



CITY OF SOLDOTNA

# POLICE OFFICER

RECRUITMENT BROCHURE



**Are you interested in becoming a Police Officer or looking for a new challenge in your policing career?  
Do you wish to be part of a community-oriented department that engages with its residents and visitors?**

# **JOIN OUR TEAM IN THE HEART OF THE KENAI PENINSULA!**

**The Soldotna Police Department is a progressive agency that is policing Alaska's Playground.  
We are currently hiring new recruits and lateral officers. Apply Now!**

## **OUR COMMUNITY**

With over 25,000 square miles of wild country, the Kenai Peninsula offers something for everyone and Soldotna is at the HEART of it all! The summer months in Soldotna are filled with daylight hours that allow for all types of recreation. Float the Kenai River for birding or wildlife viewing, fish for a number of different Pacific Salmon species on the famous Kenai River, play a round of golf, take a flightseeing trip to see bears, canoe or kayak on our public lakes, take a hike or a casual stroll on a variety of local trails, bike around town, catch a rodeo or little league game, or simply be inspired by the many galleries, gift shops, museums, and local festivals.

Soldotna is home to the Kenai National Wildlife Refuge headquarters. KNWR hosts diverse habitats and wildlife. Moose, bears, bald eagles, and salmon are just a sampling of the wildlife variety here, and it's not unlikely for Soldotna residents to have some of these animals visit their yards throughout the year. Wildlife viewing is one of the refuge's key attractions and visitors can observe animals in alpine tundra, wetlands, and boreal forest.



Shorter daylight in the winter does not deter the outdoor enthusiast! Soldotna has lit trails for cross country skiing, fat tire biking, and snowshoeing. All of the public elementary schools have lit hills for sledding or tubing. The same public lakes are ice laden and are stocked with salmon or trout for the ice angler. Soldotna is also home to an Olympic size ice arena which hosts the Kenai River Brown Bears Junior "A" Hockey Team. The Brown Bears' schedule is from September through March. Swimming isn't just for summer, either. Both Soldotna High School and Skyview Middle School have indoor pools for lap or open swim.

Whether you're looking for world-class educational opportunities for your children or yourself, Greater Soldotna has it all. The Kenai Peninsula Borough School District has received state and national honors for excellence in the classroom. In addition, they have made significant capital investments to renovate facilities and to update technology and curricula. Several private and religious schools offer additional education options. Kenai Peninsula College (KPC), Alaska Christian College, and Amundsen Educational Center are all located nearby, offering local opportunities for higher education.

The reasons people choose Soldotna as a new home are as varied as the people themselves. The city cultivates a climate that makes it a very desirable place to live, work, and play. Soldotna is the thriving retail and service hub of the Kenai Peninsula. Our local leaders strive to improve the quality of life for residents through job creation, sports and recreation, cultural activities, and state of the art healthcare services. Soldotna boasts strong neighborhoods, a beautiful and healthy environment, a walkable downtown, abundant parks and recreation, and many career and business opportunities. The region has enjoyed the benefits of a steadily rising population, bringing new talent and resources to the area. That said, Soldotna retains a small-town feeling with a dynamic community.

Opportunity is all around you in Soldotna. Continue your education, advance your career, connect to your community or simply enjoy life...there are ways to do it all!

## **SOLDOTNA POLICE DEPARTMENT**

The Soldotna Police Department consists of 17 full-time employees, and operates on an annual operating budget of \$3.1 million for FY22. The Department is comprised of a Chief, Lieutenant, three Sergeants, nine patrol officers, an administrative assistant, a police clerk, and an animal control/code enforcement officer.

The mission of the Soldotna Police Department is to protect and serve the public through an open, professional community partnership with citizen involvement; and to provide a safe place for people to live, work, and visit by enforcing all laws fairly and without bias.



## THE POSITION

Soldotna Police Officers perform general police duties and are responsible for the enforcement of federal, state, and local laws and the protection of life and property. Police officers interact with the general public on a regular basis to provide educational, investigative, and related police services with the goal of preventing crime, ensuring public safety, and developing positive police-citizen relationships.

## DESIRED SKILLS AND ATTRIBUTES

- Ability to exercise independent judgment in the performance of all aspects of law enforcement duties. Responsible for decision which may involve possible loss of life or destruction of property.
- Ability to act within the confines of the law, enforce the laws of the United States, State of Alaska, the Kenai Peninsula Borough and the City of Soldotna in a fair manner
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Knowledge of department rules, regulations and policies.
- Ability to communicate effectively both orally and in writing.
- Ability to effectively coordinate and work with other law enforcement agencies.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before a variety of public groups.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- A good working knowledge of computers and software necessary for performance of law enforcement work.

## QUALIFICATIONS

Candidates for this position must be at least 21 years of age by date of hire, and must have a minimum of a high school diploma or equivalent (GED). Candidates must have or be able to obtain a valid, unrestricted Alaska driver license and must have and maintain a good driving record. Applicants must pass a drug screening test, medical examination, polygraph test, psychological evaluation, written and oral tests, physical fitness test, criminal background check, and other background investigations. Applicants must meet all requirements to be a Police Officer under Alaska Administrative Code, and are required to gain and/or maintain a police certification and Alaska Public Safety Information System (ASPIN) security clearance.

An Associates or Bachelor's degree in criminal justice or a related field and/or prior experience as a police officer, military, or other law enforcement related experience is desired.







Soldotna has more river city parks than anywhere else in Alaska, with over 250 campsites, 1 mile of elevated boardwalk, 50 sets of river access stairs, and 724 acres of park land along the banks of the Kenai River.

## COMPENSATION AND BENEFITS

The salary range for this position is \$70,907.20 - \$102,793.60 DOE. The City of Soldotna offers generous employee benefits, including the following benefits for police officers:

### Salary / Pay

- After a 1-year probationary period and favorable review, officers are eligible for an annual salary step increase. The salary schedule is adjusted annually for cost of living adjustment (COLA) up to 4.5%. with an allowance for an additional 3.5% as a lump sum payment in the event that COLA exceeds 4.5%.
- Police officers will be paid additional compensation for the possession of Alaska Police Standards Council certificates. Intermediate certificate - \$1.00/hr; Advanced certificate - \$1.40/hr
- Hours worked between 6:00 pm and 6:00 am will receive a shift differential increase of 7%

### Paid Leave and Holidays

- Police officers accrue personal leave at the following rates:  
0 -2 years -- 16 hours/month      2+-5 years -- 18 hours/month  
5+-10 years -- 20 hours/month      10+ years -- 23 hours/month
- Bereavement Leave is offered upon the death of an immediate family member
- 11 paid holidays per year, plus 1 additional floating holiday per year

### Retirement

- City of Soldotna employees participate in the State of Alaska Public Employees Retirement System (PERS). Employees contribute a percentage of their salary through pre-tax payroll deductions, and the City contributes an additional percentage.

### Training and Educational Opportunities

- Officers are encouraged to take advantage of in-state and out of state opportunities for trainings, conferences, seminars, workshops, etc. The City will cover the cost for relevant training and travel.

### Allowances

- \$250 annual gear/boot allowance
- \$500 vest carrier allowance (every 5 years)
- \$75 monthly cell phone allowance

### Health & Wellness Benefits

- Access to Department workout equipment and wellness reimbursement for monthly gym membership.
- City employees are offered medical, dental, and vision coverage through Aetna. The City covers 90% of the premium costs for employee only plans, and 80% for family plans.

<b>FY23 Aetna Monthly Rates</b> <i>(starting July 1, 2022)</i>	<b>Employee Pays</b>	<b>City Portion</b>	<b>Deductible</b> <i>(after HRA reimbursement)</i>
Employee Only	\$104.58	\$941.33	\$200
Employee/Child(ren)	\$400.62	\$1,602.50	\$800
Employee/Spouse	\$485.16	\$1,940.63	\$800
Employee/Family	\$676.50	\$2,706.06	\$800

## HOW TO APPLY

Visit the City's website at [www.soldotna.org/jobs](http://www.soldotna.org/jobs). Please submit a City of Soldotna Application, Cover Letter and Resume online. Submit a Personal History Statement (Form F3 from the Alaska Police Standards Council) directly to the Human Resources Manager at [joreagan@soldotna.org](mailto:joreagan@soldotna.org), by fax to 866-595-3359 or 177 N. Birch St, Soldotna, AK 99669. For questions or more information, contact Jessica O'Reagan at (907) 714-1226 or email [joreagan@soldotna.org](mailto:joreagan@soldotna.org). The City of Soldotna is an EEO employer.