



DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS

This Job Description has been created to assure that all City of North Pole recruitments begin with a properly-administered hiring process, that all applicants are appropriately evaluated, and that all employees receive and maintain clarity on reporting relationships, duties, and responsibilities. Quality candidates should not be disqualified simply for failing to meet minimum standards. Hiring discretion remains with the City.

All City of North Pole Job Descriptions utilize the Compensable Factors Analysis to tie Job Descriptions to the Classification System, to assure equity among classifications, and to reduce the potential of improper compensation. This Job Description has been written to provide the minimum standards expected to successfully perform the requirements of the position.

Non-Management Job Descriptions outline expected:

Levels of Education, Years of Experience and Technical Knowledge, Physical Demand, Mental Demand and Working Conditions of the job.

This Job Description should not be considered complete or all-inclusive as additional functions and requirements may be assigned from time to time by supervisors as deemed appropriate – often listed as ‘peripheral tasks’ or “other duties as assigned”. It has also designed to be used as part of an effective Performance Appraisal process.

This Job Description is updated in accordance with the Americans with Disabilities Act (ADA) and Fair Labors Standard Act (FLSA). Reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.

Note: Job descriptions are not intended as and do not create employment contracts. The City of North Pole maintains its status as an at-will employer, which means that any employee may be hired, promoted and terminated for any reason not prohibited by law.

ADVERTISEMENT LANGUAGE

POLICE DETECTIVE - The City of North Pole, Alaska is looking for a Police Detective to provide support to the Police Chief, Mayor, City Council, City and Department Staff. Position is an appointed position and is classified as FLSA overtime-Exempt. High School Diploma or General Education degree (GED), post high school education or professional certificate, four (4) years' experience in Law Enforcement. Other certifications recommended. Non-Management Grade 17. Annual salary range: \$64,476.00 - \$97,632.00.

See the complete job description and obtain application prior to interview by contacting City Hall at 125 Snowman Ln, North Pole, AK 99705 or by email at eglab@northpolealaska.org. Position open until January 9, 2023. The City of North Pole is an Equal Opportunity Employer.



Job Title: Police Detective
Department: Police Department
Classification: Non-Management, At-will
FLSA Status: Overtime non-exempt,
Salary Range: Non-Management Grade 17.
 Annual salary range: \$64,476.00 - \$97,632.00.

REPORTING RELATIONSHIPS

Reports To: Police Lieutenant
Positions Supervised: None

**This is an at-will position serving under the direction of and may be terminated by the Police Chief*

FUNCTIONS & DUTIES

LAW ENFORCEMENT

Enforces state and local laws and responds to complaints and requests for police services from residential and business community members.

The Police Detective must be able to performs all of the essential job functions of a Police Officer but also conduct crime scene investigation as required and consistent with training.

INVESTIGATIONS

The position of Police Detective is responsible for conducting detailed investigations into one or more types of crimes, preparing cases for court and testifying in court.

OTHER: *Other duties as assigned by the Police Lieutenant or Police Chief.*

PERFORMANCE MEASURES

(Determined by Police Chief, Mayor and Council)

- Successful applicant must pass a background investigation prior to employment with the North Pole Police Department. If required, must pass a written and oral exam, a physical fitness exam, a medical exam, drug testing, a polygraph and psychological testing check.
- Must pass 90-day Probationary Period for benefits and leave calculation.
- Must pass 1-year Probationary Period to maintain employment.
- CLEE certification, FBI Academy or other leadership certification is preferred but not required.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

Note: Any combination of education, training and work experience will be considered

Education & Certification

- High school diploma or general education degree (GED); post-high school education or professional certificate from college or technical school. **(Level 2)**



- Must possess an Alaska Police Standard Council Intermediate Certificate or be able to acquire one within 1 year of employment.
- Must possess and maintain a valid Alaska Driver's License.

Experience

- More than three (3) years' experience at a related or next lower position. **(Level 3)**
- Must not have any written reprimands within the last two years.
- Must be able to perform the job functions of the Police Officer.
- Must demonstrate experience with and ability to use all police equipment including:
 - *Surveillance Systems including cameras, video equipment and audio equipment.*
 - *Weapons including revolvers, rifles, semiautomatic and possibly fully automatic weapons,*
 - *Chemical Sprays including mace, pepper-based defensive sprays),*
 - *Restraints including handcuffs, ankle cuffs, thumb cuffs, batons, nylon restraints (flex cuffs), belt restraints, leg irons, and restraint chains,*
 - *Communication devices including mobile and portable radios, pagers and scanners; emergency dispatching equipment (radio console, computer terminal, alarm bank system), fax and phone equipment,*
 - *Monitoring and recording devices including body cameras, fixed and mobile video cameras and similar equipment,*
 - *Investigative equipment including evidence gathering kit, drug identification kit, latent fingerprint kit, video and camera equipment; first aid, vehicles, and any equipment therein.*

Knowledge

As DETECTIVE

- Use of mathematics with the use of complex drawings, specifications, charts, tables, and various types of precision measuring instruments – **where regular interpretation is required**. Advanced knowledge of basic computer and technical skills. **(Level 3)**
- Objectives and techniques of police performance and patrol procedures, crime scene investigation, court administration and preparation of materials / cases for trial.
- Knowledge of modern police methods and techniques in the prevention, investigation and suppression of criminal activities;
- Knowledge of the identification and preservation of physical evidence;
- Knowledge of the behavior of criminals and underlying causes of criminality;
- Knowledge of the rights of suspects and defendants;
- Knowledge of laws, codes and statutes applicable to police work;
- Some knowledge of criminal investigation techniques and practices;

As POLICE OFFICER



- Current state and federal laws, city ordinances, departmental procedures, and relevant judicial decisions,
- Knowledge of modern police patrol principles and theories,
- Ability to use of all police equipment including revolvers, rifles, semiautomatic and possibly fully automatic weapons, chemical sprays, restraints, communication devices, monitoring and recording devices, investigative equipment, first aid, vehicles, and any other equipment as deemed necessary by the police department.
- Patrols residential and business districts, enforces traffic laws, investigates accidents and criminal incidents, apprehends suspects, mediates domestic violence and other disputes, and writes detailed reports in keeping with police training and departmental policies and procedures.
- Participates in department staff meetings, and assists with planning within the Police Department.
- Supervises all subordinate personnel, including police officers, reserve officers and volunteers or civilians that may be assigned to a shift.
- Confers regularly with the Supervisor regarding operational issues, equipment needs, and training and performance evaluations.

EFFORT

Physical

- Potential for frequent lifting of objects that generally requires assistance. General office work and minimal recurring strenuous movement other than filling of documents, light lifting standing, walking, crawling or climbing. **(Level 2)**

Mental

- Requires moderate to heavy independent decision making within duties or daily operations and within the allocation of resources, time or equipment. Superiors have delegated certain authority over general tasks. Requires ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Requires ability to write routine reports and correspondence, and the ability to speak effectively before groups of employees or residents. Rarely needs to receive guidance from superiors when performing tasks. **(Level 3)**
- The nature of the work requires considerable independent judgment and initiative in identifying case priorities and organization.
- General supervision is received from a superior, who reviews work for completeness of investigations and effectiveness in clearing or resolving cases.
- Thinks clearly and acts quickly and calmly in emergency situations.



GENERAL WORK ENVIRONMENT

- Regular works in hazardous or potentially hazardous conditions with heavy equipment that is sensitive to over-handling. Frequently works with external customers on a regular basis. **(Level 3)**

INVESTIGATIONS

- The position of Police Detective is responsible for conducting detailed investigations into one or more types of crimes, including but not limited to: *fraud, arson, theft, burglary, felonies, narcotics, gambling, homicide, sex offenses, and similar crimes*. Case assignments involve the application of various special techniques in the processing, follow-up and investigation of alleged crimes, depending on the seriousness and nature of the crime.
- Investigations may be conducted individually or in collaboration with personnel from other law enforcement agencies.
- Work involves:
 - *Interviewing and interrogating witnesses, suspects and informants; cultivating informants; obtaining search warrants and searching premises; arresting suspects; analyzing and interpreting data and evidence; operating a variety of identification equipment; performing stakeouts and undercover operations; preparing case reports; and testifying in court.*
 - *Ability to use good judgment, make decisions in stressful situations, and analyze and adapt to new situations quickly;*
 - *Ability to plan and organize work independently;*
 - *Ability to establish and maintain effective working relations with public and private officials and the general public;*
 - *Ability to testify clearly, cogently and with credibility in criminal court;*
 - *Ability to prepare reports and participate effectively in department functions;*
 - *Ability to express ideas effectively, both verbally and in writing;*
 - *Ability to operate assigned firearms and equipment skillfully, safely and in conformance with applicable laws and regulations;*
 - *Ability to properly perform first aid and;*
- Assignments include, but are not limited to:
 - receives assigned cases and reviews the case report to determine the nature of the crime, whether the incident relates to other crimes, and what additional investigation needs to be conducted;
 - visits the crime scenes or other locations to obtain information or evidence by interviewing or interrogating witnesses, suspects, informants or victims and by collecting evidence or stolen goods;
 - performs stakeouts or undercover operations to obtain sufficient evidence to prosecute or identify principal participants perpetrating the crime;



- utilizes a variety of identification equipment in lifting fingerprints, takes pictures and makes impressions to collect and preserve evidence for identifying the cause and suspect in the crime;
 - evaluates the data and evidence to determine a solution to the crimes;
 - participates in special investigations or assignments by collecting additional information;
 - develops cases against crimes on society;
 - arrests suspects of criminal acts when sufficient evidence is present;
 - prepares reports of investigative activities to document pertinent information about the case for prosecuting in court;
 - assists the office of the Chief of Police, or his designee, in internal administrative investigations as directed; and performs related work as assigned.
- Must not have disabilities that would cause a safety risk to themselves or others in the performance of their duties.
 - Includes all areas within the corporate city limits of North Pole, Alaska; and any area outside the corporate city limits of North Pole that has specifically been authorized by the Director of Public Safety for the State of Alaska, by Alaska State Statute, or by any contractual or mutual aid agreement between the North Pole Police Department and neighboring law enforcement or governmental agencies.
 - May involve rotating work schedules including up to 24-hour shifts (includes holidays and weekends). Normal shift assignment is currently Monday – Thursday 4/10; hour shifts. This is subject to change if staffing is needed elsewhere.