



Friday, July 30, 2021

**The City of Pelham is currently accepting applications and resumes for the full time position of Post Certified Police Officer.** This position leads the city in performing police work in accordance with departmental policies, rules, regulations and standard operating procedures and receives assignments and instructions from police officers of higher rank. Work normally consists of routine patrol, preliminary investigations, and traffic regulation duties in a designated area/beat on an assigned shift and may be performed in patrol vehicles or on foot. Work may involve an element of personal danger and employees must be able to act without direct supervision and exercise independent judgment in meeting emergencies. A complete job description will be made available upon request. The following is a representative list of duties involved but may not be all inclusive:

- Patrols a designated area of the city on foot or in an automobile to protect human life and to preserve law and order, to prevent and discover the commission of crime, to direct traffic as required, to identify and report potential or existing public safety hazards and to enforce traffic and parking regulations.
- Answers calls and complaints involving fire, automobile accidents, felonies, and misdemeanors.
- At the scene of crime, preserves human life, protects property, controls access to the scene, conducts preliminary investigations, gathers evidence, locates witnesses and obtains statements, makes arrests, composes and writes detailed incident / offense reports and testifies as a witness in court.
- At the scene of automobile accidents, preserves life, protects property, locates witnesses and obtains statements, investigates the causes of the accident and prepares detailed accident investigation reports.
- Interviews persons with complaints and attempts to make proper disposition or directs them to proper authorities.
- Gives general advice on traffic and criminal laws and ordinances, and gives general information to the public.
- Employees may be assigned to work on special assignments which call upon specialized abilities and knowledge usually attained through experience as a uniformed Police Officer. Police Officers assigned to the Criminal Investigation Division or specialized units are subject to call 24 hours a day.
- Police Officers may be assigned to work in uniform or plain clothes. Shift schedules and job assignments may be changed periodically to assure the maximum delivery of effective police service.

Must be at least 21 years of age upon graduation of the APOST Academy and have no felony or serious misdemeanor criminal convictions. Must possess a high school diploma or GED certificate. Completion of some college or university course work in Criminal Justice, Law Enforcement, Police Science, Criminology, Public Administration, Business Administration, or a related field from a regionally accredited college or university is preferred.

Must have a valid Alabama Driver's License and meet the minimum standards for law enforcement officers as established by Alabama Peace Officers Standards and Training Commission (APOSTC) and Alabama Law and maintain annual APOSTC continuing education requirements.

APOSTC certified applicants will be ranked, based on their overall academy average. POSTC applicants from other states will also be ranked in the same manner.



Friday, July 30, 2021

At the conclusion of the application process, Human Resources will rank each applicant on a certified list. When the applicant's name is submitted to the police department, the applicant will be contacted and scheduled for the standardized APOSTC physical fitness exam. The results of that exam are pass/fail and those who pass will continue in the hiring process. Those who fail the physical fitness exam may re-apply when the next job posting occurs.

In order to maintain and continue employment as a sworn police officer for the City of Pelham Police Department, an employee must retain the legal right and authority to carry a pistol and any other firearm normally used by police officers. Conviction of any crime that results in the loss of an employee's rights to carry firearms will immediately disqualify said employee from continued employment as a sworn police officer for the City of Pelham.

In order to maintain and continue employment as a sworn police officer for the City of Pelham Police Department, an employee must retain the legal right and authority to access information from and through the Alabama Criminal Justice Information Center (ACJIC) and the National Crime Information Center (NCIC) computer systems. Conviction of any felony, or any other crime that results in the loss of an employee's right to access said computer systems, or a sustained allegation of breach of the rules governing operation and access to said computer systems which results in a decision by either ACJIC or NCIC to terminate an employee's right and/or authority to access, operate, or receive information through said computer systems will immediately disqualify said employee from continued employment for the City of Pelham.

Compensation range is \$47,625.87 - \$71,402.28. We offer an excellent benefits package which includes: BCBS health and dental coverage with single coverage being provided at no cost to the employee and family coverage for \$174.46/biweekly; vision insurance; Tier 1 retirement benefits with RSA; paid vacation, sick leave and holidays; uniform and equipment provided; annual weapon allowance; 12 hour shifts with every other weekend off; indoor and outdoor ranges.

Applicant must complete a written background packet, prior to first interview, satisfactorily pass a Background Investigation and polygraph examination after passing an interview. Applicant must also pass a pre-employment drug screen after receiving conditional offer of employment. Applications are on this website and can be downloaded. Completed applications and resumes may be emailed to [HR@pelhamalabama.gov](mailto:HR@pelhamalabama.gov). Final date to submit applications and resumes is Friday, August 13, 2021 at 5:00p.m.

**Applicants MUST provide their POSTC number and overall academy scores, college or university final GPA, at the time their application is submitted. Failure to provide all information and certificates may result in disqualification.**