



Police Officer

DEPARTMENT: Police
REPORTS TO: Police Chief or Designee
DATE: 9/14
FLSA DESIGNATION: *Non-exempt, Full-time, Union*

Basic Purpose and Function

A Police Officer is, in most instances, the first line of communication between the public and the Police Department. Therefore, it is imperative that the officer be ever mindful of his or her responsibility to promote and maintain positive police community relations in the responsible performance of required duties, consistent with the rules, regulations, and policies of the York Police Department.

Primary Duties and Responsibilities (Illustrative Only):

This position is charged with the day-to-day public safety needs of the Town of York. Police officers are assigned to many and varied tasks including but not limited to:

- Enforcement of all Federal, State, and Municipal laws.
- Identifying criminal offenders and criminal activity and where appropriate, apprehend offenders and participate in subsequent court proceedings;
- Reduce the opportunities for the commission of crimes through preventive patrol and other measures;
- Aid individuals who are in danger of physical harm;
- Facilitate the movement of vehicular and pedestrian traffic;
- Identify and report potential problems which may be serious law enforcement or governmental concerns;
- Promote citizen involvement in addressing identified problems as a proactive approach to ensuring a sense of safety and security to the entire community.
- Promote and preserve public peace and good order;
- Advance a cooperative relationship with the general public, and other governmental agencies or businesses consistent with the philosophy of Community Oriented Policing.
- Accomplish all police objectives within the law and the constitutional guarantees of all citizens;
- Perform other related services as may be required.

Skills & Qualifications:

- Knowledge of the principal buildings, streets, and physical layout of the Town of York 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 in a courteous, professional and punctual manner.
- Ability to communicate both verbally and through written reports.
- Committed to the Law Enforcement Code of Ethics. Never intentionally bringing discredit upon him/herself or the organization.
- Required to maintain firearms proficiency and a reasonable level of proficiency in vehicle operations.
- Ability to work effectively as part of a team with a strong sense of cooperation towards other officers within the organization and outside public safety agencies to ensure the maximum level of achievement of the public safety mission.
- Basic computer proficiency in the following computer software/applications: CSH software and Microsoft Office: Word and Outlook.

Desirable Experience and Training:

- Attended a State of Maine approved pre-service police training course.
- Graduate of the Maine Criminal Justice Academy, and/or holder of Maine Police Officer certification.
- Related post-secondary education.
- Previous experience as a Police Officer.

Special Requirements:

- Must be 21 years of age or older, unless the applicant has an associate's degree or 60 credit hours of post-secondary education, in which case the applicant must be at least 20 years of age.
- Must be a U.S. Citizen or legally able to work in the U.S.
- Shall be a high school graduate or possess a G.E.D. certificate.
- Shall possess an active/valid State of Maine motor vehicle operator's license with no disqualifying convictions.
- Shall be of sufficient physical condition to perform the essential duties and job functions of a Police Officer, including mandated vision and hearing requirements, in accordance with provisions of the current collective bargaining agreement and state/federal requirements.
- Shall have no felony or equivalent criminal conviction involving moral turpitude nor be a habitual traffic law violator.
- Shall be of good moral character, to be determined by a thorough background investigation.
- Must receive Police Officer certification from the Maine Criminal Justice Academy, within one year of appointment.
- Must successfully complete required in-service training to maintain certification.
- Must be able to legally possess a firearm.

Essential Physical and Mental Job Functions:

- Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
- Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search and investigate and/or rescue.

- Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
- Communicate verbally and effectively by listening to people and by giving information, directions and commands.
- Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time, and which require the ability to distinguish color and perceive shapes.
- Conduct visual and audio surveillance for extended periods of time.
- Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
- Exercise independent judgment within legal guidelines to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
- Gather information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects and confidential informants.
- Load, unload, accurately aim and fire handguns, shotguns and other York Police Department firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
- Manage interpersonal conflicts to maintain order.
- Operate an emergency vehicle during both the day and night; in emergency pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices and in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.
- Perform law enforcement patrol functions while working rotating shifts and working unanticipated overtime.
- Perform tasks which require lifting, carrying or dragging people or heavy objects while performing arrest, rescue or general patrol functions.
- Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Pursue fleeing suspects on foot both day and night in unfamiliar terrain.
- Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
- Subdue resisting subjects using hand and feet while employing defensive tactics maneuvers or approved non-lethal weapons.
- Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
- **Mental Demands:** While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with staff, officials and the public.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned as needed by the Chief of Police or their representative.