



## **JOB FAMILY CONCEPT**

This family consists of five levels of police work. Levels are distinguished based on the complexity of the work, level of supervision received, and the degree of autonomy. Safety services positions carry a higher consequence of error than other job family groups, in that these positions have the ultimate accountability, and responsibility for protecting life and property. This job family is distinguished from other job families by the primary responsibility for protecting life and property and enforcing the State of Alaska laws and statutes.

This family provides expertise and guidance in several areas including:

- Protection of life and property
- Crime prevention
- Law enforcement
- Apprehension
- Investigation
- Training
- Staff supervision

## **TYPICAL FUNCTIONS**

***The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.***

- Perform vehicular, bike and foot patrols
- Provide for funds transfers and after hour requests
- Perform traffic control
- Check buildings and property for security, safety, or other hazards
- Investigate crimes, accidents and damaged property
- Secure accident and crime scenes
- Assists stalled motorists, persons in distress
- Locate and interview complainants, suspects and witnesses
- Apprehend and arrest criminals, suspects and traffic violators
- Issue warnings, citations, and trespasses
- Collect and preserve evidence
- Deliver emergency messages
- Inventory and secure property of arrested parties
- Search arrested parties
- Conduct crime scene searches
- Present evidence at, and participate in court proceedings
- Operate special equipment
- Enforce and ensure compliance with laws



- Participate in crime prevention programs
- Participate in community policing efforts
- Coordinate law enforcement activities with other agencies
- Respond to emergency situations
- Conduct traffic stops
- Conduct training sessions
- Administer first aid
- Prepare reports
- Apply for and serve search warrants
- Review reports and logs from previous shifts
- Maintain surveillance of an area
- Prevent or disperse illegal gatherings or demonstrations or maintain order during legal gatherings or demonstrations
- Assign duties to police officers
- Supervise or lead police officers
- Train police officers on department protocol and procedures
- Assign and schedule police officers to shifts
- Serve as a Field Training Officer
- Develop, implement and assess programs

### **LEVELS AND COMPETENCIES**

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

**Level 1 – Recruit**  
**PCLS: 04441**

**Grade 77**  
**Non-Exempt**

#### ***Descriptors***

Work is performed under direct supervision. Participate in training program, develop and apply law enforcement principles to field situations. Participate in training activities relating to the use of specialized equipment and techniques. Under guidance of field training officer, apply basic law enforcement practices and procedures by: maintaining law and order, protecting life and property, responding to calls for service, conducting patrols, enforcing laws, conducting traffic stops, investigating criminal activities and participating in other training activities.

#### ***Knowledge, Skills, and Abilities***

Basic knowledge of law enforcement techniques, protocols and procedures. Basic knowledge of federal, state and local statutes and laws. Basic computer skills. Excellent verbal and written communication skills. Emergency medical skills. Problem solving skills. Ability to receive, interpret and process information. Ability to interpret federal, state and local policies, procedures, and processes. Ability to quickly evaluate situation and determine appropriate course of action.



Ability to apprehend subjects and apply defensive training techniques. Ability to determine appropriate response to subject’s resistance. Ability to operate specialized equipment and maintain standards of operation. Ability to pass physical fitness test and maintain standards of physical fitness. Ability to respond appropriately to emergency situations. Ability to perform shift work.

***Education and Experience***

High school graduation and graduation from an accredited police training academy, or an equivalent combination of training and experience. Certification by the Alaska Police Standards Council as a police officer, or the ability to obtain certification after a reasonable training period is required. Must be 21 years of age at the time of hire and possess a valid driver’s license.

**Level 2**  
**PCLS: 04442**

**Grade 79**  
**Non-Exempt**

***Descriptors***

Work is performed under intermittent supervision. Advancement to this level requires successful completion of the recruit level field training program. Independently apply law enforcement practices and procedures by: maintaining law and order, protecting life and property, responding to calls for service, conducting patrols, enforcing laws, conducting traffic stops, and investigating criminal activities. Escort staff carrying funds. Participate in community policing and crime prevention activities. May perform evidence custodian functions. May serve as a member of a specialized team operated by an external law enforcement agency.

***Knowledge, Skills, and Abilities***

Same as level one, plus: Intermediate knowledge of law enforcement techniques, protocols and procedures. Intermediate knowledge of University regulations, federal, state and local statutes and laws. Ability to work independently. Ability to take command in an emergency situation and provide direction.

***Education and Experience***

High school graduation and completion of the recruit level field training program, or an equivalent combination of training and experience. Basic certification from the Alaska Police Standards Council is required.

**Level 3**  
**PCLS: 04443**

**Grade 80**  
**Non-Exempt**

***Descriptors***

Work is performed under administrative supervision. Serve as an expert resource in a specialized area (e.g. computer crimes, special investigations, weapons training, firearms training, defensive tactics training, CPR, DataMaster, police bike patrol, K9), and may conduct training sessions to applicable standards, for police personnel in area of expertise. Independently apply law enforcement practices and procedures by: maintaining law and order, protecting life and property,



responding to calls for service, conducting patrols, enforcing laws, conducting traffic stops, and investigating criminal activities. Escort staff carrying funds. Participate in community policing and crime prevention activities. May create schedules for shifts and 24 hour coverage. May lead\*\* activities of lower level staff or student employees as necessary. May serve as a member of a specialized team operated by an external law enforcement agency.

***Knowledge, Skills, and Abilities***

Same as level two, plus: Advanced knowledge of law enforcement techniques, protocols and procedures. Advanced knowledge of University regulations, federal, state and local statutes and laws. Knowledge of specialized area (e.g. computer crimes, investigation, weapons training, defensive training, CPR, DataMaster, police bike patrol, K9). Ability to create and conduct training programs. Ability to lead\*\*.

***Education and Experience***

High school graduation and three years relevant experience, or an equivalent combination of training and experience. Intermediate certification from the Alaska Police Standards Council is required. Associate’s degree in relevant field preferred. Certification as a state certified instructor (i.e. MOI course certification) preferred and may be required.

**Level 4**

**PCLS: 04444**

**\*\*\*Alternate PCLS: 09180**

**Grade 81  
Exempt**

***Descriptors***

Work is performed under general direction. Lead\*\* and schedule shift activities of police officers and emergency dispatchers and participate in the recruitment and selection of these employees. Supervise\*\* administrative staff, provide logistical support, and ensure compliance with applicable statistical reporting guidelines. Provide information to chief of police on employee performance and make recommendations for disciplinary action. Serve as evidence custodian and/or quartermaster. Provide training to campus community on crime prevention and personal safety. Perform the functions of lower level police officers. Create press releases. May ensure training needs and requirements are met and attained. May direct and supervise\*\* operations of student security program.

***Knowledge, Skills, and Abilities***

Same as level three, plus: Extensive knowledge of law enforcement techniques, protocols and procedures. Extensive knowledge of university regulations, federal, state and local statutes and laws. Knowledge of scheduling for 24 hour emergency operations. Knowledge of training needs, resources and recertification timelines. Ability to supervise\*\*. Ability to create press releases.

***Education and Experience***

Associate’s degree in related field and five years progressively responsible experience, or an equivalent combination of training and experience. Intermediate certification from the Alaska Police Standards Council is required. Advanced certification preferred.



**Level 5**  
**PCLS: 04445**

**Grade 83**  
**Exempt**

***Descriptors***

Work is performed under long-range administrative direction. Manage, direct, and supervise\*\* emergency communication center and police personnel. Direct and oversee criminal investigations. Develop, implement and assess programs (e.g. training, crime prevention, community policing). Ensure training needs and requirements are met and attained. Develop and manage budget. Prepare reports for administration. Develop and review long-range and strategic plans for emergency communication center and police department. Assure police officers have met training requirements and standards. Accountable for overall safety and security of campus community. Participate in external law enforcement activities. Serve as the primary contact for external agencies regarding criminal activities (e.g. federal agencies, district attorneys). Prepare press releases and respond to media requests. May perform functions of lower level police officers as required.

***Knowledge, Skills, and Abilities***

Same as level four, plus: Knowledge of departmental goals, objectives and University structure. Ability to supervise\*\* operations and personnel of an emergency communication center and police department. Ability to perform fiscal management functions. Ability to create long-range and strategic plans. Ability to develop, implement and assess programs.

***Education and Experience***

Bachelor's degree in related field and ten years progressively responsible experience, or an equivalent combination of training and experience. Advanced certification from the Alaska Police Standards Council required. National training in a specialized area preferred (e.g. FBI National Academy, Northwestern University's School of Police Staff and Command).



- \* **Complexity:** Refers to the interpretation of University regulations, and federal, state and local statutes and laws. Complexity increases as the application, interpretation and frequency of working with these increases. Complexity also increases as positions become freer to operate independently. Complex positions interpret and apply regulations, statutes and laws in situations that may be conflicting, or may require more discretion and are more sensitive in nature.
- \* **Scope:** Refers to the impact of decisions a position has on the department, campus, University or other external community members.
- \*\* **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Individual must be fluent in assigned area of responsibility.
- \*\* **Supervise:** Hire, train, evaluate performance and initiate corrective action.
- \*\*\* Exemption status determined on a case-by-case basis. Essential functions of each job will be reviewed and evaluated in accordance with Fair Labor Standards Act regulations.

[July 2009 revisions included formatting document for consistency, and adding alternate PCLS information.]