

Resolution 2024-R-218

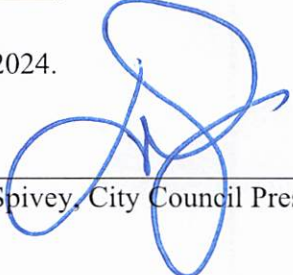
A Resolution Authorizing the Opening of a Classified Position

WHEREAS, the City Council of the City of Irondale has determined that a true and very real need exists for the opening of a new classified position within the City as authorized by The Personnel Board of Jefferson County.

BE IT HEREBY RESOLVED by the City Council of the City of Irondale, Alabama, in regular meeting duly assembled, a quorum being present that the City is hereby authorized to open and fill the below full-time, classified position, whether one or many, through The Personnel Board of Jefferson County:

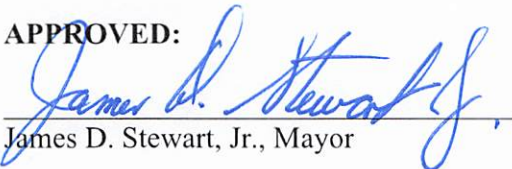
1. Police Corporal (job description attached hereto as Exhibit A)

ADOPTED & APPROVED: This 17th day of December, 2024.



David Spivey, City Council President

APPROVED:



James D. Stewart, Jr., Mayor

ATTESTED:



Leigh Ann Allison, City Clerk

CERTIFICATION

I, Leigh Ann Allison, the City Clerk of the City of Irondale, Alabama, hereby certify that the above to be a true and correct copy of a resolution adopted by the City Council of the City of Irondale at its regular meeting held on December 17, 2024, as the same appears in the minutes of record of said meeting.



Leigh Ann Allison, City Clerk

Exhibit A

Job Description

Class Title: **Police Corporal**

Class Number: **06032**

Grade: **20**

SUMMARY:

Police Corporals are responsible for maintaining law and order, and protecting life and property by responding to emergency calls, patrolling the City, enforcing criminal and traffic laws and investigating criminal activity. As lead workers, Police Corporals are also responsible for planning, directing, and reviewing the work of subordinate Police Officers and related personnel during an assigned shift. Employees in this job class are exposed to elements of personal danger; they must be able to act without direct supervision and exercise judgment when responding to emergency situations, while also abiding by departmental policies and procedures. Police Corporals require substantial knowledge of law enforcement methods and state legal codes in order to perform their primary duties. Employees in this job class receive general assignments from a Police Sergeant and/or Police Lieutenant, and work is reviewed through observations, inspections and evaluations.

TYPICAL JOB DUTIES:

- Apprehends/Arrests suspects by activating cameras, giving verbal commands, identifying suspects, searching suspects, reading Miranda Rights, and transporting suspects in police vehicle.
- Assists sergeant in supervising officers by evaluating officer performance, providing leadership and guidance to officers, documenting issues related to performance, and verifying compliance with federal/state/local laws.
- Enforces and regulates traffic and motor vehicle rules by assisting stranded motorists, monitoring for traffic law infractions, observing driver behavior, and issuing traffic citations.
- Manages and monitors activities at crime/incident/accident scenes by relaying information to dispatch, ensuring the safety of persons and property, securing and preserving evidence to assist victims, preserve the scene and maintain the integrity of evidence.
- Participates in training activities by developing and conducting training sessions, selecting subordinates to receive training, offering instruction on the use of equipment and form completion, and submitting training completion information to maintain subordinate certification.
- Performs actions designed to de-escalate a potentially violent situation and reduce the immediacy of threat by gaining voluntary compliance and cooperation of subjects, reducing the need to use physical force and resolving the situation without compromising safety and order.
- Performs investigative functions by gathering information from witnesses and suspects, interpreting laboratory analysis, conducting surveillance, and conducting background investigations.
- Performs policing and routine patrol activities by driving or walking through patrol area, monitoring radio transmissions, observing businesses and public places, and enforcing laws.
- Works as a team with other officers by coordinating actions, directing additional units arriving on scene, and informing officers about conditions in patrol areas.

- Completes and reviews reports and written documentation submitted by subordinates to ensure accuracy, monitor progress, and to communicate information to subordinates, supervisors, other agencies, and citizens.
- Handles disputes and conflicts by observing, separating, restraining, and interviewing persons involved to take photographs of injuries and take written statements to include with report.
- Responds to calls for service by listening to radio transmissions, informing dispatch of availability to respond to call, receiving information via laptop or dispatch, and evaluating the scene of an incident.

MINIMUM QUALIFICATIONS:

This job is a "promotional" job as defined under the Methods of Recruitment section of our Rules & Regulations. For promotional jobs, competition is limited to current Merit System employees (and may be further limited to current Merit System employees in defined job classes) as outlined under the Promotional Requirements below. An applicant who at the time of application meets the promotional requirements, but afterward no longer meets the Promotional Requirements (either due to separation from the Merit System or movement outside of the required job classes) will be removed from any associated eligible register.

Promotional Requirements:

- Must currently be employed as a Police Officer with the City of Vestavia Hills with Regular Employee status (i.e., having completed a one-year probationary period) by the closing date of the announcement.

Minimum Qualifications:**Option A:**

- One (1) additional year (for a total of 2 years) of verifiable full-time experience as a sworn Police Officer with the City of Vestavia Hills by the closing date of the announcement.

Option B:

- Two (2) additional years (for a total of 3 years) of verifiable full-time experience as a sworn law enforcement officer by the closing date of the announcement.

PREFERRED QUALIFICATIONS:

Preferred qualifications are experiences, education, and/or other job-related qualifications considered to be highly desirable by Merit System agencies. The preferred qualifications may be used by the hiring agency to identify applicants to invite to participate in subsequent selection processes.

- Master Police Officer training program.
- Experience actively participating in a collateral duty within the department (e.g., Honor Guard, Evidence, SWAT, Firearms Instructor, Drones, Training, FTO, SRO).

CRITICAL KNOWLEDGES:

- Knowledge of Alabama Peace Officers Standards and Training (APOST) standards for maintaining officer and department certification.
- Knowledge of Criminal Code of Alabama.
- Knowledge of Constitutional Law.
- Knowledge of Courtroom Procedures.
- Knowledge of de-escalation concepts, techniques and resources.

WORK ENVIRONMENT:

Work is conducted both indoors in an office setting as well as periodic field visits to external locations such as roadways, businesses, residences, and government buildings. Work involves use of standard office equipment, such as computer, phone, copier, etc. Work may involve the use of specialized equipment such as firearms, hand-held weapons, speed detection devices, vehicle/on-person cameras, first aid equipment and materials, investigative equipment/tools, and analytical tools such as breathalyzers and drug testing kits.

PHYSICAL DEMANDS:

Job is primarily sedentary involving sitting for long periods, but occasionally involves moderate to heavy physical exertion required for occasional prolonged periods of lifting, climbing, stooping, kneeling, crouching, crawling, or running. May involve occasional lifting of items or objects weighing up to 75 lbs. Work involves physical ability necessary to occasionally subdue or restrain a combative individual and exercise necessary self-defense.

DISCLAIMER: This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at the discretion of the Personnel Board at any time.

COMPETENCIES

Adaptability & Flexibility; Planning & Organizing; Physical Abilities; Oral Communication & Comprehension; Mathematical & Statistical Skills; Written Communication & Comprehension; Training & Facilitation; Learning & Memory; Technical Skills; Technical & Job Specific Knowledge; Teamwork & Interpersonal; Leadership & Management; Heavy Equipment & Vehicle Use; Small Tool & Equipment Use; Sensory Abilities; Customer Service; Self-Management & Initiative; Reviewing, Inspecting & Auditing; Computer & Technology Operations; Researching & Referencing; Psychomotor Abilities; Professionalism & Integrity; Problem Solving & Decision Making

PERFORMANCE APPRAISAL COMPETENCIES

Teamwork & Interpersonal; Customer Service; Problem Solving & Decision Making; Self-Management & Initiative; Technical & Job Specific Knowledge; Adaptability & Flexibility; Leadership & Management; Professionalism & Integrity

COMPENSABLE FACTORS:

High School Diploma or G.E.D. and two (2) years of experience as a police officer.

Survey Year:

2026