

JOB DESCRIPTION

JOB TITLE: Village Public Safety Officer
DEPARTMENT: NWAB VPSO Program
REPORTS TO: VPSO Coordinator
POSITION STATUS: Full-Time. Non-Exempt
JOB CLASS: \$25.27 per hour starting

SUMMARY:

Under the direction of the Village Public Safety Officer Program Coordinator, the VPSO will provide Police, Fire, Emergency Trauma Treatment, Water and Snow machine Safety, Search and Rescue Coordination, including Probation and Parolee monitoring to an assigned Village. The City/Village Council. In accordance with the Memorandum of Agreement, will decide what the VPSO's specific duties will be and approved by the VPSO Coordinator.

Duties & Responsibilities:

1. Law Enforcement
 - » Patrol and enforce curfew.
 - Investigate misdemeanor crimes and write reports.
 - Assist troopers during investigations.
 - Complete required reports on time.
2. Fire Protection
 - Maintain fire equipment.
 - Conduct fire drills at schools.
 - Conduct fire department meetings.
 - Train volunteer fire fighters in firefighting.
 - Conduct fire prevention surveys.
3. Search and Rescue
 - Organize a search and rescue team or act as liaison for Department of Public
 - Safety in the community.
 - Train SAR team members.
 - Maintain a list of available SAR equipment and supplies on hand.
 - Coordinate SAR's with the assistance of the Alaska State Troopers.
4. General Public Safety
 - Assist health aides in emergency situations.
 - Provide public safety information to schools and the public.
 - Provide dog control and vaccinate for rabies when trained to do so.
 - Conduct water and snow machine safety.
5. Probation/Parole Monitoring
 - VPSO's will document personal contact with specified probationers and parolees at least twice per month, or as requested by the Supervisor of the District Probation Office for the Department of Corrections.

Job Title: Village Public Safety Officer
Supervisor: Public Safety Director
Classification: Classified
FT/PT Status: Full Time
FLSA Status: Non-Exempt
Benefits: Medical, Dental, PERS, and Life Insurance



DISCRIPTION: The VPSO, works along with the oversight of the Public Safety Director, VPSO Coordinator and the Alaska State Troopers (AST) to ensure delivery of community law enforcement, probation and parole supervision, and public safety services within the Northwest Arctic Borough (NAB). Village Public Safety Officers (VPSO'S) are dedicated employees living in rural Alaska who assist their community in all aspects of public safety to include search & rescue, fire protection, emergency medical assistance, and especially law enforcement. Service coordination is provided with the cooperation of the city council or local tribal governments.

DUTIES:

- EMS
 - Help Health Aids in emergency situations
- Law Enforcement:
 - Patrol and enforce curfew
 - Investigate misdemeanor crimes and write reports
 - Assist Troopers during investigations
 - Complete required reports on time
- Assists the Battalion Fire Chief in the following:
 - Conduct fire drills and teach fire prevention classes at schools
 - Conduct fire department meetings
 - Train volunteer firefighters in firefighting
 - Conduct fire prevention surveys within the community
- Assists Village Search and Rescue (SAR) Committee:
 - Organize a search and rescue team or act as a liaison for the Department of Public Safety within the community
 - Assist in training SAR team members
 - Assist the SAR President in maintaining a list of available SAR equipment and supplies
- General Public Safety:
 - Provide public safety information to schools and to the public
 - Conduct boat, ATV and snow machine safety training
- Probation/Parole Monitoring:
 - VPSOs will document personal contact with specified probationers and parolees as requested by the Supervisor of the District Probation Office for the Department of Corrections
- Emergency Management:
 - Serve as a liaison for emergency preparedness and response, assists the NAB Public Safety Department
 - Provide input on the community's Emergency Operations Plan
 - Assist with the coordination of any emergency related training (e.g., Incident Command System, Emergency Trauma Technician, etc.)
- Travel as required from village based-work location
- Perform other duties as assigned

MINIMUM REQUIREMENTS:

- Must be a citizen of the United States or a resident alien who has demonstrated intent to