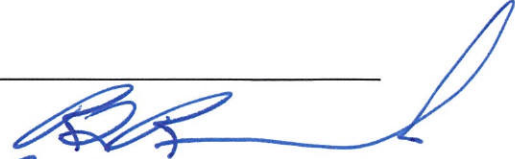


**CITY OF NOME, ALASKA**  
**Job Description**

**POLICE OFFICER II**

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**Range:** 16  
**Department:** Nome Police Department  
**Reports to:** Sergeant  
**Supervises:** None

**Approved By:**   
**Date:** 2.20.2007  
**Status:** Non-Exempt

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**Summary:**

An APSC Basic Certified Police Officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. A newly appointed Police Officer II shall be on a six month probationary period.

Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. He or she engages in preventive patrols; preserves the peace, regulates traffic, issues citations, makes arrests, prepares precise and accurate reports, conducts investigations, enforces the criminal and traffic statutes, regulations and ordinances of the Federal Law, the State of Alaska and the City of Nome and assists in their prosecution.

**Essential Duties and Responsibilities:**

- a. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings. Promote Community policing philosophies.
- b. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- c. Aid people who are in danger of physical harm.
- d. Facilitate the movement of vehicular and pedestrian traffic.
- e. Identify problems that are potentially serious law enforcement or governmental problems.
- f. Create and maintain a feeling of security in the community.
- g. Promote and preserve the peace.
- h. Provide other emergency services.

**Job Functions:**

1. Enforces violation of traffic and criminal laws, regulations and ordinances by issuing warnings and citations as well as by detecting, pursuing, apprehending and arresting suspected criminals; assesses situations, decides whether laws have been violated, and impartially decides whether to issue citations or make arrests.
2. Responds to complaints and requests which may adversely affect public safety and/or peace; investigates complaints and takes appropriate action; uses sound judgment under adverse, stressful conditions.
3. During normal patrol, observes and investigates suspicious activities or unsafe conditions and takes appropriate action; protects real and personal property by provided security checks of residential, business and public premises.
4. Effectively handles violent, mentally ill, or intoxicated individuals; deals with distraught and upset victims; relates to people of diverse cultural backgrounds in both enforcement and preventative situations.
5. Responsible for conducting criminal investigations ranging from misdemeanors to felonies.
6. Responsible for collection, preservation, care and custody of all police evidence.
7. Prepare evidence to substantiate criminal complaints; services criminal process, including warrants; testifies in court as required.
8. Responsible for maintaining expertise on major issues involving Police investigation such as search warrant procedures, rules of evidence, interview techniques, procedural changes requested by the district attorney's office, etc. Responsible for apprising other sworn personnel of information pertaining to changes in Police investigative procedures, and to assist other sworn personnel when requested.
9. At crime and accident scenes; administers first aid; conducts investigations; gathers, protects and transports physical evidence; locates witnesses; and prepares and submits detailed written reports.
10. Responsible for apprehension, arrest and booking of defendants.
11. Acts as the departmental liaison when dealing with other entities such as the office of the District Attorney and the Alaska State Troopers.
12. Ensures that all logs, reports, records, communications and forms are properly prepared and maintained during the shift; ensures that police vehicles and equipment are properly maintained.

13. Performs other duties as assigned by the Sergeants and the Chief of Police.

**Supervisory Responsibilities:**

The Police Officer position is non-supervisory. Police Officer duties are performed on an assigned shift under the general guidance of the Sergeants or Chief of Police.

**Education and/or Experience:**

Required graduation from an Alaska Police Standards Council (APSC) approved Police Training Academy. Completion of an approved FTO Program. Additionally, be APSC "Basic Certified" or hold a Basic Certificate for Police Officer at the end of the first year of hire. Maintain physical conditioning adequate to perform the job.

**Qualification Requirements:**

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

**Necessary Knowledge, Skills and Abilities:**

Knowledge of: City and State laws, civil and criminal law, and courtroom procedures; general investigative methods and Department policies and procedures.

Aptitude for: Law enforcement, criminal investigation, and dealing with the public.

Ability to: Learn and apply laws, rules and regulations; follow oral and written instructions; analyze problems and situations accurately and take prompt, effective remedial action; think clearly and logically and apply general rules to specific situations; observe and record events accurately and completely; operate motor vehicles safely in dangerous situations; speak and write clearly and effectively; apply knowledge, principles and techniques of the work described; comprehend written material and interpret and apply rules and instructions; write legibly, spell correctly, and prepare understandable reports; learn the proper utilization of weapons. Operate computers/software and technological devices in the performance of duties.

**Special Requirements:**

(A.) Must possess, or be able to obtain within 30 days of hire, a valid State of Alaska drivers license without record of suspension or revocation in any state; (B.) Ability to meet physical standards established by the Alaska Police Standards Council; (C.) Must qualify in firearms training every six months. (D.) There will be a thorough background investigation and those standards applied for selections shall not be less than the Standards for a Police Officer established by the Alaska Police Standards Council and City of Nome.

**Language Skills:**

Ability to read, analyze and interpret general business periodicals, technical procedures, or governmental regulations. Ability to effectively write reports and business correspondence.

Position requires good communication skills including the ability to speak and write clearly.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical diagram form and deal with several abstract and concrete variables.

**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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or operate objects, controls or tools listed below; 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.

**Tools and Equipment Used:**

Police car, police radio, radar gun, handgun, and other weapons as required, ASP baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software and CAD/RMS.

**Work Environment:**

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

May be involved in hazardous conditions and extreme physical effort in dealing with armed or dangerous persons when required by duties and while involved in high stress situations. Frequent exposure to adverse weather conditions, including exposure to extreme cold. Contact with individuals who may have infectious diseases. Shift work may have shift hours including Irregular hours on various shifts to include evenings and night hours. May be required to work holidays and overtime. On call status may require reporting to work at unusual times with minimum notice.

While performing the duties of this job, the employee frequently works in outside weather conditions present in a northern community. The employee occasionally works near moving mechanical parts; and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, and vibrations.

The noise level in the work environment is usually moderate.

**Other Skills and Abilities:**

Must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. General supervision is received from the Sergeants or Chief of Police who reviews work methods and results. Responsible for equipment: car, radio, guns, etc. Responsible for decisions which frequently involve possible loss of life or destruction of property.