

POSITION DESCRIPTION
Village Public Safety Officer

INFORMATION

Job Class: Village Public Safety Officer (VPSO)	Class Status: Active
Department: CCTHITA Self Governance	Type of Position: Non-Exempt
Location of Work: Southeast Alaska	Covered Position: Yes
Salary Grade(s): 8	Prepared by: G. Finau
Hours of Work: Flexible Schedule	Approved by: President Bill Martin
Employment Category: Regular Full-Time	Effective Date: 7/1/08

PURPOSE

To provide a wide range of public safety services at the local village level.

REPORTING RELATIONSHIPS

The Village Public Safety Officer (hereinafter, VPSO) is under the direct supervision of the VPSO Coordinator. This will be with the cooperation and technical oversight of the Alaska State Troopers. CCTHITA is the VPSOs' employer.

ESSENTIAL FUNCTIONS

1. Enforce State and Federal laws and City/Tribal ordinances, if there is no City Council, then the VPSO will enforce Tribal ordinances.
2. Assist other State and Federal agencies, as appropriate.
3. Will support the local fire department personnel in responding to a fire and assist in providing fire prevention education.
4. Responsible for coordination of search and rescue missions by acting as the village-based communication link with the Alaska State Troopers, as necessary;
5. Provide basic First Aid assistance only when other licensed medical professional care is not immediately available, when required;
6. Assist Community Health Aide/Representative, as necessary.
7. Patrol buildings, vacant or otherwise, patrol roads;
8. Coordinate community service work with local Court system;
9. Make contact twice per month with probation and parole offenders, or as requested by the District Probation Officer (DPO).
10. Document contact and submit a monthly report to the VPSO Coordinator.
11. At the discretion of the DPO the VPSO may obtain urine samples from offenders using the UA test cups provided by the Dept. of Corrections and will record and immediately report results to the DPO.
12. The VPSO will immediately report violations to the DPO.
13. Provide to the DPO updated photos of Sex Offenders on an annual basis, or if there is a physical change in the offender's appearance.
14. Have a minimum of monthly phone contact with the Alaska State Trooper Oversight and weekly contact with the CCTHITA VPSO Coordinator, more as necessary.

15. Inform the CCTHITA VPSO Coordinator of incidents warranting counseling from the Alaska State Trooper Oversight Trooper on deviations from standard procedure or similar incidents.
16. VPSO will be responsible for completing and submitting twice monthly narrative activity reports and case cards.
17. Be actively involved with community emergency response teams (i.e. Training and respond to emergencies); i.e. Tsunami alerts.
18. The VPSO is on call twenty-four hours a day; however, this position has flexible schedule as determined by service requirements.
19. She/he will be given two consecutive days off per week, preferably, not on Saturdays or on Sundays nor holidays and the designated community entity will have discretion as to what two consecutive days a week the VPSO will be able to observe.
20. The holidays will be compensated by allowing other days off than the normal holidays.
21. Greet visitors, staff and others in a professional courteous manner; direct visitors as appropriate.
22. Other duties as assigned.

DECISION MAKING AUTHORITY

Spending Authority: Not to exceed community budget of CCTHITA VPSO Program with approval of the VPSO Coordinator.

Other Authority: N/A

NECESSARY SKILLS AND KNOWLEDGE

- Use proper telephone and correspondence etiquette and maintain professional demeanor at all times.
- Good computer skills.
- Excellent customer service skills.
- Excellent interpersonal communication skills.
- Must possess effective writing, speaking and comprehensive reading skills.
- Ability to diffuse a tense situation.

MINIMUM QUALIFICATIONS (education, experience, skills)

- A high school diploma.
- Must be 21 years of age or older.

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Light physical effort (lift/carry up to 10 lbs.)
 - Moderate physical effort (lift/carry up to 25 lbs.)
 - Heavy physical effort (lift/carry up to 50 lbs.)
 - Very heavy physical effort (lift/carry more than 50 lbs.)
- Reaching, bending, stooping, kneeling, crouching, turning, twisting
- occasional often
- Standing and walking
- occasional often constant
- Sedentary work
- occasional often prolonged sitting

Repetitive tasks

- lifts, positions or transports patients/supplies
- repetitive motion tasks
- prolonged use of computer screen/keyboard

Vision requirements (with or without corrected vision – check all that apply)

- far acuity -- able to see clearly at 20 feet or more
- near acuity -- able to see clearly at 20 inches or less
- depth – perception – able to see clearly at 20 inches or less
- color vision – able to distinguish and identify different colors

CONDITIONS OF HIRE:

- All employment at CCTHITA is “at will”. This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA has several positions which require a criminal background check for the safety of our clients. All employment offers in the “covered” classification are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.
- Must pass a VPSO physical examination requirements.
- Attend and successfully complete a ten-week training course at the Public Safety Training Academy in Sitka, Alaska.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

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Employee Printed Name	Employee Signature	Date
Supervisor	Date	