

Mayor
Carroll L. "Lew" Watson

City Clerk
Laura S. Carmack



Council Members
Sadie S. Britt
Billy Pearson
Jennie Jones
Shelly L. Barnhart
Joey Callahan

City of Lincoln

NOTICE OF VACANCIES

The City of Lincoln Police Department has two job vacancies for a Patrol Officer Code 308. Attached is a copy of the job description. If you are interested in applying for this position, please submit an application to Zack Tutten, Captain at zack.tutten@lincolnal.org or at 69 Complex Drive, Lincoln, Alabama.

Applications will be taken until the positions are filled.

**JOB DESCRIPTION
CITY OF LINCOLN, ALABAMA
POLICE DEPARTMENT**

POLICE PATROL OFFICER

CODE: 308

JOB DEFINITION

The patrolman provides public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. This position is responsible for law enforcement of city ordinances, and state and federal statutes in the protection of lives and property. The incumbent may assume a leadership role in the absence of higher authority. The patrolman works under general supervision of the assigned police lieutenant.

ESSENTIAL FUNCTIONS

- Enforce city ordinances, state and federal statutes, and traffic laws.
- Investigate traffic accidents.
- Conduct preliminary investigations on criminal offenses.
- Direct traffic at civic functions, roadway hazards, etc.
- Assist rescue and fire personnel at routine calls.
- Provide routine preventive patrol at businesses and in residential areas.
- Respond to calls for service, both routine and emergency.
- Unlock vehicles; assist stranded motorists.
- Investigate emergency alarm calls.
- Provide security at school events and civic functions.
- Make recommendations to citizens regarding home security, child safety, neighborhood watches, etc.
- Complete booking forms, photographs, and relevant paperwork on all subjects arrested.
- Perform routine tasks as required.
- Perform all other job related duties and tasks as assigned by the police chief or appropriate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the geography of the city and its police jurisdiction and the location of important buildings.
- Considerable knowledge of the rules and regulations of the police department.
- Considerable knowledge of modern police methods and procedures with application to the policies of the police department.
- Working knowledge of pertinent federal and state laws and of city ordinances of Lincoln.
- Skill in the use of firearms.
- Skill to take oral and written statements in investigations.
- Skill to maintain case files for investigations and prepare cases for presentation in courts of law.
- Ability to understand and carry out both oral and written instructions and the ability to write and give oral instructions.
- Ability to deal firmly and tactfully with other employees and the public.

KNOWLEDGE, SKILLS, AND ABILITIES (Continued)

- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to maintain a required level of physical fitness in order to perform police duties.

QUALIFICATIONS

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
- Must meet minimum standards as established by Alabama state law for law enforcement officers.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be willing to work non-standard hours and overtime as required.
- Must be willing to travel overnight to attend continuing education courses and workshops as required.
- Must be physically able to perform the essential functions of the position.
- Must hold a CPR certification.
- Must possess adequate computer skills.