

PATROL OFFICER:

The Patrol Officer is the representative of the Police department most visible to the community. Patrol Officers will be the sole contact which many in the community will have with this agency. Officers should be mindful of this and present a courteous and professional demeanor. They should strive to make themselves accessible to and approachable by the members of the community. Officers should have daily contact with those in their patrol area and be prepared to render appropriate assistance when called upon. Officers should be well versed in applicable state and federal laws, traffic laws, and city ordinances in order to facilitate their service to the community.

The Patrol Officer's duties shall include, but not be limited to, the following:

1. Thoroughly patrol the assigned area, with special attention given to areas of concern.
2. Direct activities towards the prevention of crime and the apprehension of violators by working proactively to identify and target suspicious activity.
3. Adequately address public safety issues and traffic safety concerns.
4. Be aware of past events in the area and be familiar with people and routine activity in order to recognize and investigate suspicious circumstances.
5. Thoroughly investigate complaints brought to the officer's attention and conduct follow up investigations where assigned.
6. Enforce criminal laws and city ordinances where appropriate and make referrals to outside agencies where appropriate.
7. Promptly prepare complete reports regarding arrests, investigations, traffic accidents, or whenever else it is deemed necessary.
8. Conduct searches of property and seize evidence legally, preserve crime scenes, or collect evidence as needed.
9. Be able to render credible and effective testimony in criminal, civil, and administrative hearings.
10. Be mindful of the security of businesses, schools, or vacant houses located in the officer's assigned area and properly investigate those areas found not secured.
11. Performs other duties, as assigned

While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell. The employee must occasionally lift and/or move more than 100 pounds and work long hours at emergency scenes.

Specific abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus and function for long hours without rest. Work is predominantly within or outside of a vehicle or at an office setting. The use of standard office equipment, personal computer and associated accessories, police equipment, emergency medical aid equipment, firearms, radio, cell phone and Mobile Data Terminal (MDT) is required. Occasionally work is performed in emergency and stressful situations where the employee will be exposed to dangerous activity related to controlling crime and maintaining order. During these emergency situations, the employee works in outside weather conditions, including temperature extremes, during day and night. This individual should be progressive, open minded,

able to resolve conflict and a problem solver. The individual should be willing to learn as well as instruct.

Ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies and the general public; ability to perform physical tasks during emergency or training activities for prolonged periods of time under adverse conditions; ability to analyze problems and identify alternative solutions; ability to respond to requests and inquiries from the general public; ability to prepare clear and concise investigative reports; ability to respond to the scene of critical incidents in accordance with department policy; ability to interpret, apply, and make decisions in accordance with applicable federal, state and local policies, laws and regulations; ability to demonstrate an awareness of and appreciation for the cultural diversity of the community. Patrol Officers must maintain active certification as a full time police officer from the Maine Criminal Justice Academy or equivalent, and a valid State of Maine Class C Driver's License.