

# **Police Officer Job Description**

## **Town of Phippsburg, Maine**

### **Nature of work:**

This is a part-time position consisting of field work 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 responding to routine police calls for assistance relayed by the dispatcher, and by calls received from town residents and town officials. 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 or warnings to violators. Answers calls and complaints involving drunkenness, domestic disputes, robberies, and other misdemeanors and felonies; and directs traffic at scenes of accidents. Assists other law enforcement agencies when requested.

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.

Prepares standard reports on arrests, investigations, and other activities. Performs related work as required, or requested by the Town Administrator.

### **Requirements of Work:**

Knowledge of modern principles and practices of police work. Knowledge of the principal buildings, streets, and physical layout of the Town and adjoining areas. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others. Ability to establish and maintain effective working relationships with other municipal officials, State, Federal and County authorities, and the general public. 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 and maintain skill in the use of firearms, and the operation of motor vehicles.

**Training and Experience Required:**

High school graduate or possess a G.E.D. certificate, plus experience in law enforcement. Must possess police officer certification at time of appointment or successfully complete the part time training Pre Service course at the Criminal Justice Academy.

**Necessary Special Requirements:**

Must possess a valid Maine motor vehicle operator's license. Must be able to pass a thorough background investigation. Must be able to legally possess a firearm. Must pass the Alert Test and Physical Assessment Test at the Academy before hire.