

# Androscoggin County Government

## Public Safety Division

### Job Description

**Title:** Poland Patrol Deputy

#### **Qualifications:**

1. High school graduate or equivalent.
2. At least 21 years of age.
3. Graduate of the Maine Criminal Justice Academy's Law Enforcement Pre-service School or equivalent.
4. Two years experience as a full-time/part-time Police Officer or Deputy Sheriff in patrol law enforcement.
5. Completion of college work, military duty, or relevant work experience desired, but not required.
6. Possession of a valid State of Maine Driver's License
7. Must successfully pass MCJA/ASO physical agility requirements.
8. Sufficient physical ability to perform essential Department duties and functions.
9. Such alternatives to the above qualifications, restrictions, and requirements as the County Commissioners and the Sheriff may, in their discretion, consider equivalent, appropriate, and acceptable.

**Reports to:** Patrol Supervisor

#### **Major Job Responsibilities:**

1. Must be knowledgeable of and abide by Androscoggin County Standard of Conduct, Code of Ethics, and Policies and Procedures.
2. Must attend all mandatory ASO/MCJA training classes and maintain their Law Enforcement Certification.
3. Demonstrate the proper demeanor and technique to communicate in an effective manner with all staff, offenders, and community members.
4. Required to properly utilize all relevant equipment within the Town of Poland, and ensure that it is properly maintained and repaired.
5. Patrol the Town of Poland for the purposes of maintaining order, preventing crime, and enforcing current laws and ordinances.  
Patrol Includes:
  - a) Apprehending wanted persons or persons violating the law.
  - b) Becoming familiar with the residents, merchants, businesses, roads, alleys, etc. while patrolling an assigned beat.
  - c) Conducting thorough investigations of all offenses and incidents within the area of assignment and scope of activity. Complete detailed reports on all crimes, motor vehicle accidents, and other incidents requiring police attention and documentation.
  - d) Preserving crime scenes until relieved by an officer of superior rank.
  - e) Performing building and business security checks.
  - f) Observing and interviewing suspicious persons.
  - g) Issuing traffic citations and warnings.
  - h) Being alert for and reporting fires.
  - i) Being alert to developing conditions tending to cause crime or are indicative of criminal activity.

- j) Reporting malfunctioning street or traffic lights, or any other hazardous condition that might endanger public safety.
  - k) Checking schools, parks, and playgrounds.
  - l) Checking bars and clubs.
  - m) Responding to any public emergency.
6. Respond punctually to all assignments.
  7. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Androscoggin Sheriff's Department.
  8. Be accountable for the proper receipt, logging, transporting, and securing of all evidence and other property.
  9. Preserve the peace at public gatherings, neighborhood disputes, and family quarrels.
  10. Serve or deliver all official papers such as warrants, subpoenas, and summonses in a timely and accurate manner.
  11. Confer with prosecutors and testify in court.
  12. Respond to situations brought to his/her attention while in the course of patrol or when assigned by radio or other means. Render first aid to all injured persons, and assist persons requiring police services.
  13. Performs all duties and tasks assigned by proper higher authority.
  14. Actively participates in new and innovative departmental programs.
  15. Attend town meetings when necessary.

February 1, 2010