

POSITION TITLE: Patrol Officer
ORGANIZATIONAL UNIT: Department of Public Safety
IMMEDIATE SUPERVISOR: Patrol Sergeant

I. General Description:

Proactive patrol of the community to protect people and property, investigation of criminal activity, and apprehension of violators while encouraging voluntary compliance with local, state and federal laws.

II. Essential Job Duties:

Law Enforcement: Performs routine foot and motor patrols of the community to protect people and property. Responds to routine and emergency calls. Establishes sufficient probable cause to arrest alleged offenders, enforces traffic law and writes and issues citations for violations. Encourages voluntary compliance with the law.

Investigation: Performs regular or complex investigations as appropriate and assigned. Acts as a reference source for other investigations in the department. Gathers information regarding cases through contact with community members, computer checks and correspondence with other agencies.

Reporting: Prepares documents and writes reports regarding cases, incidents, and investigations. Operates computer as needed for information and preparing documents. Maintains logs. Ensures professional confidentiality.

Communication: Assists other departments and agencies such as Fire/EMS, Municipal Departments, and Law Enforcement Agencies as appropriate. Prepares for, and testifies at, various court hearings and trials, including grand jury. Must be prepared for assigned public speaking and/or public appearance functions at schools, civic groups and/or professional organizations.

Administrative: Obtains and serves necessary letters, warrants, subpoenas, and summons. Completes detailed and accurate reports, and updates computer records.

Teamwork & Cooperation: May be cross-trained in other intra-agency disciplines and temporarily assigned to other intra-agency disciplines as the need arises.

III. Knowledge, Skills and Abilities:

Must be able to meet all standards set by the Alaska Police Standards Council and be certified within 12 months of employment. Requires valid Alaska driver's license. Requires thorough knowledge of laws and procedures, and knowledge of community and region.

Requires ability to gather information from others and provide information as needed. Requires basic investigative skills to perform duties efficiently and assist others with expertise regarding similar or difficult investigations. Requires ability to operate personal computers.

Requires skill and experience in preparing documents and the ability to speak and write effectively. Requires skills in retrieving information through computer checks and from other agencies to compile evidence for investigations.

Requires strong interpersonal and communication skills to work effectively with a variety of people. Requires ability to work irregular hours and tactfully handle sensitive or dangerous situations. Requires personal presence and appearance to act as a public relations and educational representative of the Department of Public Safety.

Requires knowledge of procedures regarding search and seizure, arrest, warrants, subpoenas and summons. Requires organizational skill and ability to keep accurate and thorough records. Requires knowledge of computer records and willingness to update information.

Requires willingness to perform various job-related duties, as situations require. Requires a strong sense of teamwork and the ability to work with others.

Requires above average ability in proper and lawful use of force, including firearms, and firearms safety, and knowledge of federal, state and local laws concerning the use of such force.

IV. Education and Experience:

High school diploma required.

Completion of an Alaska Police Standards council accredited law enforcement training academy, or equivalent post secondary education in Police Science or Law Enforcement. Credit for military service considered.

V. Supervisory Responsibility:

None.

VI. Scope of Employment:

Regular, full-time, 80 hour bi-weekly, rotating shifts. Subject to overtime and recall to duty as directed and authorized by supervisor.

VII. Salary:

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|-------------|-------------------|---------|
| Entry Level | Level IV, Step 3 | \$19.35 |
| | Level IV, Step 10 | \$24.55 |

VIII. Benefits:

See attached.

IX. Acknowledgment:

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

Employee: _____ Date: _____

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

Supervisor: _____ Date: _____

Revision History

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|--------------|---|
| October 2007 | Experience updated from 18 months to completion of Alaska Police Standards. |
| July 2008 | Pay Rate |