

**CITY OF WRANGELL, ALASKA**  
**In-House and Public Announcement**  
**ADVERTISEMENT FOR THE POSITION**  
**Wrangell Police Department**  
**Police Officer**  
**\$28.55 - \$29.67 APSC Certified (DOE)**  
**\$22.17 – \$26.43 Non-Certified (DOE)**

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

Wrangell Police Officers must be capable of all aspects of law enforcement to include patrol and emergency response, interviewing and investigations, evidence collection and processing. Applicants must possess problem solving abilities and have the written and oral communication skills. Applicants will need to learn, understand and apply criminal laws and effect arrests if warranted. Applicants need to have the ability to work under pressure and be able to maintain control in combative situations. 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 meet the minimum standards for Police Officer per the Alaska Police Standards Council (APSC) and must possess an APSC certificate within 12 months of hire. Officers holding an APSC basic certification or higher is preferred, however 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, as well as other optional benefits. 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. Submit application and forms to Wrangell Police Chief Doug McCloskey , PO Box 1168, Wrangell AK, 99929. Phone (907) 874-3304

The City of Wrangell is an equal opportunity employer

Lisa Von Bargaen  
Borough Manager

## City & Borough of Wrangell

## Position Description

Position: Police Officer	Position Number: P1-P4
Department/Site: Public Safety Dept.	FLSA: Non-exempt
Evaluated by: Police Sergeant	Salary Grade: 23

### **Summary**

Performs law enforcement and crime prevention work that includes patrol, investigation, service of warrants, issuance of citations for violation of city ordinances and state statutes, and general enforcement of federal, state, and local laws.

### **Distinguishing Career Features**

The Police Officer is the first position in a law enforcement career ladder that provides opportunities for advancement based on competency and professional development. The Police Officer requires basic certification from the Alaska Police Standards and Training Council or equivalent. Advancement potential exists by obtaining higher level certifications from the same certifying body.

### **Essential Duties and Responsibilities**

- Patrols a designated work shift that will vary from time-to-time. Maintains continuous availability by radio and/or telephone while working a shift. Conducts automobile and foot patrol, traffic control, investigation, and first-aid duties at incidents or accidents.
- Patrols city streets, parks, commercial and residential areas to deter crime, preserve peace, and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct and law violations.
- Responds to calls and reports of possible crime and takes initial action as situations require for securing the scene. Responds to emergency calls for a variety of incidents such as, but not limited to, accidents, civil disturbances, domestic disturbances, missing children, prowlers, etc. Ensures that calls for ambulance and other assistance are made.
- Interviews and interrogates available victims, witnesses, and suspects. Completes incident and arrest reports. Gathers and preserves evidence. Describes and documents the scene of the incident to include measurements, photographs, and descriptions. Analyzes and evaluates evidence and arrests or issues citations to offenders.
- Participates in follow-up investigations of incidents and crimes during the assigned work shift. Locates and interviews victims, witnesses, and suspects. Develops leads. Searches the scene of the incident for additional evidence. Documents and prepares cases for arrest and legal proceedings.
- Participates in the investigation of criminal law violations. Gathers crime scene evidence and compiles information to support investigations. Prepares cases for filing of charges, court testifying, and related uses.
- Prepares a variety of records and reports such as, but not limited to, investigations, field interrogations, vehicle impound, traffic hazards, alcohol-breath analyzer readings, bad

checks, and routine shift activity.

- May provide corrections services such as but not limited to, direct supervision of inmates, booking procedures, and inspections of jail cells and areas.
- Maintains contact with other officers and city departments, as needed for the dispatch of duties. Exchanges information with other law enforcement agencies. Seeks advice from the Police Sergeant to support work activity and direction.
- Participates in community-based Police activity and programs. Provides general information about department activities and special programs.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires a working knowledge of all phases of police work including principles and practices of modern crime prevention, investigation, criminal identification, apprehension, rules of evidence, traffic control and safety, care and custody of prisoners, and record keeping. Requires a working knowledge of constitutional and statutory laws governing law enforcement, the geography of the community and the location of private and public commercial activity. Requires sufficient physical skill to apprehend and detain suspects, use a firearm and other weapons, and operate a vehicle at high speed. Requires a working knowledge of criminal behavior that contributes to crimes. Requires well-developed human relations skill to resolve conflict, conduct interviews and interrogations, work with disturbed, angry, or emotional individuals and groups, and cooperate with a work team. Requires sufficient language and writing skill to prepare reports. Requires sufficient math skills to record measurements, sums, and readings.

### **▪ Abilities**

Requires the ability to carry out all aspects of the position and analyze situations quickly and objectively to recognize actual and potential dangers and determine proper courses of action. Requires the ability to read and understand laws, ordinances, rules and regulations. Requires the ability to read and write in English and prepare reports. Requires the ability to cope with stressful situations firmly, tactfully, and with respect for individual citizens' rights. Requires the ability to communicate clearly, verbally and in writing. Requires the ability to establish and maintain effective working relationships with fellow employees and with citizens from varied racial, ethnic, and economic backgrounds. Requires the ability to organize and use investigative techniques and procedures. Requires the ability to observe and remember detail. Requires the ability to work varying shifts and work locations.

### **▪ Physical Abilities**

Requires the ability to maintain cardiovascular fitness to function well in stressful situations requiring extreme physical effort. Requires the ability to use speech and hearing to project voice in a noisy environment and for ordinary conversation and to hear sound prompts from equipment. Must have near visual acuity to write and to read printed materials and computer screens and to observe moving objects at a distance such as is necessary to observe persons, operate a police vehicle, and use firearms. Must be able to utilize manual and/or finger dexterity to type/keyboard and/or utilize mouse to operate a

computer and other office equipment; use a firearm, and operate stationary and mobile equipment. Requires sufficient physical strength to lift, drag, carry or restrain an adult. Requires full body coordination to perform personal defense, restrain an adult, jump over and climb obstacles, and walk and stand for a full shift. Requires basic physical proficiency with police equipment such as but not limited to radar gun, radio, handgun, police vehicle, ASP baton, handcuffs, breath analyzer, and first-aid equipment. Requires the ability to sit for extended periods of time. Requires the ability to render first aid.

- **Education and Experience**

The position requires a high school diploma or equivalent, a minimum age of 21 years, successful completion of a public safety, standards and training academy within the probationary period of employment, supplemented with a complete background check.

- **Licenses and Certificates**

Requires a valid driver's license. Basic Certificate from the Alaska Police Standards Council. CPR and First Aid Card.

- **Working Conditions**

Work is performed indoors and outdoors where continuous safety considerations exist from physical labor and risk of harm, moving equipment and objects, dangerous situations, and temperature and noise extremes.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.