



**TOWN OF KITTERY**  
**Office of Human Resources**  
**200 Rogers Road, Kittery, ME 03904**  
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[jobs@kitteryme.org](mailto:jobs@kitteryme.org)

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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 \$27.22 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.

**Other Benefits of Working for the Kittery Police Department**

- Lateral entry up to the 8-year pay step = \$34.36 per hour, 120 hours vacation
- \$1,000 annual clothing allowance
- 4-hour minimum for court appearances
- Load bearing vests
- Maine State Retirement Special 1C Plan, 20-year, no age requirement
- 13 paid holidays, 2 personal days
- Excellent health insurance provided by Allegiant Care
- Single employee health coverage level provided by Town upon qualified retirement with a minimum of 15 years of service
- Tuition Reimbursement
- \$400 physical fitness incentive stipend

The purpose of the Kittery Police Officer is to uphold the constitution of the United States, State and Federal Law, and Municipal Ordinance; while letting the Department Mission Statement and Core Values guide their course in the defense of life and liberty of those who live, work, and visit the Town of Kittery.

**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.

- Enforces all Federal, State, and Municipal Laws;
- Upholds the Law Enforcement Code of Ethics;
- Patrols the Town of Kittery for the general purpose of crime prevention and law enforcement;
- Identifies criminal offenders, ferrets out criminal activity, and where appropriate, apprehends offenders and participates in subsequent court proceedings;
- Provides aid to persons in distress; promotes and preserves peace; treats individuals with dignity and respect at all times;
- Participates in traffic enforcement; issues warning and summonses as appropriate, with an eye toward gaining voluntary compliance by the motoring public;
- Completes accurate and concise written reports; uses computers, phones, camera equipment, and various computer software to accomplish tasks;
- Maintains professionalism and confidentiality during difficult circumstances;
- Maintains calm in the face of adversity;
- Participates in community-oriented policing and facilitate a partnership between the Department and public;

- De-escalates situations when called upon to do so;
- Performs additional duties and responsibilities as assigned.

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

- Must be a U.S. citizen or legally able to work in the U.S.;
- Must be at least 21 years old, or 20 years old with at least 60 credits from an accredited College;
- Must possess a high school diploma or GED;
- Must possess an active driver's license without disqualifying convictions, excessive moving violations and/or crash history;
- Must not have any disqualifying criminal convictions;
- Must successfully pass a background investigation and polygraph examination;
- Ability to obtain 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 information;
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, elected officials, and general the general public;
- Ability to produce reports that are accurate and complete;
- Ability to handle situations firmly, courteously, tactfully, and with respect for the rights of others;
- Ability to analyze situations quickly and objectively, and to determine proper course of action;
- Ability to adapt to ever changing circumstances and/or conditions;
- Maine Criminal Justice Academy Certification or preemployment training preferred.

### **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 be able to pass the Maine Criminal Justice Academy physical fitness standards;
- Ability to stand, walk, run, talk, listen, use hands, climb, balance, stoop, kneel, crouch, crawl and reach;
- 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;
- Ability to achieve and maintain proficiency with firearms;
- Ability to affect arrest and/or subdue resisting persons, while employing defensive tactics and using physical force with handcuffs and other commonly used police issued tools (pepper spray, impact weapon, ECW, firearm);
- Ability to perform tasks which may require lifting relatively heavy objects weighing more than 100 pounds, pushing, pulling, carrying or dragging people or heavy objects while performing arrests, rescues or general patrol functions.

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

Town of Kittery  
Attn: Human Resources  
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 Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.