



Human Resources Department  
Forms And Documents

HRP-03 Effective Date: 12/14/2016

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

**POSITION ANNOUNCEMENT**

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Volunteering are available at the City Police Station Building, 107 No Section Street, Monday through Friday, from 8:00 a.m. to 3:00 p.m. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Police Dept Reserves, P.O. Drawer 429, Fairhope, AL 36533.

**Position Information**

Job Title: Volunteer Reserve Police Officer Department: Police  
Job Status:  Regular Full-Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From: \_\_\_\_\_ To: \_\_\_\_\_*  
Standard Scheduled Hours: As Needed Days to be Worked: As Needed  
Starting Pay Rate: VOLUNTEER

**Position Description**

General nature/purpose of work:

**Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.**

Primary duties and responsibilities:

1. To protect people and property
2. Respond to emergencies
3. Enforce motor vehicle and criminal laws
4. Serve and execute warrants
5. Identify, pursue, and arrest suspects for criminal acts

Other duties and responsibilities:

1. Prepare reports that document incidents
2. Testify in court and present evidence
3. Patrol area on foot or in patrol vehicle
4. Promote good community relations

**Minimum Qualification Standards (Additional qualification standards are found on the job description.)**

Knowledge, skills and abilities:

- Ability to recognize and handle all types of behavior from the public.
- Driving skills to properly and safely operate a vehicle under adverse conditions.
- Knowledge of jurisdiction, its buildings, and road system.
- Knowledge of local, state, and federal laws and court procedures.
- Knowledge of department rules, regulations, policies and procedures.
- Ability to properly and safely use weapons.
- Knowledge of first aid.
- Ability to analyze situation and adopt quick, effective, and reasonable courses of action.
- Skills to operate radio and other office equipment.
- Valid State of Alabama pistol permit

Requirements:

- Must be at least 21 years of age
- Must be a U. S. Citizen
- Must pass APOSTC agility/ability test
- Must attend an interview before an interview board
- Must pass polygraph examination
- Must pass a psychological examination
- Must pass a medical examination and drug screening test
- Must participate in a background check
- Must have a valid Alabama driver's license
- Live within City of Fairhope Police jurisdiction or willing to relocate into the Fairhope Police jurisdiction within one year

Date of Announcement: 12/14/2016 Closing Date for Applications: Until Filled

Patricia Neathore  
Human Resources

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace.  
Employment with the City is conditioned upon the potential employee passing a controlled substance abuse test.  
The City reserves the right to re-advertise positions or to not fill positions after advertising.  
This announcement is not a contract of employment.*