



## **JOB ANNOUNCEMENT**

### **POLICE OFFICER-LATERAL ENTRY**

PERMANENT FULL-TIME POSITION

**\$36.31 - \$41.66 Hourly (DOQ)**

**Officers with at least 1 year of experience in their respective field: \$36.31**

**3 years - \$37.59**

**4 years - \$38.88**

**5 years - \$40.25**

**6 years or more - \$41.66**

*Are you a **current or former Police Officer** who has the energy, compassion and commitment to help serve the citizens of Juneau? Come 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, & 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 or United States National; **AND** High School graduation or possession of a GED certificate; **AND** Not less than 21 years of age at time of appointment; **AND** must possess or obtain a valid Alaska Driver's License by date of appointment.

### **Selection Criteria:**

Service within any police/law enforcement department/agency in the State of Alaska. Cumulative related service in Alaska **must include a minimum of one year** of uniform patrol duty as a commissioned law enforcement officer (DPS Academy Certified)

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AND validated evidence of successful completion of a related training academy certified by the appropriate state, federal or local regulatory or oversight agency.

If outside the state of Alaska, service in a city or metropolitan must include a minimum of one year as defined below:

- Service in a city of at least 5,000 population as defined by the U.S. Office of Management and Budget; **OR**
- Service in a city that is part of a Metropolitan Area with at least 25,000 population as defined by the U.S. Office of Management and Budget; **AND**
- Cumulative related service must include a minimum of one year of uniformed patrol duty as a commissioned law enforcement officer AND validated evidence of successful completion of a related training academy certified by the appropriate state, federal or local regulatory or oversight agency.

A current or former Police Officer must be in “Good Standing” to be employed or re-employed to a full service Police Department. Currently employed Police Officers must be able to discharge all their duties without any administrative, mental, or disciplinary hindrance. Retired or former Police Officers (before retirement/separation) , must have been authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for any violation of law, and had statutory powers of arrest; this does not include retired/former Police Officers who resigned in lieu of discipline or potential discipline.

NOTE: Military Police, Detention/Correction Officer, Reserve Officer, Park Ranger/Park Police, Capital Police, Detention/Jail/Court Security Sheriff’s Deputy or Marshall, Special District Police, Railroad Police, Village Public Safety Officer, and federal law enforcement personnel will **NOT** be considered as previous related experience.

**Extra Experience Points:**

- 1) 0 points given for 1 year of experience
- 2) 5 points given for Police Officers with 2 or more years of experience
- 3) 10 points given for Police Officers with 2 or more years of experience and have an Alaska Police Standards Council Police Officer Certificate

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

**SELECTION PROCESS**

- 1) Submit CBJ application
- 2) Physical Fitness Test
- 3) Oral Board Interview
- 4) Phase 1 Psychological Testing
- 5) Conditional Job Offer
- 6) Background/Polygraph/Phase 2 Psychological Testing
- 7) Final Job Offer
- 8) Medical Examination and Controlled Substances Screening

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: Applicants who materially misrepresent any information provided in the employment process will be excluded from further consideration or dismissed if already employed.**

**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>

**CLOSING DATE**

A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department to be considered. **This bulletin announces open until filled.**

**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 CBJ 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.

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**WHERE TO APPLY:**

**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

**THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER**