



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 5/30/2013

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 Employment will be accepted at the Fairhope Public Works and Utilities Building, 555 South Section St. Fairhope, AL, Monday through Friday, from 8:00 AM to 3:00 PM, or mailed to the City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications may be faxed to: (251) 990-0156.

Request and applications received after the closing deadline date will not be considered.

Position Information

Job Title: 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: Various – shift work Days to be Worked: Varies–shift work
Starting Pay Range: \$20.00

Position Description

General nature/purpose of work: (Why does the job exist?)

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. 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. Issue traffic citations
- 3. Testify in court and present evidence
- 4. Patrol area on foot or in patrol vehicle
- 5. 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

Requirements:

- Must be at least 21 years of age
- Must be a U. S. Citizen
- Must attend an interview before an interview board
- Must pass a polygraph examination
- Must pass a psychological examination
- Must pass the APOSTC agility/ability test
- Must pass written exam
- Must pass a medical examination and drug screening test
- Must participate in a background check
- Must have a valid Alabama driver's license or be able to obtain one

Education, experience and training:

MUST BE APOSTC CERTIFIED

A minimum of 2 years experience as a sworn law enforcement officer
Must be insurable by the City's driving insurance

Date of Announcement: July 19, 2017 Closing Date for Applications: July 30, 2017

Human Resources

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.

Joseph H. Pettus # HRP-013-07-18-1