

City of Muscle Shoals

2010 Avalon Avenue • Muscle Shoals, Alabama 35661
 Post Office Box 2624 • Muscle Shoals, Alabama 35662-2624
 (256) 383-5675 • Fax: (256) 386-9201 • www.cityofmuscleshoals.com

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Instructions: Complete all information. Please complete insert if enclosed. Be sure to sign and date the application. MUST use ink on this application.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Last Name	First Name	Middle Name
Address	Street	City
		State
		Zip Code
Telephone Number(s)		Social Security Number (Optional)
E-Mail Address		

POSITION APPLYING FOR: _____

May we contact your present employer? Yes No

Have you filed an application or been employed here before? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment.) Yes No

Are you available to work? Full time Part time On Shifts

Are any of your relatives employed with the City of Muscle Shoals? Yes No

If yes, list name(s) _____

Have you been convicted of a felony? Yes No

If yes, please explain _____

Have you ever been convicted or arrested for any reason other than a minor traffic violation? Yes No

Are you on lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name of School	City and State	Year Graduated	Course of Study	Course or Degree
High School					
College					
College					
Vocational					
Other (Specify)					

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

Give name, address and phone number of three references not related to you.

Name	Address and Phone Numbers

Employment Experience

THIS SECTION MUST BE COMPLETED EVEN WITH RESUME ATTACHED.

List each job held. Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status.

1	Current or Last Employer	Dates Employed		Work Performed
	Telephone Number(s)	From	To	
	Job Title	Salary (Optional)		
	Supervisor (include first and last name)			
	Reason for Leaving			
2	Previous Employer	Dates Employed		Work Performed
	Telephone Number(s)	From	To	
	Job Title	Salary (Optional)		
	Supervisor (include first and last name)			
	Reason for Leaving			
3	Previous Employer	Dates Employed		Work Performed
	Telephone Number(s)	From	To	
	Job Title	Salary (Optional)		
	Supervisor (include first and last name)			
	Reason for Leaving			
4	Previous Employer	Dates Employed		Work Performed
	Telephone Number(s)	From	To	
	Job Title	Salary (Optional)		
	Supervisor (include first and last name)			
	Reason for Leaving			

Agreement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of all statements contained in this application as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Muscle Shoals.

Signature of Applicant

Date

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

FOR HUMAN RESOURCE DEPARTMENT USE ONLY - DO NOT WRITE BELOW

Initial

Complete
Incomplete

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Scheduled Agility Test Date: _____ Time: _____

Scheduled Interview Date: _____ Time: _____

Additional Interview Date: _____ Time: _____

Notes: _____

Employed Yes No
 Date of Employment _____

Alabama Peace Officers' Standards and Training Commissions set forth requirements concerning persons who are to be employed as patrol officers in the City of Muscle Shoals. These include, but are not limited to the following:

1. The applicant must be a graduate of a high school accredited with or approved by the State Department of Education or a certificate of high school equivalency issued by General Education Development (GED).

Do you meet this requirement? Yes _____ No _____

Please attach a copy of your diploma (high school or college) or GED certificate. Transcripts will also be accepted.

2. The applicant to whom a conditional job offer is made shall be certified by a licensed physician designated as satisfactory by the appointing authority as in good health and physically fit for the performance of the duties as a patrol officer. Additional physical qualifications are outlined in the Alabama Peace Officers' Standards.

Do you understand that any offer of employment is conditional upon a physician certification of your fitness for duty based upon job-related criteria?

Yes _____ No _____

3. The applicant must be 19 years of age or older.

Do you meet this requirement? Yes _____ No _____

4. The applicant must be a United States citizen.

Are you United States citizen? Yes _____ No _____

5. The applicant must have a valid driver's license.

Do you meet this requirement? Yes _____ No _____

Driver License Number: _____

Expiration Date: _____

6. If an applicant has been a member of the armed forces of the United States, the discharge must be under honorable conditions.

7. Applicants must be persons of good moral character and reputation. In making this determination, the commission shall consider convictions for misdemeanors and other factors set forth in its duly adopted and promulgated rules. Any applicant who has been convicted of a felony shall be ineligible for appointment or certification as a law enforcement officer.

8. Are you certified by the Alabama Peace Officers' Standards and Training Commission?
Yes _____ No _____

If yes, please attach a copy of your certification.

9. Do you understand that any offer of employment is conditional upon the successful completion of controlled substance testing?
Yes _____ No _____

10. Is any member of you or your spouses immediate family (defined by Paragraph #1.2.1 of the Civil Service Board's Personnel Policies and Procedures as spouse, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, nephew, niece) employed in the department for which you desire consideration?
Yes _____ No _____

If yes, please name: _____

I certify that the answers I have given are true and correct to the best of my ability.
I also understand that if I am employed, that false or misleading information given on this form may result in my discharge.

Signature

Date

MUSCLE SHOALS POLICE DEPARTMENT
TATTOO / BODY MODIFICATION POLICY

Employees of the, Muscle Shoals Police Department must comply with department policy governing tattoos and body modification. Policy Compliance may directly impact eligibility for employment; therefore, applicants considered for employment are required to review the policy and complete this form.

POLICY:

- Tattoos on the **hands, face, neck and scalp** are prohibited.
- Tattoos that are potentially offensive to the community, racist, sexism or sexually suggestive or explicit, obscenity or profane, gang or drug related or political in nature are prohibited.
- Exception: the visible tattoo must not be potentially offensive to the community, as determined by the Chief of Police.
- Exceptions to the tattoo policy must be authorized by the Chief of Police.

Body Modification and Body piercing:

Body modifications visible while on duty are prohibited. Body modifications include, but are not limited to:

1. Tongue splitting or bifurcation;
 2. Abnormal shaping of the ears, eyes or nose;
 3. Gauging or gradually increasing the radius of a surgically induced opening in the ear flesh in area such as the ear lobes or lips and branding or scarification.
- Body modifications shall not include those procedures medically necessitated by illness, deformity or injury, when performed by a licensed medical professional.

APPLICANT: Do you have any tattoos? Yes No

IF YOU ANSWERED YES, PLEASE CHECK ALL STATEMENTS THAT APPLY TO YOU AND PROVIDE NECESSARY DETAILS:

- I do not have any tattoos on my hands, face, neck or scalp.
- I have one or more tattoos that, pursuant to the City's tattoo policy, do not impact my eligibility for employment. I understand that, if I am employed in the Police Department.
- I have one or more tattoos that may be considered offensive to the community. I am providing the following description for evaluation. This description includes the image(s) depicted by the tattoo(s), the size(s) of the tattoo(s), and the location(s) of the tattoo(s) on my body:
- I, the undersigned applicant, acknowledge: 1) I have read the tattoo policy; 2) I have properly disclosed the information required; and 3) I understand that failure to answer truthfully will make me ineligible for any future City employment or, if hired, could result in termination from employment.

Applicant Signature
Date:

BACKGROUND REPORT DISCLOSURE STATEMENT

Please read the information on this form carefully. It describes your rights as a consumer.

City of Muscle Shoals uses Risk Mitigation Services, Inc. to conduct background investigations as part of its employment process. Such background investigations are covered by Section 603 of the federal Fair Credit Reporting Act (FCRA) and are termed "consumer reports" and/or "investigative consumer reports". Risk Mitigation Services, Inc. is a "Consumer Reporting Agency" (CRA) covered by the FCRA. City of Muscle Shoals uses the background reports provided by Risk Mitigation Services, Inc. for employment, continued employment, volunteer status, or promotion purposes. City of Muscle Shoals will procure the report from:

Risk Mitigation Services, Inc.,
PO Box 2129
Muscle Shoals, AL 35662
Tel. 866-383-1180
www.riskmitigation.us

Under Section 603 of the FCRA, a consumer report or consumer investigative report is an independent investigation of your background, which may include information regarding your "character, general reputation, personal characteristics, or mode of living." The background report that Risk Mitigation Services, Inc. provides may contain information about your driving record, civil and criminal legal and court records, criminal conviction records, education, professional or employment-related credentials, credit history, identity, locations and addresses where you have lived, Social Security number, education history, previous employment, and other public records.

The FCRA requires that if City of Muscle Shoals denies you employment, continued employment, volunteer status, or promotion as a result of information contained in a background report, you must be provided with a copy of the report, a summary of your rights under the FCRA, the name, address, and telephone number of the consumer reporting agency that furnished the report and given a reasonable opportunity to respond to disputed information contained in the report.

I hereby consent to your obtaining the above information from Risk Mitigation Services, Inc.

First Name (please print)	Middle Name	Last name
Signature		Date

Social Security Number: _____ *Date of Birth: _____

Driver's License Number: _____ DL State: _____

Daytime Telephone Number: _____

International Applicants

International Government ID: _____
ID# Country of Origin

International Address: _____
Physical Address

City/Province/Country

*Without this information, we will be unable to properly identify you in the event we find adverse information during the course of the background check.

**IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION
ACKNOWLEDGMENT AND AUTHORIZATION**

USA Applicants Only: I acknowledge receipt of the **BACKGROUND CHECK DISCLOSURE STATEMENT** and **A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** and certify that I have read and understand both of those documents.

Applicants with Personal Data from Outside the USA Only: I acknowledge receipt of the **DATA PRIVACY NOTICE** and certify that I have read and understand the document.

I hereby freely authorize release to City of Muscle Shoals of consumer reports and/or investigative consumer reports as part of its evaluation of my application for employment, continued employment, or promotion. I also authorize disclosure to City of Muscle Shoals and/or to Risk Mitigation Services, Inc. or its agents information that City of Muscle Shoals deems pertinent to its consideration of my application for employment, continued employment, or promotion, including but not limited to my employment history, earning history, education (transcripts), motor vehicle driving licensure and record, criminal history, credit history, public records, records of administrative adjudications, by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; motor vehicle records agencies; credit bureaus, and other applicable sources. These reports may contain information regarding your use of social media, the content that you contribute to social media, and any other publicly-available information about you on the Internet. Social media include, but are not limited to, social networking websites (e.g., Facebook, MySpace), professional networking websites (e.g., LinkedIn), video-sharing websites (e.g., YouTube), image-sharing websites (e.g., Flickr), blogs, wikis, virtual worlds, and personal websites.

In accordance with the host nation's laws and the laws applicable to me depending on my location regarding the release of information, I authorize the release and transmittal of information from any country to the above listed parties, their clients, and/or their agents or vendors located in any country, including countries outside the European Union that may have a different level of data protection or inadequate data protection laws as defined by the European Commission.

I understand this authorization will apply throughout my employment status to the extent permitted by law, unless revoked or canceled by sending a signed revocation letter or statement to City of Muscle Shoals. I understand to the extent allowed by law, information contained in my job application or that I have otherwise disclosed before, during, or after my employment, if any, may be used to obtain consumer reports and/or investigative consumer reports.

I understand that providing false information or omitting material information on my employment application materials or as part of the employment process is grounds for rejecting employment, or terminating employment, whenever discovered.

This Authorization form, in original, faxed, photocopied, or electronic form, will be valid for any reports that City of Muscle Shoals may request. The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

New York Applicants Only: Upon request, you will be informed whether or not a consumer report was requested by Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of **ARTICLE 23-A OF THE NEW YORK CORRECTION LAW**.

New York City Applicants Only: You acknowledge and authorize Company to provide any notices required by federal, state or local law to you at the address(es) and/or email address(es) you provided to the Employer.

Minnesota and Oklahoma Applicants Only: Please check this box, if you would like to receive a copy of a consumer report, if one is obtained by Company.

Washington State Applicants Only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Printed Name: _____

Signature: _____ Date: _____

*Attachment (D) - Authorization for Release of Personal Information
to Law Enforcement Agencies for Certification/Employment Purposes*

To Whom It May Concern:

I am an applicant for a law enforcement position with the Muscle Shoals Police Department. To determine my suitability for employment, I understand that the Muscle Shoals Police Department in the Town/City of Muscle Shoals, Alabama must make a thorough investigation of my personal records and personal background. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore, I, _____ with DOB _____, and Driver's License # _____ do hereby request and authorize the release of any and all records, documents, and/or information whether of a privileged or confidential nature regarding former and present employment, criminal history, driver history, personal background, education, financial or credit history, medical records related to the performance of the essential functions of the position including physical or mental health records or psychological evaluations, military records, from any government or individual agency, or any other references to the authorized agent of the Muscle Shoals Police Department and the Town/City of Muscle Shoals, Alabama in order to evaluate my qualifications for this position.

Moreover, I hereby release the Muscle Shoals Police Department and the Town/City of Muscle Shoals, Alabama from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my employment with the Town/City of Muscle Shoals. And I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and request.

I further waive all rights to inspect or review any information compiled in reference to my application for employment as allowed by law. I do further authorize the Muscle Shoals Police Department agents and employees, to release copies of any and all information to any agency or entity regulating the employment, certification, authority or conduct of law enforcement officers, including, but not limited to: Alabama Peace Officers' Standards and Training Commission, agencies of other states and the federal government, and the applicant's/officer's employing agency.

I hereby acknowledge that this authorization is valid for one (1) year or until the employment application or investigation process has been completed, whichever is later. A copy of this document is considered valid, just as the original. I have read and fully understand the above statements.

Subscribed and sworn to before me,

Printed Name

Notary Signature

This the _____ day of _____, 20____

SEAL

My Commission Expires: _____

Applicant Signature

Printed Name

Address

Phone

Code of Alabama Section 36-21-55.2 & 36-21-55.3 Background checks required for employment or appointment of law enforcement officers

NOTE: If necessary, provide this with the Release Form

Code of Alabama Section 36-21-55.2 - Disclosure of information(a) Any law enforcement agency that is a potential employer of a law enforcement officer shall request, through the database from the commission, either in writing or electronically, disclosure of the information maintained by the commission as required in subdivisions (b)(1) and (b)(2) of Section 36-21-55.1.(b) In the event that the database does not include information with respect to the law enforcement officer, any law enforcement agency that previously employed or appointed the law enforcement officer, upon receiving a written request from an employing law enforcement agency in this state, shall disclose a full and fair description of the former law enforcement officer's employment history with that agency to include the information in subdivisions (b)(1) and (b)(2) of Section 36-21-55.1, if available.(c) Information disclosed pursuant to subsection (b) shall only be used for employment or appointment decisions, and the law enforcement agency receiving the disclosures shall maintain the confidentiality of the employment or appointment information.(d) An individual acting on behalf of a law enforcement agency shall be immune from civil liability for disclosing information required by this section if that disclosure was made in good faith and in response to a proper written request made pursuant to this division.

Ala. Code § 36-21-55.2 (1975) Added by Act 2021-268, § 3, eff. 7/1/2021.

Code of Alabama Section 36-21-55.3 - Background checks required for employment or appointment of law enforcement officers(a) Prior to the employment or appointment of a law enforcement officer, a law enforcement agency shall do all of the following:(1) Conduct a fingerprint-based state and national criminal background check that shall be completed by the Alabama State Law Enforcement Agency (ALEA) for purposes of determining suitability for employment or appointment.(2) Review the current and prior law enforcement officer employment history confirmed through access of the information in the database as required by subsection (e) of Section 36-21-55.1.(3) Review current and previous residential addresses of the law enforcement officer.(4) Review reportable offenses, if any, against the law enforcement officer while appointed or employed with any other law enforcement agency confirmed through access of the information in the database as required by subdivision (a)(1) of Section 36-21-55.1.(5) Review available social media accounts of the law enforcement officer.(6) Review professional references provided by the law enforcement officer.(7) Review disciplinary action as defined in Section 36-21-55 taken against the law enforcement officer while in secondary and postsecondary school confirmed by telephone or electronic or other means.(8) Review a full report of the law enforcement officer's credit history provided by the law enforcement officer.(b) A law enforcement officer shall sign a written release authorizing a law enforcement agency to obtain the pre-employment check information listed in subsection (a).(c) A law enforcement agency shall complete an investigation validating any additional information provided by the law enforcement officer.(d)(1) Results of the criminal background check received by the hiring or appointing law enforcement agency shall be confidential and may not be deemed a public record, disclosed to any individual beyond those with authorized access, or disclosed under the Alabama Open Records Act.(2) The employing or appointing law enforcement agencies shall comply with rules of Alabama State Law Enforcement Agency and the Federal Bureau of Investigation regarding the use of criminal records. Any person who releases or discloses records in violation of these rules or subdivision (1), upon conviction, shall be guilty of a Class A misdemeanor.

Ala. Code § 36-21-55.3 (1975) Added by Act 2021-268, § 3, eff. 7/1/2021.

Law Enforcement Work Experience

**THIS SECTION MUST BE COMPLETED IF YOU HAVE EVER WORKED
IN ANY LAW ENFORCEMENT.**

You must list each agency that you have ever worked for.

1.

Agency:	Worked Performed:
Agency Address	
Agency Number:	
Supervisor	
Employment Dates: (From To)	
Reason for Leaving:	

2.

Agency:	Worked Performed:
Agency Address	
Agency Number:	
Supervisor	
Employment Dates: (From To)	
Reason for Leaving:	

3.

Agency:	Worked Performed:
Agency Address	
Agency Number:	
Supervisor	
Employment Dates: (From To)	
Reason for Leaving:	

4.

Agency:	Worked Performed:
Agency Address	
Agency Number:	
Supervisor	
Employment Dates: (From To)	
Reason for Leaving:	

5.

Agency:	Worked Performed:
Agency Address	
Agency Number:	
Supervisor	
Employment Dates: (From To)	
Reason for Leaving:	

6.

Agency:	Worked Performed:
Agency Address	
Agency Number:	
Supervisor	
Employment Dates: (From To)	
Reason for Leaving:	

7.

Agency:	Worked Performed:
Agency Address	
Agency Number:	
Supervisor	
Employment Dates: (From To)	
Reason for Leaving:	

8.

Agency:	Worked Performed:
Agency Address	
Agency Number:	
Supervisor	
Employment Dates: (From To)	
Reason for Leaving:	

9.

Agency:	Worked Performed:
Agency Address	
Agency Number:	
Supervisor	
Employment Dates: (From To)	
Reason for Leaving:	

10.

Agency:	Worked Performed:
Agency Address	
Agency Number:	
Supervisor	
Employment Dates: (From To)	
Reason for Leaving:	

If you are applying for police officer position and you are not a certified officer through APOST you must be able to complete the following Physical Agility/Ability Test.

**ALABAMA PEACE OFFICERS STANDARDS AND TRAINING COMMISSION
PHYSICAL AGILITY/ABILITY TEST (PAAT)
Physical Agility/Ability Test Outline and “Script”**

GENERAL INFORMATION

As an applicant you are required to pass a test of physical agility and ability as an entry-level requirement to the law enforcement or correctional officer training academy and as a condition of certification. The test is composed of two phases, physical agility and physical ability, and both components will be administered on the same day. The test is formatted as a pass/fail structure. Failure to successfully complete any part of phase one or two means failure of the entire physical agility and ability test. If the applicant fails any part of the exam, he/she will be given an opportunity for one (1) retest. The retest shall take place in not less than forty-eight (48) hours and not more than seventy-two (72) hours (determined at the test administrator’s discretion). The examination will be conducted at the training academy within the first week. Each event will be video-taped and performed in the order set forth in this document.

PHASE ONE –PHYSICAL AGILITY EXAMINATION

A. PHYSICAL AGILITY.

The physical agility component of the test simulates certain specific activities routinely expected of a law enforcement officer or correctional officer, and consists of five events designed to measure minimum levels of endurance, strength, agility, and coordination.

This test simulates any number of job-related activities such as the removal of a stalled vehicle, jumping down from porches, climbing stairs, walking along walls, rafters, pipes, or beams while in foot pursuit or while checking buildings for suspects. A period of running is incorporated into each of the events to simulate the apprehension and control of a fleeing suspect.

Each applicant must successfully complete the physical agility examination including all five events, within ninety (90) seconds.

Event 1 – Pushing

This event requires pushing a standard size patrol vehicle a distance of fifteen (15) feet on a paved, level surface with the gear in neutral. A driver will remain inside the vehicle at all times as a safety factor.

This will demonstrate the applicant’s ability to remove or assist in the removal of a stalled vehicle from an intersection in order to eliminate a traffic hazard or restore the flow of traffic.

Event 2 – Climbing

This is essentially a wall surmount and is intended to measure agility and coordination. It consists of a fence, six (6) feet in height. One fence is made of wood and one is a chain-link fence. The applicant has the choice of which fence to climb. Only one fence will be climbed. These are representative of the type commonly found around numerous business establishments as well as those found around residences.

The applicant is instructed to run a distance of fifty (50) yards and then surmount the fence in any manner they wish so long as it is a solo effort.

Event 3 – Window Entry

The applicant must run a distance of fifty (50) yards to the next position where the applicant will step through an obstacle approximately twenty-four (24) inches square.

The applicant shall not jump, dive, or swing through the window opening. The applicant must step through the window. If the applicant does not negotiate the window obstacle properly, they must go back to the window and negotiate it as prescribed.

This insures that the applicant has sufficient body mobility to step through an obstacle the approximate size of a residential window.

Event 4 – Balance

This event requires running a distance of twenty-five (25) yards and then surmounting a six (6) inch by six (6) inch beam suspended one (1) foot in the air and walking a distance of fifteen (15) feet. At the end of the beam, the applicant is required to jump the one foot distance to the ground.

If the applicant steps off of or falls from the beam prior to reaching the end, they must go back to the beginning of the beam and negotiate it as prescribed.

The balance beam is a combination test demonstrating the ability to maintain balance while moving forward on a flat surface to a narrow surface and back to a flat surface again. Minimum levels of both balance and coordination are required.

Event 5 – Weight Drag

The applicant is required to run a distance of twenty-five (25) yards and then lift, pull, or drag a dead weight object (dummy) approximately one hundred sixty-five (165) pounds for a distance of fifteen (15) feet. The applicant will drop the weight at the finish line.

This test is designed to gauge the applicant's ability to extricate a human being from an automobile, burning building, etc.

This concludes the physical agility phase of the examination. After a minimum of a twenty (20) minute rest period, applicants will begin the physical ability phase of the test.

PHASE TWO – PHYSICAL ABILITY EXAMINATION

B. PHYSICAL ABILITY.

The physical ability component of the test is designed to measure minimum levels of aerobic capacity, muscular endurance, strength, agility, and coordination. Each applicant must successfully complete all three events within the designated time.

Event 1 – Timed Push-ups

On the “Get Ready” command, the applicant will assume the front-leaning rest position (push-up) with the arms straight, elbows locked, hands about shoulder width apart, and palms placed flat on the floor. The feet may be together or up to twelve (12) inches apart. The body should be essentially straight when viewed from the side, from the shoulders to the ankles.

A rater lies facing the participant with their fist or a measuring device, *not to exceed four inches in height*, placed under the participant’s chest.

On the “Start Push-ups” command, the applicant begins the push-up by bending the elbows and lowering the entire body until the chest touches the fist / measuring device (the upper arms should be parallel to the ground at this point).

The applicant finishes the push-up when they return to the starting position by raising the entire body until the arms are fully extended. The applicant may rest in the up (arms straight and elbows locked) position only. The body must remain in a generally straight line and as a single unit for the entire repetition (NO arching or bowing of the back).

Failure to keep the body straight, failure to properly lower the entire body until the chest touches the Test Administrator’s fist / measuring device, or failure to return to the up position will result in incorrect movements. Incorrect movements will not be counted.

Allowing any part of the body other than the hands or feet to rest on the ground will result in immediate disqualification.

Each applicant has sixty (60) seconds to complete twenty-two (22) push-ups.

After a minimum of a twenty (20) minute rest period, applicants will begin the timed sit-up event.

Event 2 – Timed Sit-ups

On the “Get Ready” command the applicant assumes the starting position by lying flat on their back with knees bent at forty-five (45) degrees. Feet may be together or up to twelve (12) inches apart, resting flat on the ground and may be stabilized by a partner holding the ankles with the hands only. The applicant’s fingers must be interlocked behind the neck or head.

On the “Start Sit-ups” command, the applicant begins raising the upper body to the up position with both elbows touching their knees.

The applicant finishes the sit-up when they lower their body until the upper portion of the back (shoulder blades) touches the mat. The head, hands, arms, and elbows do not have to touch the ground.

The up position is the only authorized rest position. Applicants lying flat on the floor failing to make an effort to continue the test or to reach the authorized rest position will be immediately disqualified

Failing to reach the up position, failing to keep the fingers locked behind the neck or head, arching or bowing the back and raising the buttocks off the ground to raise the upper body, or allowing feet to leave the floor will result in incorrect movements. Incorrect movements will not be counted.

Each applicant has sixty (60) seconds to complete twenty-five (25) sit-ups.

After a minimum of a twenty (20) minute rest period, applicants will begin the timed 1.5 mile run.

Event 3 –1.5 Mile Run

To start this event, all applicants will line up behind the starting line of a flat, level course. Applicants will complete the 1.5 mile run and listen to their finish time.

On the command “GO,” the timing clock will be started and the applicants will begin running at their own pace.

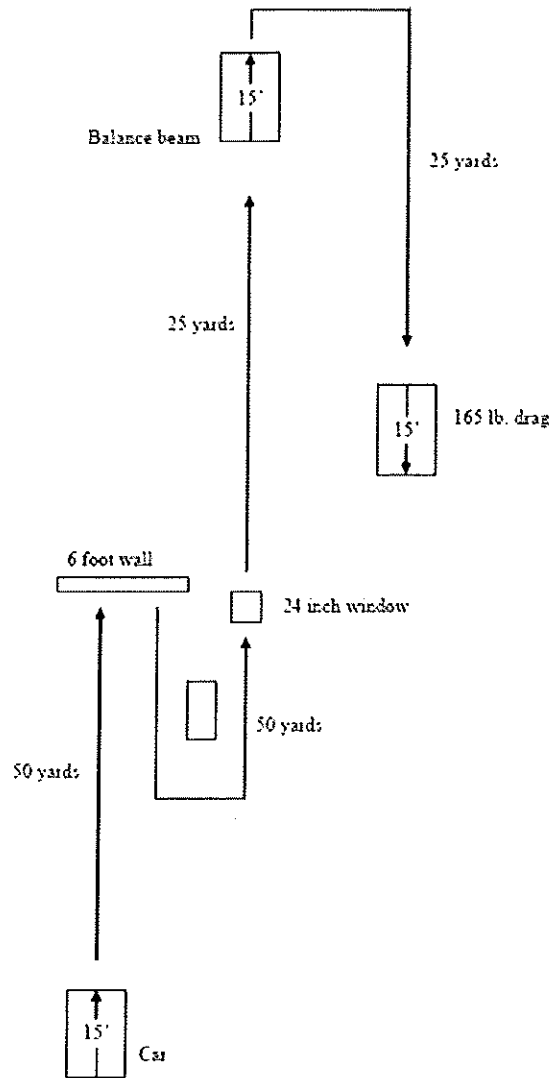
The Test Administrator timing the event will begin calling off the time in minutes and seconds as the applicants approach the finish line. Each applicant’s time will be recorded after they pass through the finish line.

Do not deviate from the course. Do not touch any other applicant during the course. If you feel faint, pain, dizziness, weakness, sustain an injury, or otherwise feel that you cannot complete the test, immediately stop and signal for a Tester.

Each applicant must run one and one-half (1½) miles within 15:28 (fifteen minutes and twenty-eight seconds).

THIS CONCLUDES THE A.P.O.S.T.C. PHYSICAL AGILITY/ABILITY TEST

**P.O.S.T.C.
AGILITY COURSE**



A-16

CITY OF MUSCLE SHOALS

JOB DESCRIPTION

Job Title: Police Officer

Department: Police Department

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: November 2021

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: Shift Supervisor

Subordinate Staff: None

Internal Contacts: All City Departments

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Other Law Enforcement Agencies; Ambulatory Services; Sheriff; Game Warden; Schools; Alabama Department of Public Health (DPH); Alabama Department of Human Resources (DHR); Alabama Department of Corrections (ADOC); Alabama Department of Transportation (ALDOT); Alabama Emergency Management Agency (AEMA); County Mental Health; Juvenile Probation; District Attorney; Court Personnel; Schools; E-911

Job Summary

Under the supervision of the shift supervisor, 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 always properly maintained and serviceable. Employee also provides

traffic control and issues citations as needed. Work is usually performed in accordance with well-defined procedures. This is a fully qualified job in the Police Officer job classification. This job is considered safety-sensitive and is subject to a pre-employment background check 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 Americans with Disabilities Act (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 streetlights, 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's 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 driving under the influence (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 identification (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 (DHR) 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.
 32. Participates in high-risk arrests or search warrants and may be assigned to TAC Team duties.
 33. Works traffic control and traffic accidents and may be assigned to motorcycle unit.

ESSENTIAL FUNCTION: Jail and Municipal Court. Performs duties to support the operation of the City Jail and the Municipal Court.

1. Transports inmates from the Jail to court hearings or to other agencies, as assigned.

2. Approves medical treatment for prisoners, in absence of a superior officer.
3. Attends municipal and county court.
4. Prepares cases and testifies in court; completes and maintains detailed reports for court on all cases and investigations.
5. Prepares and discusses cases with prosecutor prior to court.
6. Testifies in court hearings and presents evidence gathered from investigation.
7. Executes warrants, subpoenas and other court related papers as required.
8. Maintains contact with victims and witnesses; provides assistance and support.
9. Maintains good relations between court personnel and the Police Department.
10. Maintains order during municipal court sessions.
11. Arrests insubordinate attendees as directed by the presiding judge.
12. Escorts inmates from holding cell to court room.

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. Escort employees with money deposits from businesses to banks.
6. Refers citizens to appropriate agencies for inquiries regarding civil matters.
7. Assumes responsibility for assigned vehicle; performs daily check and monthly inspection and arranges for routine and special maintenance with City shop.
8. Maintains videotapes, digital cameras, video cassette recorders (VCRs), and other surveillance equipment according to requirements; stores equipment as needed.
9. Conducts inspection of Police Department equipment to include weapons, hand-held radios, Tasers, handcuffs, and other assigned items.
10. Provides support to other jurisdictions as needed.
11. Attends training and development programs necessary to maintain personal and Departmental requirements.
12. Attends specialized training classes to achieve specific expertise needed for current job or promotion.
13. Participates in safety and educational classes.
14. Maintains physical condition required for performance of duties.

15. Wears required safety and protective devices and equipment according to situation.

NON-ESSENTIAL FUNCTIONS:

Performs other job-related duties as required or 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, street, and road system.
3. *Knowledge of disaster and emergency procedures.
4. *Knowledge of disaster and emergency procedures including HazMat.
5. *Knowledge of radio codes, National Crime Information Center (NCIC) and in-house computer use.
6. Knowledge of maintenance and use of different types of weapons.
7. Knowledge of City, state, and federal law and court procedures.
8. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama motor vehicle laws.
9. Knowledge of law enforcement procedures and techniques.
10. Knowledge of all forms and other paperwork required for Department.
11. Knowledge of evidence preservation/collection including fingerprinting.
12. Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
13. Verbal skills to communicate information to co-workers, supervisors, general public, and court personnel.
14. Reading skills to read and understand department rules, regulations, policies, and procedures.
15. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
16. Math skills to perform basic calculations (add, subtract, multiply, divide).
17. Listening skills to receive radio calls, take complaints, and interview witnesses.
18. Driving skills to operate department vehicle safely and effectively under adverse conditions.
19. Skills to properly maintain and use all types of weapons required to carry out job duties as described herein.
20. Ability to supervise others.
21. Ability to pursue and detain a fleeing or belligerent individual.
22. Ability to use a computer as needed for data entry, word processing, reports, and investigative strategies.
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 multi-task.
28. Ability to organize files and work assignments.
29. Ability to obtain information through interview and interrogation.
30. Ability to speak clearly and factually in court and other situations.
31. Ability to work outdoors under adverse conditions.
32. Ability to travel on foot for long distances without stopping, must be able to run, climb, jump, and crawl.
33. Ability to use a two-way radio.
34. Ability to drive a vehicle under adverse/emergency conditions.

Minimum Qualifications

1. Possess and maintain Alabama Peace Officers' Standards and Training Commission (APOSTC) certification.
2. Possess firearm, Draeger, Taser and cardio-pulmonary resuscitation (CPR) certifications and ability to maintain certification(s).
3. Possess a current and valid driver's license; must be insurable.
4. Ability to complete specialized courses in law enforcement, criminal law, accident investigation, TAC team, motorcycle operations, public relations, NCIC certification, etc.
5. Ability to work non-standard hours.
6. Ability to travel.
7. Ability to pass a pre-employment background check and random drug screens.

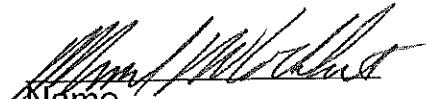
Physical Demands


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.

Approval

Name 

Title 

Date 10/13/2022