



City of Whittier
Gateway to the Western Prince William Sound
P.O. Box 608, Whittier, Alaska 99693
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LATERAL POLICE OFFICER

Posting Date: 2/5/2025

Closing Date: Open until filled

Position Title: Lateral Police Officer
Department: Public Safety
Supervisor: Director of Public Safety
Classification: Full-Time, Non-Exempt, Hourly
Pay Range: \$30.74 - \$37.39 Hourly, DOE

The City of Whittier, Alaska maintains open recruitment for capable individuals seeking the position of full-time Lateral Police Officer. This is an open recruitment announcement and does not represent a vacant position.

POSITION SUMMARY: Join the Whittier Police Department and serve the community by enforcing laws, ensuring public safety, and responding to emergencies. As a Lateral Police Officer, you will patrol the City of Whittier, Anton Anderson Memorial Tunnel, and Girdwood, preventing crime, investigating incidents, and upholding local and state laws. This role includes apprehending suspects, issuing citations, recovering stolen property, and assisting Fire and EMS personnel during emergencies. Officers must demonstrate sound judgment, professionalism, and the ability to maintain confidentiality and security while carrying out their duties.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Enforce state and city laws through patrol, investigation, and response to incidents.
2. Investigate crimes and accidents by gathering evidence, interviewing victims, witnesses, and suspects, and documenting findings.
3. Operate law enforcement equipment and tools necessary for surveillance, investigation, and analysis.
4. Safeguard evidence to prevent contamination and ensure proper chain of custody.
5. Collaborate with prosecutors to prepare cases for court, provide testimony, and ensure legal procedures are followed.
6. Communicate with victims, witnesses, and concerned parties regarding case status and investigative progress.
7. Respond quickly and effectively to emergencies, applying problem-solving skills and sound judgment in high-pressure situations.
8. Establish and maintain professional relationships with colleagues, community members, and partner agencies.
9. Prepare detailed written reports and documentation, ensuring accuracy and compliance with departmental procedures.

10. Follow complex written and oral instructions while managing multiple tasks and meeting deadlines.
11. Perform other related duties as assigned.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Excellent verbal and written communication skills, including strong interview and interrogation skills.
2. Thorough understanding of police and investigative procedures, processes, and techniques.
3. Extensive knowledge of criminal law and procedure.
4. Strong analytical and problem-solving skills to assess and respond effectively to various situations.
5. Ability to function well in a high-paced and, at times, stressful environment.
6. Excellent organizational skills and attention to detail.
7. Ability to handle and operate weapons and police equipment correctly and safely.
8. Proficiency with Microsoft Office Suite or related software.
9. Proficiency with or ability to quickly learn investigative tools, applications, and software.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent required; Associate degree in Political Science, Public Administration, or related field preferred.
- Graduation from a police academy required.
- At least three years of law enforcement experience preferred.
- Valid driver's license and good driving record required.

Licenses and Special Requirements:

- Must meet the minimum age requirement for police certification under Alaska law (21 years of age or older).
- Must meet Alaska Police Standards Council (APSC) standards for hiring and certification as a police officer.
- Must be a certified police officer in the State of Alaska or another state with a reciprocal police certification.
- Valid Alaska driver's license or ability to obtain one before operating a city vehicle.
- Employees must meet state and department standards for firearm proficiency and maintain required certifications.
- Must successfully complete a pre-employment drug screening in compliance with applicable state and federal regulations.
- Employment is contingent upon successfully passing a background investigation, conducted in accordance with state and federal regulations.
- Must pass a medical examination with acceptable results before receiving an offer of employment.
- The hiring process may include a written test, oral board interview, physical fitness test, polygraph, and/or psychological evaluation.
- Must provide documentation to establish identity and employment authorization in compliance with federal law (I-9 verification process).

Physical Requirements:

- This position involves high-risk situations inherent to law enforcement, including potential exposure to hazardous environments and physical confrontations.

- Requires physical activities such as prolonged standing, walking, climbing, and lifting up to 50 pounds.
- May require periods of running or heavy lifting to apprehend suspects or assist victims.
- Must be able to perform duties in various weather conditions.
- Reasonable accommodations will be made in accordance with the Americans with Disabilities Act (ADA).

Apply at www.whittieralaska.gov/employment

THE CITY OF WHITTIER IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties.

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