

The mission of BBNA is to maintain and promote a strong regional organization supported by the Tribes of Bristol Bay to serve as a unified voice to provide social, economic, cultural, educational opportunities and initiatives for the benefit of the Tribes and the Native people of Bristol Bay.

## **BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION**

**POSITION TITLE:** Village Public Safety Officer (VPSO)

**OBJECTIVE:** A Village Public Safety Officer is assigned to a rural community and works independently to provide a wide array of services which include, but are not limited to, law enforcement, crime prevention, fire suppression & education, emergency medical service, search & rescue services, and may perform other duties related to maintaining public services and participating in community activities. A VPSO may also be designated a Roving VPSO. A Roving VPSO is based in Dillingham and is subject to temporary assignment to a rural community in this region for a period of 30 days or less. The Roving VPSO performs all of the essential duties and responsibilities of a VPSO while in that community

### **QUALIFICATIONS:**

**Candidates must demonstrate their ability to accomplish the Essential Job Results stated below.**

**Required competencies:** Job history demonstrating the ability to work without direct supervision; effective oral, written and interpersonal communications skills, with an ability to communicate in cross-cultural situations; to perform basic mathematical computations; the ability to operate a computer (Keyboard, MS programs, e-mail/internet) and are physically able to perform the essential functions of a VPSO. Valid Alaska Driver's License, and be insurable under company policy, or have the ability to possess one within 30-days of accepting employment.

**Requirements by the Alaska Department of Public Safety:** Must be a citizen of the United States or a resident alien who has demonstrated an intent to become a citizen of the United States; must be 21 years of age at time of application; must be of good moral character; must have a high school diploma, or its equivalent, or have passed a General Educational Development (GED) tests; must be free from any physical or hearing condition that would adversely affect performance of an essential function of the VPSO ; must have normal color discrimination, normal binocular coordination, normal peripheral vision, and corrected visual acuity of 20/30 or better in each eye; must be free from a mental or emotional condition that would adversely affect performance of an essential function of a VPSO. **License / Certification:** Applicants must obtain a valid Village Public Safety Officer certificate issued by the Department of Public Safety within 24-months of being hired. Certification is obtained through successful completion of the Alaska Law Enforcement Training (ALET) Academy and Rural Fire Protection Specialist Training.

### **Physical Demands**

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: Driving a vehicle; handcuffing prisoners; administering first aid; rescue operations; lifting and carrying 0 – 70 lbs. or more; direct traffic; subdue prisoners; pursue suspects; walking lateral mobility; walking rough terrain; bending; stooping; crouching; sitting; standing; standing for long periods; kneeling; twisting body; pushing; pulling; running; sense of touch; reaching; gripping hands and fingers; climbing stairs; climbing ladders; hearing alarms; hearing voice conversation; color identification; close vision; far vision; side vision – depth perception; night vision; maintaining balance; operating passenger vehicles; finger dexterity; speaking.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Exposure to inside temperature extremes; exposure to sun; exposure to outside temperature extremes; dampness; high/low humidity; noisy work areas; work at heights; work in confined areas; work in crowded areas; working alone; exposure to intense light; exposure to noxious odors; work on high ladders; work in remote locations; wearing helmets; wearing safety glasses; wearing special clothing; wearing ear plugs/muffs; wearing rubber boots; exposure to bee stings; exposure to dust or pollen; exposure to fumes; working with mental patients; air travel; working long hours; working night shifts; working day shifts; working weekends; exposure to tobacco smoke; working at high elevations; working remote from emergency medical assistance; working with mentally challenged persons.

## **ESSENTIAL JOB RESULTS**

### **Achieve Program Goals**

*by*

- Conducting patrols assigned community, including by foot, motor vehicle, off-road vehicle, small boat, fixed or rotary wing aircraft.
- Travelling by small boat, fixed or rotary wing aircraft for temporary assignment.
- Responding to routine and emergency calls for service, including crimes that are in progress.
- Enforcing federal and state laws.
- Responding to animal complaints.
- Investigating reports of crime; making arrests; writing reports, and providing testimony in civil and criminal court proceedings and trials in support of arrest and reports.
- Responding to fires and coordinating fire prevention and fire protection services.
- Responding to medical emergencies and assisting the Community Health Aide.
- Participating in community emergency management planning, mitigation and response activities for natural and man-caused events.
- Assisting the Department of Corrections by monitoring and reporting on persons on probation or parole, and with collecting urine samples to ensure compliance with conditions of probation or parole.
- Assisting the Alaska Court System by monitoring and reporting on the status of community work service assignments taking place in the community.
- Assisting the Alaska State Troopers (AST) with monitoring registered sex offenders who reside in the community.
- Attending training as required by the VPSO Program Manager.
- Participating in community based initiatives, as directed by the VPSO Program Manager, e.g. Choose Respect, Drug Abuse Resistance Education (D.A.R.E.), hunter safety education, Kids Don't Float, etc.
- May be required to guard people who are detained or under arrest and/or transporting them to the nearest jail.
- Working an assigned shift but may be required to work beyond the assigned shift, respond after hours, or on weekends and holidays.

### **Maintain VPSO issued equipment in good working order**

*by*

- Keeping a current inventory of all issued equipment with particular attention to maintenance scheduling for automobiles, water- craft and engines, snowmobiles, and all-terrain vehicles.

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- Promptly reporting any damage or malfunction of equipment to VPSO Program Manager.
- Performing routine maintenance or ensuring maintenance is completed on time by certified individuals.
- Agreeing to BBNA's vehicle use policy and not using equipment for personal business or allowing use of equipment by anyone that is not authorized.

**Keeps Management Informed**

*by*

- Attending partnering City and/or Village Council monthly meeting to deliver monthly report on public safety matters occurring in the community.
- Maintaining regular contact with, and updating the VPSO Program Manager and AST at least weekly, or more frequently as necessary.
- Notifying the VPSO Program Manager of incidents warranting counseling from AST.
- Making and submitting activity reports, dispatch cards, time cards and other information to the VPSO Program Manager as requested.

**Protect program integrity and client privacy**

*by*

- Agreeing to BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

**Travel in and out of region as necessary**

*by*

- Agreeing to BBNA's travel policies & procedures.

**Contribute to the overall team effort**

*by*

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

**WAGES: Refer to VPSO Salary Schedule**

**REPORTS TO:**

**DUTY STATION:**

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**Employee acknowledgment / date**

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**Supervisor / date**