



City of Kodiak
KODIAK POLICE DEPARTMENT
Office of the Chief of Police



CITY OF KODIAK JOB ANNOUNCEMENT
Police Officer

CLASSIFICATION and WAGE: B24: Starting at \$22.41/hour DOE/DOQ
Internal Posting: February 3 - 9, 2021
Open to the Public: February 10, 2021 - Open until filled

The City of Kodiak is recruiting for a regular full-time **Police Officer** in the Kodiak Police Department.

RESPONSIBILITIES: A Police Officer is responsible for protecting and defending persons and property and the rights of members of the general public against injury, loss, or disturbance resulting from criminal or disorderly acts, accidents, and other hazards. Responsible for interpretation, application, and enforcement of city, state and federal laws within legally-recognized guidelines. Specific responsibilities include, but are not limited to: conducting patrol duties; apprehending suspects and taking statements; responding to emergencies; directing traffic; investigating crimes; preparing documents and drafting search warrants; and writing reports.

MINIMUM REQUIREMENTS:

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. Demonstrate strong written and oral communication skills.
5. 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.
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. Possess an Associate's degree or Bachelor's degree from an accredited college or university.
2. Experience as an officer: police, military, or law enforcement related employment experience.

KNOWLEDGE, SKILLS & ABILITIES: Knowledge of modern police practices and methods; departmental procedures, rules and regulations; effective methods of investigation; applicable federal, state, and local laws and ordinances are preferred.

PHYSICAL REQUIREMENTS: Position typically requires: balancing, stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Position requires 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 force constantly to move objects. May be subjected to fumes, odors, dusts, gases, poor ventilation, oils, bodily fluids, extreme temperatures, inadequate lighting, workspace restrictions, and intense noises.

WORKING CONDITIONS: 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. Must wear a uniform and maintain grooming standards.

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. Eligibility for Employment as a Police Officer Form
3. Waiver of Liability and Release Form
4. Copy of valid driver's license
5. Copy of high school diploma or GED certificate
6. Copy of DD-214 if prior military

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

- Written Exam
- Pre-Assessment Suitability Exam
- Physical Fitness Assessment
- 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 completion of the following:

- Complete Alaska Police Standards Council F3 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

Submit completed and signed original City of Kodiak employment application to the City Manager's Office at 710 Mill Bay Road, Room 114 by 4:00 P.M. M-F. Please see our website <http://www.city.kodiak.ak.us/hr/jobs> for a complete job description, City of Kodiak employment application, and all other required forms. Faxed or emailed applications will not be accepted. The City of Kodiak offers a generous benefits package, which includes vacation and sick leave, 100% employer paid medical insurance and public employees' retirement.

Mike Tvenge, City Manager

Timothy Putney, Chief of Police

The City of Kodiak is an Equal Opportunity Employer

"Striving for excellence – Serving the community"

2160 Mill Bay Road – Kodiak, Alaska 99615 – 907.486.8000 voice – 907.486.8925 fax