



*The City of*  
**OLD TOWN**

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*Application for Employment*

OLD TOWN POLICE DEPARTMENT  
150 Brunswick Street  
Old Town ME 04468  
(207)827-3984

**Instructions:**

These instructions are provided as a guide to assist you in properly completing your application. It is essential that the information be accurate in all respects.

- Your application should be printed legibly in blue or black ink. Answer all questions to the best of your ability.
- If a question is not applicable to you, enter N/A in the space provided.
- Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.
- You are responsible for obtaining correct addresses. If you are not sure of an address, check it by personal verification.
- If there is insufficient space on the form for you to include all information required, attach extra sheets to the application. Be sure to reference the relevant section and question number before continuing your answer.

**When applying for a Police Officer position you will need to submit the following:**

1. Application of Employment. This needs to be filled out completely and legibly (resume can be included but not in lieu of the application).
2. Proof of a passing score on the Alert Test
3. Proof of passing the Maine Criminal Justice Academy Physical Agility Test at the 40% percentile. **(THIS IS FOR NON-ACADEMY GRADUATES ONLY)**

**Benefit Package:**

- Competitive pay scale of \$712 to \$875 per week
- Maine State Retirement 25 year no age with two thirds pay
- ICMA Retirement
- Health Insurance
- Dental Insurance
- Disability Insurance
- Annual Vacation Leave
- Sick Leave
- Holiday Pay
- Comp-time
- Educational Incentive
- Longevity

**Additional Requirements:**

- High School Diploma or General Equivalency Degree
- Passing score on the alert test
- Passing score on the Physical Agility Test (NON-ACADEMY GRADUATE)

# Old Town, Maine

**Position Title:** Police Officer

## Statement of Duties

Position performs general and specialized police work for the police department in the maintenance of law and order, the protection of life and property, and the prevention of crime through the enforcement of pertinent laws.

## Supervision

Employee works under the general supervision of the shift supervisor. Prior training and experience guide the employee in necessary actions to take on specific field situations. Employee operates with a degree of independence but must inform superior officer of any unusual situation(s), and secure additional instructions, dependent upon the gravity of each situation. Work is reviewed through written and verbal reports, by complaints of citizens and observation by superior officer(s). Pertinent laws and court decisions must be observed and followed. Employee uses judgment and experience to solve problems and determine work methods. Questionable cases are referred to the supervisor. Employee has access to criminal investigation and records material related to specific cases.

## Job Environment

Employee works within numerous standard operating procedures, as detailed in the department rules and regulations, the police manual, and applicable state, federal and local laws that often require additional interpretation. Responsibilities are diverse and require understanding common sense and the application of a variety of techniques and practices learned in law enforcement training. Employee must be aware of and understand human behavior under stressful conditions, fact-finding, and investigative techniques. While many guidelines and laws are available and need to be observed, the enactment of new laws and court decisions occur often. Employee must exercise good judgment and initiative in meeting unforeseen situations and emergencies.

Errors can result in personal injury, delay or loss of service, monetary loss, damage to buildings or equipment, legal repercussions, death or injury to other employees or citizens. The position's responsibility is to provide these law enforcement services under a variety of conditions, often encountering very volatile, dangerous, an liability issues.

Employee has constant contact with the public in responding to a variety of law enforcement situations and contacts with other city departments including fire, public works, wastewater treatment, finance, code enforcement, administration, the housing authority; other police departments; the District Attorney's Office; federal, state and county law enforcement agencies; courts; jails; school officials; medical providers; human service agencies; and public service agencies in order to fulfill position responsibilities, including complaint investigation, prosecution, community relations, and patrol. Contacts are usually made in person, over the telephone, by email or computer.

## Position Functions

*The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.*

## Essential Functions

1. Patrols assigned an area in a police cruiser; performs traffic enforcement; responds to and investigates animal complaints; apprehends persons violating the law or wanted by the police; checks public assemblies, residential homes in the absence of homeowners, buildings for security; observes and interrogates suspicious persons, issues traffic citations; performs periodic commercial vehicle road checks; locates fires; reports street light and traffic signals out of order; street hazards or other dangerous conditions; checks schools, parks and playgrounds, and responds to public emergencies.
2. Enforces all Maine Fish and Wildlife and watercraft laws and participates in water rescue as necessary within the City.
3. Receives dispatch orders and respond to calls for service, emergency situations, and serious crimes; takes charge of crime scenes until relieved by higher authority; exercises knowledge of Federal and State Laws, Supreme Court decisions and City Ordinances in determining legal justification for arrest, search and seizure, protective custody, and other situations.
4. Assists persons needing police services or refers to other departments or agencies as necessary and appropriate.
5. Investigates all offenses and incidents in assigned patrol area, examines a crime scene, identifies and collects evidence and records data to aid in the identification, apprehension and prosecution of offenders and the recovery of property; secures receipts, and transports property coming into custody, confers with court prosecutors, and testifies in court.
6. Participates in hazardous materials planning and response activities and maintains perimeter security at each incident.
7. Provides assistance upon request to the Maine State Police, Indian Island and other police jurisdictions upon request.
8. Preserves the peace at public gatherings, neighborhood disputes and family quarrels; negotiates settlements between emotionally upset and often irrational persons involved in domestic disputes, drunkenness, break-ins, larcenies, vandalism, assaults, and other situations.
9. Maintains a log of activities, completes detailed reports on all crimes, vehicle accidents and other incidents requiring police attention, and investigation reports in conformance with department regulations and statutory requirements.
10. Delivers summonses, warrants, subpoenas and other official papers promptly and accurately as directed by superior officer.
11. Inspects cruiser at start of tour for defects, damages and cleanliness, immediately reports vehicular damages and defects and couples required reports, operates radio consistent with FCC and department regulations.
12. May serve as Detective; serving as court officer, criminal intelligence coordinator, evidence and property coordinator, sex offender registry coordinator, local heroin task force coordinator, evidence and crime scene technician, contact person for other agencies and organizations, and keeper of the records; and conducting all types of criminal investigations.

13. May serve as Community Relations Officer, developing community-based programs for youth, senior citizens, and others, such as Every 15 Minutes Program, Senior Citizen Program and River Coalition.
14. May serve as DARE/School Resource Officer, developing public safety and school safety awareness programs, preparing and participating in public safety awareness programs, and providing student instruction and other functions in Old Town School District classrooms.
15. May perform additional functions, e.g. assisting department Detective, and assisting department training instructor.
16. Renders necessary medical attention at emergency incidents until emergency medical personnel arrives on scene; advises emergency medical personnel on nature of incident; and assesses cause of incident; may participate in extrication of injury persons from vehicles to prevent further harm; uses First Responder and Defibrillator training as necessary.
17. Operates and maintains department issue firearms, including a pistol and shot gun, as well as cap stun and baton.

### **Other Functions**

1. Performs duties of school crossing guards in their absence.

## **Recommended Minimum Qualifications**

### **Physical and Mental Requirements**

The employee works in a varied noise environment, being exposed to extremes of heat and cold, toxic or caustic chemicals, fumes or airborne particles, near moving mechanical parts, the risk of electrical shock, work with explosives, and risk of radiation up to 1/3<sup>rd</sup> of the time; and outdoor weather conditions up to 2/3<sup>rd</sup> of the time. Employee is required to stand, walk, climb or balance, stoop, kneel, crouch or crawl, reach hands and arms, and taste or smell upon to 1/3<sup>rd</sup> of the time; and to sit, use hands, and talk or listen/hear up to 2/3<sup>rd</sup> of the time. Employee frequently will lift weight up to 30 lbs., and occasionally will lift weight up to or more than 100 lbs. Occupational risks include injury or loss of life, being exposed to communicable diseases, and other blood borne pathogens. The employee must respond to emergencies during any weather condition, which increases the risk factor. Normal vision is required for operation of a motor vehicle and firearms training and operation. Equipment operated includes an automobile, light trucks, office machines, computers, medical equipment, light equipment, hand tools, department issued firearms (handguns and shotguns), and other protective devices such as impact weapons, chemical spray, collapsible batons, water rescue devices, bicycles and handcuffs.

### **Education and Experience**

A candidate for this position must have a high school diploma or equivalent, (job specific college education is preferred). No prior experience is required. A candidate must possess a valid Maine driver's license, and have successfully completed the required 100-hour period of police training at the Maine Criminal Justice Academy Pre-Service School. Candidates must receive certification from the Maine Criminal Justice Academy Basic

Police School as a Law Enforcement Officer within six (6) months of appointment, and must be able to secure a permit to carry firearms, and successfully complete the department's field training program.

### **Knowledge, Skills and Abilities**

A candidate for this position should have:

- Considerable knowledge of modern police science techniques, methods and procedures;
- Knowledge of Federal and State laws, City Ordinances, and relevant court decision relative to search, seizure, arrest and other police officers enforcement responsibilities and restraints;
- Knowledge of court proceedings, rules of evidence, testimony, and court record systems to locate dispositions, findings and continuances;
- Knowledge of city roads, important buildings, schools, recreational facilities, traffic arterials and of the sociological characteristics of the city;
- Knowledge of departmental policies and procedures;
- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others;
- Ability to understand and carry out oral and written instructions;
- Ability to analyze situations quickly and objectively to determine the proper cause of action to be taken;
- Ability to use self-defense techniques, firearms, and other police equipment including where required, use of photographic equipment, radar and Intoxilizer;
- Skill in lifting and classifying fingerprints and similar skills for which special training are provided;
- Ability to operate a motor vehicle under emergency situations;
- Ability to complete required written reports; the ability to present testimony effectively in court proceedings;
- Ability to establish and maintain effective working relationships with other law enforcement agencies; other city offices; fellow employees and the general public; and
- Skilled in First Aid.

City of Old Town

### **APPLICATION FOR EMPLOYMENT**

**We consider applicants for all positions without regard to race, color, religion, creed, gender, or national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.**

PLEASE PRINT/TYPE:

Position(s) applying for: \_\_\_\_\_ Date of Application \_\_\_\_\_

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

\_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_ Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

Are you currently employed?  Yes  No If yes, where? \_\_\_\_\_

May we contact your present employer?  Yes  No

Are you eligible to be lawfully employed in the U.S.?  Yes  No

On what date could you begin work? \_\_\_\_\_

Have you filed an application here before?  Yes  No When \_\_\_\_\_

Have you ever worked for the City before?  Yes  No When \_\_\_\_\_

Can you work (circle all that apply):  Full Time  Part Time

Have you had any motor vehicle violations in the last 5 years?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please explain: \_\_\_\_\_

**Education:**

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4 5+
Diploma/Degree				
Course of Study				
Specialized Training				

Veteran of the US Military  Yes  No If yes, what branch and rank: \_\_\_\_\_

Describe any job-related training received in the US Military:

\_\_\_\_\_

Qualifications and Specialized Training

\_\_\_\_\_  
\_\_\_\_\_

**Employment Experience**

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Job Title \_\_\_\_\_



Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

You may attach a separate sheet of paper if you need more space or if you feel you need to explain something about one of the other questions. Please feel free to attach a resume, if available.

State any additional information you feel may be helpful to us considering your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Name Phone

After reading the attached job description do you think you are capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?  Yes  No

**Applicant's Statement**

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize the City of Old Town or any of its agents to investigate all statements contained in this application for

employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. This application will be considered **only** for the position listed and will not automatically be considered for any other position that may occur. Any applicant wishing to be considered for employment beyond this time period or for the other vacant positions should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Old Town is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

**In the event employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Old Town.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**