

City and Borough Sitka, Alaska

Class Specification

Class Title	Police Officer
Class Code Number	8060
FLSA Designation	Non-Exempt
Pay Grade and Range	29
Effective Date	7-1-97 Rev 3-3-03

General Statement of Duties

Performs general and preventive patrol duties, enforcing all applicable laws and maintaining peace and order; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain community order through enforcing local, State and Federal laws. The work is performed under the direct supervision of assigned Police Sergeants and Lieutenants but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Police Department as required or as assigned by supervisory personnel. The principal duties of this class are performed in an outdoor work environment involving all types of weather and one in which the employee is subject to potential personal danger. An employee in this class may perform any one or more or any additional duties as assigned. A Police Officer may be asked to patrol in a vehicle, on foot or with other means of transportation. A Police Officer in Sitka may patrol in uniform or plain clothes as necessary and assigned.

Examples of Essential Work (Illustrative Only)

- Enforces all City, State and Federal laws within the jurisdiction of the City and Borough of Sitka;
- Patrols all assigned areas and monitors activity to identify violations of applicable law and takes appropriate actions to deal with the situation, including making arrests and charging a suspect, issuing citations, issuing written warnings or rectifying the situation through a dialogue with all parties involved as warranted;
- Advises suspects of his/her constitutional rights upon arrest;
- Enforces all traffic laws and issues citations for violations;
- Responds to calls and/or complaints from citizens, involving arriving at the scene, taking statements from all parties involved, identifying a violation if one exists, and taking appropriate arrest and/or citation steps as the situation warrants;
- Refers civil disputes to public services to help settle differences and prevent future calls;
- Maintains a highly visible presence within the community for the purpose of deterring crime as possible, maintaining good community relations and providing an identifiable source for citizens to go to for assistance, guidance, protection and service;

- Performs a daily activity of public relations through speaking with citizens, responding to their needs as possible and explaining through actions and words the goals and purposes of the Sitka Police Department;
- Informs commanding Officers immediately of any situation which appears to be out of the ordinary;
- Investigates misdemeanor crimes, traffic accidents and felonies and makes arrests as warranted;
- Performs residential and business security checks;
- Conducts traffic stops, including felony stops;
- Enforces parking ordinances and issues parking citations;
- Directs traffic and performs crowd control;
- Instructs, demonstrates and evaluates field sobriety tests and determines through observation those situations where such a test is warranted and needed;
- Maintains all appropriate reports and records of criminal and arrest activity for use in both documentation and prosecution;
- Collects evidence at crime scenes and interviews witnesses;
- Provides support for other Police Officers upon the arrival at a scene of an incident, remaining aware of any situation in which another Police Officer may encounter potential harm and taking appropriate actions to secure that Officer's safety;
- Reports inoperative traffic control equipment for City repair;
- Gives testimony in open court;
- Transports prisoners between a scene of a crime and the appropriate jail or facility;
- Transports prisoners to court appearances, medical services, funerals etc. as necessary;
- Serves as a jailer as necessary, maintaining security within the jail, enforcing all rules and regulations, serving meals, investigating complaints/illnesses, and ensures the health and location of inmates;
- Evaluates and determines the use of lethal force using the greatest level of discretion;
- Conducts building searches and secures crime scenes;
- Maintains an awareness of any situation in the community such as fire or other disasters and contact the appropriate City department or agency;
- Maintains security and possession of firearm and related Police equipment at all times;
- Performs preventive maintenance on vehicles and all related equipment;
- Takes inventories of Police supplies and requisitions replacements;
- Provides information to the public on Police procedures and activities as requested and makes personal appearances at school programs, neighborhood watch groups etc., to maintain community relations and inform citizens on how they might better protect themselves against crime or injury of other forms;
- Performs other emergency services as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, other law enforcement officials, business and community organizations and the public.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Good knowledge of local, State and Federal laws as applicable to community law enforcement;
- Good knowledge of current law enforcement practices and methods;
- Good knowledge of court procedures and practices;

- Good knowledge of all police equipment, including vehicles, speed radar units, lock jocks, communications units, body armor, handcuffs, firearms, batons, medical kits, road flares, hand control remote traffic signals, chemical agents, riot gear, stop-sticks and other related equipment;
- Ability to work in situations involving confusion and potential danger to oneself, citizens or other Police Officers and to make quick decisions which secure the safety of all individuals involved;
- Ability to use good judgment regarding the use of force;
- Ability to command authority from members of the public through a calm demeanor and appropriate actions;
- Ability to quickly learn the policies and procedures of the Sitka Police Department;
- Ability to quickly learn the geographical layout of Sitka;
- Ability to add, subtract, multiply, divide and derive percentages;
- Ability to perform basic first aid procedures;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, preferably supplemented by an Associate's Degree in Criminal Justice or a closely related field; and
- Some law enforcement experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska;
- Ability to pass a background check;
- Graduation from a certified Police Academy;
- Certification as a Police Officer in the State of Alaska is preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to identify criminal activity;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate Police equipment and detain criminals;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol assigned areas.

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