

**City of Waterville, Maine  
Position Description**

**Position Title: PATROL OFFICER**  
**Department: Police Department**  
**FLSA Status: Non-Exempt**  
**Reports to: Ranking Officer**

**JOB DESCRIPTION OVERVIEW**

The Police Department is a part of the community and works with all segments of the community in addressing needs, planning for the future and responding to challenges and opportunities. The Police Department is community service oriented and exists to aid each member of the public with both criminal and non-criminal matters.

The deployment of personnel and functions follows the traditional police organizational model with uniformed officers assigned to three shifts working under the supervision of a sergeant. Most patrol is done by officers assigned alone to cruisers; two officers cruisers are rarely used.

**MINIMUM QUALIFICATIONS**

- May be lawfully employed in the U.S.A.
- Fluently speaks, reads and writes English.
- 21 years old at the time of application.
- Graduated an accredited high school or G.E.D. program. College is preferred.
- Certified as a law enforcement officer in Maine, eligible for certification by transfer, or eligible for admittance into the Maine Criminal Justice Academy. At time of application must have attained a passing score on the M.C.J.A. ALERT Test.
- Valid driver's license at the time of application, and a valid Maine driver's license within 10 days of appointment.
- Resides within 30 air miles of the Waterville City Hall prior to the end of the probationary period.
- Meets the minimum physical, medical and psychological standards established for new employees.
- Is physically able to perform all the duties listed in this job description.
- Is free from any disease which may be transmitted while performing the official duties and activities of a police officer.
- Driving privileges have not been suspended or restricted in any state in the one year preceding application. (Does not include limitations of vehicle class or eye glasses.)
- Meets the minimum standard physical fitness requirements of the Maine Criminal Justice Academy.
- Has computer and keyboarding skills.
- Has not been dishonorably discharged from the military.
- Has not used or possessed any type of illicit narcotics or drugs for the one year proceeding application.
- Within five years of application has not been convicted of or is awaiting final adjudication for any crime, traffic offense or civil violation which is punishable by six months to one year in jail.
- Has not been convicted of or is awaiting final adjudication for any crime punishable by more than one year in jail or for a crime of moral turpitude.
- Does not use alcohol in excess and is not alcohol dependent.

**DUTIES AND TASKS**

- Abides by the policies and procedures of the department including strict adherence to the Law Enforcement Code of Conduct and Canons of Ethics.
- Works varying days, hours, and holidays as determined by personnel needs and contractual provisions.

- Works in all weather conditions.
- Drives police cars for long periods in all weather and lighting conditions.
- Works with distraught, violent, and mentally unstable people.
- Uses defensive tactics in self defense and in the defense of others and to arrest people. This encompasses degrees of physical force from moderate to extreme.
- Is capable of using deadly force in strict accordance with the law and department policies.
- Shoots qualifying scores with pistols, shotguns and rifles.
- Enters reports accurately portraying events which are witnessed by or communicated to the officer into a computer records management system.
- Administers emergency first aid and CPR.
- Testifies in court and in official hearings.
- Directs traffic which may involve standing for hours without relief or rest.
- Investigates criminal offenses, motor vehicle accidents and other incidents.
- Enforces traffic laws and ordinances which includes the stopping of violators, giving warnings, issuing summons, inspecting vehicles and towing vehicles.
- Operates computer terminals connected to federal and state criminal justice systems which require strict adherence to their regulations.
- Successfully completes required training.
- Works in an environment where blood borne pathogens may be encountered.
- Upholds federal, state, and municipal regulations, laws, and ordinances.
- Performs other duties as assigned.

#### **PHYSICAL REQUIREMENTS**

- Pursuant to collective bargaining agreement and Maine Criminal Justice Academy entrance standards, successfully completes all phases of physical testing; 1 ½ mile run, push ups, sit ups, stretching, hand strength, body fat ratio, bench press and leg press.
- High frequency of getting in and out of a cruiser.
- Sitting in a patrol cruiser for long periods.
- Climbing stairs of up to seven flights.
- Routinely wears equipment weighing several pounds.
- Physically restrains, wrestles, and fights with violent people.
- Walking and standing for long periods (hours) with no rest breaks.
- Sprinting and foot chases.
- Working at a desk in an office.
- Walking in a crouched position and crawling on hands and knees while doing searches.

**Supervisory Responsibilities:** Generally None.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

*This 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.*

08/04