

**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 OFFICER                      POLICE DEPARTMENT**

**DEADLINE FOR RECEIPT OF APPLICATIONS:                      MUST BE POSTMARKED BY:  
AUGUST 28, 2023**

Full Name \_\_\_\_\_ Date \_\_\_\_\_

**List any other names you have previously used:** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Telephone Number \_\_\_\_\_ Social Security 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

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?  
Conviction will not necessarily disqualify an applicant from employment.  
If Yes, please explain.

Yes

No

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.

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## 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: \_\_\_\_\_

## EDUCATION

High School \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Years Completed \_\_\_\_\_

Diploma / Degree \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Undergraduate  
College \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Years Completed \_\_\_\_\_

Diploma/Degree \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Undergraduate  
College \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Years Completed \_\_\_\_\_

Diploma/Degree \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Graduate  
Professional School \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Years Completed \_\_\_\_\_

Diploma/Degree \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Other (Specify) \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Years completed \_\_\_\_\_

Diploma/Degree \_\_\_\_\_ Date of Graduation \_\_\_\_\_

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 authority 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 \_\_\_\_\_

# CITY OF RUSSELLVILLE

## JOB DESCRIPTION

Job Title: Police 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: Sergeant

Subordinate Staff: None

Other Internal Contacts: All City Departments

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Other Law Enforcement Agencies; Ambulatory Services; State Trooper; Sheriff; Game Warden; Schools; Wrecker Services; Department of Human Resources (DHR); Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Juvenile Probation; Attorneys; district Attorney; Department of Homeland Security (DHS); Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); and E-911

### Job Summary

Under the supervision of the Sergeant, the employee performs law enforcement activities on behalf of the City Police Department; performs patrol duties for assigned area; processes civil and criminal papers in accordance with established procedures;

provides security for court proceedings; and for special events held within the City; and performs maintenance checks on equipment prior to each shift. The employee prepares, documents, and submits accurate reports. The employee ensures equipment and uniforms are maintained and serviceable at all times. Employee also provides traffic control and issues citations as needed. Work is usually performed in accordance with well-defined procedures. This is an entry-level job in the law enforcement job classification. 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: Patrol Operations and Service Calls.** The employee patrols community and ensures all state and local laws are enforced within the community.

1. Reports to patrol supervisor for assigned area and instructions.
2. 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.
3. 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.
4. Varies patrol route to prevent establishing a predictable pattern.
5. Responds to and investigates any complaint received; prepares a written report for each investigation.
6. Initiates investigation of complaints; informs supervisor and investigator of known facts, suspects and situation.
7. Provides backup support for other law enforcement officers, including those from other agencies as required.
8. Issues Uniform Traffic Citations (UTCs) and electronic tickets for violations of traffic laws.
9. Uses a variety of measuring devices to apprehend speeders.
10. Responds to traffic accidents and conducts investigations for accidents on public and private property; interviews victims and witnesses.
11. Establishes traffic control and police protection at incidents which may cause or attract crowds.
12. Performs crowd and traffic control at parades, funeral processions, and sporting events.
13. Reports defective street lights, signs, road surfaces, or other facilities which service the public.

14. Assists in conducting traffic surveys to determine problem areas.
15. Assists in removing disabled vehicles and obstructions from roadways
16. 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.
17. Assists in medical emergencies as needed by rendering first aid or assisting medical personnel.
18. 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.
19. Notifies supervisor of unusual problems or complaints encountered.
20. Promotes good public relations.
21. Enforces all laws of the State of Alabama and City.
22. Prepares written reports of offenses investigated, arrests, daily activities, unusual events, force used, buildings checked, field interviews, etc.
23. 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.
24. 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.
25. 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.
26. Handles patrol requests.
27. Checks on elderly and infirm.
28. Maintains and investigates crime scenes, when necessary; may collect fingerprints, take photographs, make sketches, and collect other evidence.
29. Accompanies Department of Human Resources personnel to check on cases of possible abuse, as necessary.
30. Checks with area businesses to determine problem areas.
31. Answers residential and business burglar alarms.

**ESSENTIAL FUNCTION: Civil and Criminal Process.** The employee follows through with court issued papers and follows departmental procedures when dealing with arrestees and the community.

1. Receives outline of duties to be performed from supervisor.



2. Serves various types of court issued papers in accordance with established procedures; provides general information to person receiving papers as to their responsibility of response or action.
3. Makes written execution upon service of court issued papers including date of service, place of service and person receiving process.
4. Presents and executes warrants of arrest upon persons identified by appropriate issuing authority; ensures exactness in identity of arrestee; provides all identification information necessary for incarceration to appropriate corrections staff or transfer agency.
5. Places person arrested by warrant in custody and transport to the City jail; completes formal booking procedures as required; assists in application of bail within department regulations; assists in transfer to other jurisdictional agency as required.
6. Provides appropriate direction pertaining to applicable criminal laws to victims or persons involved; advises as to options and give concise information as to procedure for obtaining warrants from jurisdictional magistrate or court clerk.
7. Testifies in court as required; answers questions.
8. Executes evictions upon persons as directed; makes arrangements for necessary labor and transportation to accommodate physical removal of persons or property from described premises; makes required written return to the issuing authority describing actions taken and condition of property.
9. Locates and serves described persons for mental health evaluation as directed by the probate court; utilizes necessary tactics to ensure safety of the public, the detainee and the officer; transports as required and makes written reports to the court, the department file and any mental health treatment facility staff as directed.
10. Follows up on warrant process after arrest.
11. Advises victims of numbers of agencies they can call on for assistance.

**ESSENTIAL FUNCTION: Security. The employee provides security for buildings, meetings, and events throughout the City.**

1. Reports to supervisor for special instructions and an outline of duties to be performed.
2. Provides security at City jail when inmates are brought out of the secure environment for visitation, transfer to medical facility, extradition transfer, religious services, lawyer interview, bail applications, educational classes, etc.; assists in restoring order during disturbance or riots involving inmates.
3. Provides security for inmates transferred from the jail to another facility.
4. Provides security for all public events within the City's jurisdiction including such events as ball games, elections, dignitary visits, etc.
5. Provides security as directed at major crime scenes, fatality wreck scenes, designated protected areas, hazardous materials and chemical spills, etc.;

verifies identity of necessary personnel entering crime for investigation purposes; provides security to prevent looting and vandalism in places of natural disaster such as tornado ravaged residential areas; assists EMA and FEMA officials as well as other support agencies.

6. Provides security as directed by the appropriate jurisdictional court for supervised child visitations and custody disputes.
7. Provides security for intervention cases such as Department of Mental Health, Department of Human Resources, Board of Pardons and Paroles, Crime Victims Compensation Commission, Juvenile Probation, Court Referral Officer, Court Substance Abuse Officer, etc.; takes necessary action to prevent interference with or obstruction to the duties of the agency representative requesting assistance.

**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. Promotes good public relations by answering citizens' questions and complaints.
2. Assists in school and community functions.
3. Assists stranded motorists; may unlock vehicles as requested.
4. Escort employees with money deposits from businesses to banks.
5. Refers citizens to appropriate agencies for inquiries regarding civil matters (i.e.: custody, evictions, etc.).
6. Assumes responsibility for assigned vehicle; performs daily check and monthly inspection and arranges for routine and special maintenance with city shop.
7. Maintains videotapes, digital cameras, VCRs, and other surveillance equipment according to requirements; stores equipment as needed.
8. Conducts inspection of police equipment to include weapons, hand-held radios, Tasers, handcuffs, and other assigned items.
9. Provides support to other jurisdictions as needed.
10. Attends training and development programs necessary to maintain personal and departmental requirements.
11. Attends specialized training classes to achieve specific expertise needed for current job or promotion.
12. Participates in safety and educational classes.
13. Maintains physical condition required for performance of duties.
14. Wears required safety and protective devices and equipment according to situation.
15. Performs other related duties as assigned.

## Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of the City, its buildings, and road system.
2. \*Knowledge of City, State, and Federal law and court procedures.
3. \*Knowledge of disaster and emergency procedures.
4. \*Knowledge of City and department rules, regulations, policies, and procedures.
5. \*Knowledge of maintenance and use of different types of weapons.
6. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
7. Knowledge of law enforcement procedures and techniques.
8. Knowledge of all forms and other paperwork required for Patrol Division.
9. Knowledge of evidence preservation/collection including fingerprinting.
10. Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
11. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
12. Reading skills to read and understand department rules, regulations, policies, and procedures.
13. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
14. Math skills to perform basic calculations (add, subtract, multiply, divide).
15. Listening skills to receive radio calls, take complaints, and interview witnesses.
16. Driving skills to safely and effectively operate department vehicle under adverse conditions.
17. Skills to properly maintain and use all types of weapons required to carry out job duties as described herein.
18. Ability to pursue and detain a fleeing or belligerent individual.
19. Ability to use a computer as needed for data entry, word processing, reports, and investigative strategies.
20. Ability to deal firmly and tactfully with the public.
21. Ability to maintain composure in stressful situations.
22. Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
23. Ability to work independently without close supervision.
24. Ability to multi-task.
25. Ability to organize files and work assignments.
26. Ability to obtain information through interview and interrogation.
27. Ability to speak clearly and factually in court and other situations.
28. Ability to work outdoors under adverse conditions.
29. Ability to travel on foot for long distances without stopping, must be able to run, climb, jump, and crawl.
30. Ability to use a two way radio.
31. Ability to drive.

### Minimum Qualifications

1. Possess a high school diploma or GED.
2. Must be at least twenty one years of age.
3. Must be certified, or meet the requirements for certification, of police officers as required by the Alabama Peace Officers Standards and Training (APOST) Commission.
4. Possess a current and valid driver's license.
5. Must be U.S. citizen.
6. Ability to successfully pass a background check.
7. Ability to participate in continuing educational activities to acquire and maintain credentials.
8. Ability to wear appropriate uniforms and safety equipment.
9. Ability to work nonstandard hours and emergency call-backs.
10. Ability to travel as required.

### 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.