FEATURES, REQUIREMENTS:

Works a scheduled shift, provides security patrols, traffic control and enforcement, enforcement of local ordinances, state and federal laws, preliminary investigative functions, protects life and property, responds to emergency calls, resolves disputes, effects arrests on criminals, and rescues persons in danger.

SUPERVISION

Under the general direction of the Police Chief

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only. They are not meant to be a complete and exhaustive listing of all duties and responsibilities of this position.

Ability to make forceful arrests, to read, comprehend, explain and apply complex issues of law derived from code books, computer screens, and other printed materials.

Ability to drive a motor vehicle under normal and emergency conditions safely.

Ability to hear and understand verbal communications at normal speaking tones via voice, radio and telephone and to verbalize succinctly.

Ability to qualify in the use of firearms on a regular basis.

Ability to write accurate, clear, concise, legible, factual reports in a timely manner.

Ability to observe and accurately recall names, faces, numbers, incidents, and places.

Ability to think and act quickly in emergencies and evaluate situations and people accurately, exercise discretion and maintain effective working relationships with fellow employees and the public.

LICENSE & CERTIFICATIONS

Possession of a valid Alabama Driver's License

EDUCATION & TRAINING

High School Diploma or equivalent

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Weight proportionate to height and build.

Vision acuity minimum of 20/100 corrected to no less than 20/30 and normal color vision.

Must have no record of felony criminal convictions or misdemeanor convictions, which affect his/her creditability as a witness in a court of law.

Must be of good moral character and able to pass a thorough background investigation.

I hereby acknowledge receipt and acceptance of the job description by signing my signature below.

Employee Name

Date