City & Borough of Wrangell Position Description

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| Position: Police Officer Probationary | Type: Permanent, Full-Time |
| Department/Site: Public Safety Department | FLSA: Non-exempt |
| Evaluated by: Police Chief | Salary Grade: 19 |

# **Summary**

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| Under the direction of an assigned supervisor, performs individually or as a member of a team. Participates in the following activities: enforcing federal, state and local laws and regulations, apprehending suspects, investigating crimes, emergency response and crime prevention, patrolling the community to protect people and property while encouraging voluntary compliance with local, state and federal laws. |

## Distinguishing Career Features

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| This classification is for an individual that has successfully completed a basic police academy but must still successfully complete the required probationary period with the agency and successfully complete field training and successfully complete an Alaska Academy class as needed to qualify for an Alaska Basic Police Certificate. Normally an individual will not remain in this classification more than one year. An individual must possess a State of Alaska Basic Police Officer Certificate prior to promotion to Police Officer. |

## Essential Duties and Responsibilities

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| * Exercise discretion when responding to emergencies. * Protect the lives, property and constitutional rights of the general public. * Prepare clear and concise reports. * Present evidence and testimony in court. * Maintain current knowledge of the law and modern enforcement techniques. * Respond to crime and emergency scenes and take immediate and appropriate action. * Apply emergency first aid methods skillfully. * Maintain proficiency with all equipment assigned to an officer by the Wrangell Police Department. * Analyze situations accurately and adopt an effective course of action. * Perform routine foot and motor patrols of the community. * React quickly and calmly in emergency conditions. * Establish sufficient probable cause to arrest or charge alleged offenders. * Maintain self-control under emotionally demanding circumstances. * Participate in specialized programs and assignments to support police related activities and community relations. * Communicate effectively both verbally and in writing. * Obtain and maintain eligibility for a basic or higher certification as a Police Officer by the State of Alaska Police Standards Council. * Carry out supervisor’s instruction and departmental procedures. * Establish and maintain cooperative and effective working relationships with other employees, external agencies, and the public. * Obtain and serve necessary letters, warrants, subpoenas, and summons as may be required. * Assist in the booking, searching and fingerprinting of prisoners. * Follow all procedures when obtaining and submitting evidence for storage and court testimony. * Observe legal and defensive driving practices. * Deal courteously with the general public and convey a positive, professional image of the department and the City of Wrangell. * Physical ability to perform the essential work activities of a police officer. * Work confidentially with discretion. * Perform other duties as assigned. |

## Qualifications

* **Knowledge and Skills**

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| * Oral and written communications skills. * Interpersonal skills using tact, patience, and courtesy. |

* **Abilities**

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| Ability to pass an extensive background investigation. |

* **Physical Abilities**

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| Requires the ability to maintain cardiovascular fitness to function well in stressful situations requiring extreme physical effort. Requires the ability to use speech and hearing to project voice in a noisy environment and for ordinary conversation and to hear sound prompts from equipment. Must have near visual acuity to write and to read printed materials and computer screens and to observe moving objects at a distance such as is necessary to observe persons, operate a police vehicle, and use firearms. Must be able to utilize manual and/or finger dexterity to type/keyboard and/or utilize mouse to operate a microcomputer and other office equipment; use a firearm, and operate stationary and mobile equipment. Requires sufficient physical strength to lift, drag, carry or restrain an adult. Requires full body coordination to perform personal defense, restrain an adult, jump over and climb obstacles, and walk and stand for a full shift. Requires basic physical proficiency with police equipment such as but not limited to radar gun, radio, handgun, police vehicle, ASP baton, handcuffs, breath analyzer, and first-aid equipment. Requires the ability to sit for extended periods of time. Requires the ability to render first aid. |

* **Education and Experience**

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| The position requires a high school diploma or equivalent, a minimum age of 21 years, successful completion of a public safety, standards and training academy within the probationary period of employment, supplemented with a complete background check. U.S. Citizenship prior to employment. |

* **Licenses and Certificates**

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| Requires a valid driver’s license. Completion of Alaska Certified Basic Law Enforcement Academy prior to or within 12 months of employment. ARC First Aid Card. |

* **Working Conditions**

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| Work is performed indoors and outdoors where continuous safety considerations exist from physical labor and risk of harm, moving equipment and objects, dangerous situations, and temperature and noise extremes. |

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.