



## **JOB ANNOUNCEMENT**

### **POSITION TITLE:**

Police Sergeant with the Department of Public Safety

### **POSITION LOCATION:**

The Police Sergeant position is based in Saint Paul Island, Alaska.

### **POSITION CLASSIFICATION:**

Exempt, Contractual, Full-Time, Hours May Vary.

### **JOB SUMMARY:**

The Police Sergeant serves at the Patrol Division Supervisor and is responsible for planning, directing, supervising, assigning, reviewing, and actively participating in the work of police officers involved in field patrol, investigations, crime prevention, community relations, and related services and activities; assumes responsibility for assigned special programs, projects, or Division functions or activities; coordinates activities with other agencies; and performs a variety of administrative and technical tasks relative to assigned area of responsibility.

The Police Sergeant works under the direct supervision of the Director of Public Safety. This is considered a mid-level position where work is performed according to established policies, procedures, and/or protocols.

The position involves frequent contact with Division, Department, and City employees and the general public. This position must present a professional look and wear Department issued uniform.

### **ESSENTIAL JOB FUNCTIONS:**

1. Plan, prioritize, assign, supervise, and review the work of sworn law enforcement staff involved in and field patrol, investigations, crime prevention, community relations, and related services and activities.
2. May supervise non-sworn staff in emergency dispatch.
3. Maintains criminal and case records, and property and evidence room.
4. Serve as Patrol Division Supervisor for all sworn police officers for an assigned shift; prepare and administer briefings; assign patrol schedules.
5. Recommend and assist the Director of Public Safety in the implementation of goals and objectives; implement approved policies and procedures.
6. Establish schedules and methods for providing law enforcement, crime prevention, services; identify resource needs; review needs with the Director of Public Safety; allocate resources accordingly.
7. Participate in the selection of police personnel.
8. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement and crime prevention.
9. Respond to citizen complaints and inquiries in a tactful manner.
10. Perform all duties of a Police Officer.
11. Prepare, process, and maintain a variety of written reports and records pertaining to assigned activities including daily activity reports.
12. Develop and maintain service data and prepare for analysis and reporting to the Director of Public Safety, City Manager and City Council.
13. Approve timesheets and leave requests for assigned personnel for submission to Finance.
14. Review incident reports, required forms, summons, records, and related documents prepared by officers to ensure accuracy and timely completion; correct or instruct officers to make corrections.
15. Conduct a continuing review of assigned activities to identify problems and develop recommendations for improving services.



16. Interpret, convey, and ensure implementation of Department policies, procedures, and methods; ensure that personnel have clear guidelines of authority and responsibility.
17. Train, motivate and evaluate Department personnel; provide for coordinate staff training; work with employees to correct deficiencies; and promote career development.
18. Respond to major crimes, accident scenes, and emergencies; assume initial command; establish field command posts and implement the Incident Command System; may act as incident commander until such time as a higher-ranking person assumes command.
19. Assist Director of Public Safety in budget development and administration; prepare and plan budget requests for assigned operations and special details.
20. Participate in the development of grant applications.
21. Represent the Patrol Division to other City departments, City Council, and outside agencies.
22. Supervise and participate in the preparation of reports for various cases including cases going to trial; prepare supplemental reports as required; appear in court to present evidence and testimony as required.
23. Enforce the laws of the State of Alaska, City of Saint Paul Ordinances and Aleut Community of Saint Paul Tribal Ordinances.
24. Perform other duties as assigned by the Director of Public Safety.

**REQUIRED QUALIFICATIONS:**

1. Must have a high school diploma or GED.
2. Must be at least twenty-one (21) years of age.
3. Must hold a valid Alaska driver's license or have the ability to acquire one within 30 days of hire. Must have a clean driving record.
4. Must have 5 years of experience working as a sworn Police Officer, including two years of supervisory responsibility.
5. Knowledge of with a health and wellness-based approach to community safety.
6. Knowledge with de-escalation strategies required and restorative practices.
7. Knowledge of operations, services, and activities of a comprehensive municipal law enforcement program. Functions and objectives of the police department and other local, tribal, state and federal agencies.
8. Knowledge of law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
9. Knowledge of methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.
10. Knowledge of pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
11. Knowledge of rules of evidence pertaining to search, seizure, and preservation.
12. Knowledge of techniques and applications of self-defense and proper use of force.
13. Knowledge of operational characteristics of police equipment, vehicles, and tools including firearms. Use of firearms and other modern police equipment.
14. Knowledge of methods and techniques used in interviewing witnesses, victims, or suspects.
15. Knowledge of standard broadcasting procedures for emergency radio systems.
16. Knowledge of principles and applications of public relations.
17. Knowledge of principles and practices of data collection and analysis.
18. English usage, spelling, grammar, and punctuation.
19. Knowledge of principles of supervision, training, and performance evaluations.
20. Ability to understand and interpret technical information.
21. Possess Intermediate or Advance Law Enforcement Certificate.
22. Possess intermediate level or higher computer skills.
23. Possess FEMA ICS 100, 200, 700, 800.
24. Possess Emergency Trauma Technician Certificate or have the ability to obtain within one (1) year of hire.

25. Must submit to a criminal and financial background check and be free of any disqualifying convictions or activities.
26. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
27. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City.
28. Other combinations of education and experience that could provide the competencies, knowledge, skills and abilities listed

**PREFERRED QUALIFICATIONS:**

1. Bachelor's Degree in criminal justice or related field.
2. Experience in rural Alaska, off the road system.
3. Forensic Interview Certificate.

**SALARY AND BENEFITS:**

This is a salaried position beginning at \$83,470.40 to \$108,492.80 per year, depending on education, experience, and skills. Full benefits including enrollment in the Alaska Public Employees Retirement System and Supplemental Benefits System, medical insurance, annual leave, sick leave, partially subsidized housing, moving expense assistance and other benefits as may be negotiated with the City Manager and standard City of Saint Paul benefits per City ordinance.

**RELOCATION AND HOUSING:**

A relocation allowance will be provided. Airfare to Saint Paul Island will be provided. Housing accommodations will be made available. Rent is \$750.00 per month plus utilities (electric, water, sewer, refuse, home heating fuel and taxes).

**DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact Monique Baker, City Clerk at [mbaker@stpaulak.com](mailto:mbaker@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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