



# VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

## INTERNAL ANNOUNCEMENT

*June 5, 2018*

The Virgin Islands Port Authority's Human Resources Division is now accepting applications for the following position:

<u>POSITION</u>	<u>GRADE</u>	<u>LOCATION</u>
(1) VIPA Law Enforcement Officer (K9)	LMS-01	Police - STX

Applications must be submitted to the Human Resources Division no later than Monday, June 18, 2018.

Job description attached.

**Desserie Harrigan**  
**Acting Human Resources Manager**

DH/kl

## VIPA LAW ENFORCEMENT OFFICER (K9)

### EXAMPLES OF WORK:

Work involves responsibility for the performance of a variety of assigned task in the maintenance of order and the protection of life and property on Port Authority Property and facilities. Employees in this classification are required to provided 24/7 care of Canine, monitor and enforce maintenance of laws, rules and/or regulations in accordance with established territorial and applicable Federal Statues. The nature of work requires that employees in this classification exercise judgment in enforcement of law. Demonstrate a courteous, firm and impartial demeanor when dealing with the public as well as be motivated with a strong independence to grasp new ideas quickly.

### ESSENTIAL JOB FUNCTIONS (Not all inclusive)

1. Incident Evaluation  
Responds to call for assistance or service on Port Authority property and facilities, obtaining appropriate information; determine whether incident is a civil Performs investigate procedure and necessary assistance; search places and things, protects life and property; preserves evidence and personal property.
2. Investigate Procedure  
Gathers information through interview, interrogation, and personal observation techniques, collects and preserves evidence.
3. Arrest/Detain/Search  
Within mandates of applicable law arrest and/or detains suspects restrain and/or subdues persons when necessary. Affects physical arrest or searching of people; appropriate use of force in compliance of governing statue and agency policy.
4. Officer Safety  
Applies appropriate safety precautions and procedures in performance of duties. Applies such requirement in potentially dangerous and/or hazardous situations. Maintains awareness of own location and location of other officers.
5. Public Interaction  
Provide assistance and information; explains procedures, policy, laws, reviews complaints. Advises violators, mediates disputes, comfort victims and control crowds.
6. Reporting  
Provides oral and written reports to supervisors, and appropriate agencies. Issues citations and summons, takes statements from victims and/or witnesses, completes general paper work generated by assignment.

## VIPA Law Enforcement Officer (K9)

-2-

7. Legal Knowledge

Demonstrates working knowledge of codes, laws, regulation and legal procedure (i.e. accurately detects crimes and violations and applies appropriate codes, laws or regulations). Complies with statutory requirements when making arrest, conducting searches and obtaining evidence. Writes reports that include all necessary legal elements.

8. Knowledge of Agency Policy & Procedures

Demonstrates working knowledge of agency policy, regulation and procedure (i.e.: ability to verbalize and apply them appropriately).

9. Patrol

Through implementation of working knowledge of procedures and techniques gained through training, education and experience; performs patrol of agency property and facilities, monitors security check points and passenger screening procedures, responds to calls or assistance or service on Port Authority Property and Facilities.

10. K9

Monitor and investigate suspicious activity and hazardous conditions in assigned patrol areas. Provide public safety by maintaining order, responding to emergencies, enforcing motor vehicle regulations, and directing traffic flow. Inspect public places such as airports, train terminals, office buildings, and border areas to detect the presence of illegal substances, explosive materials hidden bodies, and contraband.

## QUALIFICATIONS

- Current VIPA Law Enforcement Officer
- Satisfactory performance evaluation (most recent)
- Be in excellent physical and mental condition
- Have no criminal record
- Have a valid Virgin Islands Driver's License
- Must be able to work rotating shifts, Saturdays, Sundays, and Holidays
- Residence must be able to accommodate a kennel