



JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

Police Officer with Department of Public Safety.

POSITION LOCATION:

The Police Officer position is based in Saint Paul Island, Alaska.

POSITION CLASSIFICATION AND HOURS:

Exempt, Contractual, Full-Time, Hours May Vary.

JOB SUMMARY:

A Police Officer performs general duty police work in the protection of life, property and preservation of peace through the enforcement of laws, regulations, and city ordinances.

This position works under the supervision of the Director of Public Safety/Chief of Police, the Police Sergeant, and/or delegated supervisory officer. Work is performed independently. Assignments are received in the form of general outlines of what is to be accomplished and the employee determines the most appropriate course of action consistent with departmental rules, regulations and procedures.

The position involves extensive contact with the public and occasional contact with all entities on Saint Paul Island and other law enforcement agencies. Contact requires the exercise of diplomacy in dealing with controversial and potentially violent situations. The working environment is inherently dangerous due to the nature of the position and the work involved. This position must present a professional look and wear Department issued uniform.

ESSENTIAL JOB FUNCTIONS:

1. Patrols the City of Saint Paul in city vehicles and on foot to preserve the peace, prevent criminal activity, enforce state criminal and traffic laws and City ordinances.
2. Monitors, screens and responds to calls for service including but not limited to disturbances, suspicious circumstances, citizen assistance, and reported criminal activity.
3. Investigates reported criminal complaints and activity and violations of motor vehicle laws and takes appropriate action or refers to other agencies as required.
4. Completes written incident reports on violations of the law.
5. Completes criminal court complaints on identified violations of the law. Prepares cases for prosecution and testifies in court as required.
6. Collects, protects, transports, and records all items of evidence as required.
7. Assumes control at emergency scenes and situations, protects the public from danger.
8. Takes appropriate action with persons identified as violators of the law by taking them into physical custody, subduing or restraining them if necessary, searching their person, explaining the reason for arrest and advising them of their constitutional rights, and transporting them to the police station for further processing.
9. Conducts interviews with witnesses, victims and alleged suspects as required for case preparation.
10. Conducts formal investigations at crime scenes.
11. Conducts security checks on identified buildings and city property.
12. Assists the public with requests for assistance, referrals and general information.
13. Assists with the receiving, identification processing, booking and transportation of prisoners. Transports prisoners on and off Saint Paul Island as required.
14. Assists other emergency workers as needed or directed.



15. Provides assistance, information, and advice to other law enforcement agencies on request.
16. Serves civil papers and summons; executes warrants for arrest.
17. Provides EMS services to the community.
18. Operates firearms, chemical weapons, public safety vehicles, emergency equipment and restraint devices.
19. Maintains, secures and ensures the safety, cleanliness and up-keep of assigned vehicles, equipment and firearms.
20. Performs other activities as required or as directed by the Director of Public Safety/Chief of Police, Police Sergeant, or designee.

QUALIFICATIONS:

1. Must be at least twenty-one (21) years of age.
2. High school diploma or GED.
3. Must possess a valid Alaska Driver's License or ability to obtain within thirty (30) days from date of hire. Must have a clean driving record.
4. Must possess Emergency Trauma Technician or Emergency Medical Technician I certification or have the ability to obtain within one (1) year from date hire.
5. Must possess Alaska Basic State Police Certification or certification from another state with the ability to obtain Alaska certification within one (1) year from the date of hire.
6. Must be able to maintain physical fitness standards required by the Department.
7. Must possess ICS 100, 200, 700, 800 certifications or have the ability to obtain within one (1) year from date hire.
8. Other certificates, licenses, and registrations deemed appropriate or required for the various public safety functions.
9. Must be a team player.
10. Must have computer literacy skills, including knowledge of RMS systems.
11. Must be able to communicate effectively, orally and in writing.
12. Two (2) or more years of experience in law enforcement as a patrol officer (*Preferred*)
13. Knowledge of laws, ordinances, rules, and regulations, including laws of arrest, search and seizure.
14. Knowledge of principles and practices of modern policing, community policing, patrol and investigations.
15. Possesses the ability to make good independent judgments.
16. Proficiency with a firearm.
17. Good moral character.
18. Must submit to a criminal and financial background check and be free of any disqualifying convictions or activities.
19. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
20. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 or seek an approved accommodation prior to employment with the City.
21. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

PREFERRED QUALIFICATIONS:

1. Associates or Bachelor's Degree in criminal justice or related field preferred
2. Experience in rural Alaska, off the road system, preferred.

SALARY AND BENEFITS:

This is a salaried position beginning at \$76,835.20 to \$115,252.80 per year, depending on education, experience, and skills. Benefits include:

- Enrollment in the Alaska Public Employees Retirement System and Supplemental Benefits System
- Medical insurance with a 90/10 copay (*City pays 90%, employee pays 10%*)
- Life insurance
- Accrued annual leave and sick leave
- Administrative leave
- Limited personal use of City vehicle

- \$3,500 signing bonus (*this bonus will be paid in one lump sum in a separate check on the next regularly scheduled pay date after start employment with the City*)
- Uniform and gear allowance

RELOCATION AND HOUSING:

Relocation allowances up to \$3,500 for costs incurred in the transportation of personal and household goods will be provided. Initial airfare to Saint Paul Island will be provided. Housing accommodation will be made available, rent is \$750.00 per month plus any utilities and amenities (electric, water, sewer, refuse, home heating fuel, taxes, internet, and cable).

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact hr@stpaulak.com or at www.stpaulak.com.

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