

City of Nome – Nome Police Department Job Description

Title:	Police Officer II	Range/Salary:	17
Department:	Nome Police Department	Status:	(Non)Exempt
Reports to:	Sergeant	Original Date:	2-20-2007
Supervises:	None	Revised Date(s):	4-19-2022

Summary:

A Police Officer II is a mid-level position above Police Officer I. A Police Officer II is a position to include out of State lateral and in State lateral police positions. A Police Officer II will have completed Field Training, and hold at minimum a good standing Basic Alaska Police Standards Council Certification. (APSC) There is a 6 month promotional probationary period for this job, per Collective Bargaining Agreement. A Police Officer II will hold one additional duty of responsibility, not limited to a Field Training Officer, TraCS Coordinator, Datamaster DMT Supervisor, DT Instructor, Firearms Instructor, etc.

Duties shall consist of general police responsibilities necessary to the safety and good order of the community. Police Officer II's shall serve as Officers in Charge (OIC) for Police Officer I's and in the absence of a Sergeant or Police Officer III. Police Officer II's shall be role models for the community and the department. Police Officers will engage in preventive and proactive patrols, preserve the peace, regulate traffic, issue citations, make arrests, prepare accurate police reports, conduct investigations and enforces the criminal and traffic statutes, regulations, and ordinances of the Federal Law, the State of Alaska, and the City of Nome.

Essential Duties and Responsibilities:

- Identifying criminal offenders and activity. Apprehending, arresting, and remanding offenders, participating in court proceedings, promote community policing philosophies.
- Responds and investigates Calls for Service by the public and other duties dispatched to them by the Nome 911 Center.
- Preventative patrol and pro-active policing to reduce the commission of crime.
- Aid people in danger of physical harm
- Facilitate the movement of vehicular and pedestrian traffic and enforce those regulations.
- Create and maintain the feeling of security in the community by interacting and being visible.
- Promote and preserve the peace, protect property and life.
- Complete accurate police reports and submit them to the appropriate agency.
- Submit charging documents and affidavits.
- Maintain a clean and organized patrol vehicle.
- Maintain an organized system of digital and physical evidence as department standards exist.
- Other duties as assigned by a Sergeant or higher rank.
- Emergency Vehicle Operation is required at times.
- Utilize radio and proper radio etiquette.
- Collection, preservation, care and custody of all physical police evidence.
- Frequently use department's record management system.

Supervisory Responsibilities

- None directly, however serves as an Officer In Charge (OIC) in absence of a Police Officer III, or Sergeant.

Skills, Abilities, Qualification Requirements:

- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.

- Ability to function well in a high-paced and at times stressful environment.
- Ability to learn, apply laws, rules, and regulations. Follow oral and written instructions. Observe and record situations and logically think out situations. Communicate clearly and effectively.
- Proficient with Microsoft Office Suite.

Education and/or Experience:

- High school diploma or equivalent.
- Two years education and/or experience is preferred.
- Two years as a Police Officer I or equivalent lateral experience.

Specific Skills, Certifications, and Abilities to the Job:

- Must possess or be able to obtain within (30) thirty days of hire, a valid State of Alaska drivers license.
- Attended and graduated from an Public Safety Academy in-state of Alaska, or eligible out of state academy
- Hold in good standing an APSC (Alaska Police Standards Council) Basic Police Certificate.
- Must qualify in firearms and other required tools such as Taser, upon initial hire, and annually thereafter.
- Must be certified or attended an approved cultural awareness class in the community.
- Must be certified in applicable SART (Sexual Assault Response Team) training.
- Must attend an approved de-escalation training within (12 months of promotion.)
- A background investigation and additional standards to be set by the APSC and the City of Nome.
- Must have no sustained complaint with a letter of reprimand or higher within (6) six months.
- Hold at least (1) one specialization skill as stated above in job summary.

Physical Demands:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The employee is required to stand; run; walk; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Public Relations:

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

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 the essential functions. May be involved in hazardous conditions, extreme physical effort in dealing with armed and dangerous persons with required by duties in high stress situations. This position is full time, and employee may be required to work holidays, overtime, or report to work on short notice.

The noise level in the work environment is usually moderate.

APPROVALS			
Employee		Date	
Department Head		Date	

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.