



City of North Pole

JOB DESCRIPTION

TITLE: POLICE OFFICER

REPORTS TO: Police Sergeant

WORK HOURS: Rotating Shifts

WORK DAYS: Rotating Seven-Day Work Period
(Includes Holidays and Weekends)

FLSA STATUS: Non-Exempt

JOB LOCATION:

The North Pole Police Department, 125 Snowman Lane, North Pole, Alaska; all areas within the corporate city limits of North Pole; and any area outside the corporate city limits of North Pole that has specifically been authorized by the Director of Public Safety for the State of Alaska, by Alaska State Statutes, or by any contractual or mutual aid agreement between the North Pole Police Department and neighboring law enforcement or government agencies.

WORKING CONDITIONS:

Must have sufficient physical fitness, strength, agility and stamina to work in extremely difficult environments. Must not have disabilities that would cause a safety risk to themselves or others in the performance of their duties.

JOB OBJECTIVES:

Police officers are responsible for carrying out assigned duties and tasks under the direction of the Police Sergeant, Police Lieutenant, or Chief of Police. The primary objectives are to enforce all federal, state, and local laws as applicable, respond to complaints and requests for police service from the residential and business community, and to promote the safety and well being of the citizens of North Pole.

EQUIPMENT:

The employee in this position must have the ability to use the following equipment, if used by the department:

- Revolver, semiautomatic handgun, rifles, both semiautomatic and fully automatic machineguns, gas guns, and shotguns;
- Chemical sprays, i.e., Mace, CS or CN gas, and pepper-based defensive sprays;
- Handcuffs, ankle cuffs, thumb cuffs, batons, nylon restraints (flex cuffs), belt restraints, leg irons, and restraint chains;
- Taser and ASP Baton;
- Mobile and portable radios, pagers, scanners, emergency dispatching equipment to include radio console, computer terminal, alarm bank system, fax, telephone equipment; various types of monitoring and recording cameras, typewriters and calculators;
- Investigative equipment including evidence gathering kit, drug identification kit, latent fingerprint kit, video and camera equipment;
- Police vehicle and all emergency equipment contained therein, including first aid kit and;
- Any other equipment required or assigned for use in order to carry out the functions of the North Pole Police Department.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the duties as outlined below. These examples do not include all of the specific tasks that an employee may be required to perform.

- Patrols residential and business districts, investigates suspicious circumstances, noting hazards and suspicious persons, and initiating contact with suspected violators of state laws and/or municipal ordinances;
- Responds to emergency situations, complaints and requests for service by contacting complainant, assessing the situation and rendering service as needed;
- Locates, apprehends and arrests criminal suspects, calling for assistance from other sworn officers when necessary to provide maximum safety;
- Responds to calls of criminal incidents and conducts the initial investigation, including taking statements from victims, witnesses and suspects, writing detailed reports and preparing evidence for laboratory analysis;
- Organizes and prepares criminal complaints and case reports required for prosecution of suspected criminals and testifies at trials;

- Prepares miscellaneous incident reports in compliance with department policies and procedures;
- Must be able to give credible testimony in all court proceedings that the officer may be involved in during his/her employment;
- Patrols traffic, issues citations and warnings to violators of traffic laws, investigates traffic accidents, takes statements from drivers and witnesses, and prepares all required reports;
- Responds to variety of general requests for service, i.e., delivering emergency messages, welfare contacts, and aiding stranded motorists;
- Mediates domestic violence situations and other disputes; counseling, separating or arresting individuals as needed to preserve the peace;
- May be assigned to collect supplemental information on previously reported crimes, including inspecting the crime scene and taking statements from victims, witnesses and suspects;
- Responds to the scene of fire and medical emergencies to provide crowd and traffic control and other support services for fire department personnel;
- May be assigned to assist public works employees to close hazardous streets and establish traffic detours;
- May be assigned to supervise reserve police officers and probationary police officers;
- May be assigned to make presentations or demonstrations to schools, businesses, or community organizations on crime prevention and law enforcement practices and techniques;
- Promote community policing and community involvement and commitment and;
- Any other assigned duty which is at the discretion of the police chief or his/her representative

SKILLS, KNOWLEDGE, AND EXPERTISE REQUIRED:

- The objectives and techniques of police performance and patrol procedures;
- Modern police patrol principles and theories;
- Current state and federal laws, city ordinances, and relevant judicial decisions;

- Work with minimal or no supervision and to exercise mature judgment and initiative in assessing and responding to police incidents and calls for police service;
- Communicate effectively, orally and in writing;
- Work effectively with others at all levels of the organization, with representatives of other law enforcement agencies, and with the general public and;
- Think clearly and act quickly and calmly in emergency situations.

MINIMUM QUALIFICATIONS:

- Must be of good moral character;
- Must be able to meet the Alaska Police Standards Council certification requirements for a Police Officer;
- Must be at least twenty-one years of age or older at the time of employment;
- Must have a high school diploma or the equivalent;
- Must be able to exhibit or demonstrate the ability, knowledge and judgment of one who can perform the essential functions of a police officer;
- Must possess and maintain a valid Alaska Driver's License during employment with the North Pole Police Department;
- Prior to employment must pass an extensive background investigation, must pass a written and oral exam, psychological testing, a medical exam, and, if requested, a physical fitness exam, drug testing, and a polygraph test and;
- Must have completed an Alaska Police Standards Council approved academy within the last three years or is currently serving as a certified police officer recognized by the State of Alaska or has served as a certified police officer within the last twelve months or possess a Bachelor's Degree in Criminal Justice or Police Management.

These factors will be the basis for selecting candidates to be interviewed. The candidate selected for employment must satisfactorily perform the essential job functions during a prescribed probationary period.