

Job Description-Police Officer

Nature of work: This is fieldwork in carrying out general duty police work, responsible for the protection of life and property through the enforcement of laws and ordinances.

Employee of this class is responsible for performing routine police assignments, which are received from police officers of superior rank, and responding to calls for assistance relayed by the dispatcher. Work involves an element of personal danger and employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Police officers may also receive special assignments, which call upon specialized abilities and knowledge usually, acquired through experience on the force. Work is reviewed through direct observation, reports, and discussion.

Essential Duties and Responsibilities: Patrols the Town in a radio cruiser or on foot.

Uses radar to control traffic speeds in the Town and to issue citations to violators.

Answers calls and complaints involving drunkenness, domestic disputes, robberies, and other misdemeanors and felonies; directs traffic at scenes of accidents and during rush hours.

Conducts investigations, gathers evidence, and testifies as a witness in court.

Interviews persons with complaints and inquiries, and attempts to make proper disposition or direct them to proper authorities.

Conducts accident investigations, interviews principals and witnesses, taking written statements; examines vehicles and roadways; takes necessary street measurements; and clears the scene of obstruction and wreckage.

Participates in searching and booking persons arrested; may fingerprint suspects and prisoners; prepares necessary reports.

Prepares standard reports on arrests, investigations, and other activities.

Performs related work as required.

Requirements of work:

Knowledge of the principal buildings, streets, and physical layout of the Town 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.

Ability to communicate both verbally and through written reports.

Ability to develop skill in the use of firearms, and the operation of motor vehicles.

Desirable Training and Experience: High school graduation, plus experience in law

enforcement; or any equivalent combination of training and experience. Will be expected to attend and complete Criminal Justice Academy training within one year, if not already a graduate.

Necessary Special Requirements: Must possess a valid motor vehicle operator's license and successfully pass the required test, if not certified, to be admitted into the Maine Criminal Justice Academy which includes polygraph test, psychological test, and fitness and agility test. Must agree to receive Hepatitis B vaccination or provide a waiver and live within 8 road miles from the Bucksport Public Safety Building.