

Employment Opportunity

Police Officer

Town of Southwest Harbor

The Southwest Harbor Police Department is accepting applications for an immediate full-time Police Officer position.

The Southwest Harbor Police Department offers a competitive salary and benefit package which includes paid vacations and holidays, family health insurance and retirement contributions. The Town of Southwest Harbor also offers a choice between Mission Square Plan (401k) with Town match of 7% or Maine Public Employees Retirement System Special Plan 2C to its full-time law enforcement officers. Effective July 1, 2027, the Town will be switching to the Maine PERS Plan 3C. The Town will contribute to only one plan.

The current rate of pay is \$36.23 an hour after successful completion of the probationary period with certification as a full-time law enforcement officer. The current contract raises the hourly rate to \$40.67 on July 1, 2026. Patrol is currently working two (2), 24-hour shifts per week.

Minimum requirements include: a high school diploma or equivalent, valid driver's license, good mental and physical health and certification as a reserve or full-time law enforcement officer from the Maine Criminal Justice Academy. Individuals who have completed Phases I and Phase II of the Maine Law Enforcement Pre-service Training or have equivalent out of state training should also apply.

Applicants may be required to successfully complete oral and physical examinations. The final candidates will be subject to a full background check and may be required to complete polygraph and psychological examinations.

Applications are available at the Southwest Harbor Police Department, 26 Village Green Way, Southwest Harbor, Maine or by calling (207) 244-7911. The initial application is also available on our website, www.swhpolice.com.

For more information contact:

John D. Hall
Chief of Police
Southwest Harbor Police Department
PO Box 1048
26 Village Green Way
Southwest Harbor, Maine 04679
(207)244-7911
jhall@swhpolice.com

JOB DESCRIPTION

POLICE OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs a wide variety of duties involving the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs, and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changed business practices.

1. Patrols designated areas of the town in a car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; protects real and personal property by providing security checks of residential, business, and public premises; maintains awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issues warnings and citations.
2. Responds to calls for the protection of life and property, the enforcement of laws and ordinances, public service calls, and complaints, including those involving vehicle crashes, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, and related incidents; investigates complaints and takes appropriate action that may include the use of physical force ; uses sound judgment under adverse, stressful conditions.
3. Conducts investigations at scenes of incidents to which summoned or incidents observed; determines what, if any, crime may have been committed; identifies, collects, preserves, processes, and books evidence; locates and interviews victims and witnesses; identifies and interrogates suspects.
4. Works in partnership with the District Attorney's Office to obtain and file criminal complaints on arrested subjects.
5. Prepares and executes search and arrest warrants; apprehends and arrests offenders; controls and mitigates persons under the influence of drugs or alcohol or other potentially hostile situations.
6. Serves as liaison and public relations officer to the public; establishes and preserves good relationships with the public; answers questions from the public concerning local and state laws, procedures, and activities of the department; makes presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of police activities.
7. Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for

- assistance from agencies outside the town for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
8. Participates in continuous training to enhance law enforcement skills, including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
 9. Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attends meetings; maintains and calibrates specialized equipment, including preliminary alcohol screening devices.
 10. Initiates and completes reports, legal documents, and other required paperwork; prepares a variety of reports, including those on activities, operations, arrests, and unusual incidents; prepares investigative reports and case information.
 11. Testifies in courts and at hearings; prepares and presents case evidence; responds to mandatory court calls during irregular hours.
 12. Directs traffic at fires, special events, and other emergency situations; provides traffic and crowd control at events; provides security at Town Council meetings and other town functions.
 13. Enforces parking regulations; issues citations; cases vehicles in violation of codes to be towed.
 14. Signs off on citations and Vehicle Identification Number (VIN) verification.
 15. When assigned as a Field Training Officer, trains new hires; documents trainee progress and prepares evaluations; serves as acting field supervisor as assigned.
 16. When assigned as School Resource Officer, serves as a law enforcement officer, law-related counselor, and law-related instructor at assigned school; creates a positive role model for students; serves as a liaison between students and law enforcement; investigates crimes that occur on school property; provides information and assistance to school staff and administration, parents, and students regarding law enforcement and community problems; makes group presentations; attends committee meetings; maintains program statistics and reports.
 17. When assigned to traffic, patrols assigned areas on a police motorcycle; performs a full range of traffic enforcement duties; observes, monitors, and controls routine and unusual traffic conditions; assists and advises motorists; uses radar to detect speed; issues citations and warnings; investigates vehicle crashes.

Knowledge of:

1. Police methods and procedures, including patrol, crime prevention, traffic control, and investigation.
2. Pertinent federal, state, and local laws, codes, and regulations, including laws governing the apprehension, arrest, and custody of persons accused of crimes.
3. Rules of evidence pertaining to the search and seizure and the preservation of evidence.
4. Offensive and defensive weapons nomenclature and theory.
5. Mechanics of arrest, restraint, and control, techniques and applications of self-defense, and proper use of physical force.
6. Operational characteristics of police equipment, vehicles, and tools, including firearms, chemical agents, batons, and other related tools or equipment.
7. Use of firearms and other modern police equipment.
8. Methods and techniques for interviewing witnesses, victims, or suspects.
9. Principles and applications of public relations.
10. Principles and practices of data collection and analysis.
11. English usage, spelling, grammar, and punctuation.
12. Basic principles of business letter writing and basic report preparation.
13. Geography of the local area.
14. Standard broadcasting procedures of a police radio system.
15. First aid and CPR techniques.

16. When assigned to investigations, investigative techniques, procedures, and sources of information.
17. When assigned to investigations, principles, and practices used in the identification, preservation, and presentation of evidence, recent court decisions on arrest procedures, and the preservation and presentation of evidence, methods, and techniques used in interviewing witnesses, victims, or suspects, including effective methods of obtaining information from reluctant witnesses.

ABILITY TO:

1. Perform a wide range of law enforcement assignments.
2. Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
3. Interpret and explain municipal law enforcement policies and procedures.
4. Think clearly and act quickly in a variety of situations.
5. Evaluate situations/people accurately.
6. Effectively use and qualify with law enforcement tools and weapons, including firearms, batons, defensive tactics, and safety equipment.
7. Operate specialized law enforcement equipment, including specialized police vehicles, radios, video systems, and radar.
8. Conduct a variety of criminal and special investigations.
9. Gather, assemble, analyze, evaluate, and use facts and evidence. Interview victims, complainants, witnesses, and suspects.
10. Accurately observe and remember names, faces, numbers, incidents, and places.
11. Control violent people and effect arrests.
12. Administer first aid.
13. Prepare clear and concise reports and routine correspondence.
14. Maintain contact and preserve good relations with the public; respond to requests and inquiries from the public.
15. Prepare and make presentations related to law enforcement efforts in the community.
16. Work independently in the absence of supervision.
17. Understand and conduct oral and written directions.
18. Work irregular and on-call hours, including weekends, evenings, and holidays.
19. Meet and maintain required law enforcement officer employment standards.
20. Meet and maintain the departmental firearms qualifications standards.
21. Meet the physical requirements necessary to perform the assigned duties safely and effectively.
22. Meet department's psychological and background requirements.
23. When assigned to investigations, perform specialized investigative duties involving the interpretation, explanation, and application of laws and proper investigative techniques.
24. When assigned to investigations, gather, assemble, analyze, and evaluate facts and evidence, drawing appropriate conclusions and making recommendations for the disposition of cases.
25. When assigned to investigations, secure information from witnesses, victims, and suspects.
26. Undertake and satisfactorily complete required and assigned in-service training programs.
27. Communicate clearly and concisely, both orally and in writing.
28. Establish and maintain effective working relationships with those contacted in the course of work

License or Certificate:

1. Possession of or ability to obtain an appropriate, valid Maine driver's license.
2. Possession of or ability to become a Maine Certified Police Officer and maintain that certification.
3. Possession of CPR and First Aid certifications.

Education and Experience Guidelines - Any combination of education and experience that would provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

1. **Education/Training:**
 - a. Equivalent to high school diploma. Additional college-level coursework and specialized training in law enforcement, criminal justice, or a related field are highly desirable.
 - b. An associate degree is highly desirable.
2. **Experience:**
 - a. Some work experience as a Maine law enforcement officer or other work experience that demonstrates a general aptitude for police work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Environment: Reactive emergency, natural or fabricated disaster, and routine peace-keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents are required to work various shifts, including evenings and weekends, and may be required to travel outside Town boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including the use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.