

# CITY OF UNALASKA

## Position Description

Job Class: <b>Non-Exempt</b>	Job Title: <b>Police Officer</b>
Supervisor: <b>Police Sergeant</b>	Department: <b>Public Safety</b>
Wage Grade: <b>10</b>	Full Time/Part Time: <b>Full-Time</b>
Probationary Period: <b>1 Year</b>	Union: <b>PSEA</b>
DEPARTMENT REVIEW	
Submitted By:	Date:
Reviewed By: <i>[Signature]</i>	Date: <i>6/18/04</i>
HR Manager Approval: <i>[Signature]</i>	Date: <i>6.16.04</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

### SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/background check, including fingerprinting and other job related tests may be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description outlines the general requirements and duties of the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **06-2004**

What is the overall purpose and objective of this position (why does this position exist)?  
**Enforce local, state and federal law. Return order to disorderly situations. Protect life, personal safety and property of citizens through crime intervention and prevention. Serve the public by being available to help solve problems.**

## POSITION DUTIES AND RESPONSIBILITIES

List the duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- **Respond to emergency calls: Police, Fire, EMS.**
- **Respond to calls for service and assistance.**
- **Respond to non-emergency calls for assistance.**
- **Effect lawful arrests of suspected criminals by taking them into physical custody.**
- **Write investigative, concise and informative reports.**
- **Public relations.**
- **Enforce traffic laws.**
- **Cultivate investigative information from independent sources.**
- **Prepare cases for court and testify for successful prosecution.**
- **Stay current on laws and proper procedures.**
- **Practice techniques used: verbal skills, tactical responses, physical tactics, shooting, and self-defense.**

Explain the level of supervision received: **This position receives moderate supervision from the Police Sergeant. Officers are expected to investigate crimes and handle calls for assistance using independent decision-making ability. Officers are expected to be self-motivated and to initiate case investigations. During the majority of these situations, supervisors are not immediately available. Officers are expected to perform within existing policy and procedures, with supervisory oversight.**

Explain the level of supervision this position exercises: **None.**

Does this position have access to confidential information? Yes   X   No        If yes, please provide detail. **Investigation requires access to criminal histories, juvenile information, personal information, driving histories and other confidential information that, if made public, would compromise integrity.**

Does this position have access to or handle City funds? Yes   X   No        If yes, please provide detail. **Local purchase orders are issued by the Director or his appointee for the purchase of equipment. Position also requires the collection of impound fees.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes   X   No        If yes, please explain. **The applicant should be fluent in English and be able to articulate the language on paper. The majority of the system involves English and the officers must be able to work within the system. A second language such as Spanish or Vietnamese would be helpful.**

What are the minimum qualifications necessary for this position?

- **High school diploma or GED.**
- **Must be at least 21 years of age.**
- **Ability to obtain Basic certificate in law enforcement from APSC within 12 months of hire.**
- **Problem solving skills necessary.**
- **Combination of education and experience that could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **Experience working with the public helpful.**
- **Previous police experience.**
- **Basic certificate in law enforcement from APSC.**
- **A college degree.**

List the knowledge, skills, necessary training, and abilities to qualify for this position.

- **An officer must show good common sense.**
- **An officer must be able to quickly analyze situations and respond accordingly without immediate supervision.**
- **Must have ability to maintain confidentiality and security.**
- **Ability to work effectively with the public in a courteous, efficient, and professional manner.**
- **Ability to establish and maintain productive working relationships with city of Unalaska officials, staff, the public, vendors and agencies.**
- **Excellent written and oral communications skills, problem-solving skills, and interpersonal skills.**
- **Must have the ability to follow complex written and oral instructions.**
- **Ability to learn rules, regulations, policies, procedures and terminology used in law enforcement and government environment.**
- **Ability to work under pressure, to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Working knowledge of computers in a windows environment.**
- **Keyboarding skills.**
- **Mathematics.**
- **Ability to operate a motor vehicle.**
- **Ability to operate fax machine, multi-line telephone, calculator, copier and two-way radios.**
- **Ability to use Public Safety incident and card file system, FileMaker Pro and Microsoft Office programs**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	X
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position that make these factors important: **An officer will be faced with problems that must be quickly analyzed and solved. Position requires problem-solving abilities. Frequent contact with citizens in both adversarial and non-adversarial situations.**

### LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Basic certificate in law enforcement from APSC within 12 months. Must be at least 21 years of age. Valid Alaska driver's license, or ability to obtain one within 30 days of hire, and prior to operating a City vehicle. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check showing acceptable results prior to offer of employment. Position subject to physical, psychological and polygraph testing post offer.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **CPR, First Aid, Firearms Proficiency. Must complete Department probationary period. APSC Basic Certificate. All required certifications and licenses must remain current for the duration of employment.**

### WORKING CONDITIONS

Are there particular working conditions associated with this position, which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No        If yes, please explain: **Employees are required to work rotating shifts to provide 24-hour coverage. Shifts are 8 hours and rotate periodically. Long hours may be required in certain situations to complete paperwork or handle a case. Occasional travel. Subject to high stress situations. May be required to perform duties in rain, snow, high winds or other inclement weather. Occasional emergency or non-traditional work hours may be necessary.**

## ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities that require physical demands checked.

1. Strength				
a. Standing	X	20% of time		<b>Interviews</b> <b>Security checks, searching, getting to and from incidents</b> <b>Patrol car, typing, completing necessary paperwork</b>
Walking	X	20% of time		
Sitting	X	60% of time		
b. Lifting	X	150 lbs.		<b>Assist EMS/SAR/Fire</b> <b>Assist EMS/SAR/Fire</b> <b>Disabled vehicles</b> <b>Disabled Officers, victims, corpses</b>
Carrying	X	100 lbs.		
Pushing	X	200 lbs.		
Pulling	X	200 lbs.		
2. Climbing	X			<b>Beach, tundra, or vessels</b> <b>Rocks, stairs, ladders, walls</b>
Balancing	X			
3. Reaching	X			<b>Actions routine to the job</b> <b>Actions routine to the job</b>
Handling	X			
4. Stooping	X			<b>Searching, rescue</b> <b>Searching, rescue</b> <b>Searching, rescue</b> <b>Searching, rescue</b>
Kneeling	X			
Crouching	X			
Crawling	X			
5. Speaking	X			<b>Talking and listening to individuals, maintain order in stressful situations.</b>
Hearing	X			
6. Seeing	X			<b>Observing</b> <b>Driving, shooting</b> <b>Physical descriptions</b>
Depth Perception	X			
Color Vision	X			

## HISTORY SUMMARY

- 11-2001 Included probationary period. Removed "Department Head" and replaced with "Director" approval on page 1. Removed percentages from job responsibilities on page 2. Included license and certifications to remain current language. Included current drug testing and non-traditional work hours language. Included selection guidelines. Minor language changes. Never completed/approved.
- 08-2002 Included wage grade. Included drug screening and physical in "Selection Guidelines." Included "Effects lawful arrests of suspected criminals by taking them into physical custody" in position responsibilities. Changed shift rotating from 2 months to 6 months. Included age requirement. Minor language and formatting changes.
- 02-2003 Minor formatting changes to JD form. Removed "incumbent." Included supervision exercised and supervision received. Included current standard minimum and preferred qualifications and requirements language; standard knowledge, skills, training and abilities language; and standard technical skills language. Changed shifts rotating from 6 months to periodically.
- 06-2004 Included language that police experience and a degree is preferred.