Town of Lisbon Job Description

POSITION: Patrol Officer
DEPARTMENT: Police Department
SUPERVISOR: Patrol Sergeant
JOB TITLES SUPERVISED: N/A

DATE: 2021
FLSA STATUS: Non-Exempt
UNION: Y

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Serve and protect the citizens of Lisbon through the enforcement of laws and ordinances, apprehension of offenders, and protection of life and property.

Work involves responding to various calls for assistance, or given assignments, which are received from the communications center or supervisors. Work consists of preventative patrol, preliminary investigations, acting as a first responder to emergency situations, traffic regulation, and in-depth investigations as assigned. This work may be performed in cruisers, on bicycle or on foot. Work may involve an element of personal danger and employees must be able to act without direct supervision and exercise discretionary judgment in meeting emergencies. Officers may receive special assignments which require specialized abilities and knowledge acquired through training and experience on the department. Assignments and instructions are received from supervisors who review work methods and results through reports, personal observations and performance evaluation discussions.

Work is performed under the direction of the Chief of Police, Lieutenant or Sergeant, and is reviewed through the inspection of related records and comprehensive performance evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Patrol of a designated geographic area of the town on foot, on bicycle, or in a cruiser for the protection of life and property, the prevention of crime, the detection and apprehension of offenders, and the enforcement of traffic and parking regulations.

Answers calls and complaints involving both misdemeanor, and felony crimes, as well as motor vehicle crashes, domestic disputes, traffic control and other incidents as required.

Conducts preliminary investigations, gathers and preserves evidence at crime scenes, seeks witnesses and obtains statements, makes arrests, and testifies as a prosecutorial witness in court.

Interviews people with complaints, inquiring and attempting to initiate a proper disposition or referring them to the proper authorities.

Conducts crash investigations, providing immediate care for the injured and takes the appropriate action to prevent further crashes; interviews operators and witnesses; takes written and oral statements; examines vehicles and roadways; observes traffic control devices and obstructions to view; takes necessary measurements and photographs; assures that the scene is clear of obstructions and wreckage.

Monitors restricted parking areas for violations and issues traffic tickets for parking and moving violations; directs traffic whenever necessary; participates in numerous types of escorts.

Maintains activity reports; completes and submits required field reports on special and assigned investigations.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of pertinent laws and ordinances, particularly the laws of arrest, search and seizure, as well as all local ordinances and state laws related to law enforcement actions.

Ability to acquire knowledge of, and abide by the Standard Operating Procedures of the Police Department, principles of accident investigation and the effective techniques of interrogation, the geography and demography of the town, the procedures governing the preservation and seizure of evidence, skill in the proper use and care of firearms, and proficiency on the use of a computer terminal, personal computers, and related equipment.

Ability to analyze situations quickly and objectively and to determine the appropriate course of action to be taken, to deal with physical confrontations, to enter dwellings through windows during emergencies requiring the protection of life and property, and the ability to carry injured people from vehicles and buildings, to stand or walk for prolonged periods of time (i.e., direct traffic at accident scenes or during traffic tie-ups), to use appropriate discretion in resolving disputes, and to operate a motor vehicle for extended hours at a time.

Possess the ability to speak, read, and write English at a minimum of 12th grade level, to deal courteously with the public, to establish and maintain effective working relationships with other employees and the public, to arrange and deal with tasks in order of importance, to accurately and quickly transfer information received without transposition of figures or letters, to learn new tasks and to work independently, to follow both written and verbal instructions, to express oneself in such a way that one is readily and clearly understood both verbally and in writing, to keep varied records, to assemble and organize data, and to prepare standard reports from such records.

Must maintain a valid police officer certification from the State of Maine, a valid Maine operator's license, the ability to carry required equipment on waist belt (i.e., firearm, cuffs, chemical agents, ammunition, impact tool, and flashlight), and maintain the necessary level of physical fitness and agility to perform the essential functions of the job.

Possess accurate depth perception, as well as near/far vision of 20/40, uncorrected or corrected, fine motor dexterity in both hands required for computer use and weapons handling, the ability to hear within three feet and on the telephone, to run after alleged offenders in order to apprehend same or assist another officer, and to jump over obstacles when running after offenders.

TRAINING AND EXPERIENCE REQUIRED:

High school diploma or equivalent required; associate or higher is preferred. Experience in dealing with the public, good communication skills and computer skills strongly preferred. Must be certifiable through training program for police officers mandated by State statutes.

PHYSICAL DEMANDS:

Maximum Employee is required to lift/carry	25 lbs.
Maximum Employee is required to frequently lift/carry	195 lbs.

Approximate percentages of time tasks are performed in carrying out the essential functions of this position:

JOB REQUIRES:	CONTINUOUS	FREQUENT	OCCASIONAL
Part of Day	100%-67%	66%-34%	33%-1%
Bending	X		
Kneeling	X		
Squatting	X		
Climbing	X		
Standing	X		
Walking	X		
Sitting	X		
Reaching	X		
Driving	X		
Fine Motor Skills	X		

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Town of Lisbon has a similar right.

Submitted by:

Signature/Title Date

Employee Signature Date