



**City of Milford**  
**Police Senior Corporal**  
Pay Grade: CPL

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**Employment Status:** Full- Time

**FLSA Status:** Non- Exempt

**Experience Required:** Corporal for 2 years, 3 years of experience as a police officer; must be certified as a Delaware Police Officer. NIMS (National Incident Management System) ICS-100, ICS-200 training; FEMA IS-700 training. 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 required. Pass testing to become a Sergeant.

**Minimum Education Requirements:** High school diploma or equivalent.

**Direct Supervisor:** Police Sergeant

**Supervisory Responsibility:** Supervise a small number of officers

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

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**Job Summary:** Performs responsible protective services work in the police department, involving an element of personal danger; does related work as required; work is performed under regular supervision; supervision may be exercised over police officers.

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

**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. Emergency response.
- C. Act as shift commander as assigned.
- D. Respond to radio dispatches and answers calls and complaints.
- E. Assists citizens by supplying information and advice.
- F. Serve warrants and make arrest, testify in court.
- G. Provide police escorts, direct traffic; investigates automobile accidents.
- H. Report unsafe conditions existing in street or other public facilities.
- I. Handle domestics, fights, and crowds.
- J. Operate radar detection devices.
- K. Maintain records and prepares detailed reports
- L. Performs related work as required.

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

An employee in this class must have the following knowledge, skills, and abilities upon application:

**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.
- Stress management, able to handle difficult situations and stay focused.



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- 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.
- Endurance



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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:

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Employee:

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Human Resources Administrator:

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