

VILLAGE PUBLIC SAFETY OFFICER (VPSO)

Job Description

POSITION STATUS: Non-Exempt

SUPERVISION RECEIVED: Reports to and directly responsible to Community Services Programs Coordinator.

JOB SUMMARY: VPSO primary responsibilities include the following: law enforcement, fire prevention/safety/suppression/training, emergency medical, probation/parole monitoring; search and rescue, and other related public safety services.

PRIMARY RESPONSIBILITIES:

- 40% 1. **Law enforcement:** Respond to reports of crime, take initial action, secure scene, gather evidence; Interview victim and witnesses; Respond to calls for assistance; Patrol and enforce state laws and local ordinances; Investigate misdemeanor crimes and traffic violations; Assist Alaska State Troopers as required; Complete required reports; Use crime prevention and community policing techniques.
- 25% 2. **Fire prevention/safety/suppression/training:** Develop training for volunteer fire department; Drive fire truck; Operate fire fighting apparatus; Perform general maintenance on fire truck weekly, start, check/maintain fluids, lights, siren, windshield wipers, and tire air pressure; Provide fire safety prevention information; Home inspections as feasible for smoke detectors, fire extinguishers, and overall fire related hazards; Periodic inspection of public and commercial buildings (develop location map, identify location of furnace, electrical etc., in public buildings for fire, chemical, and safety hazards); Maintain inventory of fire fighting equipment; Schedule regular maintenance at city shop for fire truck; Coordinate inspection and testing of fire hydrants with the Mayor.
- 10% 3. Probation and parole monitoring: Will make and document personal contact with specified probationers and parolees at least twice per month or as requested by the Supervisor of the District Probation Office (DPO) for the Department of Corrections; will obtain urine samples from offenders and will record the results and immediately provide the results to the DPO telephonically, and preserve the test cup for additional testing; will immediately report violations of conditions of probation or parole to the DPO; will provide updated photos of supervised sex offenders to the DPO on an annual basis or when there has been a physical change in the offender's appearance.
- 10% 3. **Emergency medical:** Maintain EMT I or ETT certification as possible; Administer basic first aid and CPR in appropriate situations; Drive ambulance; Perform general maintenance on ambulance weekly, start, check/maintain fluids,

lights, siren, windshield wipers, and tire air pressure; Check/update all emergency equipment and supplies in the ambulance, notify appropriate entity of needs; Schedule regular maintenance at city shop for ambulance; participation and coordination with the EMS squad.

- 5% 4. **Search and rescue:** Develop and participate with other village entities such as the EMS squad, clinic, council, etc., in the development of a Search and Rescue Plan; Develop contacts outside of the village such as the Alaska State Troopers, U.S. Cost Guard, etc., in the development of the Search and Rescue Plan; Act as liaison as required.
- 10% 5. **Other related public safety services:** Participate as a representative in LAPC as requested by the council; Develop ongoing training for general overall village public safety; prepare bi-weekly APIA Activity Log, bi-weekly timesheet, weekly dispatch cards to the Alaska State Troopers, daily entries in logbook, and monthly report to the council; Complete special projects with the approval of APIA and concurrence with the Mayor; Complete all general VPSO responsibilities as required in the VPSO Field Manual; Hours of work are 37.5 hours a week, a minimum of three hours regularly Monday through Friday in the VPSO Office in agreement with the Community Services Program Coordinator and the Mayor; Other working hours are for patrol duties, fire inspections, school visits, etc.; On call 24 hours per day unless other arrangements have been made with the Mayor, Community Services Program Coordinator and the Alaska State Troopers.

The VPSO responsibilities include the requirements in the Village Public Safety Officer Field Manual provided to the VPSOs by the Alaska State Troopers.

SECONDARY FUNCTIONS:

6. Work effectively in a cross-cultural situation.
7. Maintain confidentiality in regard to clients and program matters.
8. Abide by the APIA Personnel Policies and Procedures Manual as established by the Board of Directors.
9. Comply with the Alaska State Troopers VPSO SAR Manual.
10. Perform other reasonable duties as assigned by the Community Services Program Coordinator.

QUALIFICATIONS:

1. Must 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. Must be 21 years of age or older;
3. Must be of good moral character;
4. Must have a high school diploma or its equivalent;
5. Must be (within six months of hire or prior to academy, whichever comes first) certified by a physician licensed in Alaska, on a medical record form supplied by the department of public safety to:
 - * Be free from any physical, mental emotional, visual or hearing condition which would adversely affect performance as a village public safety officer;
 - * Have normal color discrimination, normal binocular coordination, normal peripheral vision, and corrected visual acuity of 20/30 or better in each eye;
6. May not have been convicted, by a civilian court of this state, the United States, or another state or territory, or by military court, of the following offenses, or of an offense with substantially similar elements to such an offense under Alaska law:
 - * A felony;
 - * No misdemeanor offenses within five years of date of hire;
 - * A misdemeanor involving dishonesty or moral turpitude;
 - * A misdemeanor assault, within the past ten years, against a family member, former family member, member of household or former member of household, or violation of a domestic violence restraining order; or
 - * Two or more offenses of driving while intoxicated offenses, refusal to take a chemical test in connection with a driving offense; or combination thereof resulting from separated incidents;
7. May not have:
 - * Illegally manufactured, transported, or delivered a controlled substance; in this subparagraph “controlled substance” includes alcoholic beverages manufactured, transported or delivered in violation of a local option;
 - * Within the preceding ten years have illegally used a controlled substance other than marijuana, unless the person was under the age of 21 at the time of using the controlled substance; and
 - * Within the preceding year have used marijuana;
8. May not have been denied village public safety officer certification, nor is that certification in revoked status; and

9. May not have been discharged, asked to resign, or resigned in place of discharge, from a village public safety officer or village policy officer position for cause;
10. Must be willing to travel and have a valid Alaska Drivers license.

CERTIFICATION:

I have read and understand my duties as described in this job description. I also understand that in the future, I have the opportunity and the responsibility to seek clarification by my supervisor on any items which may become unclear to me.

I understand and agree that my employment with the Association is entered into voluntarily and that I may resign at any time. Similarly, my employment may be terminated for any reason or no reason and at any time with or without notice.

I also understand and agree that this job description is subject to change as needed based on APIA's requirements.

Employee's Signature

Date

(Revised 6/09)