



***Town of Damariscotta***  
***Police Department***  
***21 School Street***  
***Damariscotta, Maine 04543***



**Patrol officer**

Job Description

**Nature of Work:**

This is a patrol position within the department. The patrol officers job requires compassion, integrity, professionalism, patience, and the ability to adapt and overcome daily challenges. The patrol officer reports to the patrol Sergeant and is required to work independent and often alone on a patrol shift. A patrol officer is the “Swiss army knife” of the agency. Patrol officers wear many different hats and must be able to provide citizens with answers to a wide variety of needs.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Police Sergeant, and Chief

**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, burglaries, 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, etc.
- Service of court documents.
- Performs business and residential security checks.
- Performs other related duties as assigned.
- Work collaboratively with outside agencies to help build relationships to further our investigative abilities.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **General:**

Must be 21 years of age or 20 years of age with 60 college credits. Must possess a valid State driver's license without record or suspension or revocation in any state. No felony convictions or disqualifying criminal histories. Must satisfactorily pass the Maine Criminal Justice Academy Alert Test and physical agility requirements.

### **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.
- Receive certification for Criminal Justice Information Systems access.
- Ability to perform work requiring good physical condition. Must be able to pass the medical exam.
- 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; 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.

## **Pay and Benefits**

The current schedule is four (4) 10-hour shifts with 3 days off. The Town offers a competitive salary, based on 40-hr work week, with yearly pay increases and lateral entry up to a 15 year pay step. We offer Maine PERS retirement with an additional 457 plan, Anthem Blue Cross health insurance plans with a capped low monthly cost to the employee, generous earned time, options to purchase life insurance and short-term disability protection, and more.

Interested candidates should submit a cover letter, resume, and completed application to Chief Jason Warlick at [jwarlick@damariscottame.com](mailto:jwarlick@damariscottame.com) or in person at the Damariscotta Police Department, 21 School Street Damariscotta, Maine 04543.

The Town of Damariscotta is an Equal Opportunity Employer.

***Revised May 2, 2024***

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. 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 need of the employer and requirements of the job change.*