

City of Nome – Nome Police Department Job Description

Title:	Police Officer I	Range/Salary:	16 (A-D)
Department:	Nome Police Department	Status:	Non-Exempt
Reports to:	Sergeant	Original Date:	2-20-2007
Supervises:	None	Revised Date(s):	4-19-2022

Summary:

A Police Officer I is an entry level position above Police Officer Trainee. A Police Officer I is a position to include out of State lateral and in State lateral police positions. A Police Officer I will still undergo a Field Training Evaluation Program (FTEP). There is a one year probationary period for this position. Lateral transfer employees will attend the Alaska Department of Public Safety lateral academy, and during that time will be paid straight time for hours worked.

Duties shall consist of general police responsibilities necessary to the safety and good order of the community. Police Officers will engage in preventive and proactive patrols, preserve the peace, regulate traffic, issue citations, make arrests, prepare accurate police reports, conduct investigations and enforces the criminal and traffic statues, regulations, and ordinances of the Federal Law, the State of Alaska, and the City of Nome.

Essential Duties and Responsibilities:

- Identifying criminal offenders and activity. Apprehending, arresting, and remanding offenders, participating in court proceedings, promote community policing philosophies.
- Responds and investigates Calls for Service by the public and other duties dispatched to them by the Nome 911 Center.
- Preventative patrol and pro-active policing to reduce the commission of crime.
- Aid people in danger of physical harm
- Facilitate the movement of vehicular and pedestrian traffic and enforce those regulations.
- Create and maintain the feeling of security in the community by interacting and being visible.
- Promote and preserve the peace, protect property and life.
- Complete accurate police reports and submit them to the appropriate agency.
- Submit charging documents and affidavits.
- Maintain a clean and organized patrol vehicle.
- Maintain an organized system of digital and physical evidence as department standards exist.
- Other duties as assigned by a Sergeant or higher rank.
- Emergency Vehicle Operation is required at times.
- Utilize radio and proper radio etiquette.
- Collection, preservation, care and custody of all physical police evidence.
- Frequently use department's record management system.

Supervisory Responsibilities

- None.

Skills, Abilities, Qualification Requirements:

- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to learn, apply laws, rules, and regulations. Follow oral and written instructions. Observe and

record situations and logically think out situations. Communicate clearly and effectively.

- Proficient with Microsoft Office Suite.

Education and/or Experience:

- High school diploma or equivalent.
- One year of relevant education and/or experience is preferred.

Specific Skills, Certifications, and Abilities to the Job:

- Must possess or be able to obtain within (30) thirty days of hire, a valid State of Alaska drivers license.
- Attended and graduated from an Public Safety Academy in-state of Alaska, or eligible out of state academy.
- The ability within (12) twelve months of hire to obtain an APSC (Alaska Police Standards Council) Basic Police Certificate.
- Must qualify in firearms and other required tools such as Taser, upon initial hire, and annually thereafter.
- A background investigation and additional standards to be set by the APSC and the City of Nome.
- Must have no sustained complaint with a letter of reprimand or higher within (6) six months.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The employee is required to stand; run; walk; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Public Relations:

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee and public service.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be involved in hazardous conditions, extreme physical effort in dealing with armed and dangerous persons with required by duties in high stress situations. This position is full time, and employee may be required to work holidays, overtime, or report to work on short notice.

The noise level in the work environment is usually moderate.

APPROVALS			
Employee		Date	
Department Head		Date	

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.



APPLICATION FOR EMPLOYMENT AS POLICE OFFICER

City of Nome – Nome Police Department (NPD)
 PO Box 281 | 102 Division Street Nome, Alaska 99762·
 Phone 907·443-6663
 Fax 907·443-5349
 Email HR@nomealaska.org

Position Applying For:	Attached with City Application:
PO I <input type="checkbox"/> PO II <input type="checkbox"/> Lateral Officer <input type="checkbox"/> Out of State <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

General Information

Name (Last, First, Middle Initial)	Work Telephone	Home Telephone	Cell Phone
Email Address			

MINIMUM QUALIFICATIONS

1. Applicant must be a citizen of the United States or a United States National by the date of hire
2. High school diploma, GED, or equivalent
3. Associates Degree or higher preferred
4. Must be 21 years of age by the date of hire
5. Must possess a valid State of Alaska Driver's license by the time of hire
6. Must meet standards established by the **Alaska Police Standards Council (APSC)**. For more information about APSC certification, go to <http://dps.alaska.gov/apsc/> and the Nome Police Department regarding misdemeanor or felony convictions and use of controlled substances.
7. No felony convictions after reaching 18 years of age
8. No marijuana use within the past one year

APPLICANTS MUST POSSESS THE FOLLOWING QUALITIES

1. Unquestionable character and integrity
2. Free of cultural and ethnic bias
3. Strong ethical code in both personal and professional life
4. Desire to diligently protect and serve the community through courage, compassion and respect
5. Personal conduct above reproach

Are you 21 years of age or older? Yes No

Prior Service

Are you a Citizen of the United States?	Were you a Police Officer before?	Date of Entry	Date of and Type of Discharge of previous Officer position
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Do you have a high school diploma or equivalent? Yes No Associates Degree or higher preferred

Entry Level Testing:

Applicants who meet the minimum qualifications, have acceptable employment records, and meet Municipal standards related to driving guidelines and criminal conviction history may be invited to participate in the Police Officer Testing process.

Applicants invited to test will be notified of the testing dates, times, and locations **via email and/or phone**. Ensure the email and phone number provided on the application are valid and current. Testing notifications will only be sent to the email address listed on the application.

An NPD Police Officer is a professional and highly sought after position. Applicants should consider every step in the process as part of a professional job interview. Appearance and conduct during the process should exude professionalism. Applicants with unprofessional attire, such as jeans, shorts, t-shirts, or tennis shoes, may be turned away from testing or disqualified. This does not apply to the physical ability testing; appropriate workout clothing is required for this test.

If during any portion of the application, entry level testing or background process it is discovered that the applicant falsified any material fact, or intentionally omitted or modified material facts, the applicant will not be eligible to re-apply or be considered for any position with the Nome Police Department.

Entry Testing Information:

All applicants must pass the entry level Police test by I/O Solutions. The written test is the National Criminal Justice Officer Selection Inventory Integrity 2 (NCJOSI2). For information regarding the written test, study guides and practice tests, go to National Criminal Justice Officer Selection Inventory – (NCJOSI2) Test. Any cost related to this information is at the expense of the applicant.

Applicants must meet the minimum passing score to be advanced to the Physical Ability Test. NCJOSI2 test results are valid for two (2) years. Unsuccessful applicants are not eligible to re-apply for six (6) months from the date of testing.

Physical Ability Testing (PAT) Information:

For detailed information regarding these tests, refer to the **APSC** website at: <https://dps.alaska.gov/comm/academy/expectations>. This test measures muscular endurance of the abdominal musculature and will count the number of correct sit-ups completed in a one-minute duration. Applicants must complete 27 sit-ups in one (1) minute to pass.

Push-ups: This test measures muscular endurance of the upper body and will count the number of correct push-ups completed. Applicants must complete 15 push-ups to pass.

300 Meter Run: This test measures anaerobic power and will measure the time required to sprint 300 meters. Applicants must complete the course in 65.2 seconds to pass.

1 ½ Mile Run: This test provides an estimate of the cardio- respiratory fitness level and will measure the time required to run 1.5 miles. Applicants must complete the run in 15 minutes and 17 seconds to pass.

Applicants must successfully complete the Physical Ability Test in order to continue in the selection process. Unsuccessful applicants may retake the test after 30 days. Unsuccessful applicants can only test a total of three (3) times within a one (1) year period.

CONDITIONAL OFFER OF EMPLOYMENT – BACKGROUND PHASE:

Applicants who successfully complete the Physical Ability Test will be given a “Conditional Offer of Employment”. The six (6) Steps and conditions of employment are listed below.

Step 1: Preliminary Interview:

The preliminary interview is a structured interview focused on behavior relevant to the essential job elements required for the position of Police Officer. The applicant’s interview skills, employment history, driving history, illegal substance abuse history and other relevant information will be assessed to determine if the applicant meets Nome Police Department standards.

Step 2: Background Investigations:

POLICE OFFICER INFORMATION

The Background Investigation is a critical examination of an applicant's past work and personal history. The Background Investigation phase takes the majority of time in the application process.

Applicants who are not successful during the Background Investigation phase are eligible to re-apply two (2) years from the date of the conditional offer unless otherwise indicated.

If during any portion of the process/background investigation it is discovered the applicant committed an act or acts which would constitute felonious conduct under Statutes, except the specific exclusions regarding simple possession and/or use of a controlled substance, the applicant will not be eligible to re-apply or be considered for any position with the Nome Police Department.

The investigation consists of:

- Employment history
- Criminal and civil history checks
- Military records
- Driving history checks
- Credit history checks

Interviews with:

- Spouses/significant others
- Employers, co-workers
- Neighbors
- Secondary developed references

Eliminating Factors are listed below. Includes but is not limited to:

CRIMINAL CONVICTIONS

Conviction of a felony crime by a civilian court of a US State, Federal Court, Territory, or Military Court or any other Country for an offense which would be classified as a felony under Alaska Statute.

SUBSTANCE ABUSE

Illegally manufactured, transported or possessed with intent to sell or distribute, or who has sold a controlled substance and/or an imitation controlled substance, unless under 21 years of age and the act occurred more than 10 years before the date of hire.

Illegally used any controlled substance, other than marijuana, including scheduled prescription medications not prescribed to you within five (5) years of the date of application (unless under the age of 21 at the time).

Used marijuana to any degree within one (1) year of the date of application, regardless of marijuana's legal status at the time.

To any degree, used an illegal controlled substance while employed as a certified Municipal, State, or Federal peace officer, or correctional officer.

Step 3: Psychological Assessment:

The Psychological Assessment is a two-part process, and is used to determine suitability for the position. The first part is a written exam, and the second part is an interview with a State of Alaska licensed Psychologist. The written exam can take approximately 4 – 6 hours to complete.

Applicants must successfully complete the Psychological Assessment in order to continue in the selection process. Unsuccessful applicants may re-apply after two (2) years.

Step 4: Polygraph Examination:

Successful applicants may be required to submit to a Polygraph Examination.

NPD reserves the right to complete a Polygraph Examination in order to continue in the selection process.

Step 5: Command Review and Chief's Selection:

After passing all previous steps and phases, applicant files will be forwarded to a command review, where a panel of no less than three command level officers will review applicant files before they are forwarded to the Chief for final selection.

Step 6: FINAL CONDITIONAL OFFER OF EMPLOYMENT:

The Municipal Employment Office will contact the selected applicants to make a final conditional offer of employment. The final conditional offer of employment is based upon successful completion of the remaining conditions of employment:

- Medical examination by an MOA designated licensed physician to determine if the applicant is physically sound and free from physical defects that would adversely affect the performance of duties required by a Police Officer.
- Satisfactory passing a drug screen
- Submission of a current copy of the applicants State of Alaska Driver's License
- Submission of a current (dated within 30 days from the date requested) copy of his/her Department of Motor Vehicle driving record, including a driving record from previous states if the Alaska Driver's License was first issued within one year prior to application, documenting an acceptable driving history. The processing fee(s) are the responsibility of the selected applicant.

For information on acceptable driving history, please refer to the [MOA Driving Conviction Guidelines](#).

All information from pre-employment examinations are the property of the Municipality of Nome (MOA) and are confidential. Copies of any pre-employment examinations will not be provided to the applicant by the MOA or the medical provider.

Selected applicants must successfully complete these remaining conditions in order to be hired. Unsuccessful applicants may re-apply after two (2) years from the date of the conditional offer.

For additional information, you can call the Deputy Chief at 907-443-8520 or email us at HR@nomealaska.org.

CALL The City Office at 907-443-6600 NOW for more information.