

KAWERAK POSITION DESCRIPTION

DIVISION: COMMUNITY SERVICES
DEPARTMENT: VPSO
JOB TITLE: VILLAGE PUBLIC SAFETY OFFICER (VPSO)
POSITION STATUS: REGULAR FULL TIME
EXEMPT STATUS: NON-EXEMPT
PAY SCALE GRADE: ESTABLISHED BY THE STATE
REPORTS TO: VPSO DIRECTOR

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1.) Attend training in law enforcement, fire fighting, search and rescue, and emergency trauma training.
- 2.) Provide police, fire, emergency medical treatment, water safety, and search and rescue coordination to the community.
- 3.) Reports completed and turned into the Alaska State Troopers and the Parole and probation office.
- 4.) Services the VPSO may provide include but not limited to:
 - I. Law Enforcement
 - a. Patrol on foot and enforce curfew.
 - b. Investigate misdemeanor crimes and write reports.
 - c. Assist troopers during investigations.
 - d. Complete required reports on time.
 - e. Transport prisoners.
 - II. Fire Protection
 - a. Maintain fire equipment.
 - b. Conduct fire drills in schools.
 - c. Conduct fire department meetings.
 - d. Train volunteer firefighters in fire fighting.
 - e. Conduct fire prevention surveys.
 - III. Search and Rescue (SAR)
 - a. Organize a search and rescue team or act a liaison for DPS in the community.
 - b. Train SAR team members.
 - c. Maintain a list of available SAR equipment and supplies on hand.
 - d. Direct SAR's by coordination with the Alaska State Troopers.
 - IV. General Public Safety Duties.
 - a. Assist village health aides in emergency situations.
 - b. Provide public safety information to schools and the public.
 - c. Provide dog control and vaccinate for rabies.
 - d. All-terrain vehicle, boat and snow machine safety.
 - e. Assist Department of Corrections in probation and parole duties.
- 5.) VPSO duties may include any of the above and are a minimum guide of services the VPSO can provide. VPSO Director, may designate other duties.

MINIMUM QUALIFICATIONS:

- 1) Must be a citizen of the United States or a resident alien who has demonstrated intent to become a citizen of the United States.
- 2) Must be twenty-one years of age or older.
- 3) Must have a good moral character.
- 4) High School Diploma, or its equivalent or General educational development (GED)
- 5) Must 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, to:
 - Be free from any physical or hearing condition which would adversely affect performance of an essential function of 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;
 - Free from mental or emotional condition that would adversely affect the performance of an essential function of a village public safety officer;
- 6) Has not been convicted, by a civilian court of this state, the United States, or another state or territory, or by a military court, of one or more of the following offenses, or of an offense with substantially similar elements to such an offense under Alaska law
 - a felony;
 - any misdemeanor within five (5) years of the date of hire;
 - a misdemeanor within 10 years of the date of hire, if the misdemeanor involved:
 - an assault against a family member, former family member, member of the individuals' household, or former member of the household
 - the violation of a domestic violence restraining order
 - two or more DWI offenses
- 7) Has not ever:
 - illegally manufactured, transported, or delivered:
 - a controlled substance
 - an alcohol beverage in violation of a local option under AS 04.11 or a municipal ordinance
 - illegally used a controlled substance other than marijuana during the 10 years immediately before the date of hire, unless you were under the age of 21 at the time of using the controlled substance
- 8) Has not been denied village public safety officer certification or had that certification revoked
- 9) Has not been discharged for cause or 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
- 10) Attend and successfully complete the Alaska Law Enforcement Training (ALET) course at the Public Safety Training Academy in Sitka, Alaska.