



## POSITION VACANCY NOTICE

### City of Ketchikan

#### SPECIFICS

June 29, 2023

#### TITLE: POLICE OFFICER

<b>DEPARTMENT:</b>	Police	<b>DIVISION:</b>	Patrol
<b>STATUS:</b>	Regular Full-time	<b>HOURS/DAYS:</b>	12 / hour Shifts Varies / Rotational
<b>GRADE / STEP:</b>	558 / A – K	<b>DUTIES:</b>	See attached job description
<b>HOURLY:</b>	\$31.02 - \$36.01 / DOQ	<b>UNION STATUS:</b>	YES

#### SPECIAL REQUIREMENTS:

Applicants must submit an Alaska Police Standards Council F-3 Statement along with a City application. College level course work and specialized training in law enforcement, criminal justice, or a related field is highly desirable; an Associate's degree is highly desirable. One year of experience with a law enforcement agency as a sworn peace officer is desired. Possession of an appropriate, valid driver's license is required at the time of hire and a good driving record for the past three years.

#### ADVERTISING REQUIREMENTS

##### POSITION IS OPEN UNTIL FILLED

**WHERE:** Local Only ☐ Statewide ☐ Pacific NW ☐ National ☐

**PUBLICATIONS:** Major papers in specified area: Ketchikan Daily News; City Website

#### APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:  
HUMAN RESOURCES AT (907) 228-5631 OR ON-LINE AT <http://www.ktn-ak.us/jobs>

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## POLICE OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs a variety of duties involved in the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

Police Officer differs from the next lower level of Police Officer Recruit in that the latter works under close supervision as a trainee, has probationary status, and does not meet the requirements for APSC certification. Police Officer differs from the next higher level of Police Sergeant in that Police Sergeants have responsibility for supervising an assigned work team and regularly perform the more difficult, complex, and specialized law enforcement assignments requiring advanced training or considerable experience.

The Police Department provides quality law enforcement services to the community and assistance to citizens who request services that may be related to the well-being of life, health, and property in the community. The Police Officer contributes to Department operations by performing a full range of law enforcement duties including those related to crime prevention, protection of life and property, suppressing crime, apprehending and prosecuting offenders, regulating non-criminal conduct, and preservation of the public peace. The Police Office must perform these duties in a manner that reflects positively on the City and the Department. He/she is responsible for maintaining a level of professional expertise and image that promotes the efficient use of the resources available to the Department.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Patrols designated areas of the City in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; protects real and personal property by providing security checks of residential, business, and public premises; maintains awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issues warnings and citations.
2. Responds to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, and related incidents; investigates complaints and takes appropriate action, which may include the use of deadly or non-deadly force; uses sound judgment under adverse, stressful conditions.
3. Conducts investigations at scenes of incidents to which summoned or incidents observed; determines what, if any crime has been committed; identifies, collects, preserves, processes, and books evidence; locates and interviews victims and witnesses; identifies and interrogates suspects.

4. Prepares and serves search and arrest warrants; apprehends and arrests offenders for crimes committed under federal, state and local laws and codes; controls and mitigates people under the influence of drugs or alcohol or other potentially hostile situations.
5. Directs traffic at fires, special events, and other emergency situations; provides traffic and crowd control at events.
6. Serves as liaison and public relations officer to the public; establishes and preserves good relationships with the general public; answers questions from the public concerning local and state laws, procedures, and activities of the department; makes presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police activities.
7. Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the City for mutual.
8. Participates in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
9. Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attends meetings; maintains and calibrates specialized equipment including preliminary alcohol screening devices.
10. Initiates and completes reports, legal documents, and other required paperwork; prepares a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepares investigative reports and case information.
11. Testifies in courts and at hearings; prepares and presents case evidence; responds to mandatory court calls during irregular hours.
12. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Police methods and procedures including patrol, crime prevention, traffic control, and investigation.

Pertinent Federal, State, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanor, and petty offenses.

Rules of evidence pertaining to search and seizure and preservation of evidence in traffic and criminal cases.

Applicable case law including court decisions pertaining to search, seizure, and arrest.

Court procedures and rules of evidence.

Departmental policies and procedures, guidelines, and chain of command.

Basic investigative techniques.

Methods and techniques used in interviewing witnesses, victims, or suspects.

Detection and identification of controlled substances and their effects.

Techniques and applications of self-defense and proper use of force.

Operational characteristics of police equipment, vehicles, and tools including firearms.

Use of firearms and other modern police equipment.  
Principles and applications of public relations.  
Principles and practices of data collection and analysis.  
English usage, spelling, grammar, and punctuation.  
Case preparation techniques.  
Basic principles of business letter writing and basic report preparation.  
Geography of the local area.  
Standard broadcasting procedures of a police radio system.  
Community resources including social services available for persons in crisis situations.  
Basic crime prevention techniques and information.  
Basic problem solving techniques and methodology.  
Social, racial, and cultural makeup and geographical layout of the community.

**Ability to:**

Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.  
Interpret and explain City law enforcement policies and procedures.  
Think clearly and act quickly in a variety of situations.  
Perform a wide range of law enforcement assignments.  
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.  
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.  
Meet the physical requirements necessary to safely and effectively perform the assigned duties.  
Judge situations/people accurately.  
Conduct a variety of criminal and special investigations.  
Evaluate situations, determine whether a crime has taken place, and make an independent decision as to what action is appropriate.  
Simultaneously consider numerous factors, recognize patterns, and develop theories based on available information and evidence.  
Accurately observe and remember names, faces, numbers, incidents, and places.  
Visualize and recall an event after the fact in order to construct documentation of the event, possibly for future court testimony.  
Recognize, gather, assemble, analyze, evaluate, and use facts and evidence at the scene of a crime and assume responsibility for the safe storage and transportation of this evidence.  
Sketch crime scenes and locations.  
Interview victims, complainants, witnesses, and suspects.  
Control violent people and affect arrests.  
Administer first aid.  
Prepare clear and concise reports and routine correspondence.  
Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.  
Work independently in the absence of supervision.  
Understand and carry out oral and written directions.  
Work irregular and on-call hours including weekends, evenings, and holidays.  
Write clearly, accurately, concisely, legibly, and with correct English grammatical construction and spelling.  
Speak English in an understandable voice in person and in radio conversations.  
Add, subtract, multiply and divide whole numbers.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work and specialized training in law enforcement, criminal justice, or a related field is highly desirable. An Associate's degree is highly desirable.

**Experience:**

One year of experience as a Police Officer Recruit with the City of Ketchikan or one year of experience with a law enforcement agency as a sworn peace officer.

**License or Certificate:**

Possession of an appropriate, valid driver's license is required at the time of hire and a good driving record for the past three years.

Possess a Basic certificate as a police officer issued by the Alaska Police Standards Council or be certificated as a police officer by a State with a reciprocity agreement with the Alaska Police Standards Council and qualify for and possess State of Alaska certification within twelve (12) months of appointment.

Possess CPR/First Aid certification.

Possess Datamaster certification.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings, weekends, and holidays, work irregular hours, irregular days, overtime, or on short notice; frequent compulsory changes in work shifts, overtime work, and other factors. Regular contact with the general public, criminal suspects, and various public agencies and departments, as well as other federal, state and local law enforcement agencies.

**Physical:** Primary functions require sufficient physical ability to work inside and outside in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

**Behavioral Requirements:** Employee must be free from any physical, emotional, or mental condition that would adversely affect job performance. Must comply at all times with the Ketchikan Police Department's "Standard of Department," "Standard of Ethics," and "Law Enforcement Officer's Pledge." Must be a non-tobacco user at the time of hire and throughout his/her employment with the City, both on and off the job. A Police Officer must have no felony or misdemeanor convictions that would preclude him/her from carrying a gun and no history of criminal or improper conduct, poor employment or a poor military record, or poor driving record that may affect his/her suitability for law enforcement work. He/she must also have a responsible financial history and a pattern of respect and honesty in his/her dealings with individuals and organizations; good moral character; enforce laws regardless of personal ethics or feelings; comply with all City and department policies and procedures.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 558  
Union: Yes/PSEA  
FLSA: Non-Exempt  
Date Approved: August 8, 1991  
Date Amended: August 10, 2000  
Date Amended: June, 2007 (*Johnson & Associates*)  
Date Reviewed: August 2019  
Date Amended: June 2023

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Human Resources Manager Approval

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City Manager Approval