

# City of Cordova Position Job Description

## Public Safety Officer

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DEPARTMENT: PUBLIC SAFETY  
SUPERVISOR: POLICE CHIEF  
CLASSIFICATION: FULL TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT  
HOURS: VARIABLE, INCLUDES NIGHTS, HOLIDAYS AND WEEKENDS

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### SUMMARY

The Public Safety Officer performs general and preventive patrol duties, enforcing all applicable laws in the protection of life and property.

### GENERAL STATEMENT OF DUTIES

Maintains public safety and community order through enforcing local, State, and Federal laws under the direction of the Police Chief, with some exercise of independent judgment and initiative.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs patrols in assigned areas; monitors activity to identify violations of law; responds with appropriate action to situations, to include making arrests, issuing citations or written warnings, or dialog as suitable.
- Responds to emergency calls, provides support to other Officers, and coordinates with other responding entities.
- Investigates criminal complaints, to include collecting physical evidence, conducting witness interviews, reconstructing accident scenes, and documenting findings.
- Conducts searches and seizures.
- Performs residential and business security checks and citizen welfare checks.
- Enforces motor vehicle laws; pursues and apprehends violators; performs field sobriety tests and operates breath testing instrument in situations of suspected "driving under the influence".
- Maintains all appropriate reports and records of criminal and arrest activity for use in both documentation and prosecution.
- Maintains a visible presence in the community and good community relations to deter crime.
- Responds to citizen requests for assistance, guidance, protection or service.
- Directs traffic and provides crowd control in emergency situations or to support community events.

- Transports prisoners; maintains security within the jail facility; ensures the health and security of inmates; serves meals; responds to complaints or illness.
- Collects, prepares, and presents evidence; testifies in court.
- Coordinates and cooperates with State and Federal enforcement agencies as necessary.
- Writes investigative, incident, activity, and similar reports.
- Maintains assigned equipment in good operational order.

### **MINIMUM QUALIFICATIONS**

- A. High School diploma or GED.
- B. If not already certified, ability to successfully complete an Alaska Police Standards Council (APSC) approved academy and obtain an APSC Basic Certificate within 12 months.

### **PREFERRED QUALIFICATIONS**

- A. Post-secondary degree.
- B. Current certification as a Police Officer or graduate of an accredited Police Academy.

### **NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- A. Working knowledge of state statutes and municipal ordinances.
- B. Working knowledge of applicable laws of arrest, search, and seizure.
- C. Working knowledge of rules of evidence, collection and preservation of evidence, courtroom procedures, accident reconstruction, public safety policies and procedures, and legal liabilities.
- D. Working knowledge of police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, medical kits, road flares and other related equipment.
- E. Demonstrated ability interpreting and applying motor vehicle codes and criminal laws.
- F. Demonstrated problem-solving, and verbal and written communication skills.
- G. Ability to proficiently use assigned firearms and equipment.
- H. Ability to perform basic first aid.
- I. Ability to handle sensitive and/or stressful situations with tact and discretion; ability to manage the public with a calm demeanor; ability to maintain confidentiality.
- J. Ability to work in situations involving confusion and potential danger to oneself or other.
- K. Ability to make quick decisions to secure the safety of all individuals involved in a situation.
- L. Ability to use good judgement regarding the use of force.
- M. Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- N. Ability to understand and follow written/oral policies, procedures, and instructions; ability to carry out orders with precision and speed.
- O. Ability to interpret and apply pertinent laws and regulations as they relate to public safety.
- P. Ability to work with minimal supervision, prioritize multiple tasks and meet deadlines.
- Q. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- R. Demonstrated integrity, ingenuity, and inventiveness in the conduct of assigned tasks.

### **REQUIRED TECHNICAL SKILLS**

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

### **LEGAL REQUIREMENTS**

As a condition of employment, this position is subject to a background check (criminal history, verification of education and employment history).

Must possess and maintain a valid Alaska driver's license in good standing.

All required police certifications and security clearances must be maintained for the duration of employment.

### **WORKING CONDITIONS**

Most work is accomplished outdoors, often in inclement weather, in conditions that subject the employee to potential personal danger. Employee may be exposed to verbal and physical abuse by suspects or other individuals in antagonistic situations. Some work is accomplished in a general office setting.

### **PHYSICAL DEMANDS OF POSITION**

Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other individuals. Sufficient vision, with or without reasonable accommodation, which permits the employee to identify criminal activity. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate police equipment and detain criminals or assist individuals in need, to include the ability to lift, drag, or otherwise move incapacitated individuals. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol assigned areas, to include running, climbing, jumping over or crawling under obstacles. Periodic examinations of physical agility may be required.

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

essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.