

PATROL OFFICER

Police Department

NATURE OF WORK

This is functional police work involving the protection of life and property, the apprehension of offenders through preventative patrol and enforcement of laws and ordinances.

Work involves the performance of routine police assignments which are received from the Communications Center or supervisors. Work normally consists of routine preventative patrol, preliminary investigations, traffic regulation and in-depth investigations as assigned, which may be performed in cruisers or on bicycle or foot. Work may involve an element of personal danger and employees must be able to act without direct supervision and exercise discretionary judgment in meeting emergencies. Officers may receive special assignments which require specialized abilities and knowledge acquired through training and experience on the department. Assignments and instructions are received from supervisors who review work methods and results through reports, personal observations and performance evaluation discussions.

Work is performed under the direction of the Commander of the Patrol Division and is reviewed through the inspection of related records and comprehensive performance evaluations.

EXAMPLES OF WORK

Patrol of designated geographic area of the town on foot, bicycle or in a cruiser for the protection of life and property, the prevention of crime, the detection and apprehension of offenders and the enforcement of traffic and parking regulations.

Answers calls and complaints involving crimes, automobile accidents, domestic disputes, traffic control and others involving both misdemeanors and felonies.

Conducts preliminary investigations and gathers and preserves evidence at crime scenes, seeks and obtains witnesses, makes arrests and subsequently testifies as a prosecutorial witness in court.

Interviews people with complaints, inquiring and attempting to initiate a proper disposition or direct them to other appropriate authorities.

Conducts accident investigations, providing immediate care for the injured and takes appropriate action to prevent further accidents; interviews operators and witnesses; takes written and oral statements; examines vehicles and roadways; observing traffic control devices and obstructions to view; takes necessary measurements and photographs; assures that the scene is clear of obstructions and wreckage.

Inspects restricted parking areas for violations and issues traffic tickets for parking and moving violations; directs traffic whenever necessary; participates in numerous types of escorts.

Maintains activity reports; completes and submits required field reports on special and assigned investigations.

Performs related work as required.

REQUIREMENTS OF WORK

Knowledge of pertinent laws and ordinances, particularly the laws of arrest and seizure.

Ability to acquire knowledge in the principles of accident investigation and the effective techniques of interrogation.

Ability to acquire considerable knowledge of the geography and demography of the Town.

Ability to acquire knowledge of and abide by, the rules and regulations of the Police Department.

Ability to analyze situations quickly and objectively and to determine the appropriate course of action to be taken.

Ability to acquire knowledge of the procedures governing the preservation and seizure of evidence.

Ability to acquire knowledge and skill in the proper use and care of firearms.

Ability to deal with physical confrontations.

Ability to enter dwellings through windows during emergencies requiring the protection of life and property and the ability to carry injured people from vehicles and buildings.

Ability to operate a motor vehicle for extended hours at a time.

Knowledge of local ordinances and state laws related to law enforcement actions.

Ability to use appropriate discretion in resolving disputes.

Must maintain valid police officer certification from the State of Maine.

Must possess a valid Maine operator's license.

Possess accurate depth perception, as well as near/far vision of 20/40, uncorrected or corrected.

Possess the ability to hear within three feet and on the telephone.

Possess fine motor dexterity in both hands required for computer use and weapons handling.

Possess the ability to walk and stand for long periods of time with intermittent sitting or bending.

Ability to run after alleged offenders in order to apprehend same or assist another officer.

Ability to jump over obstacles when running after offenders.

Ability to carry required equipment on waist belt (i.e., firearm, cuffs, chemical agents, ammunition, impact tool and flashlight).

Ability to maintain the necessary level of physical fitness and agility to perform the essential functions of the job.

Possess the ability to speak, read and write English at a minimum of 12th grade level.

Possess the ability to deal courteously with the public and to establish and maintain effective working relationships with other employees and the public.

Possess the ability to arrange and deal with tasks in order of importance.

Possess the ability to accurately and quickly transfer information received without transposition of figures or letters.

Possess the ability to learn new tasks and to work independently.

Possess the ability to follow both written and verbal instructions.

Possess the ability to lift, push and pull supplies (up to 35 lbs.) and to reach, open and close file cabinets.

Possess the ability to express oneself in such a way that one is readily and clearly understood both verbally and in writing.

Possess the ability to keep varied records, to assemble and organize data and to prepare standard reports from such records.

Ability to acquire proficiency on the use of a computer terminal, personal computers and related equipment.

DESIRABLE EXPERIENCE AND TRAINING

High school diploma or equivalent required; associate or bachelor's degree preferred. Experience in dealing with the public, good communication skills and computer skills strongly preferred. Must be certifiable through training program for police officers mandated by State statutes.

Employee Signature

Date