



HAINES BOROUGH
POSITION DESCRIPTION
PATROL OFFICER

SUMMARY:

The Patrol Officer is a uniformed police position under the general supervision of the Chief of Police and Police Sergeant and performs a variety of police patrol, investigation and enforcement functions. This position ensures protection of life and property and preservation of peace through enforcement of applicable Federal, State and local laws. This job description reflects the Administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

1. Patrol in a police vehicle or on foot through the jurisdictional boundaries of the Haines Borough to enforce Borough, State or applicable Federal laws and to apprehend violators.
2. Take charge in cases of traffic accidents, emergencies or disturbances, administer first aid, direct traffic and request emergency assistance as needed.
3. Respond to and investigate civil and criminal complaints, crimes, disturbances, or other unusual circumstances resulting from possible violations of the law; make arrests, transport prisoners and book them into the jail.
4. Observe and take statements from witnesses, collect and preserve evidence, prepare criminal and civil complaints, serve process papers and citations.
5. Make reports of investigations and activities, conditions dangerous to the public, and unusual circumstances of interest to the police force and to the public.
6. Assist other law enforcement agencies as requested or assigned.
7. Appear as a witness in criminal, traffic, or civil court matters as required; maintain good and close relationships with the court, District Attorney's Office, Adult and Juvenile Probation and other governmental entities related to police work.
8. Participate in search and rescue operations, public educational programs and special training sessions; perform special police community relations assignments.
9. Perform other related duties, as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. The Borough at its sole discretion shall decide if the applicant meets the requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

1. Aptitude for law enforcement, criminal investigation and dealing with the public.
2. Ability to learn/apply laws, rules and regulations; follow oral and written instructions; think clearly and logically and apply general rules to specific situations; observe/record events accurately/completely; operate vehicles safely in dangerous situations; write legibly, spell correctly and prepare understandable reports; and learn proper weapon utilization.

3. Ability to analyze problems and situations accurately and take prompt, effective remedial action; speak and write clearly and effectively; apply knowledge, principles and techniques of the work described; and comprehend written material and instructions.
4. Knowledge of Local and State laws, Civil and Criminal law, courtroom procedures, and general investigative methods and procedures.

EMPLOYMENT QUALIFICATIONS

1. U.S. citizen or resident alien legally authorized to work in the United States.
2. High school graduate or the equivalent.
3. At least 21 years of age at time of appointment.
4. Valid Alaska Driver's License or ability to get one within 30 days of hire,
5. Eligible to meet all requirements set forth by the Alaska Police Standards Council for employment as a police officer in Alaska. The entry-level officer may or may not have completed the required training and experience for certification by the Alaska Police Standards Council. In order to be retained in the position, the incumbent must successfully complete a one-year probationary period and become eligible for a Basic Certificate from the Alaska Police Standards Council by the end of that year.
6. Preference will be given to applicants with police experience and preference may be given to Alaska certified or certifiable applicants.
7. Special personal characteristics: Interest in law enforcement work; willingness to work at night, alone and at unusual hours; willingness to work under strict discipline and undergo extensive training; neat personal appearance; tact; reliability and good moral character.
8. Special physical characteristics: Good health and sound physical condition; effective use of both hands; normal hearing; normal visual functions, visual acuity and color vision; be able to successfully complete a physical examination as required by Alaska Police Standards Council.
9. A complete extensive background investigation with criminal record checks, credit rating and polygraph examination to determine the candidate's fitness of character, reputation and reliability for police work will be required.