



MEETING AGENDA



District 1
Matthew Wilson

District 2
Raevan Howard
Alternate

District 3
Norman Crow

District 4
Lee Busby

District 5
Kip Tyner
Member

District 6
John Faile
Chairperson

District 7
Cassius Lanier
Vice Chairperson

Council Administration and Policy Committee Meeting Agenda

Tuesday, December 20, 2022 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
<p>Approval of Minutes</p> <p>NEW BUSINESS</p> <ol style="list-style-type: none"> 1. Upgrade Auxiliary Police Officer job classification 2. Proposed retention incentive for Police & Fire Telecommunications 3. Update to Section 19-51 of the Code of Tuscaloosa 4. Short-Term rental discussion <p>ADJOURN</p>	<p><i>Chief Brent Blankley LaShonda Herbert</i></p> <p><i>LaShonda Herbert Chief Brent Blankley Chief Randy Smith</i></p> <p><i>Jimbo Woodson LaShonda Herbert</i></p> <p><i>Council President Tyner</i></p>	<p>2-5</p>

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 0061
Grade: 510
FLSA: Non-Exempt**

AUXILIARY POLICE OFFICER

SUMMARY

The purpose of this classification is to perform auxiliary police officer duties and municipal security work functions. Prior experience as a sworn law enforcement officer is required. An auxiliary police officer's sworn status and authority will be limited to only those hours and situations where they are in uniform and working directly for the Tuscaloosa Police Department, and in direct line with carrying out their duty as instructed by the Chief of Police.

Auxiliary Police Officers are not classified as a regular full time police patrol officer trainee, or a certified police officer or a rank thereof as defined in the Tuscaloosa Police and Fire Pension Plan and therefore are not eligible to participate in the Tuscaloosa Police and Fire Pension Plan. This position will be eligible to participate in the Retirement Systems of Alabama pension plan.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Works at the direction of the Police Chief in ancillary positions to handle traditionally low risk situations, duties, and calls for service and must maintain sworn status by successfully completing annual firearms qualification and continuing education requirements per APOSTC and TPD regulations by attending prescribed training classes and qualifications through the TPD Training Division.

Enforces all city, state, and applicable federal laws, statutes, codes, ordinances and regulations in order to protect life and property and to prevent crime and promote security.

Provide support services to law enforcement personnel; to include responding to low priority calls for service and not self-generate calls for service or perform traditional patrol officer functions unless extreme circumstances exist.

Auxiliary officers will not be subjected to being drafted for emergencies and special details, but can volunteer to work special details as approved by the Police Chief.

Auxiliary officers are not allowed to work in plain clothes, as they are considered as having sworn, arrest powers only when in uniform and on duty for the Tuscaloosa Police Department; auxiliary officers are not allowed to work off-duty in a sworn officer status.

Auxiliary school resource officers are present in order to facilitate immediate intervention during an Active Shooter or similar situation; providing a reduction in the loss of life or number of injuries by sounding the alarm and immediately isolating or eliminating threats.

Auxiliary Officers that are assigned to a municipal facility or elsewhere within the City of Tuscaloosa, on foot or in a motor vehicle, are present to preserve law and order and to prevent and discover the commission of crimes.

Responds to requests and complaints from law enforcement agencies and the general public concerning municipal building safety, roadways, streetlights, traffic lights, and related problems.

Operates a vehicle to patrol municipal facilities; locking/unlocking gates.

Logs incoming calls and forwards to appropriate personnel.

Take written reports as needed documenting incidents that occur on, or related to, City of Tuscaloosa municipal property; maintains daily log of activity and patrols.

Open and secures buildings for authorized entries.

Utilize computers and computer related equipment, including but not limited to emails and Word documents.

Patrols governmental buildings and municipal property as instructed, by foot and vehicle, looking for security issues; responds to various departments as needed.

Monitors compliance by employees and visitors of policies and procedures regarding security of municipal buildings and laws pertaining to public order, security and safety of citizens and employees.

Participate in training programs as directed, pertaining to security procedures and policies.

Monitor feed from surveillance cameras, and acquire the operational ability to record and play back camera feeds.

Communicate with municipal officials, employees and private citizens on a daily basis in a professional and polite manner.

Liaison with police officers on issues pertaining to the safety and security of persons on municipal property; assists police as appropriate and directed.

Assists vendors and other third parties with access to areas and other help as appropriate.

Maintains records and communicates information to other personnel using communications and computer equipment.

Investigates malfunctions observed or reported, including problems of temperature, lighting, open windows or security and contacts appropriate department to correct the malfunctions.

Identifies building maintenance needs not requiring prompt attention and submits work orders to correct.

Greets the general public and answers incoming telephone calls; forwards calls and messages to staff members; provides specific information to the public regarding city operations, policies and procedures.

Performs general office duties and clerical tasks to include transcribes, edits, and types correspondence, memoranda, and minutes; compiles and completes standard administrative forms, reports and documents pertaining to city operations; maintains records; receives, copies and distributes documentation; files and retrieves records, data and documents from filing systems.

Answers telephone, takes and relays messages, and/or locates appropriate on-call personnel and dispatches service crew.

Researches code numbers; prepares and distributes work orders.

Opens, sorts, processes and distributes incoming mail; prepares mail for sending.

Attends meetings as assigned; assists with special projects.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required. Must be at least 21 years old. Prior APOSTC certification and sworn law enforcement experience required. Retired law enforcement personnel preferred. Must meet and maintain minimum standards for law enforcement officers as established by the Alabama law. At the discretion of the department head or appointing authority, may be required to possess a concealed weapons permit, carry a City-issued handgun, and maintain sworn status by successfully completing annual firearms qualification and continuing education requirements per APOSTC and TPD regulations by attending prescribed training classes and qualifications through the TPD Training Division. Must possess and maintain a valid driver's license. This job classification is considered to be safety-sensitive and is subject to pre-employment and random drug screens. If a recent (within the last 90 days) retiree of the City of Tuscaloosa Police Department, some of the pre-employment requirements may be waived.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a service vehicle, telephone and two-way radio. Physical demand requirements are at levels of those for sedentary to moderate work such as walking and patrolling grounds. Some circumstances or situations could raise physical requirements to the heavy level.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, maps, and procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with law enforcement personnel and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of documentation, directions, instructions, and methods and procedures. Requires the ability to write basic job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand law enforcement, radio communication, medical, court, and basic traffic maintenance principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add, subtract, and determine time.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using a telephone, two-way radio, and to operate a motor vehicle.

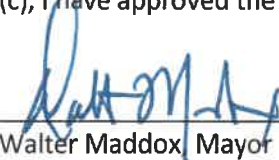
MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, two-way radio, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May not require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.



Walter Maddox, Mayor

11/17/22

Date