

AUBURN POLICE DEPARTMENT

JOB DESCRIPTION

	Effective Date 09-01-2017	Number JD-11
Position Patrol Officer		
Rank Patrol Officer		
Division Patrol		

I. Job Description

The assignment of Police Officer in the Patrol Division is a sworn position with the rank of Police Officer that is responsible for the protection of life and property, preservation of peace and order, prevention and suppression of crime, arrest and prosecution of offenders, recovery and return of stolen property, and regulation of traffic. His/her performance involves the frequent exercise of independent initiative and judgment and excellent communications skills

II. Appointment and Qualifications

The Police Officer in the Patrol Division is assigned by the Chief of Police from among those holding a position on a certified candidate list for Patrol Officer or is a lateral transfer from another police department. This position requires considerable knowledge of the principles, practices and technical aspects of modern law enforcement. Minimum qualifications for Police Officer are established by the Rules and Regulations of the City Charter, Maine Criminal Justice Academy and include Maine Law Enforcement Officer Certification and valid Maine driver's license. In addition, an associate's degree in criminal justice or related field is encouraged.

III. Duties and Responsibilities

- A. Patrols the city in a vehicle, bicycle or on foot during an assigned shift or turn, to prevent or detect criminal behavior, maintain order, and observe public safety conditions and circumstances within the city;
- B. Responds as primary or backup unit to emergency and non-emergency calls for service, involving both criminal and non-criminal matters;
- C. Receives complaints, inquiries, and information from citizens, in person or by telephone; provides aid, assistance, information, or referrals as required;
- D. Talks to residents, merchants, and visitors to maintain good community relations;
- E. Reports hazardous conditions to the appropriate authorities; contacts owners or authorized agents to secure damaged, recovered, or illegally entered property or premises;
- F. Investigates crimes, incidents, traffic crashes, alarms, and suspicious activity or circumstances;
- G. Searches persons, buildings, vehicles, and open areas with regard for both proper tactics and constitutional safeguards;
- H. Locates, preserves, collects, and processes physical evidence; takes photographs; dusts for fingerprints; makes sketches and diagrams; maintains chain of custody; in the absence of a detective.
- I. Identifies, locates and interviews victims, complainants, witnesses, and suspects; conducts custodial interrogations of arrested persons in accordance with constitutional safeguards;
- J. Enforces traffic laws by stopping motorists and issuing citations or warnings as appropriate; directs traffic around traffic crashes, disabled vehicles, or obstructions; enforces parking regulations;
- K. Assists stranded motorists and others in need of immediate assistance; gives directions to lost motorists or pedestrians;
- L. Controls crowds at crime scenes, fires, parades, demonstrations, and other events;
- M. Makes arrests using only the amount of force reasonably necessary under the circumstances; executes warrants, serves legal papers, issues summonses and citations;
- N. Searches, fingerprints, photographs, books, guards, and transports prisoners;
- O. Prepares and submits written reports and forms in accordance with departmental policy and procedures;

- P. Operates radar or laser speed-detection devices, breath-testing equipment, mobile data terminals, and other electronic equipment;
- Q. Uses discretion and judgment within the limits of the law and departmental policy to accomplish organizational goals and objectives;
- R. Requests assistance as necessary to handle situations; keeps superior officers informed of significant events or circumstances;
- S. Cooperates with other law enforcement and public safety agencies in the performance of official duties;
- T. Files criminal charges, consults with prosecutors, and testifies at grand juries, hearings, and trials as required;
- U. Maintains proficiency and certification with weapons and other equipment as required;
- V. Attends roll calls, briefings, and training as required;
- W. Reviews significant activity reports, crime analysis bulletins, wanted posters, and other information to maintain familiarity with criminal activity in the area;
- X. Reviews statute books, written directives, training materials, videotapes, and electronic materials to maintain familiarity with laws and procedures;
- Y. Inspects vehicles, equipment, and uniforms, and keeps them in clean and serviceable condition;
- Z. Instructs departmental orientation and training courses as required;
- AA. Provides feedback and suggestions regarding departmental policies, procedures, and equipment;
- BB. Represents the department at civic or other functions and with the media to promote the safety of the community and the public relations of the department;
- CC. Performs related work as directed by superior officers.

IV. Organizational Structure

The Patrol Officer is a part of the Patrol Division and reports directly to a Patrol Supervisor under the supervision of a Patrol Watch commander. The Patrol Officer works a rotating schedule assigned to a permanent shift on a permanent patrol team. Breaks are governed by the Auburn Patrol Officer/Detective Collective Bargaining Agreement.

PER ORDER OF: Phillip Crowell Jr.
Chief Phillip L. Crowell Jr.