

POLICE OFFICER

Position Purpose:

The purpose of this position is to perform general or special duty police work in the maintenance of law and order, in the protection of life and property, and in the prevention and suppression of crime; all other related work as required. The Police Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs functions primarily based on clearly prescribed standard practice but frequently required to make decisions, which involve choice of action within limits defined, by standard practice and instructions.

Supervision Received: Works under the general direction of the Supervisor in charge and in accordance with applicable Maine State Laws, town policies and ordinances, and relevant state, federal, and local regulations and standards, referring all unusual cases to supervisor. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: On occasion, may be senior officer on patrol. May also supervise others in special assignments such as community policing programs and traffic details.

Job Environment:

Majority of work is performed outdoors, with frequent exposure to varying weather conditions and situations endangering personal safety. Wears appropriate uniform and equipment. Works various shifts including evenings and weekends.

Operates police cruiser, computer, telephones and other standard office equipment, and all police equipment including firearms.

Makes frequent contacts with the general public, other law enforcement and rescue organizations, other town departments, members of the court system, and civic groups. Contacts usually involve an information exchange dialogue, but frequently require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related confidential information, such as criminal investigation records, lawsuits, and highly sensitive personal information about citizens; the application of appropriate judgment, discretion and professional office protocols is required.

Errors could cause confusion and delay, and on occasion could be costly to correct or could jeopardize personal safety, the safety of fellow officers and the general public.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Exercises authority consistent with the obligations imposed by the oath of office and according to the established rules and procedures. Enforces all state and local laws and ordinances.

Assists all persons needing police assistance.

Detects and prevents crime through patrol either in a cruiser or on foot. Patrols assigned area for general purposes of crime prevention, law enforcement protecting life and property and preserving the peace. Apprehends persons violating the law or wanted by the police.

Answers calls and complaints involving drunkenness, domestic disputes, robberies and other misdemeanors and felonies.

Performs public assembly checks. Performs building security checks. Observes and interrogates suspicious persons. Reports fires. Checks schools, parks, and playgrounds.

Conducts traffic management and control activities, including the use of radar; conducts breathalyzer tests. Directs and expedites the flow of traffic at the scenes of accidents and during periods of traffic congestion to ensure the free flow of traffic and the safety of pedestrians. Enforces parking ordinances and motor vehicle laws in patrol area; issues traffic and parking warnings and citations.

Takes initial charge at a crime scene, keeping unauthorized persons from entering. Conducts investigations to gather evidence, either completing the investigation, or requesting assistance from the Police Chief or Lieutenant when necessary, depending on the situation.

Conducts accident investigations, interviewing principals and witnesses, taking written statements; examines vehicles in roadways; takes necessary street measurements; clears the scene of obstruction and wreckage.

Provides first aid and emergency medical services to persons who are seriously ill or injured. Takes precautions to secure accident scenes.

Participates in searching and booking persons arrested; fingerprints suspects and prisoners; may photograph persons arrested; prepares necessary reports.

Prepares cases for court in conjunction with court officers; testifies as necessary.

Serves and makes appropriate disposition of court papers.

Reports to the proper department or agency matters affecting public safety, such as malfunctioning streetlights, tree hazards, flooding, downed electric wires and any conditions endangering public safety.

Assists citizens requesting assistance or information. Answers questions from the public; counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance.

May instruct and train police officers in the safe and proper use of firearms.

Maintains weapons, equipment, and vehicle in a functional and presentable condition; reports all defects and damages.

Secures, receipts, and properly transports all evidence and property coming into custody.

Completes detailed reports on all crimes, vehicle accidents, and other incidents requiring police attention; completes a variety of other reports including arrest reports and/or investigation reports and a daily log of activities.

May be assigned to specialized duties as directed. *(See attachments.)*

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School graduation or equivalent; graduation from the Maine Criminal Justice Academy.

Special Requirements:

Possession of a valid motor vehicle operator's license

Possession of a License to Carry a Firearm

Training and qualification in the use of handguns

Certification in First Aid and CPR

Knowledge, Ability and Skill:

Knowledge. Working knowledge of the statutes, local laws, ordinances, law enforcement rules and regulations, and the court system. Thorough knowledge of rules of conduct as they pertain to a law enforcement officer carrying out duties (i.e., arrest, search and seizure, investigative detention, miranda warnings, use of force, etc.). Thorough knowledge of police facilities, equipment and operations. Knowledge of the rules and regulations, which govern the use of force, police pursuits, roadblocks, and other emergency tactics when attempting to apprehend fleeing violators. General knowledge of photography is helpful. Knowledge and familiarity with the town and surrounding area.

Ability. Ability to enforce the law impartially and to make sound judgments under stressful situations. Ability to communicate clearly and concisely. Ability to analyze and interpret laws, ordinances, rules, regulations, standards, and procedures and to apply them to specific situations and cases. Ability to conduct thorough criminal investigations and investigations into other matters presented on a case-by-case basis. Ability to operate a computer. Ability to handle multiple tasks at one time. Ability to remember names, faces, and details of incidents. Ability to maintain records and prepare reports. Ability to work without direct supervision.

Skill: Good problem solving skills. Skill in operating the above mentioned tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works involves physical effort. Physical agility is required to access all types of areas. Regularly required to walk, run, stand, jump, climb, stoop, crouch, kneel, and climb a ladder/fence/stairs; must be able to access all levels of a building/structure. Manually operates all department vehicles, tools, equipment, office equipment, and firearms. Must occasionally lift and/or move objects weighing up to 100 pounds. May be required to physically restrain person(s) during arrests using standard police procedures. Required to detect odors and have temperature sensitivity. Communicates verbally and in writing. Eyesight, including corrected eyesight, with regards to close vision, distance vision, color vision and depth perception is required to perform the job. A police officer must be both physically and mentally fit when reporting for duty.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)