



## City of Kodiak KODIAK POLICE DEPARTMENT



### **Kodiak Facts:**

The Kodiak Island Archipelago has been inhabited since 8,000 B.C.

Kodiak was first settled by the Russians in 1792 and became the first Capital of Russian-America.

Kodiak is the second largest island in the United States located some 252 air miles southwest of Anchorage.

Since 1980, the population of the Kodiak Island Borough has increased a modest 4 % annually making it the sixth largest Borough in the State of Alaska.

In July of 1998, the City of Kodiak's population was estimated to be in excess of 6,800 residents making it the seventh largest City in the State of Alaska.

The City of Kodiak is home to over 770 Commercial Fishing Vessels making it the largest Commercial Fishing Port in Alaska.

Kodiak's diverse economy is based on commercial fishing, construction and development, international trade, timber and tourism. Kodiak is also home to the Nation's first non-federal satellite launch complex. The Kodiak Launch Complex (KLC) is in competition with other companies in the rapidly developing commercial satellite launch industry.

The largest U.S. Coast Guard base in the nation is also located in Kodiak. Base Support Unit (BSU) Kodiak is home to well over 1,700 Active Duty members and their families.

The City of Kodiak is a Home Rule City. The Mayor and City Council are elected positions while the City Manager is an appointed position.

Kodiak's coastal weather patterns contribute a fair amount of precipitation and cool temperatures. Average annual precipitation is 74.2 inches. Average annual snowfall is 84.5 inches. Temperatures range from an average of 31.9 degrees in January to 53.7 degrees in July.

More information about Kodiak can be found on the web at [www.kodiak.org](http://www.kodiak.org).

# GENERAL INFORMATION FOR APPLICANTS

## Department Information

The Kodiak Police Department was established in September 1940. Since that time the Department has evolved into a modern law enforcement agency with 41 full time members and an annual operating budget which exceeds \$6 million dollars. The Department is fully capable of performing services as fundamental as patrol to complex criminal investigations.

The mission of the Kodiak Police Department is to coordinate and lead efforts within the community to preserve the public peace, protect the rights of persons and property, prevent crime, and generally provide assistance to persons in urgent situations. Our motto is "*Striving for Excellence, Serving the Community.*"

**Jurisdiction:** The Department provides twenty four hour law enforcement service to the citizens of the City of Kodiak.

**Department Structure:** The Department consists of two divisions and eight units. The Operations Division consist of the Patrol Unit, General Investigations Unit, Drug Enforcement Unit, Community Service Officer and Animal Control. The Support Services Division consists of the Communications Unit, Records Unit, and the City Jail.

The City Jail is operated by the Police Department on a contractual basis for the State of Alaska Department of Corrections. The Kodiak City Jail is the largest and busiest Contract Jail in the State of Alaska.

**Authorized Strength:** The Kodiak Police Department has an authorized strength of 41 full time positions. Positions include the Chief of Police, 2 Police Lieutenants, 1 Detective Sergeant, 3 Police Patrol Sergeants, 2 Detectives, 8 Police Officers, 1 Police/School Liaison Officer, 1 Community Service Officer, 1 Animal Control Officer, 1 Communications Supervisor, 9 Communications Officers, 1 Department Assistant, 1 Corrections Supervisor, 8 Corrections Officers, and 1 Administrative Secretary.

**Probation:** All employees are on probation for the first 6 months of employment. All Police Officers are on probation for 12 months. The Police Officer probationary period runs concurrent with the City's 6 month probationary period.

**Scheduling:** Police Officers and Public Safety Dispatchers are assigned to one of three shifts, they are: Day Shift 8:00 AM - 4:00 PM; Swing Shift 4:00 PM - 12:00 AM; and Mid Shift 12:00 AM -8:00 AM.

Corrections Officers work a 12-hour shift, with a 4-3/3-4 pattern. Their shifts are currently 6:00 AM to 6:00 PM and 6:00 PM to 6:00 AM.

Employees assigned to Swing Shift receive a 4% shift differential. Employees assigned to the Mid Shift receive a 6% shift differential. There is no shift differential for employees assigned to Day Shift.

**Overtime:** All Officers below the rank of Lieutenant are eligible for overtime compensation at time and a half of their base rate of pay. Officers assigned to the Patrol Unit are compensated at time and a half for every hour worked in excess of 8 hours a shift, or 40 hours a pay period.

**Shift Rotation:** Officers are rotated quarterly or approximately every three months.

## **Benefits**

**Collective Bargaining Representation:** The City of Kodiak is a Home Rule City and has exempted itself from the Alaska Public Employment Relations Act (PERA), consequently it does not recognize collective bargaining. However, City Employees are represented by an Employee Advisory Board (EAB). The EAB has the authority to discuss safety and other employee issues and to make recommendations to the City Manager and the City Council.

**Holidays:** The City recognizes 10 national holidays and an employee's birthday as compensable holidays. Officers who work on a holiday are compensated at their regular rate of pay, plus an additional 8 hours of straight pay as compensation. Employees also receive eight hours of paid leave for their birthday.

**Life Insurance:** The City provides a \$20,000.00 Life and \$20,000.00 Accidental Death & Dismemberment Policy.

**Health Insurance:** The City offers a medical, dental and vision policy to employees and their dependents.

**Deferred Compensation:** All City Employees are eligible to enroll in a voluntary retirement deferred compensation plan. Up to 25% of gross wages, not exceeding \$8,500.00 per year can be deferred from income tax.

**Retirement:** The City of Kodiak participates in the Alaska Public Employees Retirement System (PERS). Employee contributions are deducted from the employee's gross pay and provided to PERS at the following rates:

- 7.5 % for Peace Officers
- 6.75 % for all other employees

Retirement for Peace Officers is based on either a) Length of service, 20 years; or b) Age, 55 years with five years of paid service with PERS. Other job classifications are based on either a) 30 years of service; or b) Age, 65 years.

**Leave:** Annual Leave accrues at the following rates:

1 - 24 Months	25 - 60 Months	61 - 120 Months	Over 121 Months
4.62 hours	6.47 hours	7.39 hours	8.31 hours

Sick Leave accrues separately from Annual Leave at 3.7 hours per pay period. Sick Leave may be used by the employee as an economic cushion in the event the employee experiences long term illness, or if the employee must care for a sick or injured spouse, dependent child or a resident of their household for which the employee is in loco parentis.

**Military Leave:** Non-probationary employees are granted up to fifteen days of military leave in any calendar year to fulfill their obligation to the Armed Forces Reserve or National Guard.

**Moving Expenses:** Any newly hired person who changes their place of residence, outside the local commuting area for the purpose of accepting employment with the City **may** receive reimbursement for moving expenses up to \$3,000.00 dollars. Terms and conditions apply, prior approval is also necessary.

### **Uniforms and Safety Equipment**

Uniforms, ballistic vest and firearms are provided by the Department. Department Members are responsible for the care, cleaning and maintenance of uniforms and equipment issued to them.

Home Cars are assigned to the following personnel: the Chief of Police, Police Lieutenant, Police Sergeants and Detectives. This is a privilege and not a right. Police Officers are assigned to vehicles but do not participate in the Home Car Program.

### **Police Officer Applicant Information**

**Department Qualifications:** Selection standards are high, but afford equal opportunity to applicants regardless of race, gender, age and national origin. To be eligible for employment, an applicant must:

- Be 21 years of age.
- Have normal color discrimination, normal binocular coordination, normal peripheral vision, and corrected visual acuity of 20/30 or better in each eye.
- Pass a medical examination that meets minimum standards as set by the Alaska Police Standards Council.
- Pass a background investigation which includes a check of school records, consumer credit history and health, as well as an inquiry into character and reputation and a fingerprint based criminal records check.

- Pass a truth verification examination utilizing either a polygraph or a computer voice stress analyzer. **Any material misrepresentation or discovery of falsification, omissions or modifications of material or information provided will result in immediate disqualification.**
- Pass all written and any oral interviews given.
- Successfully complete a psychological evaluation.
- Meet any other standards or laws adopted or applied by the Alaska Police Standards Council.

**Alaska Police Standards Council Qualifications:** The Alaska Police Standards Council has prescribed the following standards as Basic Qualifications for the position of Police Officer. No person may be permanently employed as a Police Officer unless:

- They are a citizen of the United States, or a resident alien who has demonstrated an intent to become a citizen of the United States.
- Is 21 years of age or older.
- Is of good moral character.
- Possesses a high school diploma, or its equivalent, or has passed a General Educations Development (GED) test.
- Is at the time of hire certified by a licensed physician on a medical record form supplied by the Alaska Police Standards Council to be: physically sound and free from defects which would adversely affect performance as a Police Officer;
- have normal color discrimination, normal binocular coordination, normal peripheral vision, and corrected visual acuity of 20/30 or better in each eye;
- have normal hearing or have no hearing defect which would adversely affect performance as a Police Officer;
- Is free from any mental or emotional disorder which may adversely affect performance as a Police Officer.

Further, a participating Police Department may not hire as a Police Officer a person:

- Who has been convicted of a felony or a misdemeanor crime of domestic violence by a civilian court of this state, the United States or another state or territory, or by a military court.
- Who has been convicted during the 10 years immediately before the date of hire as a Police Officer, of a misdemeanor crime of dishonesty or moral turpitude, or a misdemeanor crime that resulted in serious physical injury to another person, or of two or more DWI offenses, by a civilian court of this state, the United States, or another state or territory, or by a military court.
- Who has been denied certification or whose basic certificate has been revoked by the council, unless the denial or revocation has been rescinded by the council.
- Who has:
  - a) illegally manufactured, transported or sold a controlled substance;
  - b) within the ten years before the date of hire, has illegally used a controlled substance other than marijuana, unless the person was under 21 at the time

- of using the controlled substance;
- Within one year before the date of hire has used marijuana unless the person was under the age of 21 at the time of using marijuana.

## **Testing**

The Kodiak Police Department offers a professional career in law enforcement for those individuals who possess the highest ethics, dedication and values. The Department seeks people with superior skills and attributes who possess the desire to provide the highest level of service to the community.

The Department has an open application period but testing is only conducted when there is a need to fill vacancies. All applications must be complete and accurate when submitted. All releases and authorizations must be signed and notarized and any explanations requested must be attached. All applications must be submitted to:

**KPD Recruitment**  
**2160 Mill Bay Road**  
**Kodiak, Alaska 99615**

All applications will be carefully reviewed to ensure that only those candidates who meet minimum qualifications will be invited to compete in testing.

All Police Officer applicants must successfully pass any written examination, oral interview, medical examination, psychological examination, truth verification examination, and a very thorough personal history and background investigation.

Each segment of testing and evaluation is considered independent. Not all applicants who pass one segment of testing and evaluation may be carried forward to other levels of testing.

An applicant who fails any segment of testing will be disqualified from further testing. Unsuccessful applicants may apply again 90 days from the date of their last application and participate in testing **if** testing is being conducted at that time. Applicants who fail any segment of testing are not automatically granted the opportunity to test again.

Applicants who are given a "Conditional Offer of Employment" shall be required to submit to and successfully pass a psychological examination, truth verification, medical examination, a thorough personal history and background investigation, and drug screening.

Applicants who pass all examinations and meet the standards of the Kodiak Police Department and the Alaska Police Standards Council are eligible for employment. Selection will be based on the applicant's suitability for employment as a Police Officer and the needs of the Department.

## Training

**Police Officer (entry level):** An entry level Police Officer is considered to be someone with no prior law enforcement experience. Upon appointment the applicant will participate in:

- Orientation - A process of socialization into the Department and community lasting one week. Recruits are also instructed in policies and procedures and issued uniforms and equipment.
- Qualifications - Instruction and certification in the use of Department issued firearms, batons, chemical irritants etc.
- Field Training - A comprehensive twelve week long training program divided into three 4 week periods. Recruits must attain a passing rating in order to progress thru the three phases of field training. Recruits who do not attain a passing rating in any phase of field training will be provided with one week of remedial training at the end of each phase. Failure to attain a passing score after remedial training is grounds for termination.
- Post Field Training - Recruits who successfully complete field training are assigned to a team and perform the duties and responsibilities of a Police Officer under the direction and control of a Senior Police Officer and Police Sergeant.
- Academy - All Recruits must attend and graduate from the Public Safety Training Academy within their first 12 months of employment. The Academy is located in Sitka Alaska and is 14 - 16 weeks in duration.
- The Academy is a residential academy and Recruits who attend **do not receive overtime compensation**. Academy Recruits are placed on duty for 12 hours a day, 7 days a week. Their hourly rate of pay is recalculated to accommodate this schedule. While the hourly wage is reduced, typically there is no reduction in salary.

**Certified Police Officer:** Is an applicant who possess a current and valid Basic, Intermediate or Advanced Police Officer Certification issued by the Alaska Police Standards Council, or an equivalent certification from an entity with the authority to certify law enforcement officers from another jurisdiction.

Certified Police Officers who submit an application must also complete and submit the Prior Law Enforcement Employment Questionnaire along with their application. Additionally certified copies of current and valid Police Officer Certification must also be submitted.

Applicants with prior law enforcement experience or current and valid Police Officer certification from another jurisdiction must still meet Department and Council requirements, and undergo and successfully pass all testing.

Applicants with prior law enforcement experience or certification who are hired by the Department will participate in Orientation, Qualifications and Field Training. Applicants who's prior academy training meets the requirements of the Alaska Police Standards Council may have their requirement to attend the 14 - 16 week Public Safety Training

Academy waived. If this requirement is waived the applicant may only have to attend an abbreviated 80 hour course of instruction focusing on Alaska Law at the Public Safety Training Academy.

**Agreement To Reimburse for Basic Training Costs and Salary During Training:**

Recruits who accept employment with the Kodiak Police Department do so with the understanding that if they voluntarily leave employment with the Department within 24 months of graduation from the academy for employment with another law enforcement agency, or within 12 months of separation from employment with the City they accept employment with another law enforcement agency, that they shall be required to reimburse the City of Kodiak for (a) all costs incurred by the City associated with the Recruits attendance at the academy; (b) 100 percent of all monies received by the Recruit while attending the academy. This understanding is formalized between the City and the Recruit upon employment.

**THIS IS GENERAL INFORMATION INTENDED TO ASSIST APPLICANTS IN UNDERSTANDING THEIR EMPLOYMENT RIGHTS AND OBLIGATIONS. THIS DOCUMENT IS INFORMATION AND NOT AUTHORITATIVE. IT IS NOT A CONTRACT, NOR IS IT BINDING UPON THE CITY OF KODIAK IN ANY PERSONNEL ACTIONS, GRIEVANCES OR DISPUTES.**