

**City of Rockland**  
**JOB DESCRIPTION**

**Job Title:** Patrol Officer  
**Department:** Police Department  
**Location:** Police Department  
**FLSA:** Non-Exempt  
**Date:** January 24, 2013

**GENERAL PURPOSE:**

A Patrol Officer is, in most instances, the first line of communication between the public and the Police Department. Therefore, it is imperative that the Patrol Officer be ever mindful of his or her responsibility to promote and or maintain positive police community relations in the performance of their required duties, consistent with the rules, regulations, and policies of the Rockland Police Department. Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the preservation of peace, safety and general welfare of the community.

**SUPERVISION RECEIVED:**

Patrol Officer will be supervised according to the Police Department Chain of Command and in accordance with Police Department policies and procedures.

**SUPERVISION EXERCISED:**

None

**HOURS:**

40 hours per week

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers and promptly obey all legitimate orders.
- Identify criminal offenders and criminal activity and where appropriate, apprehend offenders and participate in subsequent court proceedings.
- Reduce the opportunities for the commission of crimes through preventive patrol and other measures.
- Aid individuals who are in danger of physical harm.
- Facilitate the movement of vehicular and pedestrian traffic.
- Identify and report potential problems which may be serious law enforcement or governmental concerns.
- Promote and preserve public peace and good order.
- Advance a cooperative relationship with the general public, consistent with the philosophy of Community Oriented Policing.
- Accomplish all police objectives within the law and the constitutional guarantees of all citizens.
- Respond punctually to all assignments.
- Record activity during tour of duty in the manner prescribed by proper authority.
- Maintain weapons and equipment in a functional, presentable condition.
- Serve or deliver warrants, summonses, subpoenas, and other official papers in an accurate and expedient manner.

- Patrol an assigned area for general purposes of crime prevention and law enforcement.
- Apprehending persons violating the law or wanted by the police.
- Completing detailed reports of all crimes, vehicle accidents and other incidents when necessary. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previous report an officer completes a supplemental report and forwards the information to the responsible investigating officer.
- Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render assistance to persons who are seriously ill or injured.

**PERIPHEAL DUTIES:**

- Perform such other duties as may be assigned by the Shift Supervisor or the Chief.
- Coordinate efforts with those of other members of the Department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
- Communicate to superiors and to fellow officers all available information which may be pertinent to the achievement of police objectives.
- Acquire and record information concerning events that have taken place since the last tour of duty.
- Assist all citizens in a polite and courteous manner.
- Be accountable for securing, receipting, and proper disposition of all evidence and property.
- Answer questions asked by the general public, counsel, juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
- Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
- Confer with court prosecutors and testify in court.
- Accomplish other related general duties as they are assigned or as they may become necessary.
- Promote citizen involvement in addressing identified problems as a proactive approach to ensuring a sense of safety and security to the entire community.
- Familiar with assigned areas including knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported.
- Preserving any major crime scene until a Superior Officer arrives when such crime scene is encountered or when dispatched to the scene as the first responding officer.
- Public Assembly checks.
- Property Watch and Business security checks.
- Observing and interviewing suspicious persons.
- Issuing traffic warnings and/or citations.
- Being alert for and reporting fires.
- Reporting street lights out-of-order, street hazards and any conditions that endanger public safety.
- Responding to any public emergency, i.e.; Fire and Ambulance calls.
- Be alert to the development of conditions indicative of criminal activity. Take preventive action to correct such conditions, and/or inform superiors as soon as the situation permits.
- Remain in an assigned patrol area throughout the tour of duty except when a police emergency necessitates a temporary absence, or when a Supervisor has authorized a temporary absence.
- Patrol assigned area giving particular attention to and frequently re-checking locations where crime may be reasonably anticipated.
- Take steps to direct the free, unobstructed flow of traffic during periods of traffic congestion.
- Wear the prescribed safety clothing and equipment, as may be required.

**DESIRED MINIMUM QUALIFICATIONS:**

- Must be a high school graduate.
- Must possess a valid Maine driver's license with a good driving record or have the ability to obtain one within 30 days after employment.
- Must be 21 years of age or older or 20 years of age with 60 college credits at the time of application closing.
- Must be a U.S. Citizen.
- Must not have a criminal record that would prevent them from obtaining certification from the Maine Criminal Justice Academy (MCJA).
- Required by MCJA to pass all phases of the Physical Agility Test (PAT).
- Applicant must have satisfactorily passed the ALERT Test.
- Must have completed the Maine Law Enforcement Pre-Service Training Program.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principal buildings, streets, and physical layout of the city 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.
- Ability to deal courteously but effectively with varied types of persons, individually and in groups, in varied situations.

**SPECIAL REQUIREMENTS:**

- Candidates will be required to successfully pass an in-depth background check.
- Candidates will be required to successfully pass a written examination.
- Candidates must pass an oral test.
- Candidates must pass psychological test.
- Candidate will be required to successfully physical agility.
- Candidates will be required to pass a medical examination.
- Candidates will be required to successfully pass a polygraph examination.

**TOOLS AND EQUIPMENT USED:**

Given the scope of police duties and functions, equipment includes all items located in an office environment, high performance motor vehicles, boats, firearms and other police related weapons, communication equipment (radios, cell phones), specifically designed clothing and apparel, and all other equipment which might be obtained externally and becomes necessary to perform emergency police functions, created by external circumstances.

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to use hands to, operate tools or controls and reach with hands and arms. The employee frequently is required to stand for extended periods of time and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee may need to lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires working in all types of environments, to include basic office conditions, potentially dangerous and life threatening environments, adverse and hazardous weather conditions, abnormal and non-traditional working hours, and work which may extend well beyond normal hours worked. .

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**EFFECTIVE DATE:** January 24, 2013

*The duties listed above are intended only as illustrations of the various types 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.*

*The 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.*