

**JOB DESCRIPTION
CITY OF BOAZ, ALABAMA**

JOB TITLE: POLICE OFFICER

CODE: 616

JOB DEFINITION

This is general duty police work in the protection of life and property through the enforcement of laws and ordinances. Work involves responsibility for prevention of crime, apprehension of criminals, direction of vehicular and pedestrian traffic, and the general enforcement of laws and ordinances in a designated area on an assigned shift. Work is performed in accordance with departmental rules and regulations and normally consists of routine patrol, preliminary investigations, and traffic regulation duties which may be performed in cruiser cars, solo, or on foot. Work involves an element of personal danger and employees must be able to act without direct supervision and exercise discretion in meeting emergencies.

ESSENTIAL FUNCTIONS

- < Patrol assigned area in a car or on foot to protect life and property and to preserve law and order.
- < Enforce laws, maintain discipline and assist in difficult or unusual situations when requested.
- < Answer calls and complaints and respond to fire, automobile accidents, robberies, and other misdemeanors and felonies.
- < Investigate accidents, interview witnesses, and gather information.
- < Conduct investigations to determine cause of accidents; prepare detailed accident investigation reports.
- < Assist or serve as correction officer at City Jail when required; process prisoners for admission or discharge.
- < Interview persons with complaints; provide advice on laws and ordinances as well as general information when requested.
- < Operate a variety of required police equipment including two-way radios, intoxilizer, radar, etc.
- < Make arrests and transport the accused to jail.
- < Administer first aid, conduct preliminary investigation, gather evidence, and identify witnesses at an accident or crime scene.
- < Testify as a witness in court when necessary.
- < Participate in the Department's public relations program and respond courteously and tactfully to public requests for information and assistance.
- < Perform other duties as assigned or required.

KNOWLEDGE, SKILLS, AND ABILITIES

- < Working knowledge of pertinent laws and ordinances and departmental rules and regulations.
- < Working knowledge of the principles, practices, procedures, and techniques of modern police operations.
- < Working knowledge of the geography of the City.
- < Ability to observe, analyze, and record situations clearly and objectively.
- < Ability to communicate effectively, both oral and written.
- < Ability to establish and maintain effective relationships with departmental personnel and the general public.
- < Skill in the use and care of firearms, vehicles and other police equipment.
- < Ability to tactfully and courteously resolve problems or questions from the public when performing job.
- < Serve warrants and subpoenas when required.
- < Provide security at various functions and events when directed.

QUALIFICATIONS

Any combination of experience and training equivalent to some experience as a police officer, and graduation from a senior high school or equivalent. When initially employed in this position, officers are required to successfully complete a designated formal police academy.

NECESSARY SPECIAL REQUIREMENTS

- < Must possess a valid State of Alabama Driver's License and a safe driving record suitable for insurability.
- < Meet the basic requirements of the City of Boaz Police code for police officers.
- < Must pass required physical examination after position is offered.
- < Must pass a pre-employment agility test.

