



# Human Resources Department

## Forms and Documents

HRP-03 Effective Date: 07.05.2017

*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

Applications for Employment are available at the 161 N. Section St., Fairhope, Monday through Friday, from 8:00 a.m. to 5:00 p.m. or online at [www.fairhopeal.gov](http://www.fairhopeal.gov). Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered.

### Position Information

Job Title: Police Officer / School Resource 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: 7:00 a.m. - 4:00 p.m. August – June, varying during summer Days to be Worked: M-F- During the school year, varying in summer

Starting Pay Rate: \$18.40, \$23.92, \$29.44 per hour Pay Grade 22

**Position Description:** The purpose of the Police Officer/School Resource Officer is to provide a safe and secure environment with students and staff by proactively interacting with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime. The Police Officer/School Resource Officer works effectively with students, parents, school personnel and community agencies to support teaching and learning in the schools. This position maintains a traditional police officer schedule/duty during school vacations.

### Primary responsibilities include:

Patrols property to protect students, staff and visitors from physical harm and prevent loss of school property resulting from criminal activity. Patrols property for suspicious activity, unauthorized persons on campus, or unauthorized entry after hours. Works closely with the principal and staff of the school to foster a better understanding of the law enforcement function to maintain a secure learning environment; Works with school's leadership team and collaborate with school's administrative team on safety protocols and procedures; Serves as a visible and active law enforcement officer on campus dealing with law-related areas such as drugs, traffic, trespassing, fighting, and thefts. Enforce campus rules and regulations. Patrols jurisdiction on foot or in patrol car. Observes activities and looks for any situation that doesn't appear normal. Keeps high visibility in high crime areas; Checks buildings, businesses, and schools during closed hours to ensure they are secure. Answers burglar alarms as assigned. Responds to any complaint received and provides appropriate police service.

**Minimum Requirements:** Graduation from a standard senior High School or the successful completion of the General Educational Development (GED) test; Must be at least 21 years of age and have a minimum of one year's experience as a police officer, preferably in a municipality of comparable size.

**SPECIAL REQUIREMENT:** Must have a valid Alabama driver's license; possess valid APOST certification as a police officer; and live within City of Fairhope Police jurisdiction or willing to relocate into the Fairhope Police jurisdiction within one year.

**Knowledge, Skills and Abilities:** Knowledge of disaster and emergency procedures; Knowledge of principles, practices, and procedures of modern law enforcement; Knowledge of local, state, and federal laws and court procedures; Knowledge of department rules, regulations, policies and procedures; Knowledge of first aid; Skills to operate radio and other office equipment; Ability to work with youth and adults in the school setting; Ability to properly and safely use weapons; Ability to analyze situation and adopt quick, effective, and reasonable courses of action; Ability to work independently without close supervision; Ability to properly and safely use weapons; Ability to pass APOST C agility/ability test; pass polygraph examination; Ability to pass a psychological examination; Ability to pass a medical examination and drug screening test; Ability to pass a background check; Ability to qualify at fire range.

**Date Posted : 2/19/2017**

**Closing Date : Until filled**

*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.*