

# JOB DESCRIPTION

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**DEPARTMENT:** SHERIFF'S DEPARTMENT

**DATE:** FEBRUARY 2001

**JOB TITLE:** PATROL OFFICER

**GRADE:** 3 BARGAINING UNIT

## **I. JOB SUMMARY:**

The Patrol Officer is responsible for patrolling all the rural areas of Knox County. (A full-time patrol officer is stationed on Vinalhaven Island and a part-time officer is assigned to North Haven Island.) The Patrol Officer investigates all complaints received from the dispatch in addition to handling other problems assigned or observed during the patrol shift. He/She is responsible for the efficient performance of required duties in conformance with the rules, regulations, policies, and procedures of the Department as well as the laws of the State of Maine.

Duties consist of, but are not limited to a number of general police responsibilities necessary to the stability and safety of the County. Other duties/responsibilities include the transportation of prisoners to and from various correctional facilities within the State, as well as providing security and acting as court officer for the District and Superior Courts.

## **II. JOB RELATIONSHIP:**

**A. RESPONSIBLE TO:** Direct - Patrol Supervisor; Indirect - Sheriff and/or Chief Deputy. Review and approval of work: Through established policies and procedures and interpersonal contact.

**B. OTHER JOBS SUPERVISED:** Part-time deputies may be assigned to a Patrol Officer's supervision. Supervision exercised: General direction and supervision.

## **III. REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

Patrol all rural areas of Knox County.

Investigate all complaints and investigations assigned in a prompt, courteous and professional manner.

Investigate all accidents brought to his or her attention within the county.

Serve and deliver warrants, summonses, subpoenas and other official papers promptly.

Act as Court Officer for the District and Superior Courts when necessary.

Testify in Court when needed.

Type accurate, concise and neat reports as necessary.

Coordinate efforts with other members of the Knox County Sheriff's Department and other law enforcement agencies to ensure continuity of purpose and maximum achievement of police objectives.

Acquire and record information concerning events that have taken place during his/her period of assignment.

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Communicate with superiors and fellow officers all information obtained which is pertinent to the achievement of police objectives.

Conduct traffic stops and issue summonses, warnings, defects as well as arrests for violations of the law.

Conduct complete investigations of all crimes and offenses.

Maintain a working knowledge of all applicable laws of the State of Maine as well as the laws pertaining to search and seizure.

Note: The list as stated above is a partial list of duties for a Patrol Officer for the Knox County Sheriff's Department. He/She will be required to carry out all orders from the Patrol Supervisor, Administrator, Chief Deputy and Sheriff.

#### **IV. SPECIALIZED EQUIPMENT USED:**

Sheriff's patrol car, radio communication equipment; firearms and tear gas when required; restraints; intoxilyzer; radar; fingerprint, photography and other investigative equipment; and general office equipment.

#### **V. PROBLEMS AND CHALLENGES:**

Dealing effectively with the wide spectrum of duties that may be assigned to the Patrol Officer. Routine duties such as service of papers and transportation of a prisoner, interferes in the conduct of investigations and other patrol duties.

#### **VI. DIMENSIONS OF WORK:**

Responsibility includes 13 communities with no organized police departments as well as the islands located in Penobscot Bay/Knox County.

#### **VII. WORKING CONDITIONS AND JOB HAZARDS:**

The nature of the work involves exposure to unpredictable situations which may hazard life or limb. Exposed to prisoners. Potential exists to be exposed to blood borne pathogens.

#### **VIII. QUALIFICATIONS REQUIRED:**

##### **A. EDUCATION AND TRAINING REQUIRED:**

High School or equivalent and have completed the Basic Law Enforcement Training Program of the M.C.J.A., in the event that an applicant has not completed the law enforcement training course, the applicant must meet standards as established by the MCJA Board of Trustees Selection Committee before hire. (Standards are attached hereto as Appendix A – subject to update as warranted.)

##### **B. EXPERIENCE IN THIS OR OTHER PROGRESSIVE JOB REQUIRED:**

Have no criminal record and willing to take a polygraph examination.

Have a working knowledge of criminal, motor vehicle and civil law of the State to be enforced within the County.

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Have the ability to work without direct supervision and to use good sound judgment.

Must have the ability to withstand the job related stress and dangers.

Must be willing to participate in a minimum of 20 hours of in-service training each year as required by law.

**C. LICENSE OR CERTIFICATION REQUIRED:**

Must meet current firearms range qualifications as established by the department. Must possess a valid vehicle operator's license.

**IX. REMARKS:**

**A. SPECIAL MEDICAL REQUIREMENTS:** Any Patrol Officer shall have a statement from a physician that he has had a physical within the last 30 days stating that he is in good health and has the physical ability to handle the job's related stress and danger.

Any applicant must be in good physical condition and pass the physical agility test required of all applicants for the Knox County Sheriff's Department.

**B. JOB UNDERSTANDING:** The Patrol Officer is required to respond to duty when called by the Sheriff, Chief Deputy, Patrol Administrator or Patrol Supervisor. Failure to respond when called will be considered cause for disciplinary action. During the first six (6) months, the applicant will be on a probationary status.

**Appendix A  
Law Enforcement Officer Standards**

3. In order to be admitted to the Law Enforcement Basic Training Course, an applicant who is employed as a law enforcement officer must meet the standards set forth below. In the case of a person not yet employed as a law enforcement officer, the applicant must meet the standards set forth below as determined by a Selection Committee established by the Board of Trustees;
- A. Shall be a high school graduate, or have scored as follows on the General Education development test:
    - 1. Not lower than 35 on any one of the 5 parts, and
    - 2. An average not lower than 45 for all 5 parts;
  - B. Shall be at least 21 years of age, unless the applicant has an associates degree or 60 credit hours of post secondary education in which case the applicant must be at least 20 years of age;
  - C. Shall submit the medical certificate provided by the Academy, signed by a licensed physician indicating that the applicant is physically and medically fit to undergo physical training at the Academy;
  - D. Shall meet the physical fitness standards as established by the Board of Trustees;
  - E. Should have no convictions for Murder, Class A, Class B, Class C, or Class D crime; or convictions for any violation of the Maine Criminal Code, chapters 15, 19, 25 or 45, or a conviction for any equivalent crime in another jurisdiction outside the State of Maine. A person may make application to the Board of Trustees for a Waiver of this provision;
  - F. Should not have engaged in any conduct that is penalized in this state as Murder, Class A, Class B, Class C, or Class D crime, or any provision of the Maine Criminal Code, chapters 15, 19, 25 or 45; or engaged in such conduct in another jurisdiction outside the State of Maine, unless that conduct is not punishable as a crime under the laws of that jurisdiction. A person may make application to the Board of Trustees for a waiver of this provision;
  - G. Shall complete a state and federal criminal records check through the submission of fingerprints to the State Bureau of Identification and the Bureau of Investigation;
  - H. Shall possess a valid motor vehicle operator's license. If such license is not a Maine license at the time of admission to the Academy, the applicant shall obtain a State of Maine license within the time limits prescribed by Maine law;
  - I. Shall be able to read and write at a level necessary to master the law enforcement basic training course as determined by the use of a reading and writing test;

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- J. Shall be of good moral character, as determined by a thorough background investigation by the hiring agency; or in the case of a person not yet employed, by the Academy Selection Committee, after review of the background investigation conducted by a licensed investigator approved by the Board of Trustees;
- K. Should have no conviction for operating a motor vehicle under the influence of intoxicating liquor during the ten year period prior to application to the Basic Law Enforcement Training Program, or have been adjudicated of committing the administrative offense of operating a vehicle under the age of 21 with greater than a 0.00 blood alcohol content during the six-year period prior to application to the Law Enforcement Basic Training Course. A person may make application to the Board of Trustees for a waiver of this provision.
- L. Shall complete to the satisfaction of the employer, or in the case of a person not yet employed, to the Academy Selection Committee, a polygraph conducted by a certified polygraph examiner approved by the Board of Trustees;
- M. Shall complete to the satisfaction of the employer, or in the case of a person not yet employed, to the Academy Selection Committee, a psychological examination conducted by a licensed psychologist or through the use of an assessment instrument approved by the Board of Trustees;
- N. Shall complete an oral interview by the hiring agency or in the case of a pre-employment candidate, by a panel appointed by the Chair of the Board of Trustees representing state, municipal, and county, law enforcement agencies; and
- O. Shall not falsify or misrepresent any information during the application process, background investigation, or polygraph examination.

BASIS STATEMENT: Chapter 3 is adopted to insure minimum standards for attending basic training programs sponsored by the Academy.

AUTHORITY: 25 MRSA § 2803-A (2)

EFFECTIVE DATE: January 12, 1979

AMENDED:            July 14, 1983  
                          August 15, 1985  
                          August 1991  
                          August 1994  
                          February 7, 1997  
                          December 1, 2000