

The University of Alabama Police Officer Position Description

Job Summary:

The police officer, with moderate supervision, performs law enforcement duties and provides services that enable the University of Alabama to achieve its mission. Duties and responsibilities include responding to calls for service; performing preventive patrols; meeting with complainants/victims, completing reports and conducting preliminary investigations; investigating vehicular/pedestrian traffic collisions and completing the necessary reports; testifying in court on criminal, traffic and/or civil matters; operating radio and emergency equipment in accordance with established departmental procedures; conducting security checks of facilities and grounds; directing traffic; attending departmental and specialized training; and performing any other task necessary for the University to accomplish its mission.

Additional Department Summary: The Police Officer will work day, evening, night shift to include weekends, and holidays as assigned which may include voluntary or mandatory overtime.

Essential Functions

- 45% - Performing preventative patrol, both on foot and by vehicle
- 15% - Interacting with complainants/victims and other members of the public through interpersonal communication.
- 10% - Conduct preliminary investigations regarding incidents/offenses and traffic accidents.
- 10% - Using various computer systems to obtain and disseminate job related information.
- 5% - Working various overtime events, both voluntary and mandatory, based on the needs of the department and the university community.
- 5% - Completing required reports, forms, and other paperwork.
- 5% - Traffic direction and control.
- 5% - Perform any other task necessary for the University to accomplish its mission.
- 2% - Operating police radio and emergency equipment, frequently while driving.
- 2% - Attending in-service or specialized training.
- 1% - Testifying in court on civil/criminal matters.

Essential - Drives UA vehicle. Closely observes and adheres to all safety rules and regulations as listed on product and equipment labels and as directed by management. Must be able to work extended hours and overtime to include evening, nights, weekends and holiday hours as needed. Must meet regular attendance and punctuality requirements. Must accomplish the essential functions, with or without reasonable accommodations, in a timely manner

Required Minimum Qualifications for Applicants:

- A high school degree or equivalent
- Successfully passing the physical agility and physical ability examinations, review panel, and written examination for law enforcement officers
- Physical Agility exam includes running the course and completing the following requirements within 90 seconds: push a vehicle on a level surface; climb a six-foot wall; climb through a window-like metal structure; walk a balance beam; drag a 165 lb. dummy.
- Physical Ability exam includes completing 22 pushups within one minute, 25 sit-ups within one minute and completing a 1.5 mile run within 15 minutes and 28 seconds.

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- United States citizen or permanent resident
- Minimum of 21 years of age
- For those that have been in the Armed Forces, an honorable discharge from military service
- Valid U.S. driver's license with an acceptable motor vehicle report
- Must be able to perform foot patrol and work outside in all weather conditions.
- Must be able to work day, evening or night shift to include weekends and holidays.
- Must be able to work various overtime events, both voluntary and mandatory, based on the needs of the department and the university community.
- Must be able to pass a comprehensive background check.

Conditional Hire/Pre-Employment Requirements:

- Complete a psychological assessment
- Drug screen

Post-Hire Requirements:

- Successful completion of the recruit orientation training
- Successful completion of the Alabama Peace Officers Standards and Training Commission's academy within six months of employment; or a certificate verifying the successful completion of the Alabama Peace Officers Standards and Training Commission's academy
- Successful completion of the University of Alabama Police Department's field training and evaluation program
- After completion of these phases, the position has a 1040-hour probationary period of solo field assignment duty

Skills and Knowledge:

- Ability to learn and utilize computer software designed for law enforcement
- Good attention to detail
- Good communication skills
- Good interpersonal skills
- Ability to use good judgement and make effective decisions
- Ability to work with a diverse population
- Ability to demonstrate courage and take responsibility
- Demonstrated ability to maintain professionalism when dealing with conflict

UA Core Competencies (<http://hr.ua.edu/ua-competency-resources>)

- Ethics/Integrity
- Student/Customer Focused
- Self-Development
- Collaborating/Building Relationships
- Adaptability/Flexibility

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Preferred Qualifications:

- A bachelor's degree from an accredited institute of higher education or 5 years of continuous work experience as a sworn law enforcement official
- Strong communication and interpersonal skills
- Foreign language and culture skills and/or experience
- Experience working in a community-oriented policing environment with an emphasis on service in a higher education environment/community

Physical Demands:

- Balancing Carrying Climbing Crawling Crouching/Stooping Driving
- Feeling/Handling Keyboarding Pulling/Pushing Reaching
- Repetitive movement Sitting Speaking Squatting Standing
- Twisting/Bending Walking/Running Writing

Physical Demands: Up to 100 pounds

Environmental and Hazardous Conditions:

- Darkness or Poor Lighting Dust/Fumes Noise Vibration Weather Extremes
- Mechanical Hazards Electrical Hazards Fire Hazards Moving Machinery/Heavy Equipment Traffic Heights Close/cramped quarters Animals/Wildlife
- Explosives Violence Disease/Pathogens Chemicals Bodily Fluids/Blood-borne pathogens