

**SAGADAHOC COUNTY  
POSITION DESCRIPTION**

**Department:** Sheriff's Office      **Job Title:** Patrol Deputy

**Pay Rate:** Per CBA 7/1/2023 – 6/30/2026  
\$29.47 - \$36.46/hr + shift differential/specialty pay

**Job Relationship:**

- A. Responsible to: Patrol Sergeant and Corporals
- B. Manner of review: Through direct observation of activities and annual evaluations.

**Employee Type / Expected Work Hours:**

This is a full-time position, 40 hours per week. Non-Exempt employee.

**Job Summary:**

To assume general patrol duty law enforcement work in the protection of life and property through the enforcement of laws and ordinances. To maintain law and order in Sagadahoc County on an assigned shift.

**Statute Reference:** Title 30-A §381

**Essential Job Functions:**

- Patrols a designated area in a radio-equipped vehicle.
- Answers calls and complaints involving fires, automobile accidents, misdemeanors and felonies as well as civil complaints and make reports on same.
- Confer with people regarding complaints and inquiries and attempt to make proper disposition or direct them to the appropriate authorities.
- Conducts preliminary investigations, secures the scene, gathers evidence, obtains witnesses and may make arrests and transport prisoners to jail, at and from scenes of crimes and emergencies.
- Serves summonses, subpoenas and arrest warrants issued by Clerk of the Courts.
- Investigates assignments from the District Attorney's Office and may need to testify in court cases.
- Investigates reports of missing persons, maintains surveillance over suspected criminals, and participates in the return of fugitives from other cities or counties.
- Assumes responsibility for the transportation of inmates to detention facilities, hospitals and doctors' offices as required.
- Attends regular training classes in police methods and related subjects.

- Acts as protector and helper to citizens served by the agency.
- Assists other patrol deputies, state police and municipal police and other emergency agencies as needed.

### **Other Duties:**

This description is not an exhaustive list of duties and responsibilities associated with this position. While this is intended to reflect the current position, management reserves the right to revise these responsibilities or require other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, technological development, etc.).

### **Competencies:**

1. Communication Proficiency
2. Customer Service Focus
3. Organizational & Prioritization Skills

### **Working Conditions and Job Hazards:**

This is a professional office environment as well as in the field responding in-person to calls all over the County. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, as well as specially equipped vehicles, firearms, and technical Law Enforcement Equipment.

### **Physical Demands:**

The physical demands 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.

While performing the duties of this job, the employee is:

- **Frequently required** to sit, talk and hear
- **Often required** to stand, walk, use hands to operate objects, controls, reach with hands and arms, climb, balance, run, stoop, kneel, crouch, or crawl
- **Occasionally lift and /or move** 50 pounds
- **Specific vision abilities required** by the job include close vision, distance vision, color vision and ability to focus.
- **Noise level** is usually moderate but can vary depending on the situation.

### **Qualifications:**


- A. Education and Training: High school graduate or equivalent with two years college or completion of a Criminal Justice Program highly desired.

- B. Completion of Basic Law Enforcement Training Program at Maine Criminal Justice Academy (or waiver).
- C. Successfully complete a criminal history check to standards officially adopted by the Sheriff's Office and the Maine Criminal Justice Academy.
- D. Good communications skills are necessary, as is the ability to follow oral and written instructions. A proven history of good judgement and decision-making capabilities is essential.
- E. The ability to work at a high degree of independence which may include adverse mental and physical conditions. Must demonstrate the ability to remain calm and maintain control in stressful situations.
- F. The ability to establish and maintain a good rapport with employees and deal diplomatically with the public.

The duties listed above are intended only as illustrations of the 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.

Sagadahoc County is an Equal Opportunity Employer. We proudly maintain a work environment free of discrimination and harassment. Hiring decisions are based on job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, sexual orientation, gender identity and/or expression, family, marital, civil union or domestic partnership status, past or present military service, or any other status protected by US law or the State of Maine. Fostering diversity and inclusion in our workforce is critical as a provider of essential services, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer or the requirements of the job change.

Reviewed By Department Head:  Date: 08/07/24

Approved By Commissioners: \_\_\_\_\_ Date: \_\_\_\_\_

