



Department:	Police
Supervisor:	Police Sergeant
Prior Revision Date:	07-02-2007
Last Revision Date:	11-26-2013
Revision Made By:	KS
Revision Reviewed & Approved by:	K. Swihart & SG
Employment Status:	PMEA Union
Date Provided to Bargaining Unit	5-30-2014

Job Description

POLICE DEPARTMENT

Police Officer I

Definition

Provides aid, security, and protection for life and property in the community of Petersburg. Enforces federal, state, and local laws and regulations.

Supervision Received

The Police Officer reports directly to a designated sergeant and may receive guidance and assignments from the Captain or Chief of Police on occasion.

Supervision Exercised

None generally. However; may exercise limited supervision over other departmental staff when acting as an instructor or field training officer.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Patrols community by motor vehicle and on foot to ensure public safety; provides emergency assistance and enforces all laws, ordinances and regulations, including traffic laws and animal control laws.
- Responds to public needs providing emergency medical aid or support as needed.
- Conducts criminal and other investigations; interviews suspects, witnesses, victims and other involved parties; gathers and documents evidence; makes arrests when necessary; issues citations in lieu of arrest where appropriate. Completes written reports and other documents as needed for investigations conducted or other matters as needed.
- Receives and books prisoners, including search procedures, monitoring visitations, and transporting as needed. Performs correctional officer duties as needed.
- Testifies in court and for other legal venues when necessary.
- Operates radio equipped automobile, handgun, and related police equipment.

- May instruct and supervise fellow officer's use of firearms, defensive tactics, or other law enforcement skills and/or equipment.
- May serve court orders, summons, or warrants to individuals as needed.
- Updates legal bulletins, statutes, and borough ordinance books as changes occur.
- Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to the position of Police Officer classification is distinguished from the work assigned to other classifications in the police series by the police officer's involvement in day to day law enforcement duties and the absence of full-time supervisory responsibilities.

Working Conditions

Incumbent performs approximately 60% of duties from patrol vehicle with ongoing exposure to violence and hazardous weather conditions resulting in physical harm. Strong physical effort may be required while restraining individuals during criminal or public incidents. Requires periodic lifting of equipment, people, or animals normally less than 50 lbs and not over 200 lbs.

Qualifications

Must meet all requirements for certification as a police officer as outlined in 13 AAC 85.010 and must, within 14 months of initial hire, obtain and maintain a basic peace officer certificate issued by the Alaska Police Standards Council.

Any combination of experience and education which provides the applicant with the following attributes:

Knowledge of emergency medical treatment techniques.

Ability to operate firearms, motor vehicles, and related police equipment with proficiency.

Ability to express ideas effectively (both orally and in writing) using elements of persuasion and diplomacy in volatile public incidents.

Ability to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper course of action.

Ability to cope with stress situations firmly and tactfully and with respect to individuals' rights.

Ability to read and understand laws, ordinances, rules, and regulations.

Physical strength and agility sufficient to perform the work of the class.

Ability to establish and maintain effective working relationships with fellow employees and the general public; work cooperatively with supervisors and display willingness to assist co-workers.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date

5-30-2014 amendment effective 7-01-2014: Amendment added "1" designation.