

Calais Police Department Patrolman Job Description.

Patrol:

***Patrols the city of Calais on assignment for the purpose of observing the area for criminal activity, conditions that may endanger the public safety, investigates complaints, enforces laws and maintains high visibility.**

***Prepares, processes and/or transmits various reports which include; incident reports, non—criminal reports, booking reports, accident reports, witness statements, VSAC's and investigations.**

***Responds to emergency calls such as; Robberies, burglaries, kidnappings, assaults, homicides, etc.,.**

***Practices safety procedures in answering and responding to all calls.**

***Investigates crimes, interviews witnesses, complainants and victims, gathers physical evidence and preserves it for court, conducts follow-up investigations as needed.**

***Apprehends, arrests and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests.**

*** Serves warrants, summons, subpoenas and other official papers.**

***Conducts security checks on residential and commercial properties.**

***Investigates traffic accidents and renders first aid in emergency situations. Provides the necessary assistance including traffic direction.**

***takes active charge in serious and/or unusual situations.**

***Makes decisions at crime scenes, which may be centered around life or death situations; decisions are based on the safest procedures to be followed to ensure safety to individuals involved.**

***Assists motorist in various situations and directs traffic when needed.**

***Answers questions asked by the general public.**

***Works with juveniles and adult related matters. Refers public to persons and/or agencies which may provide further assistance as required.**

***Accounts for and transports evidence to be entered into custody.**

***Attends required periodic training sessions and seminars.**

***Maintains required level of proficiency in the use of firearms and driving skills.**

***Provides assistance and training to junior officers.**

***Keeps minimum Main Criminal Justice academy standards.**

*** performs all other duties as required.**