

Northport Village Corporation
(Bayside, Maine)
813 Shore Road
Northport, Maine 04849
(207) 338-0751

Position Description

Seasonal Police Officer

General

This is a seasonal 40-hour-a-week position beginning in late June and ending mid-September. Shifts are flexibly scheduled to avoid predictability, and Friday through Sunday coverage is a priority. The position can be filled by one or two individuals with law enforcement experience and qualified as law enforcement officer in the State of Maine.

The Police Officer works under the general supervision of the Village Agent and NVC President. The Police Officer's responsibilities include general police responsibilities for crime prevention and law enforcement needed to ensure the safety of a community with a busy influx of summer visitors. The nature of our summer community means that the Officer's primary concerns usually are speeding, parking ordinance enforcement and late-night rowdiness; however, the Officer must be prepared to address any law enforcement issue and public emergency.

Representative Duties, Essential Functions and Responsibilities

- Working knowledge of modern police science techniques, methods and procedures and the ability to implement them.
- Performs all duties in conformance with federal, state, county and NVC laws and ordinances. Knowledge of NVC ordinances and police policies and procedures.
- Ability to analyze situations quickly and objectively to determine the proper course of action and ability to work calmly under all conditions.
- Patrol in a vehicle and on foot solely within the NVC boundaries for the general purpose of crime prevention, law enforcement and preservation of the peace, including, but not limited to the following:
 - Issuing traffic citations.
 - Enforcing the NVC parking ordinance.
 - Checking NVC parks and playground.
 - Supporting NVC life guards and wharfmaster as needed and requested.
 - Leaving the patrol vehicle frequently to converse with residents and become familiar with the Village while maintaining an appropriate professional relationship.
 - Avoiding a predictable patrol schedule and pattern.
 - Responding to situations brought to the Officer's attention in the course of routine patrol, and assisting persons requiring police services.
 - Being alert for and reporting any nuisances, impediments, obstructions, or other conditions that might endanger or hinder public safety within the NVC boundaries.

- During assigned shift, maintains availability by radio or phone to supervisors and County dispatch.
- Conduct a thorough investigation of all offenses and incidents within the Officer's assigned area and scope of activity.
- Prepare and submit daily time records, following NVC established procedures. Prepare and submit daily activity reports as described in Officer's orientation to NVC procedures.
- Maintains NVC police equipment, supplies and facilities.
- Computer proficiency, experience with data entry and word processing, specifically with Google Drive, Microsoft Word and Excel.
- Ability to work independently, walk and stand for long periods of time in varying weather conditions.
- Performs other duties and responsibilities as may be assigned.

The above statements are intended to describe the general nature and level of work performed by an individual assigned to do this job. These statements are not intended to be an exhaustive list of all responsibilities and duties required.

Special requirements

- Possession of a valid state of Maine driver's license.
- At a minimum, successful completion of MCJA Phase 1 and 2 pre-service course.
- Previous law enforcement experience.

Compensation

This is a part-time, hourly, seasonal position without health insurance or other benefits.

Approved, NVC Board of Overseers: 4/14/2024