



**CITY OF OPELIKA
CITY COUNCIL
WORKSESSION MEETING AGENDA
300 Martin Luther King Blvd.
December 19, 2023
TIME: 5:30 PM**

1. CALL TO ORDER
 1. George Allen, Erica Norris, Tim Aja, Todd Rauch, Eddie Smith
2. PRESENTATIONS
 1. Marquitta Riggins from Alabama Institute for Deaf and Blind.
3. RESOLUTIONS
 1. Approve Amending the Organizational Chart of the Opelika Police Department - Chief Healey.
4. ORDINANCES
5. GENERAL UPDATES
6. REVIEW/DISCUSS CURRENT COUNCIL MEETING AGENDA
7. GENERAL / DISCUSSION
8. END OF WORK SESSION

“In compliance with the Americans with Disabilities Act, the City of Opelika will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the ADA Coordinator 72 hours prior to the meeting at (334)705-5130.”

RESOLUTION NO. _____

RESOLUTION AMENDING THE ORGANIZATIONAL CHART OF THE OPELIKA POLICE DEPARTMENT BY ADDING ONE NEW POSITION OF POLICE OFFICER AT THE RANK OF MAJOR AT PAY GRADE 216; ELIMINATING TWO POLICE OFFICER POSITIONS AT RANK OF CAPTAIN AT PAY GRADE 214; ADDING TWO POLICE OFFICER POSITIONS AT RANK OF LIEUTENANT AT PAY GRADE 212; ADDING ONE NEW POLICE OFFICER POSITION AT RANK OF SERGEANT AT PAY GRADE 210; ADDING TWO PART-TIME SCHOOL RESOURCE OFFICERS AS CONTRACT EMPLOYEES; ADDING ONE COMMUNITY RELATIONS SPECIALIST POSITION AT PAY GRADE 18; ADDING ONE SOCIAL WORK COORDINATOR AT PAY GRADE 212; ADDING THREE SOCIAL WORK POSITIONS(ONE SOCIAL WORK CASE MANAGEMENT ASSISTANT AT PAY GRADE 18; ONE SOCIAL WORK CASE MANAGER I POSITION AT PAY GRADE 20 AND ONE SOCIAL WORK CASE MANAGER II POSITION AT PAY GRADE 22) AND FILLING TWO OF THE THREE; ADDING SIX PUBLIC SAFETY CADETS AT PAY GRADE 12; AND ADDING ONE INTELLIGENCE ANALYST/DIGITAL FORENSIC EXAMINER AT PAY GRADE 212

WHEREAS, the Opelika Police Department (“OPD”) desires to add one (1) new Police Officer position, rank of Major at Pay Grade 216; and

WHEREAS, OPD desires to reduce the number of Police Officer positions, rank of Captain, from four (4) to two (2), at Pay Grade 214; and

WHEREAS, OPD desires to add two (2) Police Officer positions, rank of Lieutenant, at Pay Grade 212; and

WHEREAS, OPD desires to add one (1) Police Officer position, rank of Sergeant, at Pay Grade 210; and

WHEREAS, OPD desires to add two (2) Part-Time School Resource Officers, as Contract employees; and

WHEREAS, OPD desires to add one (1) Community Relations Specialist position at Pay Grade 18; and

WHEREAS, OPD desires to add one Social Work Coordinator position at Pay Grade 212; and

WHEREAS, OPD desires to add three (3) Social Work positions and filling two (2) of the following: Social Work Case Management Assistant at Pay Grade 18; Social Work Case Manager I at Pay Grade 20 or Social Work Case Manager II at Pay Grade 22; and

WHEREAS, OPD desires to add six (6) Public Safety Cadets at Pay Grade 12; and

WHEREAS, OPD desires to add one (1) Intelligence Analyst/Digital Forensic Examiner at Pay Grade 212; and

WHEREAS, the Mayor has submitted his recommendation to the City Council to modify the organizational chart of the OPD; and

WHEREAS, the City Council hereby finds and determines that said plan of reorganization is in the best interest of the OPD.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Opelika, Alabama, as follows:

1. That the addition of one Police Officer position, rank of Major, at Pay Grade 216 in the Opelika Police Department is hereby approved and authorized by the City Council.

2. That the Job Description for the Police Officer position, rank of Major, a copy of which is attached hereto as Exhibit "A", is approved.

3. That the elimination of two Police Officer positions, rank of Captain, at Pay Grade 214 in the Opelika Police Department is hereby approved and authorized by the City Council. The number of authorized positions in the rank of Captain is decreased from 4 to 2.

4. That the addition of two Police Officer positions, rank of Lieutenant, at Pay Grade 212 in the Opelika Police Department is hereby approved and authorized by the City Council. The number of authorized positions in the rank of Lieutenant is increased from 6 to 8.

5. That the addition of one Police Officer position, rank of Sergeant, at Pay Grade 210, is hereby approved and authorized by the City Council. The number of authorized positions in the rank of Sergeant is increased from 15 to 16.

6. That the addition of two Part-Time School Resource Officer positions, as contract employees (current salary of \$51,500), in the Opelika Police Department is hereby approved and authorized by the City Council. The number of authorized positions of Part-time School Resource Officer is increased from 2 to 4.

7. That the addition of one Community Relations Specialist, at Pay Grade 18 in the Opelika Police Department is hereby approved and authorized by the City Council. The number of authorized positions of Community Relations Specialist is increased from 1 to 2.

8. That the addition of one position of Social Work Coordinator, at Pay Grade 212 in the Opelika Police Department is hereby approved and authorized by the City Council.

9. That the Job Description for the Social Work Coordinator, a copy of which is attached hereto as Exhibit “B”, is approved.

10. That the addition of three new Social Work positions (Social Work Case Management Assistant at Pay Grade 18, Social Work Case Manager I at Pay Grade 20 and Social Work Case Manager II at Pay Grade 22) and filling two of the three in the Opelika Police Department is hereby approved and authorized by the City Council.

11. That the Job Description for Social Work Case Management Assistant, a copy of which is attached hereto as Exhibit “C”, is approved.

12. That the Job Description for Social Work Case Manager I, a copy of which is attached hereto as Exhibit “D”, is approved.

13. That the Job Description for Social Work Case Manager II, a copy of which is attached hereto as Exhibit “E”, is approved.

14. That the addition of six Public Safety Cadets, at Pay Grade 12 in the Opelika Police Department is hereby approved and authorized by the City Council.

15. That the Job Description for Public Safety Cadet, a copy of which is attached hereto as Exhibit “F” is approved.

16. That the addition of one Intelligence Analyst/Digital Forensic Examiner, at Pay Grade 212 in the Opelika Police Department is hereby approved and authorized by the City Council.

17. That the Job Description for Intelligence Analyst/Digital Forensic Examiner, a copy of which is attached hereto as Exhibit “G”, is approved.

18. That the Police Chief and the Human Resources Director are hereby authorized and directed to modify the organizational chart of the Opelika Police Department to implement the changes in personnel as contemplated by this Resolution.

19. That the above-referenced personnel, organization chart and salary changes shall become effective immediately upon passage and adoption by the City Council.

20. For fiscal year ending September 30, 2024, the following new positions in the Police Department shall be filled: one (1) Major, two (2) Lieutenants, one (1) Sergeant, two (2) Public Safety Cadets and one (1) Community Relations Specialist. The compensation for said additional positions, estimated to be approximately \$215,000, shall come from the Unassigned

Fund Balance.

21. That the Controller is authorized to make the appropriate budget adjustments to implement this Resolution.

ADOPTED AND APPROVED this the ____ day of _____, 2023.

PRESIDENT OF THE CITY COUNCIL OF THE
CITY OF OPELIKA, ALABAMA

ATTEST:

CITY CLERK

CITY OF OPELIKA POSITION DESCRIPTION

Police Major Police Department

Job Summary

This position is FLSA-exempt (full-time). This position works with others in both extreme outdoor weather conditions and a professional office setting. The essential function of the position within the organization is to assist in planning, directing, and managing the overall provision of police services to the citizens of The City of Opelika. Job duties consist of varied administrative, management, technical, supervisory duties, and law enforcement, duties. The Major will serve as the Operations Commander over the day-to-day functions of the Opelika Police Department. The position is responsible for supervising staff, training, law enforcement, internal affairs, criminal investigations, handling human resources, public relations, budget preparation, policy and procedure compliance, and related administrative functions. The position develops and implements programs within organizational policies and reports major activities to executive-level administrators through conferences and reports.

Minimum Qualifications

- Requires bachelor's degree or the equivalent of two years of college or specialized vocational training in public administration, law enforcement, or a closely related field.
- Requires State of Alabama Driver's License and Alabama Peace Officers Standard of Training certification.
- Requires ten years of related experience.
- Any equivalent combination of education, experience and training which provides the required knowledge, abilities and skills may be considered as determined by the hiring authority.
- Applicants are required to submit to a background check and random drug and alcohol testing as a condition of employment.

Essential Job Functions

- Communicates and exchanges information with others to direct and supervise personnel of responsibility, including training, mentoring, scheduling and assigning work, counseling, and providing assistance and input with assignments as required.
- Handles public relations, speaking with media personnel concerning department-related activities, and interacting with the community to address issues and concerns and provide information regarding the Police Department; teaches classes to the public periodically.
- Gathers and evaluates intelligence information by interviewing witnesses and suspects; ensures proper entering of information into a database for use by other departmental personnel.

- Responds and assists with calls for police service; provides oversight and control over major crime scenes, traffic accidents, and special events. These scenarios may call for quick movement and positioning oneself into low, high, or narrow spaces, as well as exposure to excessive noise, moving machinery, vehicular traffic, and blood pathogens.
- Manages recruitment and hiring of Police Officers; oversees departmental training, retention of training records, and Reserve Officer Program.
- Develops, presents, and defends budget requirements; oversees and approves expenditures; prepares financial forms and reports; balances various accounts; researches, prepares specifications, and orders departmental equipment.
- Oversees and directs special units such as the Canine or SWAT Team; monitors the maintenance of departmental equipment and conducts periodic inventory count.
- Develops and implements policy and procedures for area of responsibility; enforces and interprets policy and procedures for staff as required; manages internal affairs, conducting investigations of law enforcement personnel.
- Performs data entry and processes daily paperwork, including reports, memos, requisitions, and personnel information; prepares routine and special reports in compliance with departmental standards; reviews case files and reports prepared by subordinates to ensure accuracy and thoroughness.
- Attends or conducts staff, citizen, committee, and other professional meetings to exchange information; attends in-service training and technical or professional classes or seminars to improve technical and professional skills and maintain required certification.
- Regularly attends work.

Employment Policy

The City of Opelika is an Equal Opportunity, Affirmative Action, and Americans with Disabilities Act compliant employer. We consider applicants for all positions without regard to race, religion, color, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, gender expression, age, parental status, status as a protected veteran, status as an individual with a disability or any other legally protected status. In accordance with the Department of Justice regulations implementing Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131), the City of Opelika welcomes all reasonable requests for accommodations from prospective applicants. The City's ADA Coordinator can be reached at (334) 705-2083 or at ADA@opelika-al.gov.

CITY OF OPELIKA POSITION DESCRIPTION

Social Work Coordinator Police Department

Job Summary

This position is FLSA-exempt (full-time). The essential function of the position within the organization is to supervise the area of responsibility in the City's Police Department. This position works with others in both extreme outdoor weather conditions and a professional office setting. This individual utilizes a trauma-informed approach to provide crisis intervention and support services to Opelika residents. This individual promotes and engages in effective multidisciplinary collaboration aimed at supporting officers and improving community relations with the department. Additionally, this individual collaborates with other agencies to develop and provide training to new program staff, interns, volunteers, law enforcement officers, departmental employees, and other community partners. The position is also responsible for supervising departmental personnel of responsibility, complying with local, state, and federal laws and ordinances, developing and coordinating departmental strategies related to social work and human service-related programs, and related administrative functions. The position works independently, reporting major activities through periodic meetings.

Minimum Qualifications

- Requires a bachelor's degree from an accredited social science/human service-related program or the equivalent of four years of college or specialized vocational training in social work or a closely related field to include related certifications.
- Requires ten years of related experience, two of which must be at a supervisory level, in a social service agency working with at-risk families/individuals.
- Knowledge and experience with trauma-informed care practices.
- Experience working with families/individuals impacted by mental health challenges, violent crime victimization, domestic issues, homelessness, and/or substance use disorders.
- Any equivalent combination of education, experience, and training that provides the required knowledge, abilities, and skills may be considered as determined by the hiring authority.
- Requires a valid State of Alabama Driver's License.
- Applicants are required to submit to a background check and random drug and alcohol testing as a condition of employment.
- Applicants are required to pass a polygraph examination.

Essential Job Functions

- Utilize a trauma-informed approach to providing crisis intervention and support to Opelika residents.
- Assist Opelika residents with safety planning, service referrals & increased service accessibility.
- Provide co-response with OPD Officers, as needed, to reduce officer workload, identify community member needs, intervene, and make appropriate referrals.
- Coordinate with Program Staff and other agencies to contribute to, promote, and support officer wellness initiatives. Complete proactive outreach to high-risk residents impacted by domestic issues, violent crimes, mental health, and substance use disorders.
- Engage in multidisciplinary collaboration to address high resource utilizers/repeat calls for service.
- Coordinate and attend community outreach activities aimed at engaging residents and connecting with community service providers.
- Support patrol officers through the provision of training, resource development, consultation, and on-scene assistance.
- Conduct a variety of needs assessments pertaining to violent crimes, mental health, and substance use disorders in the community.
- Complete referrals to hospitals, counseling/treatment agencies, community support providers, and other specialized services.
- Communicates and exchanges information with others to direct and supervise personnel of responsibility, including training, mentoring, scheduling and assigning work, counseling, and assisting with resolution of difficult situations.
- Sets up and maintains record system; processes daily paperwork, including reports, memos, requisitions, and personnel information; completes required paperwork and prepares routine and special reports in compliance with departmental standards; prepares evaluations for personnel of responsibility.
- Attends or conducts staff, citizen, committee, and other professional meetings to exchange information; attends in-service training and technical or professional classes or seminars to improve technical and professional skills and maintain required certification.
- Provide education and training to new program staff, interns, volunteers, law enforcement officers, departmental employees, and other community partners.
- Develop materials and participate in special community education projects/presentations as requested.
- Regularly attends work.

Marginal Job Functions

- Travel to attend workshops, training seminars, and events.
- Other duties and responsibilities as assigned by management.

Knowledge, Skills, and Abilities

- Ability to interact effectively with clients, community members, and co-workers in a professional, courteous, and friendly manner.
- Ability to establish rapport with clients having a diverse range of identities (age, faith, gender, socioeconomic, educational, etc.).
- Ability to support and maintain client confidentiality, privacy, and the right to self-determination.
- Ability to engage with community agencies to learn about resources and work to identify and strengthen those resources that may effectively serve clients.
- Ability to understand, uphold, and assist in the education and exercise of crime victims' rights per statutory and constitutional laws.
- Regularly seek training/continuing education opportunities. pertaining to best practices and evidence-based interventions.
- Ability to collect, prepare, and maintain statistical records pertaining to job functions.
- Ability to electronically record and store client documentation appropriately.
- Ability to quickly assess and prioritize information received.
- Ability to apply and integrate theory, knowledge, values, and practices of social service work.
- Ability to adhere to ALL applicable or assigned ethical standards.
- Ability to use logical thinking and effectively engage in problem-solving processes.
- Ability to be flexible and manage multiple demands in unfamiliar and changing environments.
- Ability to successfully pass a testing and screening process including, but not limited to, a background investigation, truth verification examination, and criminal history check.

Employment Policy

The City of Opelika is an Equal Opportunity, Affirmative Action, and Americans with Disabilities Act-compliant employer. We consider applicants for all positions without regard to race, religion, color, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, gender expression, age, parental status, status as a protected veteran, status as an individual with a disability or any other legally protected status. In accordance with the Department of Justice regulations implementing Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131), the City of Opelika welcomes all reasonable requests for accommodations from prospective applicants. The City's ADA Coordinator can be reached at (334) 705-2083 or at ADA@opelika-al.gov.

CITY OF OPELIKA POSITION DESCRIPTION

Social Work Case Management Assistant Police Department

Job Summary

This position is FLSA-exempt (full-time). The essential function of the position within the organization is to provide social service case management assistance within the social work division of the City's Police Department. This position works with others in both extreme outdoor weather conditions and a professional office setting. This individual utilizes a trauma-informed approach to provide crisis intervention and support services to Opelika residents. This individual will assist in effective multidisciplinary collaboration aimed at supporting officers and improving community relations with the department. Additionally, this individual collaborates with the Social Work Coordinator and case managers to assist in the development and implementation of training to new program staff, interns, volunteers, law enforcement officers, departmental employees, and other community partners. The position will report to the Social Work Coordinator.

Minimum Qualifications

- Requires a High School diploma or GED.
- Requires at least two years' experience in social service work in public welfare, a healthcare setting, or related service work with the public.
- Knowledge of trauma-informed care practices.
- Experience working with families/individuals impacted by mental health challenges, violent crime victimization, domestic issues, homelessness, and/or substance use disorders.
- Any equivalent combination of education, experience, and training that provides the required knowledge, abilities, and skills may be considered as determined by the hiring authority.
- Requires a valid State of Alabama Driver's License.
- Applicants are required to submit to a background check and random drug and alcohol testing as a condition of employment.
- Applicants are required to pass a polygraph examination.

Essential Job Functions

- Utilize a trauma-informed approach to providing crisis intervention and support to Opelika residents.
- Assist Opelika residents with safety planning, service referrals & increased service accessibility.

- Provide co-response with OPD Officers, as needed, to reduce officer workload, identify community member needs, intervene, and make appropriate referrals.
- Assist Coordinator/Case Managers to contribute to, promote, and support officer wellness initiatives.
- Complete proactive outreach to high-risk residents impacted by domestic issues, violent crimes, mental health, and substance use disorders.
- Assist Coordinator/Case Managers in the support of patrol officers through the provision of training, resource development, consultation, and on-scene assistance.
- Complete needs assessments pertaining to violent crimes, mental health, and substance use disorders in the community.
- Complete referrals to hospitals, counseling/treatment agencies, community support providers, and other specialized services.
- Maintains case files; processes daily paperwork, including reports, memos, requisitions, as requested; completes required paperwork and prepares routine and special reports in compliance with departmental standards.
- Assists with or conducts staff, citizen, committee, and other professional meetings to exchange information; attends in-service training and technical or professional classes or seminars to improve technical and professional skills and maintain any required certifications.
- Assists with education and training to new program staff, interns, volunteers, law enforcement officers, departmental employees, and other community partners.
- Assists with developing materials and participates in special community education projects/presentations as requested.
- Regularly attend work.

Marginal Job Functions

- Travel to attend workshops, training seminars, and events.
- Other duties and responsibilities as assigned by management.

Knowledge, Skills, and Abilities

- Ability to interact effectively with clients, community members, and co-workers in a professional, courteous, and friendly manner.
- Ability to establish rapport with clients having a diverse range of identities (age, faith, gender, socioeconomic, educational, etc.).
- Ability to support and maintain client confidentiality, privacy, and the right to self-determination.
- Ability to engage with community agencies to learn about resources and work to identify and strengthen those resources that may effectively serve clients.
- Ability to understand, uphold, and assist in the education and exercise of crime victims' rights per statutory and constitutional laws.
- Regularly seek training/continuing education opportunities pertaining to best practices and evidence-based interventions.
- Ability to collect, prepare, and maintain statistical records pertaining to job functions.

- Ability to electronically record and store client documentation appropriately.
- Ability to quickly assess and prioritize information received.
- Ability to apply and integrate theory, knowledge, values, and practices of social service work.
- Ability to adhere to ALL applicable or assigned ethical standards.
- Ability to use logical thinking and effectively engage in problem-solving processes.
- Ability to be flexible and manage multiple demands in unfamiliar and changing environments.
- Ability to successfully pass a testing and screening process including, but not limited to, a background investigation, truth verification examination, and criminal history check.

Employment Policy

The City of Opelika is an Equal Opportunity, Affirmative Action, and Americans with Disabilities Act-compliant employer. We consider applicants for all positions without regard to race, religion, color, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, gender expression, age, parental status, status as a protected veteran, status as an individual with a disability or any other legally protected status. In accordance with the Department of Justice regulations implementing Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131), the City of Opelika welcomes all reasonable requests for accommodations from prospective applicants. The City's ADA Coordinator can be reached at (334) 705-2083 or at ADA@opelika-al.gov.

CITY OF OPELIKA POSITION DESCRIPTION

Social Work Case Manager I Police Department

Job Summary

This position is FLSA-exempt (full-time). The essential function of the position within the organization is to provide social service case management within the social work division of the City's Police Department. This position works with others in both extreme outdoor weather conditions and a professional office setting. This individual utilizes a trauma-informed approach to provide crisis intervention and support services to Opelika residents. This individual will assist in effective multidisciplinary collaboration aimed at supporting officers and improving community relations with the department. Additionally, this individual collaborates with the Social Work Coordinator to assist in the development and implementation of training to new program staff, interns, volunteers, law enforcement officers, departmental employees, and other community partners. The position will report to the Social Work Coordinator.

Minimum Qualifications

- Requires a bachelor's degree from an accredited social science/human service-related program or the equivalent of four years of college or specialized vocational training in social work or a closely related field to include related certifications.
- Requires at least three years of related experience in a social service agency working with at-risk families/individuals.
- Knowledge and experience with trauma-informed care practices.
- Experience working with families/individuals impacted by mental health challenges, violent crime victimization, domestic issues, homelessness, and/or substance use disorders.
- Any equivalent combination of education, experience, and training that provides the required knowledge, abilities, and skills may be considered as determined by the hiring authority.
- Requires a valid State of Alabama Driver's License.
- Applicants are required to submit to a background check and random drug and alcohol testing as a condition of employment.
- Applicants are required to pass a polygraph examination.

Essential Job Functions

- Utilize a trauma-informed approach to providing crisis intervention and support to Opelika residents.
- Assist Opelika residents with safety planning, service referrals & increased service accessibility.

- Provide co-response with OPD Officers, as needed, to reduce officer workload, identify community member needs, intervene, and make appropriate referrals.
- Assist Coordinator to contribute to, promote, and support officer wellness initiatives.
- Complete proactive outreach to high-risk residents impacted by domestic issues, violent crimes, mental health, and substance use disorders.
- Assist Coordinator in the support of patrol officers through the provision of training, resource development, consultation, and on-scene assistance.
- Complete needs assessments pertaining to violent crimes, mental health, and substance use disorders in the community.
- Complete referrals to hospitals, counseling/treatment agencies, community support providers, and other specialized services.
- Maintains case files; processes daily paperwork, including reports, memos, requisitions, as requested; completes required paperwork and prepares routine and special reports in compliance with departmental standards.
- Assists with or conducts staff, citizen, committee, and other professional meetings to exchange information; attends in-service training and technical or professional classes or seminars to improve technical and professional skills and maintain any required certifications.
- Assists with education and training to new program staff, interns, volunteers, law enforcement officers, departmental employees, and other community partners.
- Assists with developing materials and participates in special community education projects/presentations as requested.
- Regularly attend work.

Marginal Job Functions

- Travel to attend workshops, training seminars, and events.
- Other duties and responsibilities as assigned by management.

Knowledge, Skills, and Abilities

- Ability to interact effectively with clients, community members, and co-workers in a professional, courteous, and friendly manner.
- Ability to establish rapport with clients having a diverse range of identities (age, faith, gender, socioeconomic, educational, etc.).
- Ability to support and maintain client confidentiality, privacy, and the right to self-determination.
- Ability to engage with community agencies to learn about resources and work to identify and strengthen those resources that may effectively serve clients.
- Ability to understand, uphold, and assist in the education and exercise of crime victims' rights per statutory and constitutional laws.
- Regularly seek training/continuing education opportunities pertaining to best practices and evidence-based interventions.
- Ability to collect, prepare, and maintain statistical records pertaining to job functions.
- Ability to electronically record and store client documentation appropriately.

- Ability to quickly assess and prioritize information received.
- Ability to apply and integrate theory, knowledge, values, and practices of social service work.
- Ability to adhere to ALL applicable or assigned ethical standards.
- Ability to use logical thinking and effectively engage in problem-solving processes.
- Ability to be flexible and manage multiple demands in unfamiliar and changing environments.
- Ability to successfully pass a testing and screening process including, but not limited to, a background investigation, truth verification examination, and criminal history check.

Employment Policy

The City of Opelika is an Equal Opportunity, Affirmative Action, and Americans with Disabilities Act-compliant employer. We consider applicants for all positions without regard to race, religion, color, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, gender expression, age, parental status, status as a protected veteran, status as an individual with a disability or any other legally protected status. In accordance with the Department of Justice regulations implementing Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131), the City of Opelika welcomes all reasonable requests for accommodations from prospective applicants. The City's ADA Coordinator can be reached at (334) 705-2083 or at ADA@opelika-al.gov.

CITY OF OPELIKA POSITION DESCRIPTION

Social Work Case Manager II Police Department

Job Summary

This position is FLSA-exempt (full-time). The essential function of the position within the organization is to provide social service case management within the social work division of the City's Police Department. This position works with others in both extreme outdoor weather conditions and a professional office setting. This individual utilizes a trauma-informed approach to provide crisis intervention and support services to Opelika residents. This individual will assist in effective multidisciplinary collaboration aimed at supporting officers and improving community relations with the department. Additionally, this individual collaborates with the Social Work Coordinator to assist in the development and implementation of training to new program staff, interns, volunteers, law enforcement officers, departmental employees, and other community partners. The position will report to the Social Work Coordinator.

Minimum Qualifications

- Requires a bachelor's degree in social work from a program accredited by the Council on Social Work Education.
- Requires at least three years of related experience working with at-risk families/individuals.
- Knowledge and experience with trauma-informed care practices.
- Experience working with families/individuals impacted by mental health challenges, violent crime victimization, domestic issues, homelessness, and/or substance use disorders.
- Any equivalent combination of education, experience, and training that provides the required knowledge, abilities, and skills may be considered as determined by the hiring authority.
- Requires a valid State of Alabama Driver's License.
- Applicants are required to submit to a background check and random drug and alcohol testing as a condition of employment.
- Applicants are required to pass a polygraph examination.

Essential Job Functions

- Utilize a trauma-informed approach to providing crisis intervention and support to Opelika residents.
- Assist Opelika residents with safety planning, service referrals & increased service accessibility.

- Provide co-response with OPD Officers, as needed, to reduce officer workload, identify community member needs, intervene, and make appropriate referrals.
- Assist Coordinator to contribute to, promote, and support officer wellness initiatives.
- Complete proactive outreach to high-risk residents impacted by domestic issues, violent crimes, mental health, and substance use disorders.
- Assist Coordinator in the support of patrol officers through the provision of training, resource development, consultation, and on-scene assistance.
- Complete needs assessments pertaining to violent crimes, mental health, and substance use disorders in the community.
- Complete referrals to hospitals, counseling/treatment agencies, community support providers, and other specialized services.
- Maintains case files; processes daily paperwork, including reports, memos, requisitions, as requested; completes required paperwork and prepares routine and special reports in compliance with departmental standards.
- Assists with or conducts staff, citizen, committee, and other professional meetings to exchange information; attends in-service training and technical or professional classes or seminars to improve technical and professional skills and maintain any required certifications.
- Assists with education and training to new program staff, interns, volunteers, law enforcement officers, departmental employees, and other community partners.
- Assists with developing materials and participates in special community education projects/presentations as requested.
- Regularly attend work.

Marginal Job Functions

- Travel to attend workshops, training seminars, and events.
- Other duties and responsibilities as assigned by management.

Knowledge, Skills, and Abilities

- Ability to interact effectively with clients, community members, and co-workers in a professional, courteous, and friendly manner.
- Ability to establish rapport with clients having a diverse range of identities (age, faith, gender, socioeconomic, educational, etc.).
- Ability to support and maintain client confidentiality, privacy, and the right to self-determination.
- Ability to engage with community agencies to learn about resources and work to identify and strengthen those resources that may effectively serve clients.
- Ability to understand, uphold, and assist in the education and exercise of crime victims' rights per statutory and constitutional laws.
- Regularly seek training/continuing education opportunities pertaining to best practices and evidence-based interventions.
- Ability to collect, prepare, and maintain statistical records pertaining to job functions.
- Ability to electronically record and store client documentation appropriately.

- Ability to quickly assess and prioritize information received.
- Ability to apply and integrate theory, knowledge, values, and practices of social service work.
- Ability to adhere to ALL applicable or assigned ethical standards.
- Ability to use logical thinking and effectively engage in problem-solving processes.
- Ability to be flexible and manage multiple demands in unfamiliar and changing environments.
- Ability to successfully pass a testing and screening process including, but not limited to, a background investigation, truth verification examination, and criminal history check.

Employment Policy

The City of Opelika is an Equal Opportunity, Affirmative Action, and Americans with Disabilities Act-compliant employer. We consider applicants for all positions without regard to race, religion, color, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, gender expression, age, parental status, status as a protected veteran, status as an individual with a disability or any other legally protected status. In accordance with the Department of Justice regulations implementing Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131), the City of Opelika welcomes all reasonable requests for accommodations from prospective applicants. The City's ADA Coordinator can be reached at (334) 705-2083 or at ADA@opelika-al.gov.

CITY OF OPELIKA POSITION DESCRIPTION

Police Public Safety Cadet Police Department

Job Summary

This position is FLSA-non-exempt (full-time or part-time). The purpose of the Police Public Safety Cadet position is to provide an opportunity for individuals seeking a career in law enforcement between the ages of 17 ½ - 20 ½ the ability to gain knowledge of laws, policies, procedures, physical abilities, firearms training, report writing, and investigation techniques while waiting to meet the age and maturity requirements of becoming an officer for the Opelika Police Department. Cadets will be utilized throughout the different divisions of the department to assist in many areas including training, building and grounds details, range maintenance, supply, evidence storage, records, and dispatch as needed. The Cadet positions will provide an avenue for our next-generation officers to find employment, start building their careers, and learn the integrity, respect, teamwork, and leadership that our community requires of its officers.

This position works with others in both extreme outdoor weather conditions and a professional office setting. The position works under the supervision of the Special Services and Training Division.

Work hours are flexible to accommodate departmental needs, as well as allow for education opportunities and schedules.

Minimum Qualifications

- Employment for the selected candidate(s) is contingent upon the successful completion of a background investigation including criminal, credit, and driver's history checks, polygraph examination, psychological evaluation, fingerprinting, and drug screening.
- Must be between the ages of 17 ½ - 20 ½ upon hire.
- High School Diploma or GED.
- Must be qualified to work in the U.S.
- Must be of good moral character.
- Must be able to pass the APOST Physical Ability Test by completion of the program.
- Good organizational skills.
- Strong verbal and written communication skills.
- Be proficient in utilizing basic computer applications.
- Demonstrated experience in working with computers and other electronic equipment.
- NOTE: This position may require operating a city vehicle.
- Must have or be able to obtain a valid Alabama driver's license.

Essential Job Functions

- Focuses on basic city and departmental functions while undergoing some police training.
- Attend physical training regularly.
- Attend training classes and functions.
- Assist with the training division.
- Assist and train with the records division.
- Assist and train in the supply and equipment division.
- Assist and train with the 911 call center and communications division.
- Assist the department with community and recruitment events.
- Assist and train with School Resource Officers (SRO's).
- Assist with crime prevention programs.
- Assist and train with the patrol division.
- Assist and train with the detective division.
- Attend and participate in community and recruiting events.

Marginal Job Functions

- Conduct traffic control during city and community events as required.
- Attend training academy functions as needed.
- Help recruiting efforts for the department.

Knowledge, Skills, and Abilities

- Ability to interact effectively with law-enforcement personnel, community members, and co-workers in a professional, courteous, and friendly manner.
- Ability to establish rapport with co-workers having a diverse range of identities (age, faith, gender, socioeconomic, educational, etc.).
- Ability to maintain information confidentiality, privacy, and the right to self-determination.
- Ability to engage with law enforcement to learn about resources, tools, and expertise to better serve the department and community.
- Ability to understand and uphold search & seizure laws and constitutional laws.
- Ability to adhere to ALL applicable or assigned ethical standards.
- Ability to use logical thinking and effectively engage in problem-solving processes.
- Ability to be flexible and manage multiple demands in unfamiliar and changing environments.
- Ability to successfully pass a testing and screening process including, but not limited to, a background investigation, truth verification examination, a psychological evaluation, physical fitness test, and criminal history check.

Employment Policy

The City of Opelika is an Equal Opportunity, Affirmative Action, and Americans with Disabilities Act-compliant employer. We consider applicants for all positions without regard to race, religion, color, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, gender expression, age, parental status, status as a protected veteran, status as an individual with a disability or any other legally protected status. In accordance with the Department of Justice regulations implementing Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131), the City of Opelika welcomes all reasonable requests for accommodations from prospective applicants. The City's ADA Coordinator can be reached at (334) 705-2083 or at ADA@opelika-al.gov.

CITY OF OPELIKA

POSITION DESCRIPTION

Intelligence Analyst and Digital Forensic Examiner

Police Department

Job Summary

This position is FLSA-exempt (full-time). The purpose of the Intelligence Analyst and Digital Forensic Examiner position is to provide for the study of criminal activity using a set of systematic, analytical processes directed at providing timely and pertinent information relative to crime patterns and trend correlations, to assist field, investigative, and administrative personnel in planning the proactive deployment of resources for prevention and suppression of criminal activities. Further, the Intelligence Analyst & Digital Forensic Examiner utilizes information collected from various sources to assist in the prevention of crime and the apprehension of criminals. This position will also assist in investigating criminal activity by performing digital forensic examinations of data stored on electronic devices.

This position works with others in both extreme outdoor weather conditions and a professional office setting. The position works independently, reporting major activities through periodic meetings.

Work hours are 8:00 AM – 5:00 PM, Monday - Friday, with the understanding that there could be some overtime involvement.

Minimum Qualifications

- Employment for the selected candidate(s) is contingent upon the successful completion of a background investigation including criminal, credit, and driver's history checks, polygraph examination, fingerprinting, and drug screening.
- Good organizational skills
- Ability to reconstruct and analyze digital information.
- Strong verbal and written communication skills.
- Be proficient in utilizing basic computer applications and intelligence-related automation to support analytical efforts and product development.
- Demonstrated experience in working with computers and other electronic equipment.
- NOTE: This position may require some travel and operating a city vehicle
- A valid Alabama driver's license is required.
- Bachelor's degree in computer science, computer information systems, digital forensics, information technology, intelligence analysis, data analytics, or related field.
- Experience in examining computer evidence in a forensic/law enforcement environment or working as an intelligence analyst for a law enforcement agency.
- Any equivalent combination of education, experience, and training that provides the required knowledge, abilities, and skills may be considered as determined by the hiring authority.

Essential Job Functions

- Assist and support the Opelika Police Department with all aspects of criminal intelligence analysis as well as recover, preserve, and maintain digital forensic evidence for analysis.
- Complete reports of digital data extractions and testify in court on the findings.
- Adhere to legal policies and procedures related to handling digital media.
- Create system images or capture network settings from information technology environments to preserve as evidence.
- Conduct predictive or reactive analyses on security measures to support cyber security initiatives.
- Develop plans for investigating alleged computer crimes, violations, or suspicious activity.
- Develop assessments of intelligence gathered and build a workable model to combat crime trends.
- Utilize and manage technology to assist with gathering intelligence.
- Develop relationships, manage networks, and facilitate information sharing with all police divisions.
- Assist Opelika residents with crime data and safety planning.
- Provide officers/detectives, supervisors, and staff with crime trend briefings. Also, coordinate and communicate forecasted crime stats with all staff.
- Communicates and exchanges information with all surrounding agencies, as well as State Fusion Centers, ALEA, and federal agencies.
- Utilize advanced intelligence-gathering software and programs to identify criminal activity.
- Supervise the placement and management of Flock, covert, and field cameras.
- Attends or conducts staff, citizen, committee, and other professional meetings to exchange information; attends in-service training and technical or professional classes or seminars to improve technical and professional skills and maintain required certification.
- Provide education and training to law enforcement officers, departmental employees, and other community partners.
- Develop materials and participate in special community education projects/presentations as requested.
- Regularly attends work.

Marginal Job Functions

- Travel to attend workshops, training seminars, and community events.
- Travel to large events and large-scale crime scenes to assist with investigations.

Knowledge, Skills, and Abilities

- Ability to interact effectively with law-enforcement personnel, community members, and co-workers in a professional, courteous, and friendly manner.
- Ability to establish rapport with co-workers having a diverse range of identities (age, faith, gender, socioeconomic, educational, etc.).
- Ability to maintain information confidentiality, privacy, and the right to self-determination.
- Ability to engage with law enforcement & intelligence agencies to learn about resources, tools, and expertise to better serve the department and community.
- Ability to understand and uphold search & seizure laws and constitutional laws.
- Regularly seek training/continuing education opportunities about best practices and evidence-based interventions.
- Ability to collect, prepare, and maintain statistical records about job functions.
- Ability to electronically record and store documentation appropriately.
- Ability to quickly assess and prioritize information received.
- Ability to apply and integrate theory, knowledge, values, and practices of crime analysis.
- Ability to adhere to ALL applicable or assigned ethical standards.
- Ability to use logical thinking and effectively engage in problem-solving processes.
- Ability to be flexible and manage multiple demands in unfamiliar and changing environments.
- Ability to successfully pass a testing and screening process including, but not limited to, a background investigation, truth verification examination, and criminal history check.

Employment Policy

The City of Opelika is an Equal Opportunity, Affirmative Action, and Americans with Disabilities Act-compliant employer. We consider applicants for all positions without regard to race, religion, color, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, gender expression, age, parental status, status as a protected veteran, status as an individual with a disability or any other legally protected status. In accordance with the Department of Justice regulations implementing Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131), the City of Opelika welcomes all reasonable requests for accommodations from prospective applicants. The City's ADA Coordinator can be reached at (334) 705-2083 or at ADA@opelika-al.gov.

Opelika Police Department

