

Introduced by: Mayor Matherly and Council Members  
Clark, Marney, Therrien, Rogers, and Cleworth  
Finance Committee Review: August 2, 2022  
Introduced: August 8, 2022

**ORDINANCE NO. 6217**

**AN ORDINANCE AMENDING THE PUBLIC SAFETY EMPLOYEES  
ASSOCIATION/CITY OF FAIRBANKS COLLECTIVE BARGAINING  
AGREEMENT TO ADD PUBLIC SAFETY ASSISTANT POSITIONS**

**WHEREAS**, the current collective bargaining agreement (CBA) between the Public Safety Employees Association, Fairbanks Police Department Chapter (PSEA), and the City of Fairbanks was ratified by both parties and became effective January 1, 2022, and

**WHEREAS**, Fairbanks General Code Section 42-1(h) provides that all amendments to labor contracts negotiated during the life of the contract must be approved by council ordinance; and

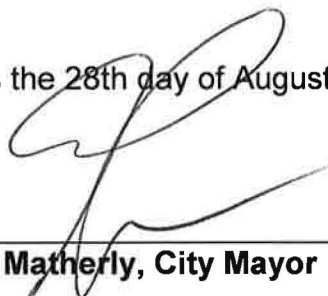
**WHEREAS**, the parties believe that adding Public Safety Assistant positions to the CBA will help address a number of important public safety concerns, such as providing additional security at Golden Heart Plaza; and

**WHEREAS**, the City and PSEA have negotiated the attached Memorandum of Agreement that will add Public Safety Assistant positions to the current CBA.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows.**

**Section 1.** The amendment to the PSEA/City of Fairbanks collective bargaining agreement, as set out in the Memorandum of Agreement, Attachment A hereto, is hereby approved.

**Section 2.** The effective date of this ordinance is the 28th day of August 2022.


  
\_\_\_\_\_  
**Jim Matherly, City Mayor**

YEAS: Rogers, Clark, Marney, Therrien, Cleworth  
NAYS: None  
ABSENT: Gibson  
APPROVED: August 22, 2022

ATTEST:

  
\_\_\_\_\_  
D. Danyielle Snider, MMC, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Paul J. Ewers, City Attorney

**CITY OF FAIRBANKS**  
**FISCAL NOTE**

**I. REQUEST:**

Ordinance or Resolution No: 6217

Abbreviated Title: ORDINANCE AMENDING PSEA CBA TO ADD PUBLIC SAFETY ASSISTANTS

Department(s): POLICE

Does the adoption of this ordinance or resolution authorize:

1) additional costs beyond the current adopted budget? Yes \_\_\_\_\_ No x

2) additional support or maintenance costs? Yes \_\_\_\_\_ No x

If yes, what is the estimate? see below

3) additional positions beyond the current adopted budget? Yes \_\_\_\_\_ No x

If yes, how many positions? \_\_\_\_\_

If yes, type of positions? \_\_\_\_\_ (F - Full Time, P - Part Time, T - Temporary)

**II. FINANCIAL DETAIL:**

<b>PROJECTS:</b>	<b>TOTAL</b>
SALARY & BENEFITS	\$ -
<b>TOTAL</b>	<b>\$ -</b>

<b>FUNDING SOURCE:</b>	<b>TOTAL</b>
GENERAL FUND	\$ -
<b>TOTAL</b>	<b>\$ -</b>

The proposed changes to the current Public Safety Employee Association (PSEA) Collective Bargaining Agreement will add Public Safety Assistants. The department will reduce two full-time Police Officer positions to add two full-time Public Safety Assistant positions. The annual salary for one position is \$85,220. **This request will result in salary savings; therefore, the budget will not require an amendment.**

Reviewed by Finance Department:

Initial mb

Date 8/3/2022

**Attachment A to Ordinance No. 6217**

**MEMORANDUM OF AGREEMENT**

**Between**

**CITY OF FAIRBANKS**

**And**

**PUBLIC SAFETY EMPLOYEES ASSOCIATION  
FAIRBANKS POLICE DEPARTMENT CHAPTER**

The City of Fairbanks (City) and the Public Safety Employees Association, Fairbanks Police Department Chapter (PSEA) hereby agree to amend their Collective Bargaining Agreement (2022 – 2024) as follows:

1. The position of “Public Safety Assistant” (PSA) will be added to the CBA with the qualifications, requirements, duties, and responsibilities as set out in the attached Job Description.
2. PSA compensation will be the same as the Administration Assistant.
3. For 2022, the City will seek to hire two full-time PSAs but may hire PSAs on a temporary or part-time basis.
4. These positions will be funded in the 2022 budget by the salary savings from not funding two police officer positions.

Dated this \_\_\_\_\_ day of August 2022

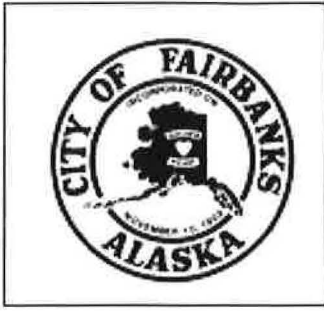
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Jim Matherly  
Mayor

Dated this \_\_\_\_\_ day of August 2022

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Andrew Wixon  
PSEA/FPDC President



## CITY OF FAIRBANKS JOB DESCRIPTION

JOB TITLE: Public Safety Assistant  
CLASSIFICATION NO: 2115  
DEPARTMENT: Fairbanks Police Department  
STATUS: Non-Exempt  
POSITION REPORTS TO: Police Corporal  
UNION: Public Safety Employees Association

### **JOB SUMMARY**

Under direction, performs general to more complex and responsible paraprofessional duties in a non-sworn capacity in support of Police Department operations, services, and functions including but not limited to the areas of patrol, traffic, community policing, records, front-desk, investigations, and program or project implementation and management; works closely with and provides support to sworn police officers to relieve sworn police officers of technical police related duties in the field and office; performs a variety of other duties based on the needs of the department including those related to special assignments.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

#### **General Functions:**

- Prepares basic criminal reports; completes and processes criminal FAX/mail-in reports; uses a computer terminal or personal computer to enter and retrieve data.
- Maintains various logs and records including those of work performed; provides updated criminal information log to citizens and media agencies; assists in writing Public Service Announcements.
- Participates in the development, administration and monitoring of assigned program budget(s) and fiscal activities, projects future funding needs.
- Testifies in court proceedings as required.
- Provides a full range of information to citizens and other interested parties; interprets, applies, and explains ordinances, rules, codes, and regulations; enforces codes; assists citizens needing medical attention until paramedics arrive; provides basic first aid.
- Attends and participates in local and regional training and professional group meetings; keeps informed of new trends and innovations; Performs related duties as required.

**Investigations:**

- Assists Police Officers and Detectives in crime investigation and reporting; takes reports and initiates investigations on assigned cases including minor property offenses with no suspects/leads.
- Assists with searches and assists with search warrants; prepares case supplements.
- Follows-up on information and data collected including in APSIN, with detectives, and with other agencies; writes and submits clear, concise, thorough, and factual reports.

**Patrol/Community Policing/Traffic Functions:**

- Patrols in a marked PSA vehicle in residential neighborhoods, commercial areas, and public parking lots as a visible deterrence to criminals, locate disabled/abandoned vehicles, parking violators or other related offenses. The PSA rides solo and is expected to represent the Fairbanks Police Department in a professional manner. The vehicles are marked PSA vehicles and the PSA is equipped with a radio to respond to our dispatch system. They do not have arrest powers and do not respond to crimes in progress.
- Responds to and assists at non-injury, minor injury, and major injury traffic collisions; provides first aid at the scene; provides traffic control at accident scenes and directs other responders/units and emergency medical personnel into the scene; requests tow trucks as necessary; impounds vehicles as necessary.
- Participates in searches including those for missing persons, runaways, and elderly/disabled walkaways.
- Provides traffic control; identifies and removes or coordinates the removal of traffic hazards; assists disabled motorists.
- Responds to non-medical calls for service involving incapacitated persons, including initial assessment, transport and in-processing at FCC if required; also includes medical screening at FMH if appropriate or required.
- Provides transportation services including but not limited to; non-suspect adults and children, non-injured collision victims, found individuals, runaways.
- Coordinates the removal of vehicles causing safety and traffic hazards off of City streets including abandoned, wrecked, or nuisance vehicles; and tagging vehicles; follows-up on vehicles that have been issued 24-hour notices; impounds vehicles as required; processes necessary forms and related paperwork.

**KNOWLEDGE, SKILLS, AND ABILITIES**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.*

**Knowledge of:**

- **Basic law enforcement organization, activities, terminology, practices, and regulations. Interviewing methods and principles.**
- **Evidence collection methods.**
- **Modern office procedures, methods and equipment including computers.**
- **Principles and practices of record keeping and reporting.**
- **Principles of business letter writing and basic report preparation.**

- **Computer applications such as word processing, spreadsheets, and statistical databases.**
- **Safe work methods and safety regulations pertaining to the work including officer safety standards and safe driving principles and practices.**
- **Effective communication skills and techniques required for gathering, evaluating and transmitting information.**
- **Principles and practices of customer service.**
- **Effective English usage, to include proper spelling, grammar and punctuation.**

**Ability to:**

- **Learn methods and techniques related to basic police functions.**
- **Understand, interpret, pertinent federal, state, and local codes, laws, and regulations including vehicle codes, penal codes, and municipal codes.**
- **Understand, interpret, and apply general and specific administrative and departmental policies, procedures, and guidelines.**
- **Prepare clear, concise, factual, and thorough reports and statements.**
- **Prepare, maintain, file, and index a variety of reports, records, and other written materials.**
- **Speak in public before large and small groups.**
- **Participate in the development and administration of program goals, objectives, and procedures.**
- **Identify and respond to community and organizational issues, concerns, and needs.**
- **Organize and prioritize timelines and project schedules in an effective and timely manner.**
- **Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.**
- **Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.**
- **Operate assigned vehicle in a safe manner.**
- **Use and operate assigned tools and equipment including portable radio, camera, audio recorder and defensive equipment.**
- **Exercise tact and judgment in responding to inquiries and resolving complaints and problems.**
- **Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.**
- **Demonstrate an awareness and appreciation of the cultural diversity of the community.**
- **Communicate clearly and concisely, both orally and in writing.**
- **Establish and maintain effective and courteous relationships with the public and co-workers and contribute to a successful team effort.**
- **Operate and use various office equipment, including a computer and various software packages.**

## **WORK ENVIRONMENT**

Some work is performed in an office environment. Occasional hazardous conditions and physical effort in dealing with armed or dangerous persons. Occasional exposure to inclement weather. Non-traditional work hours may be required; subject to recall when off-duty. Must wear a uniform and maintain grooming standards.

## **PHYSICAL**

**Physical:** Primary functions require sufficient physical ability to work in an office and field setting and operate assigned equipment.

**FREQUENT** walking, standing, reaching at shoulder height, downward flexion of neck, and side-to-side turning of neck; strong/power grasp to transport evidence, property, and people; manual dexterity to hold and manipulate paper, writing materials, hand-held radio, telephone, steering wheel, and computer.

**OCCASIONAL** sitting, bending, stooping, squatting, reaching above shoulder height, pushing pulling, twisting at waist, and upward flexion of neck; lifting of objects weighing up to 25 lbs. from below and at waist level, with assistance; lifting of objects weighing up to 10 lbs. from chest level to above shoulder level, with assistance; transporting of objects weighing up to 100 lbs. for distances up to one city block, with assistance.

**INFREQUENT** crawling, climbing, kneeling, balancing above ground; lifting of objects weighing 26-75 lbs. from below waist level to chest level, with assistance.

## **MINIMUM REQUIREMENTS**

Persons applying for this position should have the following experience and/or training:

- Applicant must be 18 years or older.
- A minimum of High School Diploma or GED is required. An Associate degree or higher from an accredited college or university is highly desirable.
- Two years of responsible work experience that has included substantial public contact related to public safety or three years of responsible public contact experience. Experience in a police-related field is desirable.
- Possession of an appropriate, valid driver's license.
- Possession of, or ability to obtain within designated timeframe, OC certification
- Possession of, or ability to obtain within designated timeframe, AED/CPR/First Aid certification.

- A minimum typing speed of 35 words per minute with a maximum of 5 errors. Applicants will be required to take a typing test from a reliable agency and have the results attached at the time the application is submitted.
- Must be able to pass a comprehensive background investigation, drug screen and physical examination (applicant paid).

I, \_\_\_\_\_, have received, reviewed and completely understand the entire contents of this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**The City of Fairbanks is an Equal Opportunity Employer.**

**Jim Matherly  
City Mayor**

**EST: 03/14  
REV: 07/2022**