

Town of Topsham



Job Title: Patrol Officer	Negotiation Unit: Fraternal Order of Police
Department: Police Department	Job Grade:
Position Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Hourly	Fair Labor Standards Act (FLSA): <hr/> Revision/Update:

Job Description

Education Requirements

Graduation from high school or equivalent. Associate or bachelor’s degree preferred. Ability to graduate from the training program for police officers mandated by Maine State Statutes.

Physical strength and agility to meet such specific physical requirements as may be established by the Department, State, or Personnel Board.

Role and Responsibilities

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

Work involves responsibility for performing routine police assignments which are received from the Communications Center or supervisors. Work consists of preventative patrol, preliminary investigations, traffic regulation, and in-depth investigations as assigned. This work may be performed in cruisers, on bicycle, or on foot. Work may involve an element of personal danger and employees must be able to act without direct supervision and exercise discretionary judgement in meeting emergencies. Officers may receive special assignments that require specialized abilities and knowledge acquired through training and experience in the department. Assignments and instructions 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 chief of police, lieutenant, or sergeant and is reviewed through the inspection of related records and comprehensive performance evaluations.

Qualifications and Physical Requirements

- Ability to deal with physical confrontations.
- Ability to carry injured persons from vehicles, buildings, etc.
- Ability to operate a motor vehicle for the assigned shift, usually 8 to 10 consecutive hours.
- Ability to enter dwellings through windows during emergencies requiring the protection of life and property.

Qualifications and Physical Requirements (cont.)

Ability to stand or walk for prolonged periods of time (i.e., direct traffic at accident scenes or during traffic tie-ups).

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

Ability to carry required equipment on waist belt (i.e., firearms, handcuffs, mace, ammunition, baton, and flashlight).

Ability to jump over obstacles when running after offenders (i.e., fences, curbing and trashcans).

A police officer's physical and mental fitness is absolutely essential for their safety, the safety of fellow officers, and critical toward achieving the objective of protecting life and property.

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

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

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

Ability to maintain a valid Maine motor vehicle operator's license.

Ability to maintain a valid Maine law enforcement officer certification.

Preferred Skills

Ability to deal with situations fairly, firmly, courteously, tactfully with respect for the rights of persons to the protection of the law.

Ability to analyze situations quickly and objectively and determine an acceptable, appropriate resolution.

Ability to understand and carry out oral and written instructions.

Ability to prepare detailed reports.

Ability to write and speak effectively.

Ability to learn new tasks and work independently.

Ability to develop skills in the use of proper care of firearms.

Skill in operating an automobile during emergency responses.

Basic intelligence, emotional stability, and physical health.

Ability to establish and maintain effective working relationships with the co-workers and the public.

Proficiency in the use of a computer terminal, personal computer, and computer related technical equipment.

Knowledge of the pertinent laws and ordinances, particularly laws of arrest and search and seizure, as well as local ordinances and state laws related to law enforcement actions.

Ability to acquire knowledge of, and abide by, the standard operating procedures of the Topsham Police Department.

Ability to acquire knowledge of the geography and demography of the town.

Ability to use appropriate discretion in resolving disputes.

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

Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records.

ADDITIONAL NOTES

Illustrations of Work;

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

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

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

Interviews persons 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.

***The duties listed above 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. This job description is subject to change by the Town of Topsham as the needs of the Town and requirements of the job change.*

Reviewed By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	Click here to enter text.	Date/Time:	Click here to enter text.