



Bristol Bay Borough

Job Description

POLICE OFFICER

Posted in House
+OUT Borough Clerk
01/21/2020 *[Signature]*

Department:

Police

Immediate Supervisor:

Chief of Police

Positions Supervised:

None

Step Classification:

H-M

\$ 20.97/hr after 6 month Probation Period.

Terms:

Permanent Full Time Position

Qualifications:

High school diploma or GED required. Must possess or obtain a valid Alaska driver's license. Minimum age of 21 is required. Be a US Citizen or resident status. Must pass and maintain current Alaska Police Standards Council (APSC) certification requirements as a law enforcement officer. The officer will be required to qualify and carry a firearm. The candidate will be required to pass pre-employment drug test. Agree to a complete background check. May be required to pass a polygraph, psychological screening and a medical exam. Physical Ability: Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects. Frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, visual perception and oral communication abilities. Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations. Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Situational Reasoning: Requires the ability to exercise the judgment, decisiveness, and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Responsibilities:

Patrol Officers are responsible for protecting life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all city statutes, ordinances, and the laws and regulations of the state, and to perform investigations, special details, and specific assignments within the Borough. The Officer is to maintain current field and code manuals, policies, and procedures, employee handbooks, various maps, and related materials for reference and/or review. The officer is required to present a well groomed personal appearance at all times and wear the assigned Borough uniform while on duty. The Officer is responsible for all reports, documents and evidence that are forwarded to the District Attorney for any case that he/she is the investigating officer. The officer is responsible for all interviews and statements taken from victims, witnesses, suspects, and confidential informants, processes crime scenes, gathers, prepares, and submits evidence to crime lab. Performs functions at accidents, emergencies, and disasters to include directing traffic, administering emergency medical aid, and managing dangerous situations. Interacts with emergency medical technicians (EMT) team. Administers field sobriety tests, identifies wanted persons/vehicles, assist stranded motorists, and ensures roadways are clear of obstacles and hazards.

Duties and Tasks Performed:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains visibility by patrolling assigned area, Borough roads, parks, neighborhoods, and businesses to ensure security; makes observations for prowlers, vagrants, suspicious persons, and violators.
- Performs surveillance of various locations and of criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to locations/suspects; files intelligence reports
- Obtains warrants, performs various search operations, locates missing persons.
- Determines probable cause to search and/or reasonable suspicion to detain suspects, pursues fleeing and subdues resisting suspects, arrests, processes and transports prisoners
- Responds to emergency calls and calls for assistance, mediates disputes and advises suspects of rights
- Assists fellow officers as requested/necessary on domestic and theft calls, executing warrants, serving subpoenas, and making traffic stops.
- Responds to accident calls, gathers information at the accident scene, investigates and reconstructs serious injury or fatal accidents, interviews victims and witnesses, investigates hit and run accidents, notifies relatives of victims as necessary.
- Stops vehicles for traffic violations, issues traffic citations and warnings
- Contacts command/supervisory personnel for emergency response and critical incident communications.
- Identifies illegal drugs and hazardous materials, maintains knowledge of prescription drugs
- Enters/retrieves data to/from computer systems including stolen property, arrest and wanted person information, investigation data, and criminal/driving records checks, reviews crime statistics

- Assists with interdepartmental duties and Borough activities, which may include working within school zones, directing traffic, providing security at Borough social events and athletic activities, special escorts, crowd/riot control, or other special assignments.
- Documents case information, assists in the prosecution of offenders, appears in court to present evidence and testimony.
- Responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals.
- Exchanges information with dispatchers, attorneys, court personnel, medical examiner, medical professionals, and other departments and agencies.
- Attends shift meeting, seminars, and training sessions as required to maintain knowledge of departmental and Borough operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws.
- Composes and prepares a variety of forms, logs, requests records, reports, correspondence, and various other documents associated with daily responsibilities of this position, maintains administrative records and files.
- Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations.
- May perform special operational/detailed activities, environmental protection, training, teaching, and/or other duties as assigned.
- Maintains cleanliness of vehicle requests service and/or repairs as needed; weapons and equipment in functional and presentable condition.
- Attending community meetings and assists with community activities, programs, and crime prevention, may be assigned as school resource officer.
- Substitutes for co-workers in temporary absence of same, performs other administrative tasks as assigned
- Answers the telephone, provides information, advice and guidance, takes and relays messages and/or direct calls to appropriate personnel, returns calls as necessary.
- Mandatory on call may be required.
- Other duties as assigned by the Police Chief.

ACKNOWLEDGMENT

I understand the duties of my position as contained in this job description.

Employee signature

Date

The job description is accurate and has been reviewed with the employee.

Supervisor signature

Date

BRISTOL BAY BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER
Approve by Borough Assembly: June 6, 2011 effective July 1, 2011