

**TOWN OF CUMBERLAND
JOB DESCRIPTION**

DEPARTMENT: POLICE
JOB CLASSIFICATION: PATROL OFFICER
REPORTS TO: SERGEANT

NATURE OF WORK

This is an entry level position in the police department responsible for preserving the public peace, the protection of life and property, the prevention of crime and the proper enforcement of all laws and ordinances.

This position is evaluated through means of observation, periodic written reports, and results achieved.

EXAMPLES OF WORK – (Illustrative only)

1. Reports for roll call at specific times and places in proper uniform and equipment.
2. Patrols assigned areas in radio-equipped cruiser, diligently for an entire shift unless otherwise interrupted to give attention to another matter as assigned.
3. Reports promptly all crimes, suicides, fires, accidents, breaches of the peace, citizen complaints and all important happenings to the shift commander or communications occurring during the shift.
4. Gives assistance for the protection of persons and property and the enforcement of laws off the assigned beat and returns as soon as possible to assigned beat.
5. Answers all calls and complaints involving proper police business.
6. Inspects every part of the patrol area as often as possible to prevent offenses from occurring.
7. Inspects, on a nightly basis, businesses and from time to time, all dwellings on the vacant house and construction list, on the assigned beat. Any open or unlocked doors or windows shall be reported on appropriate forms.
8. Directs traffic at scenes of accidents, fires, or special events.
9. Interviews persons with complaints, and inquires and makes proper disposition, or directs them to the proper authorities.
10. Notes conduct of all suspicious persons and all persons of bad character so as to recognize such person at all times. Names, movements, habits, associates, residence, and occupation shall be recorded in field notes or on appropriate forms and reported to the superior officer.

11. Notes and investigates all suspicious vehicles and their drivers and occupants. Watches for vehicles not properly licensed or legally equipped or registered and takes appropriate action.
12. Conducts accident investigations, providing first aid to the injured and taking safeguards to prevent further accidents; interviews principal witnesses, taking written statements; takes measurements and clears the scene of obstructions and wreckage.
13. Conducts preliminary investigations, gathers evidences, obtains statements from witnesses, and makes arrests at the scene of a crime.
14. Prepares for and provides testimony in civil and criminal prosecutions.
15. Reports all incidents and conditions such as dangerous buildings, street or traffic lights out, traffic signs or other devices removed or damaged, public property which is defective or broken, dangerous trees, holes, etc. to the proper authorities or the shift commander as appropriate.
16. Participates in on-going training as required.
17. Reports any defect to the patrol car assigned.
18. Follows the chain of command.
19. Washes and cleans equipment and vehicles.
20. Maintains uniform in clean and neat manner and equipment in working order.
21. Keeps records of work performed and makes same available to department official in accordance with department procedures.
22. Performs other work as required.
23. Performs shellfish enforcement consistent with the Shellfish Conservation Ordinance as amended and adopted annually and when properly certified through the Department of Marine Resources.

REQUIREMENTS OF WORK/ESSENTIAL FUNCTION

1. Considerable knowledge Town ordinances, State and Federal laws.
2. Ability to follow oral and written instructions.
3. Skill and care in the use of equipment and vehicles used in police work.
4. Ability to establish and maintain effective working relationships with superiors, officials, co-workers, and the public.
5. Working knowledge of occupational hazards and safety precautions of the profession.
6. Thorough knowledge of the geography of the Town and location of streets.

7. Ability to conduct one's self in an orderly and courteous manner.
8. Ability to follow the chain of command and work in a para-military organization.
9. Working knowledge of and skill in locating, correcting, and/or reporting hazards.
10. Working knowledge of and ability to identify hazardous conditions.
11. Ability to operate equipment and apparatus used in police work, for extended periods of time.
12. Ability to maintain a responsible program of preventive maintenance and inventory control.
13. Ability to keep complex records.
14. Ability to react quickly and remain calm under duress and strain.
15. Ability to pass the arms qualification test pursuant to department policy.
16. Ability to accurately observe, report observations in writing, and verbally communicate observations clearly.
17. Ability to give and take verbal and written orders.
18. Working knowledge of the contents of the Department Standards Operating Procedures and thorough knowledge of the legislatively mandated eight minimum standards.
19. Ability to conduct one's self in an orderly and courteous manner.
20. Thorough knowledge of the departmental Code of Conduct.
21. Ability and strength to do prolonged and sometime arduous work under adverse conditions.
22. Knows the location of fire boxes and all telephones available for use on the assigned beat.
23. Knows the Town including streets, roads, public offices, transportation and all other information which will enable the giving of helpful, correct and intelligent information when requested.
24. Ability to hear within three feet, and on the telephone.
25. Ability to lift up to 60 lbs.

TRAINING AND EXPERIENCE

1. Must be 21 years of age.
2. Must have and maintain a valid State of Maine Class C driver's license.
3. Must have an accident-free driving record for the 18 months previous to applying for the position and no moving citations in the past 12 months.
4. Must pass a pre-employment medical, physical fitness exam, polygraph and psychological exam as requested by the department.
5. Unless certified as a full-time law enforcement officer, must be able to pass the Maine Criminal Justice Academy ALERT Test and Physical Agility Test (PAT).
6. Must reside in the state of Maine, within a reasonable distance of the police station.
7. Unless certified as a full-time law enforcement officer, must be able to successfully complete the MCJA basic police school.