



## Winslow Police Department Job Description Patrol Officer

### I. JOB SUMMARY:

Under general supervision of a Sergeant, responsible for the protection of life and property ; prevention of crime, apprehension of criminals, and the general enforcement of laws and ordinances in a designated area on an assigned shift or on special assignments; routine patrol; preliminary investigation, and traffic regulation duties which may be performed in motorized vehicles or on foot; involves an element of personal danger and the employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies; assignments may include work at the police department on special tasks, which call upon experience as a uniformed patrol officer; assignments are general and special instructions are received from a superior officer who revises work methods and results through reports, personal inspection and discussion.

### II. JOB DUTIES:

#### a. Essential Functions:

- i. Establish a bond between the Police Department and the community in an effort to reduce or remove the opportunity for crime;
- ii. **Answer calls and complaints criminal and non-criminal activity;**
- iii. Ascertain all facts available at the scene of a crime or accident;
- iv. Obtain statements from witnesses;
- v. Protect and gather evidence;
- vi. Prepare reports to be used in follow-up investigations;
- vii. Attend regular required and elective training classes in police methods, first aid, use of force and related subjects;
- viii. Issue citations, execute warrants, make arrests and take prisoners to jail;
- ix. Assist attorneys in prosecuting felony and misdemeanor cases, testify in court;
- x. Patrol town streets, roads, and public places, either on foot, in an assigned vehicle either at large or in a designated area to preserve law and order, to prevent and discover the commission of crime or unsafe conditions, and to enforce motor vehicle and parking regulations on streets and roads;
- xi. While on patrol, maintains high visibility to deter violations.

#### b. Marginal Functions:

- i. Performs related tasks as necessary.

c. ENVIRONMENTAL FACTORS:

- i. Exposure to all and extreme weather conditions;
- ii. Exposure to varying light conditions: all and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors;
- iii. Exposure to fire, smoke, chemical leaks/spills: in close proximity, as necessary to provide emergency services;
- iv. Exposure to personal danger, including but not limited to: armed and/or dangerous persons/animals; persons and/or articles having contagious/communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, the use and operation of electrical or microwave powered equipment.

**III. PHYSICAL/MENTAL REQUIREMENTS:**

a. Physical conditions needed to:

- i. Effect arrests;
- ii. Subdue resisting individuals;
- iii. Run a distance under 50 yards to persons requiring emergency assistance or apprehension;
- iv. Lift and carry equipment and persons;
- v. Force entry into buildings;
- vi. Climb flights of stairs/ladders and maneuver over obstacles;
- vii. Walk, stand or sit for long periods of time (including driving);
- viii. Perform lifesaving procedures;
- ix. Fire weapons on duty, maintain target practice skills, clean and inspect weapons;
- x. Confront an armed suspect;
- xi. Drive motor vehicles under emergency and non-emergency conditions;

b. Effective audiovisual discrimination and perception needed to:

- i. Make observations;
- ii. Drive safely and simultaneously operate emergency lights, siren, radio and mobile data terminal;
- iii. Speak clearly and concisely;
- iv. Hear and understand radio, telephone and normal range verbal communications;
- v. Discern color differences;

c. Ability needed to:

- i. Observe situations quickly, analytically and objectively, determining a prompt course of action;
- ii. Understand, interpret and apply applicable federal and State statutes, local ordinances, court decisions and Police Department and Town rules and policies;

- iii. Understand and respond quickly, calmly, decisively and accurately to written and oral directions, instruction, inquiries and requests in all situations;
  - iv. Work independently or as a team member, effectively within the guidelines of standard operating procedures, department Rules and Regulations and within the scope of authority for the position;
  - v. Foster appropriate intra and interagency communications;
  - vi. Develop and utilize interpersonal skills;
  - vii. Manage situations firmly, courteously, tactfully and impartially;
  - viii. Express oneself clearly and concisely, both orally and in writing;
  - ix. Record information clearly and completely;
  - x. Facilitate effective conflict arbitration/resolution;
  - xi. Maintain confidentiality in the performance of duties;
  - xii. Assimilate, retain and effectively use geographic knowledge concerning the Town and the surrounding vicinity;
  - xiii. Interact positively with fellow employees and citizens;
  - xiv. Learn, display and maintain all skills, knowledge and abilities for performance of all duties and responsibilities, as established by the Director of Police;
- d. Emotional and psychological stability needed to:
- i. Accept constructive criticism in a mature fashion;
  - ii. Effectively communicate and interact positively with fellow employees and citizens;
  - iii. Recognize and tolerate stress;
  - iv. Function effectively under stress;
  - v. Deal effectively with the morbid, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

#### **IV. JOB SPECIFICATIONS:**

- a. Required Education and Experience:
  - i. Possess a high school diploma or (GED);
  - ii. 21 years old, or 20 years old with at least 60 credits from an accredited college, or age 19, currently enrolled in an accredited post-secondary education program, with at least 40 credit hours
  - iii. Successfully pass written ALERT test and MCJA Physical Agility Test
  - iv. Possess a valid Maine driver's license;
  - v. Proficiency basic computer knowledge including but not limited to Microsoft products;
- b. Minimum Knowledge/Ability:
  - i. Working knowledge of the geography and population pattern of the Town;
  - ii. Working knowledge of the local, state and federal laws, rules and regulations as applicable;
  - iii. Ability to react quickly and calmly to emergency situations;  
Ability to develop skill in the use and care of firearms and other weapons;
  - iv. Ability to drive a motor vehicle safely and efficiently;

- v. Ability to meet age, and other physical requirement at the time of examination;
- vi. Ability to express oneself clearly and concisely, both orally and in writing. Effectively communicate, both verbally and in writing;
- vii. Clean, maintain and make minor repairs (check fluid levels, etc.) to department vehicles and equipment.

c. EQUIPMENT USED:

- i. Motor Vehicles
- ii. Duty Weapons
- iii. Writing Implements
- iv. Office Equipment -- computers, printers, telephone systems, photocopies
- v. Radio Communications -- portables, mobiles, data terminals, etc.
- vi. Basic Tools and Equipment -- first aid supplies, fire extinguishers, restraint devices, flashlights, batons, helmets, uniforms, OC spray, personal protective equipment, radar equipment, etc.
- vii. Electronic Gas Pump

**Covers:** Harald Christiansen  
Charles Theobald  
Jacob Poulin  
Marc Rousseau  
Bryce Scott  
Cameron Huggins  
Jeffrey Lord  
Tyler Bouchard  
Brian Gardiner