



In-House Posting

Full-Time Police Position



The Lincoln Police Department is accepting applications for the positions of a full-time Officer. All applicants must have a high school diploma or equivalent and must possess a valid driver's license with a good driving record. Non-blue pin applicants must have successfully completed Phase I and Phase II of the Law Enforcement Pre-Service Training Program or already be certified by the Maine Criminal Justice Academy. All applicants will be required to successfully pass an in-depth background to include medical. Applicants may be subjected to a psychological and a polygraph examination. MCJA graduates preferred for the full-time position.

Duties include but not limited to enforcement of applicable state and local laws, proactive crime prevention patrol of the town streets, traffic control, and local ordinances. For applications please visit our website at www.lincolnmaine.org. Full benefit package to include health and dental coverage, accumulative sick and vacation time, short and long term disability insurance.

Completed applications and resume are required to apply. If you have any questions please contact Detective Mark Fucile at 207-794-8455 or by email mark.fucile@lincolnmaine.org. The Town of Lincoln is an Equal Opportunity Employer. Deadline for applications and cover letter is November 3rd, 2017 by 5pm.

POLICE OFFICER JOB DESCRIPTION¹³

NATURE OF WORK

The primary duties of Police Officer include, patrol, investigation, prevention and other general police work. Police Officers are responsible for the protection of life and property and the maintenance of order, through enforcement of state law and local ordinances. Police work involves the responsibility of performing routine police assignments received from superior officers, such as the Police Chief or Sergeant. Police Officers also respond to calls for assistance relayed by the on-duty dispatcher. Police work has an inherent element of personal danger, which requires Police Officers to exercise independent judgment in meeting emergencies and to act under certain circumstances, without direct supervision. Police Officers may also receive special assignments from the Police Chief or Sergeant, based upon their experience and training. A Police Officer's work is reviewed by the Police Chief or Sergeant, by means of direct observation, review of reports, counseling and performance evaluations.

SUPERVISION EXERCISED

In the absence of a superior officer, the senior police officer on duty shall assume the responsibilities of a Sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Knowledge of modern principles and practices of police work. Ability to analyze situations quickly and objectively and determine proper course of action. Ability to remember names, faces and details of incidents. Ability to understand and carry out oral and written instructions. Ability to write and speak effectively.

Patrols town-wide or in designated areas with the police cruiser or on foot for the purposes of preventing or detecting crime, protecting life and property, preserving the peace, and apprehending violators of the law. Familiarizes self with Town of Lincoln and assigned patrol area.

Reports to the proper department or agency matters affecting public safety. Examples of such matters include; faulty street lamps, downed electrical wires, flooding, fire and drifted snow. In the case of serious hazards, the officer remains at the scene until the danger no longer exists or until properly relieved.

Cooperates with all other municipal departments including Fire, Public Works, Transfer, Recreation, Code Enforcement and Administration as prescribed by regulations; securing order and insuring the safety of lives and property.

Notifies the dispatcher and/or superior officer of absences from the patrol vehicle.

¹³ Amended April 11, 2005, effective May 11, 2005.

TOWN OF LINCOLN, MAINE JOB DESCRIPTIONS

Responds to and investigates misdemeanors and felonies. Examples of misdemeanors are Disorderly conduct and Obstructing and Public Way; examples of felonies are Robbery and Aggravated Assault.

Directs traffic at scenes of accidents, fires, downed wires and during periods of traffic congestion. Conducts investigations, gathers evidence and often testifies as a witness in court. Takes initial charge at a crime scene, keeping unauthorized persons from entering. Interviews suspects, witnesses and complainants; deciding whether it is appropriate to continue the investigation or to refer to another agency.

Takes written statements from witnesses, complainants and suspects. Conducts traffic accident investigations, insures the safety of victims, identifies witnesses, photographs scene, takes measurements, examines vehicles and roadways and clears the scene of debris and wreckage.

When appropriate, arrests violators and books them. The booking process includes a search of the person and their belongings, fingerprinting, a mug shot and preparation of necessary arrest paperwork. Responsible for dealing with public in a courteous manner, being firm when necessary, but always maintaining positive public relations. Renders assistance to other enforcement agencies to the extent allowed by department policy.

Performs related work as required.

Possessing a valid Maine driver's license is an essential job function of this position.

DESIRABLE TRAINING AND EXPERIENCE

High school graduate preferably supplemented by at least a two-year degree in criminal justice studies or an equivalent combination of training and experience. Preference given to Maine Criminal Justice Academy graduates.

SPECIAL REQUIREMENTS

If not a graduate at the time of hiring, must complete the Maine Criminal Justice Academy's "Basic School" within the time frame prescribed by the Academy unless waived by proper authority.

TOOLS AND EQUIPMENT USED

Personal computer including word processing software, calculator, copy and fax machine; phone, mobile or portable radio, camera (including video), tape recorder, radar, intoxilyzer and automobiles.

Knowledge of the use and safety of side arms, mace or pepper spray and other commonly used police weapons, such as batons.

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

TOWN OF LINCOLN, MAINE JOB DESCRIPTIONS

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, run, sit and talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools, or control; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel, crouch or crawl. The employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

The noise level in the work environment can be loud in field settings, and moderately quiet in office settings.

WORK ENVIRONMENT

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

As previously described the modern police environment is fast paced and extremely diversified. The job of Police Officer inherently places strong physical, mental and emotional demands on candidates. The Ability to work calmly under stressful situations and to develop effective solutions for the issues faced is crucial to the success of the officer.

MISCELLANEOUS

The duties listed above are intended only as illustrations of the various types of work that may be performed by Police Officers. 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.

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.