



City of Cordova
601 First St.
P.O. Box 1210
Cordova, Alaska 99574
Phone: (907) 424-6100
Fax: (907) 424-6000
Email: policechief@cityofcordova.net
Web: www.cityofcordova.net

CITY OF CORDOVA

Office of Chief of Police

JOB ANNOUNCEMENT

The Human Resources Department is accepting applications for a Regular, Full-Time
PUBLIC SAFETY OFFICER

STARTING PAY RANGE: \$30.66 - 36.03 per hour, DOE, + benefits

**RECRUITMENT BONUS of \$5,000. +/- OFFERED FOR OFFICERS, DEPENDING ON LEVEL OF
APSC CERTIFICATION**

UP TO \$5,000. MOVING EXPENSES REIMBURSED, BASED UPON RECEIPTS PRESENTED

APPLICATIONS WILL BE REVIEWED AS RECEIVED

Applications and additional information available at City Hall; 424-6223

The City of Cordova is an equal opportunity employer

JOB DESCRIPTION

<u>POSITION TITLE:</u>	<u>PUBLIC SAFETY OFFICER</u> Serves a 12-month probationary period
<u>DEPARTMENT:</u>	<u>PUBLIC SAFETY</u>
<u>SUPERVISOR:</u>	<u>POLICE CHIEF</u>
<u>POSITION SUMMARY:</u>	ENFORCES CITY AND STATE CRIMINAL LAWS, PROTECTS LIFE AND PROPERTY; ENSURES PUBLIC SAFETY IN THE CITY.

ESSENTIAL FUNCTIONS:

1. Enforces law for the protection of the community.
2. Responds to emergency calls involving public safety.
3. Investigates criminal complaints.
4. Conducts searches and seizures; collects, prepares and presents evidence; testifies in court.
5. Works cooperatively with State and Federal Enforcement agencies, as necessary to achieve public safety needs of the City.
6. Writes investigative, incident, activity, and similar reports.
7. Makes arrests.
8. Enforces motor vehicle laws; pursues and apprehends violators; enforces "driving under the influence" laws, including collecting evidence and operating blood alcohol testing device.
9. Performs preventative public safety patrols.
10. Reconstructs and investigates accident scenes.
11. Performs jail duties.

MARGINAL FUNCTIONS:

1. Operates official police vehicle and performs facilitates maintenance and minor repairs as needed.
2. Trains city employees and the public in crime prevention and related public safety activities.

OTHER RESPONSIBILITIES:

1. Performs other duties as assigned.

EDUCATION, EXPERIENCE AND ESSENTIAL SKILLS:

1. High School diploma or GED required; college degree preferred.
2. Successful completion of an Alaska Police Standards Council [APSC] approved academy is required within 12 months. Current certification as a Police Officer and/or Graduation from an accredited Police Academy is highly preferred.
3. Possess a Basic Certificate from the Alaska Police Standards Council, or ability to obtain such certification within 12 months of date of hire. (Certified out of state officers must attend a two-week APSC recertification academy in Alaska within 12 months).
4. Working knowledge of: state statutes and municipal ordinances, applicable laws of arrest, search, and seizure; applicable rules of evidence; criminal activity; collection and preservation of evidence; courtroom procedures; accident reconstruction; applicable public safety policies and procedures; legal liabilities, preferred.
5. Demonstrated ability to: Interpret and apply motor vehicle codes and criminal laws; communicate effectively in English both orally and in writing; organize data and testify in court; operate a vehicle in pursuit situations; physically restrain subjects; make arrests; proficiently use weapons and operate equipment associated with public safety.
6. Ability to interface and work with the public, peers, supervisors, local and governmental officials and agencies with discretion, tact and courtesy.
7. Ability to work with minimal supervision, handling multiple tasks; establishing priorities and schedules and meeting deadlines.
8. Ability to work flexible hours and shifts, including night and/or weekend work as necessary.
9. Possess and maintain a valid Alaska driver's license in good standing.
10. Obey all safety rules.
11. Ability to carry out orders with precision and speed.
12. Ability to make decisions quickly and accurately.
13. Ability to complete all required training as determined by the Chief of Police and/or City Manager.
14. Must be able to engage in extensive physical exertion such as running, climbing and jumping over or under obstacles in pursuit of criminal suspects requiring the ability to use both arms and both legs effectively. May also be required to lift, drag or use other means to move injured persons or persons in dangerous situations. May be exposed to extreme weather conditions and may be required to assist citizens stranded due to weather related emergencies. May be exposed to verbal and physical abuse by suspects or other people encountered in antagonistic situations. Periodic examinations of physical agility may be required.

ABOUT THE CORDOVA POLICE DEPARTMENT HIRING PROCESS:

Applicants should be aware of the following hiring process followed by the City of Cordova Police Department:

1. Applicants complete and submit by mail, fax or e-mail the required signed and notarized City of Cordova Job Application, Release of Information Waiver and APSC F-3 Form. (The original forms should be mailed if initially submitted by fax or e-mail)
2. Applicants are initially screened for minimum qualifications and disqualifying driving and/or Criminal Histories
3. Accepted applicants will be required to pass a written National Police Officer Selection Test (Proctored or in-person)
4. Successful applicants will then be invited to an initial interview, either in person or electronic
5. Selected candidates will be offered a conditional offer of employment providing they:
 - a. Pass subsequent psychological testing and a comprehensive background investigation;
 - b. Submit APSC F-2 Health Questionnaire indicating they are physically fit for duty; and
 - c. Pass the City of Cordova mandatory pre-hire drug screening.
6. A formal offer of hire and report date is presented to the successful candidate(s)

If you have any questions or concerns about this process please contact the Interim Police Chief, Nate Taylor at (policechief@cityofcordova.net) or the Human Resources Director, Cindy Appleton at (humanresources@cityofcordova.net).

Application For Employment

City of Cordova
P.O. Box 1210
601 1st St.
Cordova, Alaska 99574
(907)-424-6200

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

Position Applied For		Date of Application	
Last Name		First Name	Middle Name
Mailing Address		City	State Zip Code
Telephone Number(s)			
Email Address			

Have you ever worked for the City of Cordova? Yes No

Do you have any family working for the City of Cordova? Yes No

Do you have family currently serving on the City Council? Yes No

If yes, please list : _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available for work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain:

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School	High School	Undergraduate College/University	Graduate / Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received. State any additional information you feel may be helpful to us in considering your application.				

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.
1.
2.
3.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

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Job Title	Supervisor			
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Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If the City of Cordova decides to engage an agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

I understand that any offer of employment with The City of Cordova is contingent upon my passing any required physical examinations. I acknowledge that it is the policy of The City of Cordova that all applicants submit a sample of urine for controlled substances contained in 49CFR, part 40. I further understand that the purpose of this analysis is to determine a negative test result. I hereby consent to this request for a urine sample and agree to participate in the City's drug and alcohol program if, I am hired by The City of Cordova.

Date _____ Signature _____



Cordova Department of Public Safety

P.O. Box 1210 – 602 Railroad Avenue – Cordova, AK 99574

Phone: (907) 424-6100 Fax: (907) 424-6120

Email: policechief@cityofcordova.net

TO WHOM IT MAY CONCERN: I am an applicant for a position with the Cordova Department of Public Safety, and/or City of Cordova. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relative information concerning my personal and employment history be disclosed to the Department.

I hereby authorize any representative of the Cordova Department of Public Safety and/or City of Cordova, bearing the release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Cordova Department of Public Safety and/or City of Cordova, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Cordova Department of Public Safety, and/or City of Cordova to consider in determining my suitability for employment in that Department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints of grievances filed by or against me, the records or recollections of attorneys-at-law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of said records, including all of your organization's officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

I direct you to release such information upon request of the duly accredited representative of the Cordova Department of Public Safety and/or City of Cordova, regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

Fore and in consideration of the Cordova Department of Public Safety's and/or City of Cordova's acceptance and processing of my application for employment, I agree to hold your organization, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Cordova Department of Public Safety and/or City of Cordova, in conjunction with employment procedures.

I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Cordova Department of Public Safety and/or City of Cordova, in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of signature.

This waiver is valid for a period of _____ from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his against and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Name: _____

Telephone Number: (____) _____

Address: _____

Date of Birth: _____

City/St/Zip: _____

Social Security Number: _____

Signature: _____

Date: _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____

NOTARY: _____ FOR THE STATE OF _____

MY COMMISSION EXPIRES: _____