



JOB ANNOUNCEMENT

POLICE OFFICER

PERMANENT FULL-TIME POSITION

40 hours per week

\$33.25- \$35.63 Hourly (DOQ)

Do you want to be a part of a professional, established law enforcement team?

Do you have what it takes to promote and enforce city, state, and federal laws?

If you have the energy, compassion, and commitment to help serve the citizens of Juneau, join our team and help make a difference!

This is a fully benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, leave, and retirement credit through PERS (Public Employees' Retirement System).

Juneau Police Department.....Committed to Service and Excellence

RESPONSIBILITIES:

- Conducts patrols on foot, bicycle, or in a police car to observe activities found on City-Borough streets, business establishments, residential areas, and public areas. Uses discretion as to when to take enforcement actions or initiate peacekeeping measures.
- Operates police car or other vehicle; observes the public; investigates accidents, determines violations of applicable laws, issues citations; takes necessary action to enforce compliance with federal, state, and local laws and city ordinances.
- Takes charge of situations which require involvement of law enforcement personnel, such as, car accidents, emergencies, and public disturbances. Assesses the situation and determines immediate response to ensure protection of life and property. Administers first aid, directs traffic, and requests emergency assistance or vehicles. Performs on-site personal interviews and records facts.
- Responds to calls for service or through self-initiated activity investigates civil and criminal complaints, crimes, disturbances or other unusual circumstances; evaluates the situation and determines if violations of the law occurred or if police action is required, then takes appropriate action.
- Questions and obtains statements from witnesses, collects and preserves evidence, prepares criminal and civil complaints, serves process papers and citations.
- Refers victims to appropriate agencies, such as, Family and Youth Services, medical authorities, or appropriate domestic violence programs.
- Properly uses specialized police equipment, such as, cameras, radar, blood-alcohol testing instruments, radios, and various less lethal and deadly weapons.
- Apprehends, pursues, restrains, and detains suspects and violators. Makes arrests and transports prisoners.
- Testifies in court in both civil and criminal cases.
- Prepares reports of investigations, activities, and conditions that are dangerous to the public or are of unusual circumstances.
- Assists other law enforcement agencies.
- Completes special duty assignments, such as, public speaking, conducting search and rescue operations, conducting public educational programs, and special training sessions. Performs special police/community relations, investigation unit, or metro unit assignments.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Must be a citizen of the United States; **AND**

High School graduation or possession of a GED certificate; **AND**

Not less than 21 years of age at time of appointment; **AND**

Applicants must possess or obtain a valid Alaska Driver's License by date of appointment.

CONTINUED ON BACK SIDE

NOTE: As part of the selection process, applicants are subject to a background investigation that includes a criminal background review, fingerprinting, investigative review, and polygraph examination. All information provided by the applicant will be verified. Applicants who materially misrepresent any information provided in the employment process will be excluded from further consideration or dismissed if already employed. Appointment to Police Officer positions will be made conditionally pending successful completion of all portions of the background process, the medical evaluation, psychological evaluation, and receipt of verified negative results of pre-employment testing for controlled substances.

NOTE: Although marijuana usage is legal in Alaska, such drug use is not federally legal. Furthermore, according to departmental policy, an applicant with marijuana use in the past one (1) year will be automatically disqualified.

NOTE: This is a benefited and union represented position. For more details about benefits, please visit the following website: <https://beta.juneau.org/human-resources/benefits>

Standards applied for selection will be not less than the Basic Standards for Police Officers. (13 AAC 85)

EXAMINATION

PublicSafetyTesting.com conducts the City and Borough of Juneau's written and physical agility examinations. All applicants, including Juneau residents, must go through this process and pass the examinations prior to being considered for employment. Please visit their website at: www.PublicSafetyTesting.com and you will be able enroll online and select the testing date, time and location* most convenient for you. For further information, e-mail: info@PublicSafetyTesting.com or call 1.866.HIRE-911.

* Dates for periodic testing in Juneau, Alaska will be posted on the above website.

CLOSING DATE

Applicants must be registered for testing with **PublicSafetyTesting.com** no later than 4:30 PM the business day before the next testing date.

Testing dates will be established and posted on the HR webpage, please see **Police Officer Testing Dates** document for current, local testing dates.

Please refer to the Public Safety Testing website for testing dates and locations outside of Juneau.

RECRUITMENT IS OPEN AND CONTINUOUS

WHERE TO APPLY

PublicSafetyTesting.com

Mail completed application to:

City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward St.
Juneau, Alaska 99801
<https://beta.juneau.org/human-resources>

OR

Visit our website below for instructions on how to submit applications via email:

<https://beta.juneau.org/human-resources/employment-opportunities>

Drop off completed application to:

City and Borough of Juneau
Human Resources Risk Mgmt. Department
107 Municipal Way, Suite 101
Juneau, Alaska 99801

OR

Fax completed application to:

(907) 586-5392

NOTE TO APPLICANTS

Once all vacancies are filled, this recruitment will be used to create an eligible list to fill future vacancies which may occur within the next twelve months subject to an interview and re-evaluation of the candidate's current job performance. At the discretion of the Chief of Police, the eligible list may be extended up to two years from the effective date.

The City and Borough of Juneau may revise or change the examinations or examining procedure at any time during the period, and require candidates to meet the revised examination procedures or pass the revised examinations to maintain eligibility for appointment. Successful applicants will be notified by the Juneau Police Department for the next step of the recruitment process.

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER