



# TOWN OF KITTELY

Office of the Human Resources Generalist

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– OPPORTUNITY –  
Police Officer

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The Town of Kittery has an opening for a Police Officer. This union position is on-duty for four (4) consecutive ten (10) hour days, with three (3) consecutive days off. The pay rate for this non-exempt position is \$21.83 per hour, however up to eight (8) years of prior police officer experience may be applied to pay, longevity and vacation earned. This position is eligible for medical, dental, vision, life insurance, short-term disability and retirement benefits.

The purpose of this position is to enforce all criminal, civil, and motor vehicle laws on behalf of the Kittery Police Department. This position reports to the assigned supervisor. Duties include but are not limited to: patrolling assigned areas; dispersing unruly crowds; preparing paperwork; warning, citing, or arresting violators; and performing additional tasks as assigned.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Patrols assigned areas on foot, or motorized vehicle to control traffic, prevent crime or disturbances of peace, and arrest violators; identifies criminal offenders and criminal activity; aids persons who are in danger of physical harm; promotes and preserves peace; provides other services on an emergency basis
- Familiarizes self with assigned areas; notes suspicious persons and establishments; reports hazards; disperses unruly crowds at public gatherings; directs and reroutes traffic around fire or other disruption
- Warns or arrests persons violating ordinances; issues tickets to traffic violators; writes and files daily reports; serves and delivers warrants, summons, subpoenas, and other official documentation
- Answers questions asked by the general public; presents a professional appearance to the general public; counsels adults and juveniles, as necessary; refers persons in need to other agencies
- Confers with court prosecutors; testifies in court
- May be assigned to a special division or specific task force
- Utilizes various machines and equipment in the delivery of service, such as typewriter, computer, intoxilyzer, radar, copier, various firearms, baton, and handcuffs
- Reviews and receives various reports, documents, and forms, including, police reports, court documents, teletypes, motor vehicle reports, criminal records, insurance records, medical records, photographs, accident reports, evidence reports, daily patrol sheets, warrants, affidavits, and subpoenas
- Performs additional duties and responsibilities as assigned

### **Essential Knowledge, Experience, Skills and Abilities**

- High school diploma or GED required; with a minimum of one-year experience as a certified patrol officer, in law enforcement, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position
- Maine Criminal Justice Academy Certification or preemployment training preferred
- Ability to obtain a Maine Criminal Justice Academy Certification within one (1) year of employment

- Ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, elected officials, and general public, beyond giving and/or receiving instructions
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures
- Ability to produce reports that are accurate and complete
- Must possess appropriate driver's license

### **Physical Requirements**

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

- Must maintain proficiency with firearms issued by the department and as prescribed through the general orders
- Must be physically able to operate a variety of machines and equipment, including, but not limited to: police vehicles, computer, typewriter, telephone, copier and facsimile machine, radar unit, intoxilyzer, body armor, police radar, baton, handcuffs and firearms
- Must be able to move or carry job-related objects or materials. Must be physically capable of pushing, pulling, and lifting relatively heavy objects weighing more than 100 pounds
- Must be capable of exercising self-control and physical effort when confronted with emergencies and potentially dangerous situations involving the use of firearms and physical force
- Requires demonstrated skill and proficiency in the operation and use of an automobile, firearms, restraints, and use of such equipment. Physical demand requirements are at levels of those for heavy physical work
- Work is normally performed both in an office environment and outside. Work is performed in an environment with numerous undesirable conditions including noise, dust, heat, and cold. Occasional hazards are those associated with the law enforcement profession such as potential injury or death, dealing with sensitive or explosive situations involving physical and/or mental abuse and stress

Please complete the application located on our website at [www.kitteryme.gov](http://www.kitteryme.gov) under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery  
Attn: Maureen Paro  
200 Rogers Road, Kittery, ME 03904  
[jobs@kitteryme.org](mailto:jobs@kitteryme.org)

Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity/Affirmative Action Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.