



**BATH**  
MAINE *City of Ships*

## Employee Job Description

<b>Job Title</b>	<b>Patrol Officer</b>
<b>Department</b>	Police Department
<b>Grade Level</b>	--
<b>FLSA Status</b>	Non-Exempt
<b>Union Status</b>	Police Union
<b>Employment Status</b>	Full Time Permanent
<b>Last Updated</b>	July 1, 2022

### **GENERAL PURPOSE:**

Performs public safety, police patrol, criminal and accident investigations, traffic control and enforcement, and related law enforcement activities which protect and serve the public. Maintains order and conducts Law Enforcement with emphasis on problem solving and use of all available resources.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Police Sergeant, Police Corporal or shift supervisor

### **SUPERVISION EXERCISED:**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs traffic control, school patrols, traffic and parking enforcement, motor vehicle accident investigations, and arrests persons involved in crimes or misconduct.
- Responds to emergency calls and investigates accidents, deaths, robberies, civil disturbances, domestic disputes, missing children, prowlers, etc. Takes appropriate law enforcement action.
- Conducts investigations of crimes. Seeks out and questions victim, witnesses, and suspects.
- Analyzes and evaluates evidence and arrests offenders.
- Prepares court documents and gives testimony in court proceedings.
- Prepares a variety of criminal and non-criminal reports including incident reports, court reports, reports of investigation, traffic hazard report, youth aid reports, etc.
- Service of court documents.
- Performs business and residential security checks.
- Performs other related duties as assigned.
- Maintains contact with the public, court officials, and other city officials and other agencies (DHHS, etc.) in the performance of police activities.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **General:**

Must be 21 years of age. Must possess a valid State driver's license without record or suspension or revocation in any state. No felony convictions and disqualifying criminal histories. Must satisfactorily pass the Maine Criminal Justice Academy Alert Test with a minimum score as prescribed by the Personnel Services Commission.

### **Education and Experience:**

- High school diploma or equivalent.
- Two- to four-year college degree in Criminal justice-related field preferred but not required.
- An equivalent combination of education and experience

### **Necessary Knowledge, Skills and Abilities:**

- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Some skill in the operation of tools and equipment used in law enforcement.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public.
- Ability to exercise sound judgement in evaluating situations and in making decisions. Must be of good moral character and of temperate nature.
- Ability to learn the City's geography.
- Receive certification for Criminal Justice Information Systems access.
- Ability to perform work requiring good physical condition. Must be able to pass the medical exam and the department's physical agility test. The employee must periodically make physical arrests with uncooperative or combative individuals. To safely affect these and to maintain general physical fitness, the employee must pass annually minimum physical standards for police officers as established by the Maine Criminal Justice Academy.
- Must pass the Psychological and Polygraph examinations.
- Must pass extensive background investigation.
- Successful completion of the Maine Criminal Justice Academy or equivalent within one year after employment.

## **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel crouch, or crawl; and taste or smell. The employee must occasionally lift and/ or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. 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 essential functions.

This job description does not constitute an employment agreement and is subject to change.

The City of Bath is an Equal Opportunity Employer