

**TOWN OF WELLS  
JOB DESCRIPTION  
POLICE PATROL OFFICER**

**Job Title:** Police Patrol Officer  
**Department:** Police  
**Reports To:** Police Sergeants  
**Position Type:** Full-time

**Classification:** Non-exempt  
**Other:** Union - MAP  
**Supervisory:** No

**GENERAL SUMMARY:** Acting as a community caretaker, this position provides highly responsible law enforcement and crime prevention functions for the Police Department. Responsibilities include enforcing laws and ordinances, investigating misdemeanor and felony crimes, arresting offenders of the law, responding to dispatch calls involving traffic accidents, medical and other emergencies, civil disputes, family disturbances and other calls requiring police assistance. May be required to perform special duties as assigned by the Chief of Police.

**Supervision Required:** Employee works under the general direction of the Police Sergeant on duty. Employee plans and carries out the regular work in accordance with standard practices and previous training. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor. Work is reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility:** Employee may be required to supervise others when designated as a Field Training Officer, Evidence Technician, Officer in Charge. In such instances, the employee is responsible for training and evaluating the work of officers.

**Confidentiality:** In accordance with the State Public Records Law, the employee has regular access on a department-wide basis to confidential information that is obtained during performance of regular position responsibilities including criminal records/investigations, and department or client records.

**Accountability:** Errors can result in a delay or loss of service, personal injury/loss, injury to others, legal repercussions, damage to buildings and/or equipment and monetary loss.

**Judgment:** Position responsibilities require the use of extensive judgment and ingenuity to perform the required law enforcement and crime prevention functions within the limits of guidelines that include departmental rules and regulations, federal, state, and local laws. Position is responsible for interpreting these guidelines for application to specific cases and in developing operational responses. Position requires the use of many different principles, techniques, and practices common to law enforcement procedures, as well as the application of a variety of administrative principles and practices. Work is considerably complex in that potentially life-altering decisions must be made instantaneously. Position is responsible for determining the best course of action to be taken in any given situation.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

**Nature and Purpose of Public Contact:** The position has constant contact with the public, primarily on the telephone, e-mail, and in person, for the purpose of receiving and responding to calls, enforcing laws, conducting educational programs, attending, and participating in meetings, responding to inquiries and complaints, and/or providing information and assistance. The position has daily contact with other town departments and law enforcement agencies, attorneys, suspects, witnesses, victims, professionals, various agencies, and organizations for the purpose of giving or receiving information, conducting research and investigations, coordinating activities, and/or providing information and assistance. Contact usually occurs in person or on the phone.

**Occupational Risk:** Work regularly exposes the officer to potentially hostile situations and to individuals who are angry, agitated or otherwise upset. Many functions of the work pose a high degree of hazard uncertainty.

**ESSENTIAL JOB FUNCTIONS:**

*The essential functions or duties listed below 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.*

- Patrols an assigned area for general purposes of crime prevention and law enforcement; apprehends persons violating the law or wanted by the police; completes detailed reports on all crimes, vehicle accidents and other incidents requiring police attention; completes and submits arrest reports and investigation reports.
- Identifies criminal offenders and criminal activity; apprehends offenders; participates in court proceedings.
- Promote and preserve the peace; conducts preventive patrols; aids individuals who are in danger of physical harm; facilitates the movement of vehicular and pedestrian traffic.
- Identifies problems that are potentially serious law enforcement or governmental problems; provides other services on an emergency basis.
- Communicates and coordinates with supervisors and co-workers regarding duties; acquires and records information concerning events that have taken place since the last tour of duty.
- Records activity during tour of duty in the manner prescribed by proper authority.
- Maintains weapons and equipment in a functional, presentable condition.
- Assists citizens requesting assistance or information; explains any instance where jurisdiction does not lie with the Police Department and suggests other procedures to be followed.
- Is accountable for the proper marking, securing, receipting, and proper transporting of all evidence and property coming into custody.
- Answers questions asked by the public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
- Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- Confers with court prosecutors and testifies in court.
- Performs a wide variety of law enforcement, crime prevention and special duties as assigned or as situation dictates.
- Preserves any major crime scene until an Officer-in-Charge arrives when such crime scene is encountered or when dispatched to the scene as the first responding officer.
- Observes and interrogates suspicious persons and issues traffic citations.
- Reports any fires, broken lights or equipment, street hazards and any other conditions that may endanger public safety; provides Public Assembly checks and building security checks; patrols schools, parks, and playgrounds; and responds to any public emergency.
- Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity; collects evidence and records data which will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.

- Maintains an awareness of the development of conditions tending to cause crime or indicative of criminal activity; takes preventive action to correct such conditions and inform superiors as soon as the situation permits.
- May be designated to perform the duties of Officer in Charge, Youth Affairs Officer, Patrol Supervisor, Field Training Officer, School Resource Officer, K-9 Handler, Evidence Technician, or other special officer functions, as deemed appropriate by the Police Chief.
- Must get along with others and work in a professional manner.
- Maintains regular, predictable, and reliable attendance.
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public.
- Places an emphasis on safety, efficiency, quality, and productivity.
- Follows all Town and Department policies.
- Performs related work as required.

### **RECOMMENDED MINIMUM QUALIFICATIONS**

#### **Experience and Education/Training:**

- Associate degree in criminal justice or related field, or prior military experience preferred, or;
- One to three (1-3) years of progressively responsible related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

#### **Licenses/Certifications/Other:**

- Maine Criminal Justice Academy basic law enforcement officer certification
- Valid State of Maine Class C Driver's license.

### **KNOWLEDGE/SKILLS**

- Principles, practices, and methods related to law enforcement and crime prevention.
- Police command policies and procedures
- Constitutional and civil rights
- Motor vehicle laws
- Geographical and demographical information of the town
- Social and cultural behaviors and norms
- Pharmacological effects on a person
- Civil and criminal codes, town by-laws
- Effective public speaking, interpersonal and organization skills
- Negotiation and persuasion
- Communication and learning
- Information technology and social media awareness

### **ABILITY TO:**

- Conduct thorough investigations
- Work effectively with others
- Produce accurate and precise reports of incidents
- Make sound decisions under stress
- Prioritize tasks and perform multiple tasks simultaneously
- Be proficient in the use of department firearms
- Deal tactfully with disgruntled members of the public
- Establish effective working relationships with department and town staff.
- Attend any required or recommended courses or training

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

**Work Environment:** Working conditions involve high frequency of getting in and out of a cruiser; sitting in a patrol cruiser for long periods; exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, traffic, loud noises, toxins or fumes, equipment/machinery, dirt, or grease. Includes outdoor work that may or may not be suspended when weather conditions are poor. The employee is required to work beyond normal business hours and holidays. Respond to natural or man-made emergencies on a 24/7, 365 days per year basis.

**Physical Requirements:**

Employee are required to stand, walk, talk, listen, see, use hands, climb, balance, stoop, kneel, crouch, crawl, reach with hands and arms, and taste or smell up to 2/3<sup>rd</sup> of the time; and sit up to 1/3<sup>rd</sup> of the time. Employee frequently lifts up to 10 lbs., and occasionally lifts up to or more than 100 lbs. Equipment operated may include automobile, light equipment, medical equipment, office machines, computers, firearms, and other tools of the trade. Routinely wears equipment weighing more than 20 pounds; physically restrains, wrestles, and fights with violent people; walks and stands for long periods (hours) with no breaks; sprints and engages in foot chases; walk in a crouched position and crawl on hands and knees while performing searches.

*The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.*

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

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SUPERVISORS INITIALS