

**CITY OF SEAFORD POLICE DEPARTMENT
POSITION DESCRIPTION**

NAME:

CLASS TITLE: POLICE OFFICER/POLICE OFFICER FIRST CLASS

WORKING TITLE: PATROL OFFICER

TITLE OF PERSON FROM WHOM YOU RECEIVE SUPERVISION OR DIRECTION: SECTOR SUPERVISOR

	<p>POSITION DESCRIPTION – Describe the work you do. Use a separate paragraph to group related task into major duties. Note approximate percent of time devoted to each major duty at left.</p> <p>Use A, B, C, etc.</p>	<p>PERFORMANCE STANDARDS – For each duty or task described at left, list one or several factors necessary to the satisfactory performance of that task. See instruction sheet for assistance in determining standards.</p> <p>Use A1, A2, A3, B1, B2, etc.</p>
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15	<p><u>Authority</u></p> <p>This position is that of a law enforcement officer upon whom public safety depends, which is developed to a high degree of efficiency and administered in such a manner as to ensure the approval and respect of the public. Authority for this position is granted through the Constitution of the State of Delaware Council for the specific purpose of enforcing Delaware State Law and the Codes and Ordinances of Seaford City Council, Seaford, Delaware.</p>	<p>In an effort to ensure that a high degree of efficiency is maintained, all employees must:</p> <ul style="list-style-type: none"> • Get along well with others • Maintain regular and predictable attendance • Maintain a state of physical and mental fitness and readiness • Learn present and new jobs • Subordinate personal preferences to the lawful directives of management • Give a full days work • Adjust whenever necessary to changing work conditions • Ensure for the general safety of the public • If applicable, operate emergency vehicles under stressful conditions • Qualify with firearms and other offensive and defensive weapons • Maintain the confidence and trust of peers, superiors and general citizenry • Be able to work the majority of time without direct supervision
50	<p><u>Patrol/Repression of Crime</u></p> <p>Patrols a defined geographic area as assigned and responds to radio calls from the public for conflict of emergency.</p> <p>Uses knowledge of and skill in administering applicable procedures, rules, regulations, and ordinances.</p> <p>Makes arrests and issues citations on violations as observed. Uses knowledge of basic English grammar and spelling.</p>	<p>Aggressively patrols assigned area to initiate enforcement of observed violations and takes appropriate action to resolve conflict as appropriate.</p> <p>Takes appropriate steps in conducting arrests, using knowledge of and skill in resolving conflict and maintaining order in accordance with established State and City laws.</p>

Police Officer/Police Officer First Class
 Position Description continued

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	<p>Uses knowledge of self defense; skill in the use of firearms; the ability to react in emergency situations; and the ability to interact effectively with persons of varied cultural, ethnic, and religious backgrounds.</p> <p>Maintains security of closed commercial establishments, observing potential areas of illegal entry, checking and recording information regarding suspicious vehicles and persons.</p> <p>Requires knowledge of Departmental report writing procedures.</p>	
15	<p><u>Preliminary Investigations and Reports</u> Conducts preliminary investigations of law violations perpetrated within assigned area, including interviewing victims and witnesses. Uses knowledge of and skill in conducting investigations and interviewing techniques.</p> <p>Preserves and protects crime scenes and secures physical evidence and investigation in the prescribed manner. Uses knowledge of and skill in applying applicable procedures, rules, regulations, and ordinances to ensure effective preservation of crime scenes.</p>	<p>Demonstrates tact in conducting investigations of law violations. Handles victims and witnesses in a manner that is consistent with a high degree of proficiency and professionalism.</p> <p>Applies appropriate procedures to protecting areas to be scrutinized and collects all physical evidence.</p>
15	<p><u>Arrest and Court Presentation</u> Prepares and presents cases for judicial procedures and testifies in court. Uses knowledge of evidence collection and court proceedings.</p>	<p>Chronicles evidence and investigation in the prescribed manner on the appropriate forms, so as to be legible, accurate, factual, clear, concise, and acceptable in a court of law.</p>
05	<p><u>Community Policing</u> Conducts Community Oriented Policing within assigned sector/beat.</p>	<p>Maintains liaison with community residents, community groups and civic organizations; attends meetings, provides guidance and conducts visits and teaching assignments within schools.</p>

APPROVALS

The signature appearing below indicates acceptance and/or approval of the position description and performance standards appearing on the foregoing forms.

 Employee

 Date

 Supervisor

 Date

 Department Head

 Date