

Town of Kennebunkport, Maine 04046



POLICE OFFICER

Nature of work:

This is fieldwork in carrying out general duty police work, responsible for the protection of life and property through the enforcement of laws and ordinances.

Employee of this class is responsible for performing routine police assignments that are received from police officers of superior rank and responding to calls for assistance relayed by the dispatcher. Work involves an element of personal danger and employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Police officers may also receive special assignments, which call upon specialized abilities and knowledge usually acquired through experience on the force. Work is reviewed through direct observation, reports, and discussion.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

- ◆ Patrols the Town in a radio cruiser or on foot.
- ◆ Uses radar to control traffic speeds in the Town and to issue citations to violators.
- ◆ Answers calls and complaints involving drunkenness, domestic disputes, robberies, and other misdemeanors and felonies; directs traffic at scenes of accidents and during rush hours.
- ◆ Conducts investigations, gathers evidence, and testifies as a witness in court.
- ◆ Interviews persons with complaints and inquiries, and attempts to make proper disposition or direct them to proper authorities.
- ◆ Conducts accident investigations, interviews principals and witnesses, taking written statements; examines vehicles and roadways; takes necessary street measurements; and clears the scene of obstruction and wreckage.
- ◆ Participates in searching and booking persons arrested; may fingerprint suspects and prisoners; prepares necessary reports.
- ◆ Prepares standard reports on arrests, investigations, and other activities.
- ◆ Performs related work as required.

Work Requirements:

- ◆ Knowledge of the principal buildings, streets, and physical layout of the Town and adjoining areas.
- ◆ Knowledge of modern principles and practices of police work.
- ◆ Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.

- ◆ Ability to analyze situations quickly and objectively, and to determine proper course of action; ability to remember names, faces and details of incidents often under stressful conditions.
- ◆ Ability to understand and carry out oral and written instructions.
- ◆ Ability to communicate both verbally and through written reports.
- ◆ Ability to develop skill in the use of firearms, and the operation of motor vehicles.

Training and Experience Required:

High school graduation, plus experience in law enforcement; or any equivalent combination of training and experience. Will be expected to attend and complete Criminal Justice Academy training if not already a graduate and successfully complete the department's field training program.

Necessary Special Requirements:

- ◆ Must possess a valid motor vehicle operator's license.
- ◆ Employee will work in a loud environment in and out of the field.
- ◆ Employee is exposed to weapons continually; work outdoors in all types of weather conditions, may be exposed to hazardous materials/biohazards.
- ◆ Employee must be able to stand, walk, sit, use hands, stoop, kneel, crouch and crawl for extended periods of time. The position may require the lifting, pulling, carrying of moderate to heavy weight.

Patrol Officer

Department: Police
Reports To: Sergeant

FLSA Status: Non-Exempt
Date: April 1, 2016

GENERAL SUMMARY:

Under the direction of the Sergeant, works to protect the life and property of the Town of Kennebunkport, to prevent crime, and maintain law and order by enforcing the laws of the State and the ordinances of the Town. Work involves both traditional policing and community policing.

Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS: *

- ◆ Responds to a wide variety of initial calls for police service, including reports of crimes, misdemeanors, accidents, property damage, fire, civil disputes, suspicious behavior, etc. Responds to distress calls. Responds to other non-typical calls for service such as animals in a residence, lift assists, replacing batteries and light bulbs, etc.
- ◆ At the scene of crime, administers first aid, conducts preliminary investigations, gathers evidence, collects lost property, obtains witnesses, and makes arrests. Testifies as a witness in court to assist in prosecution of suspects.
- ◆ Investigates crimes; searches for, preserves, and processes evidence; and interviews victims, witnesses, and suspects to provide necessary evidence for criminal charges and court cases.
- ◆ Identifies and arrests people accused of violations or on active arrest warrants. Books and processes prisoners after arrest and transports to County Jail.
- ◆ Patrols a designated area of the Town on foot or in a radio cruiser to preserve law and order, prevent and discover the commission of crime, show a police presence, educate the public as needed, and develop community contacts.
- ◆ Monitors traffic, conducts traffic stops and issues citations or warnings. Checks for proper identification and verifies licenses, registration, and insurance. Searches vehicles for drugs and paraphernalia as applicable, and removes drugs and other illegal items.
- ◆ Monitors parking and restricted parking areas for violation of parking regulations, and issues citations or warning.

- ◆ Responds to motor vehicle accidents or stranded motorists and provides first aid, gives directions, conducts motor vehicle lockouts, and/or provides other assistance until help arrives from the appropriate agencies.
- ◆ Provides first aid when applicable.
- ◆ Conducts accident investigations, provides first aid for injured parties, and takes safeguards to prevent further accidents, including pursuing charges if applicable. Interviews principals and witnesses and takes written statements. Examines vehicles and roadways, observes traffic control devices and obstructions to views, and takes necessary street measurements. Clears the scene of obstructions and wreckage.
- ◆ Directs or reroutes traffic during an accident, emergency, or a large public event. Participates in escorting funerals and other processions.
- ◆ Provides physical and verbal mediation for people in conflict and refers to specific agencies for further assistance.
- ◆ Responds to residential alarms, ensures the safety of the occupants and their property, and calls in any additional agencies necessary.
- ◆ Conducts walkthroughs of the Consolidated School to build relationships with teachers and students, and to monitor safety.
- ◆ Conducts regular business and residential building checks to ensure safety, prevent environmental damage and crime, and check for evidence of criminal activity.
- ◆ Interviews persons with complaints and inquiries, attempts to provide resolution, and/or directs them to proper authorities.
- ◆ Communicates regularly with supervisor and other Police Department staff to provide and gather information and to respond to inquiries.
- ◆ Communicates regularly with and provides assistance to, as needed, other Town departments, other law enforcement agencies, the District Attorney's office, hospitals and health care providers, social services, the business community, and the public.
- ◆ Responds to municipal parking lot issues such as gate malfunctions, ticket jams, and general inquiries. Attempts to fix problems within ability or notifies applicable staff member.
- ◆ Conducts OUI details.
- ◆ Receives and distributes court paperwork such as protections from abuse/harassment and subpoenas. Ensures recipients fully understand the paperwork.
- ◆ Assists transients with relocation and provides shelter information.

- ◆ Provides training and general guidance and direction to Community Services Officers.
- ◆ Maintains daily records of activities; completes incident reports, arrest reports, and reports on special and routine investigations.
- ◆ Provides assistance to other Town agencies when requested.
- ◆ Conducts street light checks to ensure proper functioning and informs Central Maine Power of all outages and cycling.
- ◆ Assists with the maintenance of Police Department equipment, vehicles, and facilities. Cares for personal equipment through inspection, cleaning, and fixing any defects. Ensures cruiser trunk equipment is fully stocked and functioning. Assists with cleaning of Department facilities, including sweeping, mopping, emptying trash, cleaning toilets, washing dishes, snow removal, and salting and sanding.
- ◆ Participates in snow removal during inclement weather.
- ◆ Raises and lowers American flags within the Town as directed by the State of Maine or the Federal government.
- ◆ Attends and participates in all staff meetings.
- ◆ Maintains quality service by following departmental guidelines and procedures and by enforcing Town standards.
- ◆ Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
- ◆ Performs research, special projects, and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

May provide general guidance and direction to less senior Patrol Officers, Reserve Officers, Community Service Officers, Summer Officers, and Parking Attendants.

EDUCATION & EXPERIENCE:

High School diploma or equivalent. Six months to one year of progressively responsible experience in law enforcement or a closely related field desirable; or any equivalent combination of education and experience. Four-year college degree in a related field preferred.

LICENSES & CERTIFICATIONS:

- ◆ Maine Criminal Justice Academy certification within one year of hire.
- ◆ Valid State of Maine driver's license with no restrictions or points that would affect the Town's liability insurance.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of first aid methods.
- ◆ Highly observant; ability to remember names, faces, and details.
- ◆ Ability to adapt effectively to different situations, include high-stress situations and emergencies. Ability to analyze situations and to adopt quick, effective, and reasonable courses of action.
- ◆ Firearm proficiency and ability to develop skill in the use and care of firearms and other departmental equipment.
- ◆ Good physical fitness, strength, and agility.
- ◆ Excellent interpersonal and customer service skills; ability to effectively deal with all members of the public in a courteous, tactful, and firm manner; ability to establish and maintain good working relationships with coworkers and all individuals, groups, and organizations contacted in the course of work.
- ◆ Ability to work cooperatively as a team member and participate in creating a positive and constructive work environment for everyone; willingness to support and assist other staff members and to take responsibility for contributing to the success of the department and the Town.
- ◆ Excellent written and verbal communication skills.
- ◆ Ability to keep varied records, to assemble and organize data, and to prepare comprehensive written reports.
- ◆ Ability to maintain confidential information.
- ◆ Ability to work with a high level of detail; ability to efficiently manage time and organize work; ability to prioritize multiple tasks and deal effectively with interruptions.
- ◆ Ability to work independently and exercise independent judgment; ability to identify and analyze complex issues and to develop appropriate recommendations.
- ◆ Ability to follow oral and written directions to complete assignments.

- ◆ Ability to effectively operate computers and software necessary for the performance of job duties.

SPECIAL REQUIREMENTS:

- ◆ Ability to work a rotating shift with a flexible schedule, including a variety of shifts and hours.
- ◆ Ability to be available to respond to emergency calls.

WORKING CONDITIONS & PHYSICAL DEMANDS:

The majority of work is performed outdoors in all weather conditions, requiring exposure to bodily injury during the course of duties. Frequent walking, standing, climbing, balancing, stooping, kneeling, crouching, fingering, grasping, reaching, pushing, pulling, lifting, seeing, hearing, talking, feeling, and repetitive motions are required. Occasional crawling is required. Heavy lifting and other physical work are frequently required. Frequent travel is required, operating a motor vehicle.

Regularly exposed to confined work spaces, extreme temperatures, inadequate lighting, threatening environments or people, hazardous materials and chemicals (including blood and other bodily fluids), and hazardous physical conditions such as moving mechanical parts or electrical currents. Occasionally exposed to atmospheric conditions such as fumes/odors/dust/gas and extreme noise.

Operates patrol cruiser, cruiser camera and recording system, cruiser radio, cruiser radar, sirens and light controls, cruiser laptop, vehicle lockout equipment, Haz-Mat equipment, breaching and entry tools, firearms such as rifle and pistol, Taser, handcuffs, pepper spray, expandable baton, flashlight, ballistic shield, tactical vest and helmet, thermal imager, tourniquets, automated external defibrillator, and other first aid equipment.

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.