

**Town of Eliot, Maine
Draft Job Description**

Position Title:	Patrolman	Grade Level:	
Department	Police	Date:	
Reports to:	Chief of Police	FLSA Status:	

Statement of Duties: The Patrolman performs routine and specialized police law enforcement work to protect lives and property and the prevention and suppression of crimes within the Town of Eliot in carrying out the enforcement of state and federal laws and local Bylaws. The employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Chief of Police, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, jeopardize programs, monetary losses due to waste of material, damage to buildings and equipment, personal injuries, danger to public safety, and legal repercussions to the Town.

Confidentiality: The employee has regular access to confidential information obtained during the performance of position responsibilities such as criminal records, department records and lawsuits, and criminal investigations.

Supervisory Responsibility: The employee, as a regular and continuing part of the job, is not required to supervise other department employees.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, such as those listed above and mental stress from constant conflicting and urgent time demands of the utmost priority including life threatening situations.

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The nature of the physical environment may be such that the employee's personal well being and/or safety as well as the public's may be compromised. The employee is required to work beyond normal business hours in accordance with the department's work schedule and in response to natural or man-made emergencies on a 24/7 basis, 365 days per year.

Nature and Purpose of Relationship: Relationships are constantly with co-workers, the general public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee deals with the public and other individuals on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. The employee is required to discuss controversial matters with hostile or uncooperative persons pertaining to the enforcement of local, state and/or federal laws where tact is required to avoid friction and to obtain cooperation.

Occupational Risk: Duties may involve frequent, recurring exposure to hazardous conditions, such as operating vehicles traveling a high rate of speed. Job frequently entails the possibility of serious personal injury, danger to public safety, or exposure to conditions that could result in total permanent disability or loss of life. For example, danger of physical attack or performing duties during extreme weather conditions. Extreme care and safety precautions are required at all times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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 designated zones within the Town and respond to incidents and complaints relayed through the department's dispatcher; conducts searches and arrests when probable cause exists in keeping with the applicable laws of arrest, search and seizure.

Conducts preliminary investigations including motor vehicle accidents and renders first aid to accident victims when needed; serves as Court Officer as required.

Maintains assigned equipment and motor vehicle in proper, safe working condition.

Performs various administrative duties including the preparation of detailed written incident reports, citation log and other reports as necessary.

Testifies in court proceedings as a witness when necessary; acts as a custodian of personal property and evidence being held for presentation in court.

Accompanies and maintains custody of individuals being taken to jail, court or detention centers.

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Conducts traffic control and enforcement of motor vehicle laws and regulations.

Reviews crime trends to detect if special attention is needed; assists in the preparation of operation plans.

Participates in various public and school education programs including neighborhood meetings as needed; advises businesses about safety issues in an effort to prevent crime; provides assistance to citizens that are not of a criminal in nature.

Attends training courses and seminars in order to maintain state certification as a patrolman and keep abreast of law enforcement laws, policies and procedures.

Required to perform first responder duties at the scene in response to emergency calls for service.

Recommended Minimum Qualifications:

Education and Experience: High School diploma or equivalent apprentice level of trade knowledge; one to three (1-3) years of prior 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.

Special Requirements: Possession of a valid Class C Motor Vehicle Operator's License. First Responder and CPR Certification. Completion of Basic Recruit Academy. Ability to acquire a License to carry a firearm without restriction. As a condition of employment, the employee is required to complete a psychological, medical examination, and physical abilities test and maintain the required physical condition to perform the duties of the position in a safe and effective manner. As a condition of employment, the employee must pass a personal background examination.

Knowledge, Abilities and Skill

Knowledge: Knowledgeable of Maine General and Civil Laws, Motor Vehicle Laws, the U.S. Constitution, and Town ordinances related to law enforcement. Knowledge of the department's law enforcement techniques and practices as well as operating guidelines. Knowledge and ability to safely handle weapons, department equipment, motor vehicles, search and seizure, evidence and court proceedings and to apprehend violent persons in accordance with accepted law enforcement practices and techniques. Knowledge of proper operation of various police traffic control equipment including radar and breath testing. Knowledge of the geographic layout as well as landmarks of the Town and surrounding areas.

Abilities: Ability to handle and carry out law enforcement duties during emergency situations often under adverse weather and/or stressful, life-threatening conditions. Ability to deal with

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disgruntled or violent members of the public in a safe, professional and tactful manner. Ability to independently research laws or legal briefs for guidance. Ability to make decisions in a timely, common sense and safe manner. Ability to work at any hour of the day or night and for extended periods of time often under adverse or life-threatening conditions. Ability to fire a gun with accuracy.

Skill: Proficient oral and written communication as well as computer skills. Excellent physical skills to be able to protect yourself and others. Common sense skill to determine the most appropriate response to emergency situations. Technical skill in operating police vehicles, fire arms and various types of police equipment such as radar in a safe and effective manner often under adverse weather and life threatening conditions. Self motivational skills. Maintain good physical condition in order to perform physical skills required as described below.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills: Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time under adverse weather conditions, or regular travel on foot over rough terrain or barriers or to subdue or restrain violent persons or animals.

Motor Skills: Duties involve close hand and eye coordination and physical dexterity, manipulation and motor control under life threatening conditions that may require extreme accuracy. The manual skills required are comparable to those which might be needed in firing a gun or operating safety vehicles at high rates of speed under adverse weather and/or road conditions. The employee is required to run, bend/stoop, crawl/kneel, carry, reach, climb/balance, push, pull, lift department equipment; drive motorized equipment at high rates of speed under adverse weather and road conditions and to restrain violent persons. The employee is required to talk, hear, stand, sit, walk or run for extended periods of time.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences.

This 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.