

JUNEAU POLICE DEPARTMENT PROCEDURES



Title:	Recruitment & Selection	Chapter: 3.500
Date Issued:	September 1, 2007	
Revised:	March 31, 2021	
Reviewed:	March 31, 2021	

I. PURPOSE

The purpose of this policy is to establish an effective, fair, and impartial recruitment and selection process which does not discriminate on the basis of sex, age, race, religion, ethnic origin, or physical disability.

II. POLICY

The Juneau Police Department maintains an aggressive program to hire the most qualified personnel possible within the framework of federal and state laws, City and Borough of Juneau personnel rules, and the Department's Regulations and Operations Manual.

III. DEFINITIONS

Equal Employment Opportunity – The assurance that all qualified persons are afforded the right to work and advance on the basis of objectives and job related merits which measure one's demonstrated knowledge, skills, and abilities to perform a particular job, as provided by federal, state and local law.

Lateral Transfer – An experienced police officer who is certified or eligible for certification by the Alaska Police Standards Council (APSC).

IV. ORGANIZATION AND ADMINISTRATION

A. The Recruitment Team

1. The Deputy Chief in concert with the CBJ Human Resources Department will manage JPD's recruitment and selection efforts.
 - a. For guidance on proper procedures, see Personnel Rule 2 which is supplemented by this policy.

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2. The recruitment coordinator will maintain recruitment process paperwork and will communicate related information to prospective employees throughout the recruitment process.
3. The Department may contract with private firms to conduct certain portions of the recruitment process.
4. All members of JPD are encouraged to be part of the recruitment team by recommending good candidates.

VI. SELECTION

A. The Screening Process for Police Officers – In compliance with 4 PR 020, preference will be given to otherwise equally qualified veterans and local candidates.

1. Minimum Qualifying Factors for Police Officers
 - a. Must be a U.S. citizen
 - b. Must be at least 21 years of age at the time of hire
 - c. Must be of good moral character as defined in Alaska Statute 13AAC 85.900
 - d. Must possess a high school diploma or its equivalent (GED)
 - e. Must possess or obtain a valid Alaska driver's license by the date of hire
2. Disqualifying Factors for Police Officers
 - a. Conviction of a felony or a crime of domestic violence
 - b. Conviction within 10 years immediately prior to the date of hire of any of the following:
 - 1) A crime of dishonesty or moral turpitude
 - 2) Two or more misdemeanor crimes (other than traffic convictions) or two or more DWI offenses
 - 3) Any misdemeanor assault charge or any misdemeanor charge involving a weapon
 - c. Denied peace officer certification or had certification revoked by the council in this state or the responsible licensing agency in any other jurisdiction
 - 1) Does not apply if revocation has been rescinded by the Council as per 13 AAC 85.110 or by the responsible licensing agency of the issuing jurisdiction.
 - d. Illegally manufactured, transported, or sold a controlled substance, unless the candidate was under the age of 21 at the time of the act and the act occurred more than 10 years prior to the date of hire

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- e. Illegally used a controlled substance other than marijuana within 5 years prior to the date of hire, unless the candidate was under the age of 21 at the time of using the controlled substance
 - f. Used marijuana within 1 year prior to the date of hire.
Falsified or intentionally omitted any material fact or information related to the hiring process
 - h. Juvenile criminal conduct will be considered on a case-by-case basis
 - i. The candidate has a verified history of sexual harassment in the workplace.
3. Written Test – Administered through a contract with Public Safety Testing
 4. Physical Fitness Test – Administered through a contract with Public Safety Testing and/or by JPD Staff
 5. Oral Board Interview
 6. Personal History Questionnaire (PHQ)
 - a. Following the completion of the PHQ, the Deputy Chief of Police or designee will contact each candidate to discuss and clarify all areas of concern.
 7. Psychological Test
 - a. Written Suitability Assessment Review (SAR) – must score 1-5 to continue in process.
 - b. Personal interview with psychologist following the conditional offer of employment.
 8. CBJ Job Application
 9. Conditional Job Offer
 10. Polygraph Test
 - a. Candidates may be removed from the process due to disqualifying admissions, unresolved responses indicating deception, or a thorough verification of information gained through the polygraph process.
 11. Background Investigation
 12. Interview with Psychologist (see 7b)
 13. Medical Physical Examination by a Licensed Physician.
 14. Drug test
 15. APSIN Clearance – If at any point during the selection process a candidate is determined unable to obtain clearance through the Alaska Public Safety Information Network and/or has failed an appeal to obtain APSIN clearance, the candidate will be discontinued in the process.

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B. Reapplication Calendar for Police Officers

When disqualified following:	Next Opportunity	3 Months	One Year
Written Test		X	
Fitness Test	X		
Oral Board			X
Suitability Assessment			X
Personal History			X
<i>(Conditional Job Offer)</i>			
Background Investigation			X
Polygraph Test			X
Psychological			X
Medical Physical	X		
Drug Test	X		

*If there is a medical nexus to disqualification, candidate may reapply at next opportunity

C. Lateral Transfer

1. Lateral transfer police officers must meet the minimum qualifications for new police officers.
2. Lateral transfer officers are eligible for a higher starting rate of pay than new police officers based on their experience.
3. Lateral transfer officers who successfully complete the screening process will be merged with the current eligibility list.
4. Alaska Police Standards Council will determine if a lateral transfer officer must attend the full training academy or may attend an abbreviated academy based on past training and certification dates.
5. Depending upon their abilities, lateral transfer officers may be eligible for an abbreviated field training officer (FTO) program.

D. The Screening Process for Civilian Staff

1. Minimum qualifications for civilian staff vary depending on the position.
2. During the investigation into the background of an applicant for a civilian position, if any of the following factors or situations are found to exist, the applicant will be eliminated from consideration, subject to the approval of the Office of the Chief of Police.

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- a. The candidate does not possess the minimum qualifications set forth in the job posting.
 - b. The candidate has been convicted of a crime of moral turpitude by a civilian court of this state, the United States, or another state or territory or by a military court within the timeframes listed below.
 - 1) The term "conviction" includes any subsequent sentence modification from whatever authority, including suspended imposition of sentences, executive clemency, or pardon.
 - c. The candidate has been convicted of any felony within 10 years preceding the application or has a record of 2 or more misdemeanors within a 5-year period.
 - d. The candidate makes a statement to a background investigator or psychologist that they committed an act or acts, which would constitute felonious conduct under Alaska Statutes or federal law.
 - e. The candidate has been convicted of any misdemeanor assault charge or any misdemeanor charge involving a weapon within 10 years of the date of employment.
 - f. The candidate has a verified history of sexual harassment in the workplace.
 - g. The candidate has illegally manufactured, transported, or sold a controlled substance, unless the person was under 21 years of age at the time of the act and the act occurred more than 10 years before the date of application.
 - h. Within the 10 years before the date of hire, the candidate has illegally used a controlled substance other than marijuana, unless the person was under the age of 21 at the time of using the controlled substance.
 - i. Within the 1 year before the date of hire, the candidate has used marijuana, unless the person was under the age of 21 at the time it.
 - j. Misrepresentation – a candidate will be rejected upon discovery of falsification of any material fact or information, or the omission of a material fact.
3. APSIN Clearance – If at any point during the selection process a candidate is determined unable to obtain clearance through the Alaska Public Safety Information Network and/or has failed an appeal to obtain APSIN clearance, the candidate will be discontinued in the process.

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4. Reapplication Calendar for Civilian Staff

When disqualified following:	Next Opportunity	3 Months	One Year
Written Test	X		
Suitability Assessment			X
Personal History			X
Oral Board			X
<i>(Conditional Job Offer)</i>			
Background Investigation			X
Psychological			X
Drug Test	X		

*If there is a medical nexus to disqualification, candidate may reapply at next opportunity

5. Applicants for Community Service Officer, Dispatcher, and Call Taker must successfully complete a written test, an oral board, a personal history questionnaire, a psychological suitability assessment, a background investigation, a psychological test, and a drug test.

E. Eligibility Lists

1. Some positions, such as, police officer and dispatcher will typically be recruited with the option of an eligibility list.
2. A list of qualified candidates will be maintained by the Office of the Chief of Police and the Human Resources Department.
 - a. Lists will be in order of the highest scoring candidate based on the selection process described in Section A and D.
 - b. The Chief of Police will offer employment to the highest scoring candidate from the list, provided there are no candidates with preferential employment rights.
2. The list will expire one year from the date it is created. The list may be extended one additional year at the discretion of the Chief of Police.
3. If the selection process described in Section A or D is amended, applicants on the existing list may be required to take the new examination process to be placed on the new list.
4. The Chief of Police may remove candidates from the eligibility list who:

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- a. Fail to respond to a written inquiry on availability for appointment within 10 days or upon return as undeliverable a properly addressed letter
 - b. Refuse to accept appointment
 - c. Fail to report for duty at the time prescribed
 - d. Fail to satisfactorily complete a required examination, such as, a background investigation or a medical examination.
5. The Chief of Police may return a name to an eligible list when removal from the list was because:
- a. The candidate failed to respond to a written inquiry
 - b. The candidate refused appointment

F. Background Investigations

1. The Administrative Lieutenant is responsible for overseeing background investigations necessary for pre-employment or to aid criminal investigations.
2. The following sources of information can assist the investigator during the background investigation:
 - a. F.B.I.
 - b. State Troopers
 - c. Secretary of State
 - d. Credit Checks
 - e. I.R.S.
 - f. Utility Companies
 - g. Banks
 - h. State Welfare Agencies
 - i. Local Law Enforcement Agencies
 - j. Military Criminal Investigations Educational Institutions
 - k. Associates -- neighbors, family, acquaintances
 - l. Employers
 - m. Social Security Number verification
 - n. APSC
 - o. Lexis Nexis Accurant Virtual Crime Centerp. LINX
3. Information obtained in a background investigation will be controlled by the Administrative Lieutenant.
 - a. Files will be separated from other police and investigation records and shall not be distributed without the approval of the Chief of Police.
4. All information obtained as a result of a criminal background investigation shall be periodically updated and purged as

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circumstances dictate, and in accordance with State and Federal Law.

VII. Disposition of Records

A. Applications and Related Employment Forms

1. Candidate applications and related forms are the property of the City and Borough of Juneau.
 - a. Background reports and the information contained therein are confidential and are not available to the applicant and will be maintained for a period of 5 years if terminated from the process. For applicants who are hired, reports will be maintained following CBJ Records Retention guidelines. .
 - b. Medical records are confidential and are kept in a separate medical file.
 - c. Psychological records are maintained by the psychologist. The psychologist's report will be shredded after review, except for the first page, which gives the general determination of the candidate's suitability for employment.
 - d. JPD will comply with all federal, state, and local requirements for the privacy, security, and access to information of all candidates' records.

B. Selection Material

1. When not in use, the testing materials used by JPD are stored in a secure file in the Human Resources Department and at the Juneau Police Department, as well as, electronic records stored at JPD by the Chief's Office.
2. Access to the materials is limited to HR and JPD personnel directly involved in administering the selection process.
3. All examination materials are strictly confidential and may not be released to any applicant or potential applicant.

VIII. PROBATIONARY PERIOD (See CBJ PR 6.0)

A. Police Officers

1. Police officers will be considered probationary employees for a period of at least 1 year as the final step in the hiring process.

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2. During the probationary period, police officers must meet the certification standards of the Alaska Police Standards Commission (APSC), which includes successfully completing the basic police academy.
 - a. APSC may partially waive the academy requirement for officers who have completed a police academy certified by another state.
3. During the probationary period, police officers must successfully complete the field training (FTO) process.

B. Civilian Employees

1. Civilian employees will be considered probationary employees for a period of 6 to 12 months depending upon the salary range assigned to the position.
2. During the probationary period, civilians must successfully complete a field training program or a probationary training program.

C. Failure to Successfully Complete the Probationary Period

1. Probationary employees who do not satisfactorily complete the probationary period may be separated at the direction of the Chief of Police without cause.
2. The employee's supervisor will document the lack of progress in the probationary training program and provide that to the Chief of Police through the employee's chain of command.
3. The employee's supervisor will deliver a "predetermination letter" to the employee describing the reasons the employee has failed to satisfactorily complete probation.
 - a. With the approval of the City Manager the employee may be suspended with pay until a final determination is made.
4. A "predetermination meeting" with the Deputy Chief or designee will be scheduled according to the labor agreement (usually within three days) during which the employee may arrange for union representation.
 - a. If requested, the employee will be provided copies of any related internal investigation reports.
 - b. The meeting will be recorded and the employee may provide reasons why they should not be rejected from probation.

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5. The Deputy Chief or designee will provide the Chief of Police a summary of the results of the meeting and recommendations as to a final determination.
6. The Chief of Police shall meet with the employee to deliver a written final determination decision.

JPD

Ed Mercer

A handwritten signature in cursive script that reads "Ed Mercer".

Chief of Police