

CITY OF SAND POINT
P.O. BOX 249
SAND POINT, AK 99661
907-383-2696

EMPLOYMENT OPPORTUNITY

The City is accepting applications for the following position:

POSITION: Chief of Police

SALARY: DOE + excellent benefit package

DEADLINE: Open until filled

This position will serve as the chief administrative officer of the Sand Point Department of Public Safety to include:

Police, 911 dispatch, Fire and EMS services and Emergency Management.

For a copy of the job description, a copy of the job application or for more information, contact:

**Sand Point City Clerk, Shannon Sommer at (907) 383-2696
or
E-mail to sptcity@arctic.net**

THE CITY OF SAND POINT IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.

THE CITY OF SAND POINT IS A DRUG FREE WORKPLACE AND ALL
EMPLOYEES MAY BE REQUIRED TO TAKE A DRUG TEST.

EMPLOYMENT OPPORTUNITY

POSTED: 11/30/16

City of Sand Point Job Description

Job Title:	Chief of Police	Supervised by:	Mayor
Supervises:	Department of Public Safety staff	Updated:	11/30/16
Salary:	Negotiable	Approved:	_____ Mayor

General Position Summary or Responsibilities

Under the direction of the Mayor, the Chief of Police is the chief administrative officer of the Sand Point Department of Public Safety and the final authority in all matters of policy, operations and discipline. The Chief will exercise all lawful powers of this office and issue such orders as are necessary to assure the effective performance of the department. The Chief provides administrative direction, leadership and control of the department and assumes over-all responsibility for the organization. The department is responsible for the enforcement of all laws coming within its legal jurisdiction.

The Chief of Police is responsible for planning, directing, coordinating, training, controlling and staffing all activities within the department. He is also responsible for continued and efficient department operation; for the enforcement of rules and regulations within the department; for the completion, collection and forwarding of reports required by other appropriate agencies; and, for maintaining positive public relations with local citizens, local governments and other related agencies. The Chief shall also have general charge of the police station and all property owned by the department

The Chief of Police is responsible to protect and provide for the health, safety and welfare of the residents of Sand Point, in accordance with applicable federal laws, Alaska state statues, the City of Sand Point Municipal Code and the Sand Point Police Department Policies and Procedures.

Essential Duties and Responsibilities

1. As necessary, recommends the adoption of new city ordinances or the amendment of existing ordinances, policies or procedures.

2. Ensures the on-going and proper maintenance and repair of all Department vehicles and all other equipment assigned to and from the department.
3. Prepares periodic and special reports and assures that adequate records are maintained of all department activities.
4. Assists in the preparation of yearly department budgets and is responsible for all expenditures of the department.
5. Cooperates with other law enforcement agencies in the apprehension and detention of wanted persons and with other agencies as appropriate.
6. Receives and addresses complaints made to the department, attends civic and school meetings to explain the activities and functions of the department and establishes favorable relations with the public-at-large.
7. In consultation with appropriate City authorities, formulates policies and regulation governing activities of the department.
8. Ensures compliance with all laws which the department or its officer have the authority to enforce.
9. Organizes, directs and controls all resources of the department to preserve the peace, protect persons and property and enforce the law.
10. Supervises all department personnel and prescribes work methods and procedures to be followed by departmental staff.
11. Maintains and encourages a high standard of morale and enthusiasm for the department.
12. Delegates responsibilities within the department including designation of an officer to serve as Acting Chief of Police in his absence.
13. Assigns, details or transfers any member or employee of the department to or from any assignment whenever he shall deem such action to be in the best interest of the department.
14. Adopts and insures compliance of policies related to the recording and safekeeping of all evidence and/or property recovered, found or confiscated.
15. Investigates all cases of alleged or apparent misconduct by departmental personnel.
16. Performs other duties as assigned by the Mayor or City Administrator.

Knowledge, Skills and Qualifications

1. High school diploma or equivalent.
2. Valid Alaska drivers license and good driving record.
3. Minimum of five (5) years full-time law enforcement experience.
4. Minimum of two (2) years of law enforcement supervisory experience and/or previous equivalent supervisory experience.
5. Must hold, at a minimum, Intermediate Law Enforcement Certification issued by the Alaska Police Standard Council or an equivalent from another state.
6. Minimum of an Associate degree in the law enforcement field, but will accept equivalent credit hours in either law enforcement or business administration.
7. Working knowledge of federal, state and municipal laws, statutes and ordinances. Including Title 29 of the Alaska Statutes.
8. Must meet Alaska Police Standard Council standards as outlined in State statutes and Administrative Code.
9. Knowledge of risk management practices and procedures as they relate to the department. Knowledge of municipal budgeting procedures and protocol.
10. Must be highly knowledgeable on Fire, EMS, Dispatch and Emergency Management.
11. Ability to supervise others and to delegate work to subordinates.
12. Oral and written communications skills.
13. Self-starter with strong motivation and enthusiasm for the job and the community.
14. Interpersonal skills using tact, patience, judgement and courtesy.

Preferred

1. Four-year college degree with law enforcement or business emphasis.
2. First aide and CPR training w/certification