

**CITY OF KENAI  
KENAI POLICE DEPARTMENT**

TITLE:	POLICE OFFICER
RANGE:	16
SUPERVISOR:	POLICE SERGEANT
NO. SUPERVISED:	0
NORMAL HOURS/WK.:	40
SERVICE TYPE:	NON-EXEMPT

**GENERAL DESCRIPTION** The *Police Officer*, under general supervision, performs the full range of duties associated with municipal, traffic, and criminal law enforcement. Police officers are responsible for protecting and defending persons and property and the rights of members of the general public against injury, loss, or disturbance resulting from criminal or disorderly acts, accidents, and other hazards. The work involves interpretation, application, and enforcement of city, state, and federal laws within legally-recognized guidelines. Officers respond to calls for service and emergencies, investigate crimes, write reports, make arrests, and perform many other traditional law enforcement functions. The position includes daily contact with the public and outside agencies, frequently requiring tactful resolution of controversial situations and citizen complaints. Officers are routinely exposed to dangerous situations and are required to carry a firearm. Physical exertion is required at times to restrain or arrest citizens.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Engages in law enforcement patrol functions that include such activities and requirements as working rotating shifts, driving a vehicle, walking on foot patrol, and physically checking the doors and windows of buildings to ensure they are secure.
2. Gathers information in criminal investigations. Interviews and obtains the statements of victims, witnesses, suspects, and confidential informers. Collects intelligence information on criminal activities and suspects.
3. Responds to calls for service, conducts criminal investigations, and prepares investigative reports using appropriate grammar, symbols, and mathematical computations.
4. Exercises independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when and what level force may be used.
5. Makes physical arrests of suspected criminals, taking them into custody, subduing or restraining them as necessary.
6. Subdues resisting suspects using maneuvers and weapons and resorts to the use of hands and feet and other approved weapons in defense of self or others.
7. Pursues fleeing suspects which may involve quickly entering and exiting law enforcement vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined

areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

8. Issues traffic citations and warnings. Responds to and investigate motor vehicle crashes. Testifies in court regarding contested citations.
9. Performs searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects beneath clothing, walking for long periods of time, detaining people, and stopping suspicious vehicles and persons.
10. Conducts visual and audio surveillance for extended periods of time.
11. Performs rescue operations at accidents, emergencies and disasters sites. This may include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations, and securing and evacuating people from particular areas.
12. Processes and transports prisoners and mentally ill subjects using handcuffs and other approved restraints.
13. Maintains proficiency in operations of all Department equipment such as vehicles, firearms, crime scene equipment, breath test instruments, and restraining devices.
14. Safely operates a law enforcement vehicle during the day and/or the night and in emergency situations involving speeds in excess of posted limits, in congested traffic, and on unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow. Safely operates ATVs, snow machines, or boats as required.
15. Loads, unloads, aims and fires handguns, shotguns, and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
16. Extinguishes small fires by using a fire extinguisher and other appropriate means.
17. Reads and comprehends legal and non-legal documents and prepares and processes such documents as citations, affidavits, and warrants. Interprets and understands these documents for testifying in court in furtherance of criminal prosecutions.
18. Communicates over law enforcement radio channels while initiating and responding to radio communications.
19. Serves as a school resource officer with local schools as requested. Prepares and conducts presentations on law enforcement. Coordinates security for school events.
20. Responds appropriately to inquiries regarding police matters from the public, media, and other community organizations. Coordinates police activities with other law enforcement agencies and renders assistance as required.
21. Interacts effectively and tactfully with members of the public and with other public agencies.
22. Conducts outreach programs with the community as directed by supervisor. Participates in crowd and traffic control for community events such as parades.
23. Communicates and coordinates with others in a stressful environment.

24. Demonstrates effective communication skills in court and in other formal settings. Effectively communicates with people through active listening. Gives information and directions, mediates disputes, and advises others of rights and processes. Exhibits high standards of integrity and ethics and a neutral and businesslike demeanor.
25. Endures verbal and mental abuse from suspects and from others encountered in an antagonistic law enforcement context.
26. Attends Department training programs.
27. Performs job duties with minimal or no supervision.
28. Has and maintains the physical ability to perform essential job functions.
29. Maintains regular, reliable and predictable attendance at work.
30. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Must be at least twenty-one (21) years of age.
2. Must have a minimum of a high-school diploma or equivalent.
3. Possesses or obtains a valid, unrestricted Alaska driver's license within thirty (30) days of employment and prior to operating a City vehicle. Applicants will be required to submit a Division of Motor Vehicles record upon request.
4. Demonstrates strong written and oral communication skills.
5. The applicant (or employee after hire) must pass a drug screening test, medical examination, polygraph examination, psychological evaluation, written and oral tests, physical fitness test, criminal background check, and other background investigations.
6. The applicant (or employee after hire) must meet all requirements to be a Police Officer under Alaska Administrative Code (13 AAC 85.), and as a condition of continued employment with the City, a Police Officer is required to gain and maintain police certification as required under 13 AAC 85.
7. For pay range level 16B, the applicant must be a law enforcement officer certified by the Alaska Police Standards Council or by an equivalent agency in another U.S. jurisdiction and must be willing to attend training to become certified in Alaska. Employees that are not certified will start at pay range level 16A, per the City pay plan.
8. The employee must be available to work varying schedules including weekend days and evenings, City holidays, religious holidays, and shift extensions; the schedule is based upon a 40-hour work week, providing coverage twenty-four (24) hours a day, seven (7) days a week, and may vary seasonally; the employee may be asked to respond to emergency call outs when available.
9. The applicant must possess any combination of training and experience that provide the applicant with the knowledge, skill, and ability to perform the essential job functions.

## **DESIRABLE QUALIFICATIONS**

1. An Associate's degree or Bachelor's degree from an accredited college or university or experience as an officer: police, military, or law enforcement related employment experience may be considered.
2. Previous work experience dealing with multiple tasks at the same time using effective time-management practices.
3. Previous work experience showing success or potential for success in dealing with people involved in stressful situations.

**WORKING ENVIRONMENT** The work environment exposes the employee to dangerous and potentially dangerous situations, and requires the employee to carry a weapon. Physical exertion is required to restrain disorderly subjects.

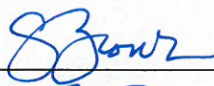

The employee must be able to do strenuous work in all kinds of weather (e.g., high temp., low temp., winds, snow, ice, fog, direct sunlight) and on surfaces at, above, or below floor level. Duties are performed both indoors and outdoors in a varied working environment, during day and night, and often in inclement weather and in extreme temperatures. Inside work is usually in buildings, adequately heated, lighted, and ventilated. The employee may be exposed to dust and other irritants and toxic/poisonous substances. The employee is required to drive a vehicle and perform work inside a vehicle, including operating radios and computer equipment. Personal protective equipment is provided and must be used in accordance with best practices, federal and state laws, and City/Department policies and operating procedures.

**PHYSICAL DEMANDS** This position requires a high level of physical ability including vision, hearing, speaking, flexibility, and strength. While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously (e.g., operate computers, radios, speed detection devices, handcuffs and restraining devices, and other equipment, tools, and weapons, including discharge of a firearm); is regularly required to work both inside and outside in all types of weather as well as in confined spaces and in a vehicle; is required to climb ladders and stairs; is required to perform general duties that may include, but not be limited to, walking, running, climbing, pushing, pulling, reaching, dragging, carrying, jumping, balancing, and crouching; is required to exert in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently; is required to work in stressful environments and make quick decisions under stress. The employee must be able to get in and out of vehicles, often quickly.

The employee will regularly be required to stand, walk, and sit for extended periods of time. The employee will be required to work long shifts. Specific vision requirements include close, distance, color and peripheral vision, the ability to adjust focus, and the ability to judge distances and spatial relationships. The employee must be able to hear and to talk and communicate verbally in-person as well as on a radio and telephone.

**MISCELLANEOUS INFORMATION** The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all with no discrimination on the basis of race, color, religion, sex,

national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

Review and Approval:	Initials/Signature	Date
Human Resources		5/24/19
<sup>ACTING</sup> City Manager		5/24/19