

The Anchorage Police Department (APD) is now accepting applications for the Lateral Alaska Police Standards Council (APSC) certified Police Officer position until January 3, 2016. We are hiring for a May 2016 academy. Qualified applicants will be invited to participate in a rigorous testing and interview process, including (but not limited to) the National Criminal Justice Officer Selection Inventory Test (NCJOISI2), a physical ability test, a polygraph exam, psychological assessment, and a thorough background check. For complete information about the Anchorage Police Department's Patrol Officer testing and hiring process, you can visit [www.joinapd.org](http://www.joinapd.org). This recruitment is for current APSC certified Police Officers. If you are interested in attending an abbreviated lateral academy, please call us at 907-786-8811. You can email the APD Recruitment Team at [apdjobs@muni.org](mailto:apdjobs@muni.org) if you have any questions.



## Current Job Openings



**Job Title:** LATERAL ALASKA POLICE OFFICER (Patrol Officer) - Range APD / 35

**Closing Date/Time:** Sun. 01/03/16 5:00 PM Alaska Time

**Salary:** \$31.82 - \$40.64 Hourly  
\$2,545.60 - \$3,251.20 Biweekly  
\$5,515.47 - \$7,044.27 Monthly  
\$66,185.60 - \$84,531.20 Annually

**Job Type:** Regular / Full Time

**Location:** 4501 Elmore Road, Anchorage, Alaska

**Department:** Anchorage Police Department

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### [Job Information: Benefits Supplemental Questions](#)

Open to the general public and any current Municipal employee.

***This recruitment is for current certified Police Officers with the Alaska Police Standards Council (APSC). Current APSC certified Police Officers will progress through an abbreviated academy process.***

***Applicants who are NOT currently certified as a Police Officer with APSC must apply to the Police Officer (Patrol Officer Recruit) announcement at [www.Muni.org/JOL](http://www.Muni.org/JOL) to be considered.***

***Applicants who are successful in the testing and selection process may be added to the eligibility list to be considered for positions that become available in the future.***

This position is represented by the Anchorage Police Department Employees Association (APDEA) and is subject to the provisions of the current contract between the Municipality of Anchorage and the APDEA. If the person selected is not affiliated with the APDEA union, he or she must become a member in good standing within 31 days of beginning work.

**DEPARTMENT:** Anchorage Police Department (APD)

**HOURS OF WORK:** 40 per week; Shifts Vary

**LOCATION OF WORK:** 4501 Elmore Road, Anchorage, AK

Notes:

*The salary pay rates in this announcement reflect the current 2015 pay scale rates. In accordance with the APDEA Collective Bargaining Agreement (CBA), the 2016 pay scale will be effective the first full pay period of 2016 with an hourly range of \$32.62-\$42.70 per hour.*

*Within 30 days of hire, lateral officers may be evaluated for placement at an advanced pay step, depending on experience, at the discretion of the Chief of Police and the ER Director.*

*In accordance with the APDEA CBA, after successful completion of probation, employees are eligible for educational pay benefits of the below amounts for college degrees issued by an accredited institution as recognized by the Council for Higher Education Accreditation (CHEA):*

*4% for an Associate's Degree*

*8% for a Bachelor's Degree*

**Example of Duties::**

Enforcement of all criminal and traffic laws including the identification and apprehension of violators. Perform a variety of crime prevention and enforcement duties as assigned. Respond to complaints and requests for Police assistance and intervene in various situations as required. Enforce traffic regulations, direct traffic, investigate collisions and complete detailed collision reports. Conduct preliminary investigations; collect and preserve evidence. Maintain records and daily reports; prepare cases for court testimony. Testify in court as required. Coordinate with other agencies as required.

The duties and requirements of a Police Officer include, but may not be limited to, performance of the following activities: use of firearms, driving emergency vehicles, handcuffing prisoners, administering first aid, rescue operations, lifting and carrying 0-70 lbs, directing traffic, subdue prisoners, pursue suspects, walking-lateral mobility, walking over rough terrain, bending, stooping, crouching, sitting, standing, standing for long periods, kneeling, twisting body, pushing, pulling, running, sense of touch, reaching, gripping hands and fingers, climbing stairs, climbing ladders, hearing alarms, hearing voice conversation, color identification, close vision, far vision, side vision-depth perception, night vision, maintaining balance, finger dexterity, speaking, physically control combative and disruptive persons.

Physical audio / visual requirements include normal color discrimination, normal binocular coordination, normal peripheral vision, and corrected visual acuity of 20/30 or better in each eye. Normal color discrimination is defined as having the ability to discern the primary safety colors of red, green and yellow. Requires normal hearing or having no hearing defect which would adversely affect performance as a Police Officer.

**Minimum Qualifications / Substitutions / Preferences:**

- **Must currently possess a current Police Officer certification with the Alaska Police Standards Council (APSC).**
- Must be a citizen of the USA or resident alien eligible for employment in the USA
- High school diploma, GED, or equivalent
  - Associates Degree or higher preferred
- Must be at least 21 years old by date of hire
- Must possess a valid State of Alaska Driver's License by time of hire
- Must meet Alaska Police Standards Council (APSC) and Anchorage Police Department (APD) standards regarding misdemeanor and/or felony convictions, traffic violations and use of controlled substances. Such as:
  - No criminal convictions after reaching the age of 21
  - Convictions under age 21 will be individually assessed
  - No marijuana use within the past three (3) years
  - *Refer to the Background Investigation information in the Notice Section for further, specific details.*

**NOTE:**

***In order to be considered a Lateral Alaska Police Officer candidate, applicants must attach a copy of their current APSC Police Officer certification to the application.***

**Applicants for this position will possess the following qualities:**

- Unquestionable character and integrity
- Free of cultural and ethnic bias
- Strong ethical code in both personal and professional life
- Desire to diligently protect and serve the community through courage, compassion and respect
- Personal conduct above reproach

All position-required licenses or certifications must remain current for the duration of employment.

**ONLY applicants who currently hold APSC Police Officer certification will be forwarded for testing.**

***Applicants who are NOT currently certified as a Police Officer with APSC must apply to the Police Officer (Patrol Officer Recruit) announcement at [www.Muni.org/JOL](http://www.Muni.org/JOL) to be considered.***

**Additional Important Information:**

**TESTING INFORMATION AND NOTIFICATION:**

Applicants who meet the minimum qualifications and are currently certified as a Police Officer with APSC, have acceptable employment records, and meet Municipal standards related to driving guidelines and criminal conviction history may be invited to participate in the Lateral Alaska Police Officer Testing process.

**ONLY applicants who are currently hold APSC Police Officer certification will be forwarded for testing. Applicants who are NOT currently certified as a Police Officer with APSC must apply to the Police Officer (Patrol Officer Recruit) announcement at [www.Muni.org/JOL](http://www.Muni.org/JOL) to be considered.**

Applicants invited to test will be notified and confirmed of the testing dates, times, and locations **via email and/or phone**. Ensure the email and phone number provided on the application are valid and current. Testing notifications will only be sent to the email address listed on the application.

An APD Police Officer is a professional and highly sought after position. Applicants should consider every step in the process as part of a professional job interview. Appearance and conduct during the process should exude professionalism. Applicants with unprofessional attire, such as jeans, shorts, t-shirts, or tennis shoes, may be turned away from testing or disqualified. This does not apply to the physical ability testing; appropriate workout clothing is required for this test.

If during any portion of the application, entry level testing or background process it is discovered that the applicant falsified any material fact, or intentionally omitted or modified material facts, the applicant will not be eligible to re-apply or be considered for any position with the Anchorage Police Department.

**Entry Testing Information:  
(Approximately 01/11/16 - 01/29/16)**

All applicants must pass the entry level Police test by I/O Solutions. The written test is the National Criminal Justice Officer Selection Inventory Integrity 2 (NCJOSI2). For information regarding the written test, study guides and practice tests, go to [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com). Any cost related to this information is at the expense of the applicant.

Applicants must meet the minimum passing score to be advanced to the Physical Ability Test. NCJOSI2 test results are valid for two (2) years. Unsuccessful applicants are not eligible to re-apply for six (6) months from the date of testing.

**Physical Ability Testing (PAT) Information:  
(Approximately 01/11/16 - 01/29/16)**

For detailed information regarding these tests, refer to the APD recruitment website at: <http://www.muni.org/departments/police/joinapd/Pages/default.aspx>

**Sit-ups:** This test measures muscular endurance of the abdominal musculature and will count the number of correct sit-ups completed in a one-minute duration. Applicants must complete 27 sit-ups in one (1) minute to pass.

**Push-ups:** This test measures muscular endurance of the upper body and will count the number of correct push-ups completed. Applicants must complete 15 push-ups to pass.

**300 Meter Run:** This test measures anaerobic power and will measure the time required to sprint 300 meters. Applicants must complete the course in 65.2 seconds to pass.

**1 ½ Mile Run:** This test provides an estimate of the cardio- respiratory fitness level and will measure the time required to run 1.5 miles. Applicants must complete the run in 15 minutes and 17 seconds to pass.

Applicants must successfully complete the Physical Ability Test in order to continue in the selection process. Unsuccessful applicants may retake the test after 30 days. Unsuccessful applicants can only test a total of three (3) times within a one (1) year period.

**CONDITIONAL OFFER OF EMPLOYMENT – BACKGROUND PHASE:  
(Approximately 01/11/16 - 01/29/16)**

Applicants who successfully complete the Physical Ability Test will be given a "Conditional Offer of Employment". The six (6) Steps and conditions of employment are listed below.

**Step 1: Preliminary Background Interview:**

The preliminary interview is a structured interview focused on behavior relevant to the essential job elements required for the position of Police Officer. The applicant's interview skills, employment history, driving history, illegal substance abuse history and other relevant information will be assessed to determine if the applicant meets Anchorage Police Department standards.

## **Step 2: Background Investigations:**

The Background Investigation is a critical examination of an applicant's past work and personal history. The Background Investigation phase takes the majority of time in the application process.

Applicants who are not successful during the Background Investigation phase are eligible to re-apply two (2) years from the date of the conditional offer.

If during any portion of the process/background investigation it is discovered the applicant committed an act or acts which would constitute felonious conduct under Statutes, except the specific exclusions regarding simple possession and/or use of a controlled substance, the applicant will not be eligible to re-apply or be considered for any position with the Anchorage Police Department.

The investigation consists of:

- Employment history
- Criminal and civil history checks
- Military records
- Driving history checks
- Credit history checks

Interviews with:

- Spouses/significant others
- Employers, co-workers
- Neighbors
- Secondary developed references

Eliminating Factors are listed below. Includes but is not limited to:

## **CRIMINAL CONVICTIONS**

Conviction of a felony crime by a civilian court of a US State, Federal Court, Territory, or Military Court or any other Country for an offense which would be classified as a felony under Alaska Statute.

Misdemeanor criminal conviction after reaching 21 years of age (at time of crime).

Misdemeanor criminal convictions that occur before 21 years of age will be evaluated on a case-by-case basis.

## **SUBSTANCE ABUSE**

Illegally manufactured, transported or possessed with intent to sell or distribute, or who has sold a

controlled substance and/or an imitation controlled substance.

Illegally used any controlled substance, including prescription medication not prescribed, other than marijuana, within ten (10) years of the date of application (unless under the age of 21 at the time).

Used marijuana to any degree within three (3) years of the date of application, regardless of marijuana's legal status at the time.

To any degree, used an illegal controlled substance while employed as a certified Municipal, State, or Federal peace officer, correctional officer, or military law enforcement officer.

**Step 3: Psychological Assessment:**

**(Approximately 01/11/16 - 01/29/16 written exam;  
Approximately 02/29/16-03/04/16 interview)**

The Psychological Assessment is a two-part process, and is used to determine suitability for the position. The first part is a written exam, and the second part is an interview with a State of Alaska licensed Psychologist. The written exam can take approximately 4 – 6 hours to complete.

Applicants must successfully complete the Psychological Assessment in order to continue in the selection process. Unsuccessful applicants may re-apply after two (2) years.

**Step 4: Polygraph Examination:**

**(Approximately 03/07/16 - 03/16/16)**

Successful applicants will be required to submit to a Polygraph Examination.

Applicants must successfully complete the Polygraph Examination in order to continue in the selection process. Unsuccessful applicants may re-apply after two (2) years.

**Step 5: Command Review and Chief's Selection:**

**(Approximately 03/21/16-03/27/16)**

After passing all previous steps and phases, applicant files will be forwarded to a command review, where a panel of no less than three command level officers will review applicant files before they are forwarded to the Chief for final selection. Unsuccessful applicants may re-apply after two (2) years.

**Step 6: FINAL CONDITIONAL OFFER OF EMPLOYMENT:**

**(Approximately 04/04/16 - 04/08/16)**

***The Lateral Police Officer Academy is anticipated to start May 2nd, 2016.***

The Municipal Employment Office will contact the selected applicants to make a final conditional offer of employment. The final conditional offer of employment is based upon successful completion of the remaining conditions of employment. Selected applicants must successfully complete these remaining conditions in order to be hired. Unsuccessful applicants may re-apply after two (2) years.

**PRE-EMPLOYMENT REQUIREMENTS:**

- Medical examination by an MOA designated licensed physician to determine if the applicant is physically sound and free from physical defects that would adversely affect the performance of duties required by a Police Officer.
- Satisfactory passing a drug screen
- Submission of a current copy of the applicants State of Alaska Driver's License
- Submission of a current (dated within 30 days from the date requested) copy of his/her Department of Motor Vehicle driving record, including a driving record from previous states if the Alaska Driver's License was first issued within one year prior to application, documenting an acceptable driving history. The processing fee(s) are the responsibility of the selected applicant.

For information on acceptable driving history, please refer to the [MOA Driving Conviction Guidelines](#).

All information from pre-employment examinations are the property of the Municipality of Anchorage (MOA) and are confidential. Copies of any pre-employment examinations will not be provided to the applicant by the MOA or the medical examiner.

**VETERANS PREFERENCE:**

Veterans who wish to be considered for interview preference as allowed in the Personnel Rules 3.30.031 D must attach a copy of their DD Form 214 to the application. The DD Form 214 must show an honorable discharge. Minimum Qualifications of the position must be met for preference consideration.

**NOTICE:**

The Municipality Of Anchorage participates in the U.S. Department of Homeland Security E-verify Program. For more information, please go to <http://www.uscis.gov/E-verify>. E-Verify® is a registered trademark of the U.S. Department of Homeland Security.

**The MOA is an EO and AA employer and complies with Title I of the ADA.**