

CITY of SOUTHSIDE

Job Announcement and Description

Position Title: Police Officer

Department: Police

Reports To: Chief of Police

Date: 12/23/2025 (Open until filled)

JOB ANNOUNCEMENT

The City of Southside is currently hiring for the position of Police Officer. The job announcement will remain active until filled.

Purpose of Position

Investigates criminal activity involving persons and property; responds to public queries and complaints; and does related task as required. Must have knowledge the organization, functions, responsibilities, procedures and principles of modern police administration and practices. Must possess a working knowledge of criminal law in respect to the rights of citizens, apprehension, arrest, and prosecution of persons committing crimes; the laws and rules of evidence; traffic laws, ordinances, regulations and statutes. Must have the ability to make effective oral presentations to large and small groups of individuals. Must possess the physical and mental capacity to work under the conditions described in this document and to perform the duties required by the assigned positions.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive

- Respond to calls for service.
- Prepare written reports
- Be physically able to perform the job functions of this position.
- Perform basic crime scene assessment.
- Testify in court.
- Investigate criminal cases, including interviewing witnesses and suspects.
- Collect and analyze evidence, including prints and photographs.
- Prepare and file documents, reports, and forms.
- Perform other task as involved with a criminal investigation. Other duties may be required and assigned.
- Be available to work a flexible schedule that may include nights and weekends.

Marginal Job Functions

- Perform other related duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Law Enforcement Experience preferred.
- Certified as a Law Enforcement officer for the State of Alabama through APOSTC or ability to become certified.
- Must be able to complete the a certified Alabama Police Academy within 6 months if not certified.
- Possess a valid Driver's License at the time of application.
- Must be at least 19 years of age.
- Must meet all hiring requirements as outlined by the Alabama Peace Officers Standard and Training Commission.

Physical & Working Environment

Has general knowledge of the policies, procedures, and activities of the City of Southside and safety practices as they pertain to the performance of duties relating to the position of Police Officer. Has general knowledge of city government practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans, and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

This position involves continuous physical risk and/or some unpleasant working conditions. Some physical requirements such as endurance, strength, dexterity, are to be maintained for persons in this position.

This position deals with confidential and sometimes unpleasant information gathering.

Work hours 12-hour shift (Rotating Off Days, Every other weekend off)

Hours may vary as needed. Overtime maybe mandated to both on duty and due to call-ins or other situations while off-duty.

Probationary period: 6 months

Pay range: \$19.07 plus, dependent on experience.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENT: **Must** be physically able to operate a variety of office equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds force frequently. Physical demand requirements at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATIONS: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires ability to read a variety of informational documentation, directions, instruction and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgment in absence of supervision; and to acquire knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize the mathematical formulas; add and subtract totals; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion with coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress with confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken word). (Hearing - perceiving nature of sounds by ear).