

**CITY OF RUSSELLVILLE
APPLICATION FOR EMPLOYMENT**

This application must be returned by US Mail to:
(Additional postage may be required)

**The Russellville Civil Service Board
P. O. Box 308 Russellville, AL 35653**

All applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legal protected status. We are an equal opportunity employer.

Instructions: The application for employment should be completed by the applicant in his/her own handwriting. Please use ink.

POSITION APPLIED FOR: POLICE OFFICE
Deadline for Receipt of Applications:

POLICE DEPARTMENT
MUST BE POSTMARKED By
November 6, 2026

Full Name _____ Date _____

List any other names you have previously used: _____

Mailing Address _____ City _____ State _____

Street Address _____ City _____ State _____

Telephone Number _____

Driver's License Number _____ Class _____

Have you previously been employed with the City of Russellville? () Yes () No

If Yes, please give date, and reason for leaving _____

Are you currently employed? If Yes, please give name, address and Telephone number. () Yes () No

May we contact your present employer? () Yes () No

Are you prevented from lawfully becoming employed in this county?
Because of Visa or Immigration Status? () Yes () No

Have you been convicted of a felony?

☐ Yes

☐ No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain.

Have you ever been arrested? If Yes, please explain why and when.

☐ Yes

☐ No

Have you ever had any traffic violations or accidents during the past five (5) years?

☐ Yes

☐ No

Please use a separate sheet of paper if needed.

When will you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes

☐ No

Have you ever been discharged from any position?

☐ Yes

☐ No

If yes, please give details. _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Summarize special job-related skills and qualifications acquired from employment or other experience. Include equipment operated.

State any additional information you feel may be helpful to us in considering your application.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer: _____ Job Title _____
Address _____ Telephone _____
Work Performed _____
Date employment began: _____ Date employment ended: _____
Reason for Leaving: _____

Employer: _____ Job Title _____
Address _____ Telephone _____
Work Performed _____
Date employment began: _____ Date employment ended: _____
Reason for Leaving: _____

Employer: _____ Job Title _____
Address _____ Telephone _____
Date employment began: _____ Date employment ended: _____
Work Performed _____
Reason for Leavings: _____

Employer: _____ Job Title _____
Address _____ Telephone _____
Date employment began: _____ Date employment ended: _____
Work Performed _____
Reason for Leavings: _____

EDUCATION

High School _____ Location _____

Course of Study _____ Years Completed _____

Diploma / Degree _____

Undergraduate
College _____ Location _____

Course of Study _____ Years Completed _____

Diploma/Degree _____

Undergraduate
College _____ Location _____

Course of Study _____ Years Completed _____

Diploma/Degree _____

Graduate
Professional School _____ Location _____

Course of Study _____ Years Completed _____

Diploma/Degree _____

Other (Specify) _____ Location _____

Course of Study _____ Years completed _____

Diploma/Degree _____

Indicate which foreign languages you can speak _____

If offered this position we have the authority to ask for a copy of your diploma or GED.

REFERENCES

Name _____ Official Position _____

Address _____ Telephone _____

Name _____ Official Position _____

Address _____ Telephone _____

Name _____ Official Position _____

Address _____ Telephone _____

The position applied for may require the operation of city owned vehicles. I hereby authorize the City of Russellville to obtain any and all information relating to my driving record including any and all traffic violations and or citations

I authorize the City of Russellville to obtain any and all information concerning me from former employers and others, and I release and hold harmless all concerned from any liability in connection therewith.

Any false statements or misrepresentations made by me on this application or any supplement thereto will be grounds for immediate dismissal.

This application will be kept on file by the Civil Service Board of the City of Russellville for a period of one year.

Signature of Applicant Date

The following information is provided by the applicant on a voluntary basis. This information is requested to assist the City of Russellville in reporting statistical information to various agencies.

Full Name of Applicant _____ Sex _____

Race / Origin _____ Height _____ Weight _____

Position Applied For _____

Records Release

The position applied for may require the operation of city-owned vehicles. I hereby authorize the City of Russellville to obtain any and all information related to my driving record, including all traffic violations, criminal records, physical/medical information, and psychological examinations.

I further authorize the City of Russellville to obtain any and all information concerning me from former employers and other relevant sources, and I release and hold harmless all parties involved from any liability in connection with such inquiries.

Any false statements or misrepresentations made by me on this application or any supplemental document will be grounds for immediate dismissal.

This application will be kept on file by the Civil Service Board of the City of Russellville for a period of one year.

Signature of Applicant

Date

CITY OF RUSSELLVILLE

JOB DESCRIPTION

Job Title: Desk Officer

Department: Police Department

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: April 2016

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Major

Subordinate Staff: None

Other Internal Contacts: All City Departments

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Other Law Enforcement Agencies; Department of Homeland Security (DHS) - Immigration; Sheriff; Department of Human Resources (DHR); Municipal Court; Attorneys; Magistrate; City Prosecutor; and City Judge

Job Summary

Under the supervision of the Captain, the employee performs administrative and receptionist duties relating to the Police Department. The employee prepares and files correspondence; and enters information into the NCIC system. The employee prepares and reviews required reports, and assists with other departmental administrative activities. The employee monitors and oversees inmates in the City Detention/Jail facility. The employee is qualified and may perform duties as a patrol officer as needed. The employee also participates in training activities, may address community groups

regarding crime prevention and traffic safety. Work is usually performed in accordance with well-defined procedures. This job classification is considered to be safety-sensitive and is subject to pre-employment and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Administration. The employee performs various administrative duties required by the Department.

1. Performs receptionist duties for citizens entering the Department.
2. Generates incident reports for walk-in complaints.
3. Processes incident, accident and arrest reports filed by patrol officers.
4. Processes traffic and non-traffic citations.
5. Enters data into the NCIC system.
6. Maintains Department files.
7. Collects monies for vehicles releases and copies of reports.
8. Reconciles daily cash receipts.
9. Generates bank deposits as needed.
10. Processes in-going and out-going mail.
11. Generates Department meeting minutes.
12. Prepares correspondence for signature.
13. Notarizes documents.
14. Monitors completed paperwork of officers ensuring accurate and appropriate information is reported.

ESSENTIAL FUNCTION: Detention/Jail Facility Operations. Performs duties to monitor the efficient and safe operation of the City detention facility.

1. Processes individuals into the detention facility.
2. Monitors inmates via control room and/or video monitors.
3. Answers phone; provides information to the general public about jail policies and operations.
4. Monitors inmate workers around the Police Department and Detention/Jail facility.
5. Coordinates with other departments and organizations to utilize trustees for work projects.
6. Tracks monies of inmates; may use to pay for fines.
7. Operates jail store which allows inmates to purchase snacks, and other conveniences.
8. Receipts items paid for by inmates.

9. Assists visitors with issues such as impounded cars and personal property of inmates.
10. Contacts Mental Health as needed for troubled inmates.
11. Monitors the general health and hygiene of inmates.
12. Assists with meal distribution.
13. Issues medication to prisoners as directed by medical professionals.
14. Escorts inmates to courthouse.

ESSENTIAL FUNCTION: Patrol Operations and Service Calls. The employee may patrol community and ensure all state and local laws are enforced within the community.

1. Patrols City businesses, schools, churches, private residences and other special areas as directed by supervisor and conducts building searches of anything found open or disturbed.
2. Makes notes during patrol of any situation that does not appear normal for the areas, time of day, weather conditions, volume of traffic, assemblage of persons, etc.
3. Varies patrol route to prevent establishing a predictable pattern.
4. Responds to and investigates any complaint received; prepares a written report for each investigation.
5. Initiates investigation of complaints; informs supervisor and investigator of known facts, suspects and situation.
6. Provides backup support for other law enforcement officers, including those from other agencies as required.
7. Issues Uniform Traffic Citations (UTCs) and electronic tickets for violations of traffic laws.
8. Uses a variety of measuring devices to apprehend speeders.
9. Responds to traffic accidents and conducts investigations for accidents on public and private property; interviews victims and witnesses.
10. Establishes traffic control and police protection at incidents which may cause or attract crowds.
11. Performs crowd and traffic control at parades, funeral processions, and sporting events.
12. Reports defective street lights, signs, road surfaces, or other facilities which service the public.
13. Assists in conducting traffic surveys to determine problem areas.
14. Assists in removing disabled vehicles and obstructions from roadways
15. Assists stranded motorists; keeps traffic moving smoothly and safely; watches for traffic violations; directs traffic as required; assists with or provides escorts for funeral processions; performs emergency relays such as blood transports as required.
16. Assists in medical emergencies as needed by rendering first aid or assisting medical personnel.
17. Operates two-way radio in accordance with approved procedures; maintains radio contact with dispatcher; provides point-to-point

- communication with multi-agency responses requiring separate frequency utilization, such as state troopers, county sheriff departments, emergency management, ambulance services, etc.
18. Notifies supervisor of unusual problems or complaints encountered.
 19. Promotes good public relations.
 20. Enforces all laws of the State of Alabama and City of Russellville.
 21. Prepares written reports of offenses investigated, arrests, daily activities, unusual events, force used, buildings checked, field interviews, etc.
 22. Remains on watch for property, business and dwelling fires; upon discovery, notifies the appropriate responding agencies and evacuates all persons from the structure or area; provides any assistance necessary to the responding agencies.
 23. Operates the department designated breath testing device when certified for obtaining scientific evidence in suspected DUI related cases; performs tests for other agencies as directed; maintains Department of Public Health, Department of Public Safety and court related documents and evidence information as required.
 24. Responds to reports of chemical accidents and exposure to hazardous materials; identifies the material by shipping paper, placard, four-digit ID number or crate description; uses Haz-Mat Guide to initiate appropriate response; evacuate and secures as necessary; contacts communications and supervisor.
 25. Handles patrol requests.
 26. Checks on elderly and infirm.
 27. Maintains and investigates crime scenes, when necessary; may collect fingerprints, take photographs, make sketches, and collect other evidence.
 28. Accompanies Department of Human Resources personnel to check on cases of possible abuse, as necessary.
 29. Checks with area businesses to determine problem areas.
 30. Answers residential and business burglar alarms.

ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.

1. Maintains excellent community and police relationships by making positive contact with people in neighborhoods, schools and the business district.
2. Promotes good public relations by answering citizens' questions and complaints.
3. Assists in school and community functions.
4. Assists stranded motorists; may unlock vehicles as requested.
5. Refers citizens to appropriate agencies for inquiries regarding civil matters (i.e.: custody, evictions, etc.).

6. Maintains videotapes, digital cameras, VCRs, and other surveillance equipment according to requirements; stores equipment as needed.
7. Conducts inspection of police equipment to include weapons, hand-held radios, Tasers, handcuffs, and other assigned items.
8. Attends training and development programs necessary to maintain personal and departmental requirements.
9. Attends specialized training classes to achieve specific expertise needed for current job or promotion.
10. Participates in safety and educational classes.
11. Maintains physical condition required for performance of duties.
12. Wears required safety and protective devices and equipment according to situation.
13. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and department rules, regulations, policies, and procedures.
2. *Knowledge of the City, its buildings, and road system.
3. Knowledge of disaster and emergency procedures.
4. Knowledge of law enforcement practices and procedures.
5. Knowledge of the criminal justice system.
6. Knowledge of City, State, and Federal law and court procedures.
7. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
8. Knowledge of all forms and other paperwork required for Patrol Department.
9. Knowledge of evidence preservation/collection including fingerprinting.
10. Knowledge of office management techniques and procedures.
11. Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
12. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
13. Reading skills to understand and interpret Department rules, regulations, policies, and procedures.
14. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
15. Math skills to perform basic accounting calculations (add, subtract, multiply, divide).
16. Listening skills to receive radio calls, take complaints, and interview witnesses.
17. Driving skills to safely and effectively operate department vehicle under adverse conditions.
18. Ability to multi-task.

19. Ability to organize files and work assignments.
20. Ability to use computers and office productivity software as needed for data entry, word processing, reports, and investigative strategies.
21. Ability to use standard office equipment.
22. Ability to handle and account for monies.
23. Ability to deal firmly and tactfully with the public.
24. Ability to maintain composure in stressful situations.
25. Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
26. Ability to work independently without close supervision.
27. Ability to obtain information through interview and interrogation.
28. Ability to speak clearly and factually in court and other situations.
29. Ability to work outdoors under adverse conditions.
30. Ability to travel on foot for long distances without stopping, must be able to run, climb, jump, and crawl.
31. Ability to pursue and detain a fleeing or belligerent individual.
32. Ability to use a two way radio.
33. Ability to drive a vehicle under adverse/emergency conditions.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess APOST certification and ability to maintain.
3. Three years of law enforcement experience.
4. Possess firearm, NCIC, Draeger, Taser and CPR certifications and ability to maintain certification(s).
5. Possess a current and valid driver's license.
6. Ability to obtain and maintain Notary Public designation.
7. Ability to attend and complete jail management training.
8. Ability to pass a background check.
9. Ability to work non-standard hours.
10. Ability to travel.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other

precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.