City of Sand Point Job Description

Job Title:	**Police Officer I**	**Reports To:**	**Chief of Police**
Supervises:	**Non-Supervisory**		
Range:	**23**	**Updated:**	**04/21/2017**
Minimum:	**$21.57**	**Approved:**	_____ **Mayor**

General Position Summary or Responsibilities

Under the direction of an assigned supervisor, perform individually or as a member of a team. Participate in the following activities: enforce federal, state and local laws and regulations, apprehend suspects; investigation of crimes, emergency response and crime prevention; patrol the community to protect people and property while encouraging voluntary compliance with local, state and federal laws.

Essential Duties and Responsibilities

1. Exercise discretion when responding to emergencies.
2. Protect the lives, property and constitutional rights of the general public.
3. Prepare clear and concise reports.
4. Present evidence and testimony in court.
5. Maintain current knowledge of the law and modern enforcement techniques.
6. Respond to crime and emergency scenes and take immediate and appropriate action.
7. Apply emergency first aid methods skillfully.
8. Maintain proficiency with all equipment assigned to an officer by the Sand Point Police Department.
9. Analyze situations accurately and adopt an effective course of action.

10. Perform routine foot and motor patrols of the community.

11. React quickly and calmly in emergency conditions.

12. Establish sufficient probable cause to arrest or charge alleged offenders.

13. Maintain self-control under emotionally demanding circumstances.

14. Participate in specialized programs and assignment to support police related activities and community relations.

15. Communicate effectively both verbally and in writing.

16. Maintain eligibility for a Basic or higher certification as a Police Officer by the State of Alaska Police Standards Council.

17. Carry out supervisor's instruction and departmental procedures.

18. Establish and maintain cooperative and effective working relationships with other employees, external agencies, and the public.

19. Obtain and serve necessary letters, warrants, subpoenas, and summons as may be required.

20. Assist in the booking, searching and fingerprinting of prisoners.

21. Follow all procedures when obtaining and submitting evidence for storage and court testimony.

22. Observe legal and defensive driving practices.

23. Deal courteously with the general public and convey a positive, professional image of the department and the City of Sand Point.

24. Physical ability to perform the essential work activities of a police officer.

25. Work confidentially with discretion.

26. Perform other duties as assigned.

Knowledge, Skills and Qualifications

1. High school diploma or equivalent.

2. Valid Alaska Drivers License and good driving record.

3. Successful completion of a State Certified Basic Law Enforcement Academy either prior to or within 12 months of employment.

4. Must be at least 21 years of age.

5. "Oral" and written communications skills.

6. Interpersonal skills using tact, patience and courtesy.

7. Prior to employment must have U.S. Citizenship.

Preferred

1. Completion of a State Certified Basic Law Enforcement Academy.

This position includes a competitive starting wage (DOE), hiring bonus, housing stipend, additional officer incentives and other benefits available to all City of Sand Point employees.

If interested please contact the City Clerk for an application at 907.383.2696, or sptcity@arctic.net.