



City and Borough of Wrangell  
**Wrangell Police Department**  
**Correctional Officer/Dispatch**

**Starting Pay: \$19.38 – \$20.14 (DOE)**

Wrangell Police Department is accepting applications for Correctional Officer/Dispatcher. This position is open until filled.

Wrangell Corrections/Dispatch Officers must be capable of prioritizing calls and jail duties. Corrections/Dispatch duties include supervising inmates, cooking meals, laundry, booking and processing inmates and all paperwork involved, answering both emergency and non-emergency phone calls and routing them to the proper locations. Applicants must have the ability to work flexible hours and shifts and be able to work with minimal supervision.

Applicants must successfully complete and pass a background investigation, medical and psychological examinations and drug screening. Applicants must be at least 21 years of age, possess a High School Diploma or GED equivalency. Applicants must be a US citizen and possess a valid Alaska Driver's License or the ability to obtain one within 10 days of hire.

Applicants must be willing to attend the Corrections Academy for three weeks of training in jail operations within one year of hire. The Wrangell Police Department encourages applicants who are motivated, friendly, self-starting and a team player to apply and we will assist you in obtaining the required certification.

Benefits include accrued vacation time, accrued sick leave time, State of Alaska PERS retirement, State of Alaska SBS retirement, optional deferred compensation plan, Medical coverage for employees and family with a small co-pay, paid holidays and a quarterly uniform allowance. Further details can be found in the City of Wrangell Personnel Policy located on the City of Wrangell web site.

To apply, submit the City of Wrangell Employment Application, the Authorization For Release of Information form and an original notarized APSC F-3 Personal History Statement with all supporting documents. These forms are available under the Police Officer job posting on the

City of Wrangell's web site. Submit application and forms to Wrangell Police Chief Doug McCloskey , PO Box 1168, Wrangell AK, 99929. Phone (907) 874-3304

## **WRANGELL POLICE DEPARTMENT JOB DESCRIPTION CORRECTIONAL OFFICER DISPATCHER**

**JOB TITLE:** Correctional Officer / Dispatcher

**DEPARTMENT:** Police

**REPORTS TO:** Corrections Sergeant

**JOB PURPOSE:** Maintain security within the Wrangell Community Jail and continuous communication source for Public Safety personnel while providing records support for the jail; performs related work as required; oversee inmate activity, ensure the security and safety of inmates and the jail facility and to serve as the chief communication and information source for all public safety personnel.

### **ESSENTIAL DUTIES, RESPONSIBILITIES:**

1. Provides direct supervision of inmates incarcerated within the Wrangell Community Jail.
2. Completes all booking and release procedures, including fingerprinting, photographing, holding and documenting of possessions; conduct PBT testing on intoxicated inmates when necessary; administering approved medications and carry out searches as needed; assign inmates to cells.
3. Perform inspections of inmates based on set criteria and emergency needs, including monitoring for possible mental and physical health related needs.
4. Organizes, prepares and serves meals for the inmates; purchase food, record meals and ensure that the kitchen is kept in a sanitary condition according to all regulations.
5. Prepare inmates for all Court appearances and attends to related inmates' needs according to all prescribed guidelines.
6. Performs inspections of jail cells and jail areas as necessary and conducts thorough searches of the jail areas for any contraband items in accordance with the Department's policies and procedures.
7. Maintains detailed and accurate records of inmate activities.
8. Supervises inmates and participates in the cleaning and maintenance of the jail facility.
9. Supervises all persons visiting the jail including inmate visitors and maintenance personnel.
10. Handles varied emergency situations dealing with emotional, injured and victimized persons and is responsible for ascertaining and relaying crucial information needed in any given situation to Public Safety personnel without delay.

11. Monitors radio frequencies.
12. Provides communication services for public safety operations, including two-way communications, relaying relevant information, logging all communication and calls for service; provide Alaska Public Safety Information Network (APSIN) and National Criminal Information Communication (NCIC) information for law enforcement personnel; transcribe taped interviews, reports and statements; relay crucial information to internal personnel and/or outside agencies as required.
13. Process non-emergency calls for the department, involving multiple sources of information at once to ensure situations are given prompt and accurate services.
14. Provide all communications service in person to individuals approaching the customer service window in the Public Safety Building.
15. Provide administrative support to the jail, including logging in of inmates, processing bail paperwork, processing all jail visitors, video taping all arrest bookings, monitoring high risk inmates and responding to inmates requests via intercom.
16. Receive and process monies for fees, fines, etc.
17. Provide court testimony as needed.
18. Respond to citizen needs in a courteous and timely fashion.
19. Perform other duties as assigned.

**Knowledge, Skills and Qualifications:**

1. High School diploma or equivalent.
2. Must be at least 19 years of age or older.
3. Must have the ability to pass a background history check.
4. Must be certified by a licensed physician, certified physician's assistant to be physically capable of performing the essential functions of the job.
5. Must not have been indicted or convicted for any felony or a misdemeanor crime of domestic violence anywhere.
6. Shall not have been convicted during the three years immediately before hire of a misdemeanor crime of dishonesty or moral turpitude of a misdemeanor crime that resulted in serious physical injury to another, or of two or more DWI offenses.

7. Must have a valid Alaska Driver's License and a good driving record.
8. Must not, within three years before the date of hire, illegally used a controlled substance.
9. Must pass a drug screening examination.
10. Must successfully complete the Municipal Correctional Academy within 16 months of employment.
11. Must possess the ability to work with a variety of people; requires the ability to speak and write effectively and the ability to supervise inmates.
12. Must be able to assess situations and react in a calm, rational and professional manner to ensure services are rendered.
13. Must have the ability to perform multiple tasks at any given time and to prioritize activities and response to emergency needs.
14. Must have the ability to operate a personal computer using both standard and customized software.
15. Requires experience in transcribing information, preparing documents and write reports.
16. Requires the ability to preserve confidentiality.
17. Requires the ability to communicate with clarity and efficiency over a dispatch radio.
18. Requires background in meal preparation, nutritional needs and serving; requires ability to operate kitchen appliances safely and efficiently.
19. Requires integrity, ingenuity and inventiveness in the performance of assigned tasks and a strong sense of teamwork.
20. Performs other related duties as assigned.

**Preferred:**

Possession of a certification from the Municipal Correctional Officers Academy.