

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929



Position	<i>Police Officer</i>	Type	<i>Permanent, Full-Time</i>
Department	<i>Public Safety</i>	Class	<i>Non-Exempt</i>
Supervisor	<i>Police Sergeant</i>	Salary	<i>Non-Union Grade # 20</i>

Summary

Performs law enforcement and community-focused crime prevention duties, including patrol, investigations, service of warrants, citation issuance, and enforcement of federal, state, and local laws. Actively supports the Wrangell Police Department's *Positive Culture of Policing* initiative, promoting fairness, professionalism, respect, and community engagement through collaborative problem-solving and service-first policing.

Distinguishing Career Features

The Police Officer role is the entry position in the law enforcement career ladder, offering advancement opportunities based on competency and professional development. Requires basic certification from the Alaska Police Standards and Training Council (or equivalent), with potential for advancement through higher-level certifications.

Essential Duties and Responsibilities

- Patrol assigned areas by foot or vehicle, maintaining radio/telephone availability during entirety of shift. Conducts traffic control, investigations, and first-aid duties as needed.
- Monitor city streets, parks, commercial and residential areas to prevent crime, maintain order, enforce laws, and manage vehicular traffic. Prevent or detect and investigate misconduct and law violations.
- Respond to emergency calls and reports of crime or incidents, secure scenes, and coordinate additional assistance when needed. Respond to emergency calls for a variety of incidents such as, but not limited to, accidents, civil disturbances, domestic disturbances, missing children, prowlers, etc. Ensure that calls for ambulance and other assistance are made.
- Interview victims, witnesses, and suspects; document and preserve evidence; complete incident and arrest reports. Gathers and preserves evidence. Describes and documents the scene of the incident to include measurements, photographs, and descriptions. Analyzes and evaluates evidence and arrests



or issues citations to offenders.

- Conduct follow-up investigations, develop leads, and prepare cases for arrests or legal proceedings.
- Gather crime scene evidence and compile information to support investigations, including court preparation and testimony.
- Prepare a variety of records and reports, including investigations, field interrogations, traffic hazards, vehicle impounds, alcohol-breath analyzer readings, and routine shift activity.
- May provide corrections services, including supervision of inmates, booking, and jail inspections.
- Maintain contact with other officers, city departments, and law enforcement agencies to coordinate duties and exchange information. Seek advice from the Police Sergeant to support work activity and direction.
- Engage in community policing consistent with the Positive Culture of Policing initiative, building partnerships, conducting public education, and fostering trust and transparency.
- Perform other duties as assigned to support department objectives.

Qualifications

Knowledge and Skills

- Working knowledge of all phases of police work, including modern crime prevention, investigation, criminal identification, apprehension, rules of evidence, traffic control and safety, care and custody of prisoners, and record keeping.
- Understanding of constitutional and statutory laws governing law enforcement, community geography, and the locations of private and public commercial activity.
- Physical skills to apprehend and detain suspects, use firearms and other weapons, and operate vehicles at high speeds.
- Knowledge of criminal behavior that contributes to crime.
- Strong human relations skills to resolve conflicts, conduct interviews and interrogations, work with disturbed or emotional individuals, and collaborate effectively with a team.
- Language, writing, and math skills sufficient to prepare reports, record measurements, and complete other documentation.



Abilities

- Ability to carry out all aspects of the position, analyze situations quickly, recognize dangers, and determine appropriate actions.
- Ability to read, understand, and apply laws, ordinances, rules, and regulations.
- Ability to communicate clearly, verbally and in writing, and to prepare reports.
- Ability to handle stressful situations firmly, tactfully, and respectfully.
- Ability to establish and maintain effective working relationships with colleagues and citizens of diverse backgrounds.
- Ability to organize and apply investigative techniques and procedures, observe details, and work varying shifts and locations.

Physical Abilities

- Maintain cardiovascular fitness and physical stamina for stressful and demanding situations.
- Use speech and hearing to communicate effectively in noisy environments and respond to equipment prompts.
- Near visual acuity to read printed materials, computer screens, and observe moving objects or individuals at a distance.
- Manual dexterity to operate computers, office equipment, firearms, and other police equipment.
- Physical strength to lift, drag, carry, or restrain adults and full-body coordination for defense, restraint, obstacle navigation, and extended periods of standing or walking.
- Proficiency with police equipment such as radar guns, radios, handguns, batons, handcuffs, breath analyzers, first-aid supplies, and vehicles.
- Ability to render first aid and sit for extended periods when necessary.

Education and Experience

- High school diploma or equivalent.
- Minimum age of 21 years.
- Successful completion of public safety standards and training academy within the probationary period, supplemented by a complete background check.

Licenses and Certificates

- Valid driver's license.



- Basic Certificate from the Alaska Police Standards Council.
- CPR and First Aid certification.

Working Conditions

Work performed indoors and outdoors with continuous safety considerations due to physical labor, risk of harm, moving equipment, dangerous situations, and temperature and noise extremes.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

