



# *The City of OLD TOWN*

---



## *Application for Employment*

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

*"We are an equal opportunity employer and service provider"*

**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 \$745 to \$915 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)



# CITY OF OLD TOWN JOB DESCRIPTION

## Patrol Officer

Effective Date  
December 21<sup>st</sup>, 2016

Reports to:  
Sergeant(s)  
*Rescinds: All Previous Job Descriptions*

Status  
Non-Exempt

### NATURE OF WORK

This classification is a sworn position responsible for the protection of life and property, preservation of peace and order, prevention and suppression of crime, arrest and prosecution of offenders, and regulation of traffic. This position is also responsible for enforcement of all applicable laws and local ordinances, using tactful and courteous treatment of the public as well as conscientious and efficient performance of duties. Job performance involves the frequent exercise of independent initiative, judgment and excellent communication skills.

### TYPICAL CLASS RESPONSIBILITIES

*These responsibilities are a representative sample of essential class duties but are not all-inclusive*

1. Patrols the community in a vehicle or on foot to prevent or detect criminal behavior, maintain order, and observe public safety conditions and circumstances in the City of Old Town.
2. Responds to emergency and non-emergency calls for service, involving both criminal and non-criminal matters.
3. Enforces traffic laws by stopping motorists and issuing citations or warnings as appropriate; enforces parking regulations.
4. Investigates crimes, incidents, traffic crashes, alarms, and suspicious activity or circumstances.
5. Locates, preserves, collects, and processes physical evidence; takes photographs; dusts for fingerprints; makes sketches and diagrams; maintains chain of custody.
6. Identifies, locates and interviews victims, complainants, witnesses, and suspects; conducts custodial interrogations of arrested persons in accordance with constitutional rights.
7. Pursues, apprehends, and makes arrests using only the amount of force reasonably necessary under the circumstances; executes warrants, serves legal papers, issues summonses and warnings
8. Prepares and submits written reports and forms completely and concisely in accordance with departmental policy and procedures. When certified in accordance with 30-A M.R.S. section 2671(3), serves as court officer and represents the City of Old Town in municipal ordinance violation cases as needed.
9. Testifies in court and other hearings.
10. Identifies problems and issues in the community and works with neighborhood groups, organizations, and individuals to address these concerns in order to improve the quality of life in the community.
11. Conducts themselves personally and professionally in a manner that demonstrates the highest degree of integrity, doing so with respect, compassion, and vigilance.
12. Contributes to a productive work environment and positive relationships with co-workers, supervisors, and other town employees.

## TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES

*These responsibilities are a representative sample of essential class duties but are not all-inclusive*

1. Must be able to attend and successfully complete the required training to obtain and maintain certification as a sworn law enforcement officer.
2. Knowledge of and ability to apply the principles and practices of police work; knowledge of criminal, traffic, and civil law
3. Ability to analyze situations quickly and objectively and determine the proper course of action; react quickly and calmly in an emergency situation; deal with circumstances firmly and tactfully and with respect to the rights of others.
4. Ability to communicate clearly and concisely in a variety of situations using verbal, auditory, visual, and writing skills. Must be able to project vocally to maintain order at disturbances, accidents, crimes scenes, or over other background noises as needed.
5. Capacity to develop and maintain proficiency to certification standards with departmental weapons and demonstrate proper use of equipment including, but not limited to vehicles, radios, computers and cameras.
6. Ability to understand and maintain substantive knowledge of and adhere to all departmental policies and procedures, applicable state and federal laws, and town ordinances.
7. Proficiency in operation of a vehicle in emergency and non-emergency situations with due regard to the safety of the public
8. A level of physical fitness that will enable the performance of the physical tasks associated with law enforcement (i.e. physical confrontations, run, crawl, carry equipment, climb, perform repetitive motions, etc.
9. Excellent critical thinking skills, including, but not limited to: make observations and remember pertinent fact; question witnesses, and obtain admissible information.

## PHYSICAL REQUIREMENTS

- Physical demands include walking and sitting for extended periods of time, ability to defend self and/or others in hostile combative situations, may be required to stoop, kneel, bend, crawl, run, climb stairs and ladders, scale fences, pull and/or push heavy objects and any other physical movement in the performance of public safety duties.
- May be required to carry, drag, or restrain individuals up to his/her own weight and size or greater.
- Must be able to work in all types of weather conditions and may be exposed to odor, noise, dust, heat and cold and other elements.

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**