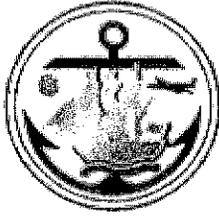


The Anchorage Police Department (APD) is now accepting applications for the Police Officer position until February 29, 2016. We are hiring for a spring 2016 academy. Qualified applicants will be invited to participate in a rigorous testing and interview process, including (but not limited to) the National Criminal Justice Officer Selection Inventory Test (NCJOISI2), a physical ability test, a polygraph exam, psychological assessment, and a thorough background check.

For complete information about the Anchorage Police Department's Patrol Officer testing and hiring process, you can visit www.joinapd.org. If you are currently a certified police officer with another department and are interested in attending a lateral academy, please call us at 907-786-8811. You can email the APD Recruitment Team at apdjobs@muni.org if you have any questions.


MUNICIPALITY OF ANCHORAGE

Department of Human Resources
632 W 6th Avenue, Suite 605
Anchorage, AK 99501

JOB #2015-01730

<http://www.muni.org/jol>

**INVITES APPLICATIONS FOR THE POSITION OF:
POLICE OFFICER (Patrol Officer Recruit) - Range PDB / 24**

An Equal Opportunity Employer

SALARY

\$31.82 - \$40.64 Hourly \$2,545.60 - \$3,251.20 Biweekly \$5,515.47 - \$7,044.27 Monthly
\$66,185.60 - \$84,531.20 Annually

OPENING DATE: 07/24/15

CLOSING DATE: 02/29/16

THE POSITION

Open to the general public and any current Municipal employee.

This announcement is for the recruitment of Police Officers. Applicants who are successful in the testing and selection process may be added to the eligibility list to be considered for positions that become available in the future.

This position is represented by the Anchorage Police Department Employees Association (APDEA) and is subject to the provisions of the current contract between the Municipality of Anchorage and the APDEA. If the person selected is not affiliated with the APDEA union, he or she must become a member in good standing within 31 days of beginning work.

DEPARTMENT: Anchorage Police Department

HOURS OF WORK: 40 per week; Shifts Vary

LOCATION OF WORK: 4501 Elmore Road, Anchorage, AK

EXAMPLE OF DUTIES

Enforcement of all criminal and traffic laws including the identification and apprehension of violators. Perform a variety of crime prevention and enforcement duties as assigned. Respond to complaints and requests for Police assistance and intervene in various situations as required. Enforce traffic regulations, direct traffic, investigate collisions and complete detailed collision reports. Conduct preliminary investigations; collect and preserve evidence. Maintain records and daily reports; prepare cases for court testimony. Testify in court as required. Coordinate with other agencies as required.

The duties and requirements of a Police Officer include, but may not be limited to, performance of the following activities: use of firearms, driving emergency vehicles, handcuffing prisoners, administering first aid, rescue operations, lifting and carrying 0-70 lbs, directing traffic, subdue prisoners, pursue suspects, walking-lateral mobility, walking over 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, finger dexterity, speaking, physically control combative and disruptive persons.

Physical audio / visual requirements include normal color discrimination, normal binocular coordination, normal peripheral vision, and corrected visual acuity of 20/30 or better in each eye. Normal color discrimination is defined as having the ability to discern the primary safety colors of red, green and yellow. Requires normal hearing or having no hearing defect which would adversely affect performance as a Police Officer.

MINIMUM QUALIFICATIONS / SUBSTITUTIONS / PREFERENCES

- Must be a citizen of the USA or resident alien eligible for employment in the USA
- High school diploma, GED, or equivalent
 - Associates Degree or higher preferred
- Must be at least 21 years old by date of hire
- Must possess a valid State of Alaska Driver's license by time of hire
- Must meet Alaska Police Standards Council (APSC) and Anchorage Police Department (APD) standards regarding misdemeanor and/or felony convictions, traffic violations and use of controlled substances. Such as:
 - No criminal convictions after reaching the age of 21
 - Convictions under age 21 will be individually assessed
 - No marijuana use within the past three (3) years
 - ***Refer to the Background Investigation information in the Notice Section for further, specific details.***

Applicants for this position will possess the following qualities:

- Unquestionable character and integrity
- Free of cultural and ethnic bias
- Strong ethical code in both personal and professional life
- Desire to diligently protect and serve the community through courage, compassion and respect
- Personal conduct above reproach

All position-required licenses or certifications must remain current for the duration of employment.

NOTICE

TESTING INFORMATION AND NOTIFICATION:

Applicants who meet the minimum qualifications, have acceptable employment records, and meet Municipal standards related to driving guidelines and criminal conviction history may be invited to participate in the Police Officer Testing process.

Applicants invited to test will be notified of the testing dates, times, and locations **via email and/or phone**. Ensure the email and phone number provided on the application are valid and current. Testing notifications will only be sent to the email address listed on the application.

An APD Police Officer is a professional and highly sought after position. Applicants should consider every step in the process as part of a professional job interview. Appearance and conduct during the process should exude professionalism. Applicants with unprofessional attire, such as jeans, shorts, t-shirts, or tennis shoes, may be turned away from testing or disqualified. This does not apply to the physical ability testing; appropriate workout clothing is required for this test.

If during any portion of the application, entry level testing or background process it is

discovered that the applicant falsified any material fact, or intentionally omitted or modified material facts, the applicant will not be eligible to re-apply or be considered for any position with the Anchorage Police Department.

Entry Testing Information:

All applicants must pass the entry level Police test by I/O Solutions. The written test is the National Criminal Justice Officer Selection Inventory Integrity 2 (NCJOSI2). For information regarding the written test, study guides and practice tests, go to www.publicsafetyrecruitment.com. Any cost related to this information is at the expense of the applicant.

Applicants must meet the minimum passing score to be advanced to the Physical Ability Test. NCJOSI2 test results are valid for two (2) years. Unsuccessful applicants are not eligible to re-apply for six (6) months from the date of testing.

Physical Ability Testing (PAT) Information:

For detailed information regarding these tests, refer to the APD recruitment website at: <http://www.muni.org/departments/police/joinapd/Pages/default.aspx>

Vertical Jump Test: The vertical jump test measures explosive power of the lower body, measuring the difference between vertical reach and height of reach during a vertical jump. The best measurement of 3 vertical jumps will be recorded. Applicants must be able to jump a minimum of 15.5 inches.

Sit-ups: This test measures muscular endurance of the abdominal musculature and will count the number of correct sit-ups completed in a one-minute duration. Applicants must complete 27 sit-ups in one (1) minute to pass.

Push-ups: This test measures muscular endurance of the upper body and will count the number of correct push-ups completed. Applicants must complete 15 push-ups to pass.

300 Meter Run: This test measures anaerobic power and will measure the time required to sprint 300 meters. Applicants must complete the course in 65.2 seconds to pass.

1 ½ Mile Run: This test provides an estimate of the cardio- respiratory fitness level and will measure the time required to run 1.5 miles. Applicants must complete the run in 15 minutes and 17 seconds to pass.

Applicants must successfully complete the Physical Ability Test in order to continue in the selection process. Unsuccessful applicants may retake the test after 30 days. Unsuccessful applicants can only test a total of three (3) times within a one (1) year period.

CONDITIONAL OFFER OF EMPLOYMENT – BACKGROUND PHASE:

Applicants who successfully complete the Physical Ability Test will be given a "Conditional Offer of Employment". The six (6) Steps and conditions of employment are listed below.

Step 1: Preliminary Interview:

The preliminary interview is a structured interview focused on behavior relevant to the essential job elements required for the position of Police Officer. The applicant's interview skills, employment history, driving history, illegal substance abuse history and other relevant information will be assessed to determine if the applicant meets Anchorage Police Department standards.

Step 2: Background Investigations:

The Background Investigation is a critical examination of an applicant's past work and personal history. The Background Investigation phase takes the majority of time in the application process.

Applicants who are not successful during the Background Investigation phase are eligible to re-apply two (2) years from the date of the conditional offer.

If during any portion of the process/background investigation it is discovered the applicant committed an act or acts which would constitute felonious conduct under Statutes, except the specific exclusions regarding simple possession and/or use of a controlled substance, the applicant will not be eligible to re-apply or be considered for any position with the Anchorage Police Department.

The investigation consists of:

- Employment history
- Criminal and civil history checks
- Military records
- Driving history checks
- Credit history checks

Interviews with:

- Spouses/significant others
- Employers, co-workers
- Neighbors
- Secondary developed references

Eliminating Factors are listed below. Includes but is not limited to:

CRIMINAL CONVICTIONS

Conviction of a felony crime by a civilian court of a US State, Federal Court, Territory, or Military Court or any other Country for an offense which would be classified as a felony under Alaska Statute.

Misdemeanor criminal conviction after reaching 21 years of age (at time of crime).

Misdemeanor criminal convictions that occur before 21 years of age will be evaluated on a case-by-case basis.

SUBSTANCE ABUSE

Illegally manufactured, transported or possessed with intent to sell or distribute, or who has sold a controlled substance and/or an imitation controlled substance.

Illegally used any controlled substance, including prescription medication not prescribed, other than marijuana, within ten (10) years of the date of application (unless under the age of 21 at the time).

Used marijuana to any degree within three (3) years of the date of application, regardless of marijuana's legal status at the time.

To any degree, used an illegal controlled substance while employed as a certified Municipal, State, or Federal peace officer, correctional officer, or military law enforcement officer.

Step 3: Psychological Assessment:

The Psychological Assessment is a two-part process, and is used to determine suitability for the position. The first part is a written exam, and the second part is an interview with a State of Alaska licensed Psychologist. The written exam can take approximately 4 – 6 hours to complete.

Applicants must successfully complete the Psychological Assessment in order to continue in the selection process. Unsuccessful applicants may re-apply after two (2) years.

Step 4: Polygraph Examination:

Successful applicants will be required to submit to a Polygraph Examination.

Applicants must successfully complete the Polygraph Examination in order to continue in the selection process. Unsuccessful applicants may re-apply after two (2) years.

Step 5: Command Review and Chief's Selection:

After passing all previous steps and phases, applicant files will be forwarded to a command review, where a panel of no less than three command level officers will review applicant files before they are forwarded to the Chief for final selection. Unsuccessful applicants may re-apply after two (2) years.

Step 6: FINAL CONDITIONAL OFFER OF EMPLOYMENT:

The Municipal Employment Office will contact the selected applicants to make a final conditional offer of employment. The final conditional offer of employment is based upon successful completion of the remaining conditions of employment:

- Medical examination by an MOA designated licensed physician to determine if the applicant is physically sound and free from physical defects that would adversely affect the performance of duties required by a Police Officer
- Satisfactory passing a drug screen
- Submission of a current copy of the applicants State of Alaska Driver's License
- Submission of a current (dated within 30 days from the date requested) copy of his/her Department of Motor Vehicle driving record, including a driving record from previous states if the Alaska Driver's License was first issued within one year prior to application, documenting an acceptable driving history. The processing fee(s) are the responsibility of the selected applicant.

For information on acceptable driving history, please refer to the [MOA Driving Conviction Guidelines](#).

All information from pre-employment examinations are the property of the Municipality of Anchorage (MOA) and are confidential. Copies of any pre-employment examinations will not be provided to the applicant by the MOA or the medical examiner.

Selected applicants must successfully complete these remaining conditions in order to be hired. Unsuccessful applicants may re-apply after two (2) years.

VETERANS PREFERENCE

Veterans who wish to be considered for interview preference as allowed in the Personnel Rules 3.30.031 D must attach a copy of their DD Form 214 to the application. The DD Form 214 must show an honorable discharge. Minimum Qualifications of the position must be met for preference consideration.

The MOA is an EO and AA employer and complies with Title I of the ADA.

APPLY ONLINE AT:
<http://www.muni.org/job>
 OR
 632 W 6th Avenue, Suite 605,
 Anchorage, AK 99501

JOB #2015-01730
 POLICE OFFICER (PATROL OFFICER RECRUIT) - RANGE PDB /
 24
 AC

POLICE OFFICER (Patrol Officer Recruit) - Range PDB / 24 Supplemental Questionnaire

- * 1. Do you have a high school diploma, GED or equivalent?
 - Yes
 - No
- * 2. Are you 21 years of age or older **OR** do you understand you must be at least 21 years of age by date of hire?
 - Yes
 - No
- * 3. Do you currently possess a valid State of Alaska Driver's license?
 - Yes
 - No, but able to obtain one by the time of hire
 - Do not have the ability to obtain one by the time of hire
- * 4. Are you a citizen of the United States of America, or a Resident Alien with the legal right to accept employment in the United States?
 - Yes
 - No
- * 5. Police Officers must meet established standards set by the Alaska Police Standards Council and the Anchorage Police Department. To determine if you meet these requirements, please answer the following questions. Your answers can be verified through a detailed interview assessment, psychological exam, background investigation, and polygraph examination.
 - I understand
- * 6. Have you ever been convicted of a felony by an Alaska court or any other state, United States territory, military court, or have any conviction in another country for an offense which would be classified as a felony under Alaska Statute, as an adult?

- Yes
 No

7. If yes, list conviction(s), date of conviction(s), and the sentence.

* 8. Have you used marijuana to any degree within the past three (3) years?

- Yes
 No

* 9. Have you ever been convicted of any misdemeanor crime since your 21st birthday?

- Yes
 No

10. If yes, list each conviction(s), the date of conviction(s) and the sentence.

* 11. Have you ever been denied certification as a police officer or has your basic certification ever been revoked?

- Yes
 No

* 12. Have you illegally grown, manufactured or sold a controlled substance before your 21st birthday and within 10 years of this application? (Marijuana, Cocaine, Opiates, Amphetamines, LSD, or other drugs.)

- Yes
 No

* 13. Have you illegally grown, manufactured or sold a controlled substance since your 21st birthday? (Marijuana, Cocaine, Opiates, Amphetamines, LSD, or other drugs.)

- Yes
 No

* 14. Have you ever illegally used a controlled substance, including prescription medication not prescribed to you, since your 21st birthday?

- Yes
 No

* 15. Have you had 3 or more moving violations (citations) within the last three (3) years?

- Yes
 No

16. If yes, list detail regarding violations.

* 17. Have your driving privileges been suspended, revoked, or cancelled within the last three (3) years?

- Yes
 No

18. If yes, list detail regarding violations.

* 19. How did you hear that the Anchorage Police Department was hiring?

- AFD Open House
- Fort Hood ACAP Job Fair (Summer)
- Northway Mall Hiring Fair
- BP Picnic
- Bear Paw Festival
- JBER Car Show
- Arctic Thunder
- Tanana Valley State Fair
- Alaska State Fair
- AARP Preparedness Expo
- Alaska Women's Show
- Great Alaska Aviation Gathering
- BYU Career Fair
- UAF Career Fair
- Veterans and Military Spouses Career Fair
- UAA Career Fair
- Denali Alaskan FCU Member Appreciation Day
- Anchorage Market
- City Wide Career & Job Fair
- Great Alaska Sportsman Show
- Mat-Su Employer Expo
- Spring Fling for Women
- Fort Hood ACAP Job Fair (Winter)
- EOC Job Fair
- ADN Job Fair
- Custom Cycle Show
- Polynesian Cultural Flag Day
- MOA website (www.muni.org)
- APD website (www.joinAPD.org)
- Out of State College Campus Job Posting
- Police One website
- Facebook
- Craigslist
- Alaska Police Standards Website
- John Jay College Career Fair
- Other

20. If you selected "Other" in the above question, please indicate where below:

* Required Question