

Job Description



Job Title: Village Public Safety Officer
Supervisor: VPSO Coordinator
Classification: Classified
Hours Per Week: 37.5 hours (full-time)
Pay Level: VPSO Pay Schedule
Benefits: Medical, Dental, PERS, and Life Insurance

DESCRIPTION:

Village Public Safety Officer receives training in law enforcement, firefighting, search and rescue, and first aid. Due to the wide range of training, the VPSO will provide police, fire, emergency medical treatment, water safety, and search and rescue coordination to the community. Some VPSO duties will vary from village to village.

DUTIES:

A. Law Enforcement

1. Patrol and enforce state laws and authorized local ordinances.
2. Investigate misdemeanor crimes.
3. Investigate felony crimes under the direction and at the request of AST.
4. Assist Alaska State Troopers, Alaska Wildlife Troopers, and other Department entities during investigations as requested.
5. Provide reasonable assistance to other State and Federal law enforcement agencies when requested. VPSOs will notify their supervisor and Oversight Trooper of such requests.
6. Complete required incident reports in a timely manner and submit to the Oversight Trooper.
6. Transport prisoners.
7. Use crime prevention techniques.
8. Serve process as required by the Alaska State Troopers.

B. Fire Protection

1. Maintain fire equipment.
2. Conduct fire drills in schools.
3. Attend fire department meetings.
4. Assist volunteer fire fighters in firefighting.
5. Conduct fire prevention activities and education.

C. Search and Rescue

1. Act as the liaison between the Borough and Community Search and Rescue.
2. Assist SAR team members.
3. Maintain a list of available SAR equipment and supplies on hand.

D. Emergency Medical Services

1. Provides emergency medical services and/or assists local medical providers in the performance of their duties within the scope of their training.

E. General Public Safety Duties

1. Provide public safety information to schools and the public.
3. Water and snow machine safety education.
4. Assist Department of Corrections in probation and parole duties.

F. Rover, TDY Floater, Itinerant position

1. Provides all normal duties required of a VPSO.
2. Stationed mostly in a "hub" community.
3. Routinely travel to surrounding communities within their region.
4. Provides standard VPSO duties in communities where a VPSO is not present.
5. Assist and travel with troopers to communities when needed.
6. Transport prisoners from outlining communities to regional holding facility.
7. Remain overnight (RON) in communities on a regular basis.
8. Assist VPSO Coordinator with special projects.

G. All other duties as assigned by the VPSO Coordinator

QUALIFICATIONS/COMPETENCIES:

1. Be a citizen of the United States or a resident alien who has demonstrated an intent to become a citizen of the United States;
2. 21 years of age or older;
3. Good moral character;
4. High school diploma or GED
5. Must be cleared by a medical physician, pass a mental health evaluation, and be able to successfully complete a physical fitness test;
6. Not been convicted of one or more of the following offenses, or of an offense with substantially similar elements to such an offense under Alaska law:
 - A. a felony;
 - B. a misdemeanor within five years of the date of hire, if the misdemeanor does not involve an act listed under (C) of this paragraph;
 - C. a misdemeanor within 10 years of the date of hire, if the misdemeanor involves
 - i. an assault against a family member, former family member, member of the individual's household, or former member of the household; or
 - ii. the violation of a domestic violence restraining order; or
 - D. two or more DWI offenses;
7. Has not
 - A. illegally manufactured, transported, or delivered
 - i. a controlled substance; or
 - ii. an alcoholic beverage in violation of a local option under [AS 04.11](#) or a municipal ordinance;
 - B. illegally used a controlled substance other than marijuana during the 10 years immediately before the date of hire, unless the person was under the age of 21 at the time of using the controlled substance;
 - C. used marijuana within one year before the date of hire;
8. Has neither been denied village public safety officer certification nor had that certification revoked; and
9. Has neither been discharged for cause nor resigned under threat of discharge for cause from employment as a village public safety officer, a village police officer, or a police officer in this state or any other state.

SIGNATURES:

This job description has been approved by all levels of management:

Manager	_____	Date	_____
Personnel Officer	_____	Date	_____
Chief of Staff	_____	Date	_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee	_____	Date	_____
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