



# ELIGIBILITY FOR EMPLOYMENT AS A MUNICIPAL CORRECTIONAL OFFICER



LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

DRIVER'S LICENSE: \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRATION: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RESIDENCE ADDRESS:

\_\_\_\_\_  
Street City, State Zip Code

MAILING ADDRESS:

\_\_\_\_\_  
Street City, State Zip Code

HOME TELEPHONE: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ WORK TELEPHONE: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ YES \_\_\_\_\_ NO

If not, are you a naturalized citizen or resident alien? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you a high school graduate? \_\_\_\_\_ YES \_\_\_\_\_ NO

If note, do you have a General Education Degree (GED)? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you AT LEAST 19 years of age? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you ever been convicted of any violation of law other than a minor traffic violation?

\_\_\_\_\_ YES \_\_\_\_\_ NO

List all convictions including *Driving While Intoxicated*. Attach a second sheet and describe in detail the nature of the conviction(s), date(s), sentence(s), and circumstances. *Your answers will be verified through a detailed background investigation.*

**The City of Kodiak is an Equal Opportunity Employer.  
Women and minorities are encouraged to apply.**

In order to be eligible for employment as a Municipal Correctional Officer, all applicants must be able to meet the standards prescribed by the Alaska Police Standards Council and the Kodiak Police Department. To determine if you meet these standards please answer the following questions.

1. Have you ever been convicted of a felony by a civilian court of this State, any other State or Territory of the United States, or by a military court, or any conviction in another country for an offense which would be classified as a felony under Alaska Statute?

\_\_\_\_ YES \_\_\_\_ NO

2. Have you ever been convicted during the past three (3) years immediately before this application of a misdemeanor crime of dishonesty<sup>i</sup> or moral turpitude<sup>ii</sup>, or a misdemeanor crime which resulted in serious physical injury to another person by any of the courts described in Question #1?

\_\_\_\_ YES \_\_\_\_ NO

3. Have you ever been convicted of a felony or a misdemeanor crime of domestic violence by a civilian court of this State, any other State or Territory of the United States, or by a military court?

\_\_\_\_ YES \_\_\_\_ NO

4. Have you ever been convicted of two (2) or more DWI/DUI crimes during the three-year period preceding this application?

\_\_\_\_ YES \_\_\_\_ NO

5. Have you ever been denied certification as a Municipal Correctional Officer or has your certification ever been revoked or suspended?

\_\_\_\_ YES \_\_\_\_ NO

6. Have you in the last three (3) years illegally manufactured, transported, or sold a controlled substance, while over the age of 21? (*Marijuana, cocaine, opiates, amphetamines, LSD, or other drugs*)

\_\_\_\_ YES \_\_\_\_ NO

7. Within three (3) years of submitting this application, have you illegally used a controlled substance, other than marijuana, while over the age of 21?

\_\_\_\_ YES \_\_\_\_ NO

8. Have you used marijuana within one year of completing this application while over the age of 21?

\_\_\_\_ YES \_\_\_\_ NO

9. Regulations established by the Alaska Police Standards Council require that every municipal correctional officer employed by a municipality shall be examined by a licensed physician. The physician must conclude that, in their opinion, the applicant is physically capable of performing the essential functions of the job of municipal correctional officer.

The duties of a **correctional officer** include, but may not be limited to, performance of the following activities:

1. Use of firearms	13. Crouching	26. Hearing voice conversation
2. Handcuffing prisoners	14. Sitting	27. Color identification
3. Administer first aid	15. Standing	28. Close vision
4. Lifting and carrying 0-70 lbs	16. Standing for long periods	29. Far vision
5. Subdue prisoners	17. Kneeling	30. Side vision – depth perception
6. Walking – Lateral mobility	18. Twisting body	31. Night vision
7. Bending	19. Pushing	32. Maintaining balance
8. Stooping	20. Pulling	33. Finger dexterity
9. Intervene in fire, riot, and medical emergencies	21. Running	34. Speaking
10. Fingerprint inmates – wrist rotation	22. Sense of touch	35. Physically control combative and disruptive persons
11. Write reports – finger dexterity	23. Reaching	
12. Pursue escaping prisoners on foot	24. Gripping hands and fingers	
	25. Hearing alarms	

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Working conditions for **correctional officers** include, but may not be limited to, the following:

1. Exposure to inside temp. extremes	13. Work on high ladders	25. Working long hours
2. Exposure to sun	14. Work in remote locations	26. Working night shifts
3. Exposure to outside temp. extremes	15. Wearing helmets	27. Working day shifts
4. Dampness	16. Wearing safety glasses	28. Working weekends
5. High/Low humidity	17. Wearing special clothing	29. Exposure to tobacco smoke
6. Noisy work areas	18. Wearing ear plugs and/or muffs	30. Working at high elevations
7. Work at heights	19. Wearing rubber boots	31. Working remote from emergency medical assistance
8. Work in confined areas	20. Exposure to bee stings	32. Working with mentally challenged persons
9. Work in crowded areas	21. Exposure to dust and/or pollen	
10. Working alone	22. Exposure to fumes	
11. Exposure to intense light	23. Working with mental patients	
12. Exposure to noxious odors	24. Air travel	

Are you capable of performing the duties as stated above under the working conditions as stated?

\_\_\_\_ YES \_\_\_\_ NO

I have read and understood the above questions and have answered them truthfully. I understand any misrepresentation or discovery of falsification, omissions, or modification of material or information provided will result in my immediate disqualification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>i</sup> "Crimes of Dishonesty" means a crime under AS 11.46, or a crime under a similar statute or ordinance of this state or another jurisdiction.

<sup>ii</sup> "Crimes of Moral Turpitude" means a felony and any other crime that contains reckless, knowing, or intentional as the culpable mental element.