

# City of Seward Job Description



## Job Title: Patrol Officer Recruit

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<b>Range:</b>	15	<b>Salary:</b>	\$27.97/Hour
<b>Department:</b>	Police	<b>Approved by:</b>	Chief Clemons
<b>Reports to:</b>	Police Corporal, Police Sergeant, Police Lieutenant, Chief of Police	<b>Date:</b>	October 2016
<b>Position:</b>	Regular, Full-Time		

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### General Description of Duties:

Under direction, the purpose of the position is to perform general law enforcement work in order to preserve public peace; to protect lives, property and rights of the public; and to enforce statutory laws and municipal ordinances. Work also involves patrolling the city streets and neighborhoods to deter crime; apprehending violators or suspects; responding to calls for law enforcement assistance; and gathering information for criminal investigations. Performs related work as required.

### Essential Duties and Responsibilities:

Reduces the commission of crimes and maintains law enforcement by patrolling through the city; patrols streets and neighborhoods in a police vehicle, mountain bike, and/or foot; apprehends and/or arrests persons who violate statutory law and/or municipal ordinances.

Monitors radio calls and communicates with radio dispatcher and responds to complaints; reports of criminal events, requests for law enforcement, and domestic or public disputes; inspects troublesome areas and checks security of business establishments.

Performs rescue functions at accidents, emergency scenes, and disaster areas.

Performs other duties of Police Officer as needed to include gathering information in criminal investigation, collecting and securing evidence, testifying in court, enforcing traffic laws and regulations, etc.

Engages in public relations and community service activities and events to promote a positive image for the Department and to build cooperative and collaborative relationships with the community; handles citizen complaints.

Participates in departmental training and maintains physical fitness.

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Must have the ability, under reasonable conditions, to respond to the Police Department within 20 minutes.

Must be able to work shifts, holidays, and weekends.

Performs other related duties as assigned.

To perform this job successfully, an individual must be able to perform each specific duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Qualification Requirements:**

Will be required to pass the selection process' written exam, extensive medical, psychological, and polygraph examinations in addition to a background investigation. Those standards applied for selections shall be not less than the Basic Standards for Police Officer established by the Alaska Police Standards Council. A drug test must be passed before employment.

Must be 21 years of age.

Possession of or ability to obtain a valid driver's license issued by the State of Alaska.

**Education and/or Experience:**

High school diploma or general education degree (GED) required, ability to become certified through the Alaska Police Standards Council. College credit in criminal justice preferred though not required.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before community groups.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to use good decision making skills to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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**Other Skills and Abilities:**

Must be well-versed in local and state laws which the department is responsible for enforcing; court opinions on arrest, search and seizure and custody of evidence; department procedures and regulations.

The employee must qualify in firearms training at least twice per year.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must meet Alaska Police Standards Council physical requirements.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Public Relations:**

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee works one of many different shifts, subject to call outs due to emergencies, able to work overtime beyond his/her normal shift. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and with explosives and is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

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