

City of Homer



Police Officer Hiring Procedures

*Thank you for your interest in a career in law enforcement with the
City of Homer Police Department.*

Applications are available and accepted only during an advertised opening. Applicants are required to complete a City of Homer application and an Alaska Police Standard F3 form.

Our priority when advertising is to seek certified Police Officers. We are also interested in applicants with any type of law enforcement background, a college degree or military experience. All applicants are encouraged to apply if you meet the minimum qualifications for a police officer. The starting salary range for an entry level Police Officer I is \$22.26 to \$24.49 depending on previous law enforcement experience and education.

The Homer Police Department policy on hiring is based upon standards set by the Alaska Police Standards Council, the City of Homer Municipal Code and Department Policy and Procedures Manual. The Alaska Police Standards Council set minimum standards for Police Officers. Detailed information can be found in 13 AAC 85.005.120.

It is the policy of the Homer Police Department to obtain the best police officers possible. To that end, the department shall practice a regimented, rigorous selection procedure while simultaneously affording equal opportunity to everyone regardless of race, creed, color, sex, national origin, or age.

HIRING PROCESS

1. Applications are received in the Personnel Office until the advertised closing date.
2. Applications are forwarded from Personnel to the Police Department where they are reviewed for qualifications.
3. Applicants selected will be notified in writing by police department regarding scheduling dates for written test. The written exam may include a reading/writing comprehensive component. The applicant must achieve a score no less than the minimum score established for the test.
4. Upon successfully passing the written test a background investigation will be completed.
5. Upon successfully passing the written test and background investigation applicants will be scheduled for an oral board interview at the police department.
6. Upon successful completion of oral board, applicant will be given a conditional offer of employment based on successfully passing the psychological exam, polygraph and physical examination.
7. Upon successful completion of the above employee will start work as a police officer.

MINIMUM QUALIFICATIONS

- A. The minimum qualifications that all applicants for the position of police officer must meet include:
1. Minimum age of 21.
 2. Must pass a polygraph examination as part of the background investigation.
 3. Must be physically sound and free from physical defects which would adversely affect performance as a police officer (to be determined at medical examination)
 4. High school graduate or equivalent. Associates or Bachelors degree in criminal justice preferred, but not required.
 5. Must pass a written examination.
 6. Must pass a background investigation which includes a check of references, credit history, inquiry as to character and reputation, health history, and a fingerprint-based criminal records check.
 7. Must pass an oral board interview.
 8. Must pass a psychological screening process.
 9. Must meet minimum standards for certification as a police officer as set out in statute by the Alaska Police Standards Council.
 10. Must have a valid driver's license.
- B. To comply with ADA requirements the physical, psychological and polygraph examinations will not be completed until a conditional offer of employment is made to the applicant.
- C. The officer assigned to investigate the applicant shall:
1. Obtain the applicant's driving record from APSIN & NCIC.
 2. Have applicant sign appropriate release forms.
 3. If applicant has recently lived outside Homer, request records checks through agencies in applicant's previous communities.
 4. Obtain references from applicant's current and past employers.
 5. Obtain NCIC/APSIN records check.

6. Conduct interviews of neighbors near applicant's residences over the past three years if possible.
7. Provide a complete background investigation file to the chief of police or lieutenant.

ELIMINATING CRITERIA

1. Controlled Substance Abuse

The Homer Police Department shall eliminate from consideration any applicant who has:

- a. Illegally manufactured, transported or possessed with intent to sell or distribute, or who has sold a controlled substance and/or an imitation controlled substance.
- b. Illegally used any controlled substance, other than marijuana, within ten (10) years of the date of application (unless the person was under the age of twenty-one [21] years at the time of using the controlled substance).
- c. Illegally used LSD after their eighteenth [18] birthday.
- d. Used any illegal controlled substance to any degree, including marijuana, after their 25th birthday.
- e. 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.

2. Criminal Conduct

The Homer Police Department shall eliminate from consideration any applicant who:

- a. Has been convicted of a felony crime by a civilian court of the state, the United States, another state or territory, or by a military court, or any other conviction in another country for an offense which would be classified as a felony under Alaska Statute.
- b. Makes a statement to a background investigator, polygraph examiner or psychologist, that he or she committed an act or acts which would constitute felonious conduct under Alaska Statutes, except the specific exclusions regarding simple possession and/or use of a controlled substance found in this section.

- c. Has been convicted during the ten (10) years preceding the date of application for hire as a police officer, of a misdemeanor crime of dishonesty or moral turpitude, or a misdemeanor crime which resulted in a physical injury to another person, by a civilian court of this state, the United States, another state or territory, a military court, or any court of any other Country.
- d. Has been convicted of any misdemeanor assault charge or any misdemeanor offense involving the use of a weapon if the conviction was within ten (10) years immediately preceding the date of application.
- e. Has been convicted of two or more misdemeanor crimes during the ten (10) years immediately preceding the date of application.

3. Traffic Offenses

The Homer Police Department may eliminate from consideration any person who:

- a. Has three (3) or more convictions for moving violations, regardless of the court of jurisdiction, within the three (3) year period immediately preceding the date of application.
- b. Has had his or her driving privileges suspended, revoked or canceled within the five (5) year period immediately preceding the date of application.
- c. Has outstanding traffic warrants for their arrest at the time of application.
- d. Has been convicted of the offense of Driving While Intoxicated during the five (5) years immediately preceding the date of application.

4. Juvenile Criminal Misconduct

All juvenile criminal misconduct, except those cases in which the juvenile was waived to adult court, will be considered on a case by case basis.

5. Misrepresentation

Applicants will be rejected immediately upon:

- a. discovery of the falsification of any material fact or information provided by the applicant; or
- b. any intentional omission or modification of material fact or information provided by the applicant.

DEFINITIONS

1. “Good moral character” is defined by Chapter 13 AAC 85.900 as:

“Good moral character” means the absence of acts or conduct that would cause a reasonable person to have substantial doubts about an individual’s honesty, fairness, and respect for the rights of others and for the laws of the State and the Nation.

For the purpose of this standard, a determination of lack of “good moral character” is not restricted to acts that reflect moral turpitude, but may be based upon a consideration of all aspects of a person’s character. The following indicate the lack of good moral character:

- a. Illegal conduct.
- b. Illegal purchase, use, possession, transportation, distribution, cultivation, manufacture or sale of any controlled substance, any imitation controlled substance, or alcohol in an area that has adopted a local option under A.S.04.11.490 - A.S. 04.11.500.
- c. Conduct including moral turpitude, including dishonesty, fraud, deceit or misrepresentation.
- d. Intentional deception or fraud, or attempted deception or fraud in an application, examination, or other document for securing employment, eligibility or certification.
- e. Conduct that adversely reflects on a person’s fitness to perform as a police, probation, parole or correctional officer.
 1. Examples include intoxication while on duty, unauthorized absences from duty not involving extenuating circumstances, or a history of personal habits off the job which could affect the officer’s performance on the job, such as excessive use of alcohol. Undue familiarity with inmates, probationers or parolees is conduct that adversely reflects on a person’s fitness to perform as a police, probation, parole or corrections officer.
 2. The term conviction includes any subsequent sentence modification from whatever authority, including suspended imposition of sentences (SIS) or executive clemency or pardon.

LATERAL ENTRY

An already-commissioned police officer in another Alaska agency must still meet the criteria set forth above. The department may give preference to an applicant who is already certified in the State of Alaska or a state with reciprocal certification.

EMPLOYMENT

The first day of employment for a Police Officer involves:

- A visit to the Personnel Office to complete paperwork for payroll and benefit information and a quick review of the rules and regulations for city employees
- Measuring for Uniform and ordering work gear
- Oath of Office
- Photo ID
- Review of Police Policy and Procedure

Police Officers are placed on one year probation with reviews at 3, 6, 9 and 12 months.

TRAINING

If a Police Officer is hired that is not certified the City will contact the Public Safety Academy in Sitka to arrange training at their next available class. The Public Safety Academy offers two classes per year. New hires will train in Homer under a Field Training Officer until the start date for the Academy. The City will pay travel and costs to attend the Academy. While you are at the academy you will receive wages and benefits from the City of Homer.

The Academy will last 15 weeks and includes all tuition, housing, meals, most training equipment and supplies. Students are required to maintain their personal living quarters, building, vehicles and common areas to para-military inspection standards. The cost of attending the Academy if you are not sponsored by the City is \$8000.

Basic skills that one must possess in order to succeed at the Academy:

- Ability to read and comprehend Federal and State Laws
- Ability to use senses, and demonstrate sound reasoning and judgment
- Act and think quickly in emergency situations
- Ability to communicate effectively, both orally and in writing
- Operate a motor vehicle with a valid drivers license
- Differentiate colors
- General computer literacy
- General mathematics
- Leaderships abilities

Students must also meet the following minimum requirements for physical fitness standards at the Academy upon arrival:

- 25 push-ups
- 27 sit-ups in one minute
- 1.5 mile run less than 15:12

During your training you will learn:

- Rules of Evidence
- Report Writing
- First Aid
- Domestic Violence Investigations
- Traffic Enforcement
- Constitutional Rights
- Use of Force training
- Physical methods of arrest
- Physical conditioning
- Emergency vehicle operations

When you return from the Academy you will spend the next three months working with a series of three different Field Training Officers who will train and monitor your performance. You will be trained and evaluated on the subjects you have learned at the academy as well as topics specific to the Homer Community. After attending the Academy and one year on the job you will receive a Basic Certificate from the Alaska Police Standards Council.

Under State law all police officers are required to meet the Alaska Police Standards requirements. As previously mentioned, they must attend a training academy and spend an additional year on the job to receive a basic certification. The Alaska Police Standards Council also awards intermediate and advanced certifications based on various combinations of years of service, training and college credit or degree. Police Officers are eligible for promotions after receiving these certifications.

The City of Homer has Officers and Supervisors that have been certified by the Alaska Police Standards Council to conduct ongoing training to personnel in the following areas:

- Firearms
- Less-lethal use of force to include defensive tactics, pepper spray, police baton and taser
- Emergency vehicle operations
- Traffic accident investigation
- CPR/AED
- Felony investigations

The Homer Police Department prides itself on keeping our officers trained in the most current police procedures to protect our officers and the citizens of Homer.

CITY OF HOMER EMPLOYEE BENEFITS

The City of Homer has a set of formally adopted Personnel Rules and every employee is given a copy. Listed below is a brief list of benefits provided to employees. If you have further questions please contact the Personnel Office at 907-235-8121 ext 2225.

Holidays

Employees receive 11 paid holidays a year, plus their birthday.

Leave with Pay

1st Year	12 hours per month	18 days per year*
2nd Year	14 hours per month	21 days per year
3rd-5th Year	16 hours per month	24 days per year
6th-9th Year	18 hours per month	27 days per year
10th-14th Year	20 hours per month	30 days per year
15th Year and Over	23.33 hours per month	35 days per year

* Days per year are based on 8 hour days. Leave with pay is a combined bank for sick and vacation.

Sick Leave Bank

Employees will receive 40 hours of sick leave per year in addition to the regular accrued leave bank.

Retirement Plan

The City participates in the State Public Employees Retirement System (PERS). There are two retirement plans.

Employees hired by the City prior to 7-1-06 are Defined Benefit Plan employees. Employees are vested after five years of service. The mandatory employee contribution is 6.75% for all employees except Police and Fire which is 7.5%.

Employees hired by the City after 7-1-06 are Defined Contribution Plan employees. The mandatory employee contribution is 8%. Vesting for employer contributions is based on the following schedule: 25% after 2 years of service, 50% after 3 year, 75% after 4 years and 100% after 5 years.

Insurance

The City is self insured for major medical, vision and dental benefits. Coverage is for the employee, spouse and unmarried children to a specific age. Currently no contribution is required by employees. You are eligible for coverage on the first day of the month following one full month of employment. Medical coverage is 90% with a \$100 deductible per person, \$300 per family. Dental is 80% with a maximum limit of \$1500 with a \$50 deductible per person, \$150 per family. Vision is 80% for exams and a set amount for glasses, frames and contacts.

Life Insurance

The city pays for a life insurance policy which amounts to your annual salary. You are eligible for coverage on the first day of the month following 3 full months of employment. You may also enroll and pay for an add-on life insurance policy.

Aflac

Pre-taxed supplemental policies, such as accident, cancer and disability may be purchased through payroll deductions. Flex One spending accounts for medical or day care expenses can also be set up during open enrollment periods.

Probationary Period

All employees are placed on a six month probationary period except police department employees who are placed on a one year probationary period. After successfully completing your six month probationary period you will be eligible for a merit increase. Merit increases are given annually thereafter based on successful completion of your annual evaluation.

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

POLICE OFFICER I

Department:	Public Safety	Sub-Department:	Police Services
Reports To:	Police Sergeant	Backed Up By:	Police Officer I's
Supervises:	None	Backs Up:	Police Officer II's
Pay Range:	14	Classification:	Full Time/Regular

GENERAL FUNCTIONS

General duty police work in the protection of life and property and preservation of peace through enforcement of laws and ordinances.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. Patrols the City of Homer to preserve the peace, prevent criminal operations and enforce state and local laws.
2. Responds to assignments and complaints often involving substance abuse, domestic disputes, fires, automobile accidents, and misdemeanor and felony crimes.
3. At crime and accident scenes administers first aid, conducts investigations, gathers, protects and transports physical evidence, locates witnesses, and prepares and submits detailed written reports.
4. Responsible for apprehension, arrest and booking of defendants.
5. Investigates complaints from public and takes appropriate enforcement action or refers to other agencies as required.
6. Prepares evidence to substantiate criminal complaints, serves criminal processes, including warrants; testifies in court as required.
7. Provides routine assistance to public.
8. Performs other duties as directed by superior officers.

OTHER JOB RELATED REQUIREMENTS

Must conform to minimum standards for police officers as prescribed in the Alaska Police Standards Act which includes, but is not limited to, the following:

1. Must be a citizen of the United States or a resident alien in the United States who intends to become a citizen of the United States.

2. Must be 21 years of age or older.
3. Must not have been convicted by a court of a crime:
 - a. which is classified as a felony in this state or in the jurisdiction where it was committed, or
 - b. a misdemeanor of moral turpitude, or
 - c. which would prevent the legal ownership or possession of a firearm.
4. Must be of satisfactory moral character as evidenced through lack of moral offense record. In addition, must successfully complete a polygraph examination and psychological evaluation.
5. Must possess a valid Alaska state driver's license.

SKILLS, KNOWLEDGE AND ABILITIES

APSC certified Alaska police officer preferred. If not certified, within 14 months of employment must graduate from a state certified police academy and obtain a basic certification from Alaska Police Standards. Four years experience in work requiring public contact. Working knowledge of the principles, practice and application of modern police methods. Must have a working knowledge of criminal codes on state of Alaska and municipal levels as applicable to general police duties. High school diploma required. Some college courses related to law enforcement desirable.

DECISION MAKING RESPONSIBILITIES

Requires ability to exercise independent judgment in the performance of all aspects of law enforcement duties. Responsible for decisions that may involve possible loss of life or destruction of property. Activities are a major source of potential liability to the City. Has minor budget authority at the unit level.

SUPERVISORY AUTHORITY

None.

EXTERNAL VISIBILITY/CONTACT

Low frequency of contact with key city personnel. High frequency of attendance at public meetings that includes court and grand jury appearances. High frequency of contact with general public and government officials. Infrequent contact with key service personnel.

WORKING CONDITIONS

High frequency of exposure to hazardous working situations and adverse weather conditions in performance of duties. Irregular hours on various shifts. May be required to work holidays and overtime. On call status may require reporting to work at unusual times with minimum notice.