



City of Milford
Police Patrolman
Pay Grade: PTL

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: Must be certified as a Delaware Police Officer within six months. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training is required. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is also required.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Police Sergeant

Supervisory Responsibility: None

Primary Work Location: Police station and in/around the city

Job Summary: Performs routine protective services work in the police department; does related work as required. The work involves an element of personal danger; work is performed under regular supervision.

Supervision Received: Work is performed under the general supervision of the Police Sergeant and Police Lieutenant.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. On an assigned shift, operate a patrol car or walks to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order.
- B. Respond to radio dispatches and answers calls and complaints.
- C. Assists citizens by supplying information and advice.
- D. Serve warrants and make arrest, testify in court.
- E. Provide police escorts, direct traffic; investigates automobile accidents.
- F. Report unsafe conditions existing in street or other public facilities.
- G. Operate radar detection devices.
- H. Enforce laws and department policies.
- I. Conduct equipment inspections.
- J. Perform related duties as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon certification of Delaware Police Officer:

Knowledge

- Police methods, practices and procedures
- Geography of the City and location of important buildings
- Rules and regulations of the police department
- Principles and techniques of emergency care

Skills

- Communication- able to understand written and oral communication. Can communicate effectively with public and chains of command.



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- Stress management, able to handle difficult situations and stay focused.
- Time management, able to prioritize and complete tasks in an efficient manner.

Abilities

- Prepare clear comprehensive reports.
- Deal courteously but firmly with the public.
- Analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Capable of using firearms.
- Has endurance and physical ability.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Chief of Police:

Employee:

Human Resources Administrator:
