



OLD ORCHARD BEACH POLICE

Position Description CSO-Community Resource Officer

The purpose of the Community Service Officer is to be visible to the public for minor assistance, directions, and any minor questions the public may have. The Community Officer will act as a liaison between the Town and the public. The Community Service Officer will monitor and control traffic flow in addition to assisting when needed for parking and ensure that all motorists comply with parking regulations. Additionally, the Community Service Officer acts as liaison between the police and the public by promoting the Town of Old Orchard Beach and providing essential services in a friendly manner to the public is of utmost importance. **This is a civilian position that does not have arrest powers.**

Uniform:

The CSO will wear a uniform that is designed so that members of the public and community will know the CSO is not a Police Officer. The uniform will say Community Service Officer and will be of a different color than both full time and part time police officers.

Job Accountability:

The CSO will be under the supervision of the shift supervisor and overseen by the Chief and Dep. Chief. The CSO will follow the same chain of command as the full time and part time police officers employed with the Old Orchard Beach Police Department.

Minimum job qualifications:

- 18 Years of age or older
- High school diploma or equivalent
- Valid driver's license
- Successful completion of a background check and pre-employment physical
- Any training or experience in related field

CSO duties and responsibilities:

- Assists citizens within their assigned area.
- Directs traffic when necessary.
- Reports violations of the law to sworn Law Enforcement
- Takes in found property and completes forms.
- Will become familiar with the area to assist citizens with their questions or concerns, or provide directions when needed.
- Promotes the Town of Old Orchard Beach

- Conducts frequent visits to local businesses.
- Assist with Town events, concerts, road races, holidays, etc.
- CSO's shall not respond to calls for service assigned to sworn officers that may be present in a dangerous situation unless directed to do so by a supervisor or OIC. These calls include but are not limited to alarms, domestic assaults, assaults, robberies, crimes in progress etc. In these cases, because of their locations, CSO's may prove to be a valuable witness and should be on the lookout for suspects, vehicles, and anything else related to a specific call or event.

Training requirements:

- Radio communications
- Traffic direction
- Mountain Bike training
- ATV training
- Town Ordinances
- Piping Plovers
- Mental health first aid
- Mandatory workplace compliance
- Additional training as needed with reserve training.

The Old Orchard Beach Police Department is an equal opportunity employer.