

POSITION DESCRIPTION

Class Title: Patrol Officer

FLSA: Non-Exempt

Pay range: \$38.98 to \$47.89 based on experience.

Patrol Officer

Police Department

GENERAL

Under the direct supervision of a Sergeant, Patrol Officers are responsible for the efficient performance of required duties in conformity with the rules, regulations, policies, procedures and philosophies of the Old Orchard Beach Police Department.

Following the philosophy of "With Dedication, Pride and Commitment", the Patrol Officer's duties shall consist of, but not be limited to, a number of general police responsibilities necessary for the accomplishment of the police mission and ensuring the stability and safety of the community.

SUPERVISION RECEIVED

General supervision is received from the shift supervisor, although direction may also be received from CID personnel at crime scenes. A patrol officer is expected to exercise independent judgment in performing his/her job in compliance with established guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Working knowledge of modern police science techniques, methods and procedures, and the ability to carry out the same.
2. Knowledge of current Federal, State and local laws and ordinances and Court decisions relative to police officer enforcement abilities and restraints.
3. Ability to analyze situations quickly and objectively to determine the proper course of action to be taken.
4. Ability to utilize self-defense techniques and weapons.
5. Ability to safely operate motor vehicles under emergency situations.
6. Ability to establish and maintain effective working relationships with other law enforcement agencies, other Town agencies, fellow employees and, the general public.
7. Ability to operate Department equipment.
8. Ability to work calmly under conditions of high stress and, physical and emotional fatigue.
9. Patrol an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
 - a. Apprehending persons violating the law or wanted by the police.

- b. Being thoroughly familiar with the assigned patrol beat. Familiarity includes knowledge of the residents, merchants, businesses, roads, alleyways, paths, etc. It is of prime importance that the people living or working on any given beat also know their patrol officer.
- c. Completing detailed reports on all crimes, motor vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigative report.
- d. Preserving any crime scene until otherwise directed by a supervisor, when such crime scene is encountered or when dispatched to the scene as the first responding officer.
- e. Building security checks.
- f. Observing and interviewing suspicious persons.
- g. Issuing traffic citations.
- h. Reporting street lights and traffic lights that are out of order, or any other hazardous condition that might endanger public safety.
- i. Checking schools, parks and playgrounds.
- j. Responding to any public emergency.
- k. Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data which will aid in the identification, apprehension, and prosecution of offenders, as well as the recovery of property.
- l. Be alert to the development of conditions tending to cause crime or indicative of criminal activity. Take preventive action to correct such conditions, and inform superiors as soon as the situation permits.
- m. Respond to situations brought to Officer's attention while in the course of routine patrol or when assigned by dispatch. Render first aid to injured or ill persons. Assist persons requiring police services.
- n. Remain on assigned beat throughout the tour of duty except when a police emergency necessitates a temporary absence, or when directed by a supervisor or dispatcher.
- o. Patrol assigned beat, giving particular attention to and frequently rechecking locations where the crime hazard is prevalent. As much as possible, a Patrol Officer should not patrol his beat according to a fixed pattern or schedule, but rather alternate frequently and backtrack in order to be unpredictable.
- p. Officers should take the time to get out of the patrol vehicle as frequently as time allows and converse with the residents on his/her beat.
- q. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the assigned beat.

- r. Actively develops and participates in Departmental programs.
- s. Performs other duties and tasks as assigned by proper higher authority.

EDUCATION AND EXPERIENCE

High school diploma or equivalent at a minimum, post high school education is preferred; graduate of Maine Criminal Justice Academy preferred, or an ALERT score of 45 or greater; prior experience as a law enforcement officer desirable, but not required.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

1. Speaks clearly and intelligently to individuals, small groups and large crowds.
2. Speaks clearly over police radio and other electronic transmission equipment.
3. Communicates effectively with persons who are emotionally disturbed or seriously injured.
4. Is articulate and understandable when testifying in court.
5. Expresses himself/herself in a narrative style which is clear and concise.
6. Uses acceptable grammar, punctuation and spelling.
7. Includes all relevant details which may aid in the reconstruction of an incident.
8. Is able to reach a correct decision quickly when faced with several alternative courses of action.
9. Is able to comprehend and retain a good deal of factual information.
10. Is able to recall factual information as it pertains to laws, statutes and codes.
11. Recognizes dangerous situations and acts decisively to protect persons and property from harm.
12. Demonstrates good "common sense" in handling field situations.
13. Is alert to signals which indicate that something is wrong.
14. Is suspicious and inquisitive when confronted with different situations.
15. Displays good mental alertness and observational skills.
16. Has a good memory for details.
17. Maintains a high degree of self-control when involved in frustrating or otherwise stressful situations.

18. Has a sincere desire to understand and work with people.
19. Understands the need for fairness and compassion in dealing with the public.
20. Recognizes that different situations, and different people, may require different responses.
21. Is capable of being assertive in appropriate circumstances.
22. Is effective in persuading and influencing others to behave in an alternate manner.
23. Shows a desire to go out and seek the knowledge which is needed to be a competent law enforcement officer.
24. Take pride in his personal appearance and professional bearing.
25. Conducts himself/herself, on and off duty, in a manner which comports with contemporary community and professional standards.
26. Does not engage in behavior which would diminish community respect for or trust in the law enforcement agency.
27. Has the ability to possess a valid Maine license.
28. Has the ability to control a motor vehicle at high speeds and in all types of weather conditions.
29. Maintains a record of personal and professional conduct which would not detract from the credibility of his/her testimony in court.
30. Presents evidence fully and completely without distortions, omissions or partiality.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; public safety radio; copier, facsimile machine; photography and fingerprinting equipment and firearms, speed measuring devices and breath alcohol measuring equipment, as well as any other equipment required by law, practice or duty.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to:

1. Walk or stand, sometimes for long periods of time, in adverse weather conditions.
2. Run, sometimes sprinting at a high rate of speed for a short distance, over unsafe terrain or in adverse weather conditions.
3. Climb or jump over obstacles
4. Crawl under or through obstructions and in confined areas.
5. Use body force to gain entrance or break through barriers.
6. Push, pull, drag or carry objects or persons.
7. Sit for extended periods of time.
8. Restrain or subdue violently resistive subjects.
9. Maintain mental alertness and a readiness to act, even during periods of calm and inactivity.
10. Endure and withstand exposure to verbal, mental and physical abuse, including threats, taunts and insults to self, family or profession, reacting only in a professional, legal and procedurally acceptable manner.
11. Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during short periods of time.
12. Work patrol shifts 8 to 12 hours in length and adapt to irregular working conditions.
13. Sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.
14. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually normal for business conditions to extremely loud, dangerous and stressful conditions. Employee is occasionally exposed to extremes in weather conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be 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 to the position.

The 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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit Applications & Resumes to:

Town of Old Orchard Beach
Attn: HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: mcneil@oobmaine.com