



**CITY OF KODIAK**  
invites applications for the position of:

## **Police Officer**

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<b>SALARY:</b>	\$29.50 Hourly \$2,360.00 Biweekly
<b>DEPARTMENT:</b>	Police Department
<b>OPENING DATE:</b>	03/10/22
<b>CLOSING DATE:</b>	Continuous
<b>DESCRIPTION:</b>	

The City of Kodiak is recruiting for a full-time **Police Officer**. Under general supervision, this position performs a variety of duties involved in the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities. Based on the needs of the Department, a Police Officer may be eligible to serve as a police instructor, field training officer, or school resource officer.

After successful completion of any required police academy and roughly a fifteen week field training program, this position must have a working knowledge of laws, rules, court decisions relating to criminal/victim rights, civil rights, criminal justice and law enforcement procedures, City of Kodiak ordinances, department policies and procedures; knowledge of scientific methods of crime detection, criminal identification and radio communication; knowledge of governing laws and ordinances; thorough knowledge of the geography of the town; the ability to maintain cooperative relationships with City officials and the general public; ability to evaluate the effectiveness of criminal investigative procedures; ability to write clearly and accurately to prepare their own reports and court documents; ability to testify clearly and accurately in court; and be resourceful and use sound judgement in emergencies. The Police Officer must be characterized by unquestionable personal and professional character and integrity, be free of cultural and ethnic bias, maintain a strong ethical code in both personal and professional life, desire to diligently protect and serve the community through courage, compassion and respect, and display personal conduct above reproach.

The Police Department provides quality law enforcement services to the community and assistance to citizens who request services that may be related to the well-being of life, health, and property in the community. The Police Officer contributes to Department operations by performing a full range of law enforcement duties including those related to crime prevention, protection of life and property, suppressing crime, apprehending and prosecuting offenders, regulating non-criminal conduct, and preservation of the public peace. The Police Officer must perform these duties in a manner that reflects positively on the City and the Department.

### **EXAMPLES OF ESSENTIAL DUTIES:**

- Patrols designated areas of the City in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws

and ordinances; protects real and personal property by providing security checks of residential, business, and public premises; maintains awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issues warnings and citations.

- Responds to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, and related incidents; conduct welfare checks; investigates complaints and takes appropriate action, which may include the use of deadly or non-deadly force; uses sound judgment under adverse, stressful conditions.
- Conducts investigations at scenes of incidents to which summoned or incidents observed; determines what, if any crime has been committed; identifies, collects, preserves, processes, and enters evidence; locates and interviews victims and witnesses; identifies and interviews suspects.
- Serves as liaison and public relations officer to the public; establishes and preserves good relationships with the general public; answers questions from the public concerning local and state laws, procedures, and activities of the department; makes presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police activities.
- Directs traffic at special events, other emergency situations and fires; provides traffic and crowd control at events. Enforces vehicle and traffic laws which includes checking speed with radar and making traffic stops.
- Prepares and serves search and arrest warrants; apprehends and arrests offenders for crimes committed under federal, state and local laws and codes; controls and mitigates people under the influence of drugs or alcohol or other potentially hostile situations.
- Performs specialized activities such as negotiating with suicidal individuals, training new recruits, investigating crimes, and/or preparing warrants.
- Initiates and completes reports, legal documents, and other required paperwork; prepares a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepares investigative reports and case information.
- Participates in continuous training to remain current on principles, practices, and new developments in the law enforcement profession and to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
- Maintain confidentiality as required.
- Testifies in courts and at administrative hearings; prepares and presents case evidence; responds to court subpoenas when off duty.
- Maintains the integrity, professionalism, philosophies, attitudes, and values of the Police Department by assuring that all rules and regulations are followed.
- Ensure timely responses to requests from coworkers, supervisors, management, other law enforcement agencies, and other agencies.
- Additional responsibilities may include serving as a police instructor, field training officer, or school resource officer.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

1. Must be at least 21 years of age.
2. Must have a minimum high school diploma or General Educational Development (GED).
3. Valid Alaska driver's license or ability to obtain within 30 days of hire.
4. Applicant must meet all requirements to be a Police Officer under Alaska Administrative Code (13 AAC 85.), and as a condition of continued employment with the City, a Police Officer is required to gain and/or maintain a police certification as required under 13 AAC 85.
5. Obtain and maintain an Alaska Public Safety Information System (APSIN) security clearance.
6. Must be able to work non-traditional work hours with varying schedules on a rotational basis including weekend days and evenings, holidays, and shift extensions; providing

- coverage twenty-four (24) hours a day, seven (7) days a week. Requiring work that exceeds 40 hours per week. Subject to scheduled overtime and/or recall when off duty.
7. Up to one year of specialized or technical training beyond high school, and one year of law enforcement experience; or, an equivalent combination of education and experience that provides the applicant with knowledge, skill, and ability to successfully perform the essential duties of the job.

#### **DESIRABLE QUALIFICATIONS:**

1. Alaska Police Standards Council (APSC) certificate.
2. Possess an Associate's degree or Bachelor's degree from an accredited college or university.
3. Experience as an officer: police, military, or law enforcement related employment experience.

#### **SUPPLEMENTAL INFORMATION:**

##### **POLICE TRAINING ACADEMY:**

If sent to the Public Safety Training Academy, as a requirement of police certification, an academy training wage will be paid.

##### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: balancing, stooping, crouching, reaching, standing, walking, running, climbing, lifting, pushing, pulling, grasping, finger dexterity, feeling, talking, hearing, smelling, seeing and repetitive motions. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Primary functions require sufficient physical ability to work inside and outside in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Employees must maintain a level of physical fitness sufficient to perform the essential duties, and may be required to meet a Department standard evaluated through annual testing.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

##### **WORKING CONDITIONS:**

Some work performed in an office environment. Occasional hazardous conditions and physical effort in dealing with armed or dangerous persons. Occasional exposure to inclement weather. Occasional exposure to toxic chemicals and fumes, biological and hazardous materials, drugs, and weapons. Personal protective equipment is provided and must be used in accordance with best practices, federal and state laws, and City/Department policies and operating procedures. May be subjected to fumes, odors, dusts, gases, poor ventilation, oils, bodily fluids, extreme temperatures, inadequate lighting, workspace restrictions, and intense noises.

Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.;

incumbents required to work various shifts, including evenings, weekends, and holidays, work irregular hours, irregular days, overtime, or on short notice; frequent compulsory changes in work shifts, overtime work, and other factors. Regular contact with the general public, criminal suspects, and various public agencies and departments, as well as other federal, state and local law enforcement agencies.

This position is frequently placed in positions of high mental stress due to extreme job demands, competing work priorities, and routine encounters with persons who are confrontational. The ability to effectively handle this type of situation, as well as assist victims and their families in a compassionate manner is essential.

Non-traditional work hours may be required; shift assignments and days off rotate. Work exceeds 8 hours a day or 40 hours per week. Required to take breaks and meals when workload permits. Subject to mandatory training, scheduled overtime, and/or recall when off duty.

**APPLICATION PROCESS** - The application package includes the documents listed below. Please carefully proofread and submit as one application package. Incomplete applications may be disqualified from further review.

1. City of Kodiak Employment Application
2. [Waiver of Liability and Release Form](#)
3. Copy of high school diploma or GED certificate
4. Copy of DD-214 if prior military
5. Optional, but highly encouraged; Cover Letter, Resume, and any other documents relevant to this position

**SELECTION PROCESS** - Successful applicants may be invited to participate in the following:

- Physical Fitness Assessment (26 sit-ups in a minute; 22 consecutive push-ups; 1.5 mile run in 15 minutes and 28 seconds)
- Written Exam
- Oral Board Interview

**PRE-HIRE CONDITIONS OF EMPLOYMENT** - Successful completion of the selection process may result in an official conditional offer of employment, which includes successful completion of the following:

- Complete Alaska Police Standards Council F3 Personal History Statement
- Pass an extensive background investigation
- Pass a pre-employment drug test
- Pass a medical evaluation
- Pass a truth verification examination
- Pass a psychological examination

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.city.kodiak.ak.us/hr>

Position #21-00054  
POLICE OFFICER  
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710 Mill Bay Road  
Kodiak, AK 99615  
907-486-8653

[hr@city.kodiak.ak.us](mailto:hr@city.kodiak.ak.us)

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## Police Officer Supplemental Questionnaire

- \* 1. Are you a citizen of the United States of America?
  - Yes
  - No
- \* 2. Are you currently 21 years of age or older?
  - Yes
  - No
- \* 3. Do you have a high school diploma or General Educational Development (GED) certificate?
  - Yes
  - No
- \* 4. Police Officers must meet established standards set by the Alaska Police Standards Council and the Kodiak Police Department. To determine if you meet these requirements, please answer the following questions. Your answers will be verified through a detailed interview assessment, psychological exam, background investigation, and a truth verification exam.
  - I understand
- \* 5. Have you ever been denied certification as a Police Officer or has your certification ever been revoked or suspended in any jurisdiction?
  - Yes
  - No
- \* 6. Have you ever been convicted of a felony by an Alaska court or any other state, United States territory, military court, or 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 ever been convicted of a crime involving domestic violence by any of the courts mentioned above?
  - Yes
  - No
- 9. If yes, list each conviction(s), the dates of conviction(s) and the sentence.
- \* 10. Have you been convicted, in the 10 (ten) years immediately before this application, of a crime of dishonesty or a crime of moral turpitude or a crime that resulted in serious physical injury to another person by any court described above?
  - Yes
  - No
- \* 11. Have you been convicted of two (2) or more DWI/DUI crimes during the 10 (ten) years preceding this application?
  - Yes
  - No
- \* 12. Have you used marijuana within one year of completing this application?
  - Yes

No

\* 13. Have you in the last 10 (ten) years illegally manufactured, transported, or sold a controlled substance, while over the age of 21?

Yes

No

\* 14. Have you illegally used a controlled substance, other than marijuana, including scheduled prescription medications not prescribed to you within the last five (5) year, while over the age of 21?

Yes

No

\* 15. Do you currently possess a valid State of Alaska Driver's License OR are you able to obtain a State of Alaska Driver's License by date of hire?

Yes, I currently have a valid Alaska Driver's License

No, but I AM ABLE to obtain a valid Alaska Driver's License by the date of hire

I do NOT have the ability to obtain an Alaska Driver's License by the date of hire

\* 16. This position requires Criminal Justice Information System (CJIS) clearance. The following questions are related to the ability to obtain CJIS clearance. Do you have any felony criminal convictions?

Yes

No

\* 17. Are there any pending criminal charges against you?

Yes

No

\* 18. Have you had three (3) or more moving violation (citations) within the last three (3) years?

Yes

No

19. If yes, list detail regarding violations.

\* 20. Have your driving privileges been suspended, revoked, or cancelled within the last three (3) years?

Yes

No

21. If yes, list detail regarding violations.

\* Required Question