

# DEPARTMENTAL JOB DESCRIPTIONS

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**I. PURPOSE**

The purpose of this policy is to provide police officers with a job description of each position available in the Town of Cheswold Police Department.

NOTE: These positions are only available as personnel permits, at the recommendation of the Chief of Police and the approval of Council.



# Town of Cheswold Employee Job Description The Cheswold Police Dept.



## Patrolman / Patrolman First Class

Pay Scale	FLSA Status	Last Reviewed
As Approved by Council	Non-Exempt	April 2013

### **Position Overview:**

This is general duty police work consisting of routine police patrol in an assigned area, criminal investigation and crime prevention. A Patrolman is also responsible for performing equipment maintenance activities. A position in this class requires an aptitude for police work and sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol assigned areas and to capture and restrain suspects. Orders of superiors must be executed promptly and efficiently. A Patrolman should quickly become familiar with the broad range of modern police methods and procedures. Work is performed under close or general supervision depending on the nature of the assignment. A Patrolman is required to exercise initiative and discretion when faced with emergency situations. The work involves an element of personal danger. Supervision may be exercised over police reserve officers. A Patrolman may be assigned to conduct crime prevention inspections. Will be required to work various shifts during various times of the day and will also require work on weekends and holidays.

### **Essential functions:**

**The following is a list of duties, projects or performance standards that you are expected to perform or adhere to and will be used for evaluation purposes. You will also be expected to adhere to the duties and responsibilities of your job description.**

- Patrols a designated area during an assigned shift in motorized equipment;
- Enforces pertinent Town Ordinances and State laws and assists in enforcement of Federal laws;
- Checks doors and windows and examines premises of unoccupied buildings or residences to detect suspicious conditions;
- Accompanies prisoners to headquarters, jail or court and appears as witness in court proceedings as required;

- Investigates suspicious conditions and complaints and makes arrests of persons who violate laws and ordinances; secures evidence, property and seizures during investigations.
- Directs traffic and gives violation tickets, or arrests those who break traffic laws;
- Investigates accidents and assists injured persons;
- Maintains records and prepares reports;
- Maintains order in crowds and attends parades, funerals or other public gatherings;
- Watches for stolen cars and wanted or missing persons;
- Investigates and enforces Town Ordinances and State laws pertaining to juvenile offenders; serves criminal and civil processes.
- Makes referrals on laws, ordinances and general information to the public;
- Maintains proficiency in the use and maintenance of department issued firearms;
- Operates radio patrol car as required; may operate other required equipment;
- Operates portable chemical fire extinguishers;
- Cleans, maintains and makes minor repairs to police equipment;
- Participates in periodic drills and individual and group training courses covering criminal detection and apprehension, crime prevention and practices;
- Gives emergency first-aid treatment to injured persons using modern first aid techniques;
- Obtains additional education and training necessary for job performance.

**Required Knowledge, Skills and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Demonstrates personal and professional honesty, integrity, and good judgment as shown in applicant's criminal history, background, and motor vehicle record.

## **Minimum Qualifications:**

**Patrolman:** Entry Level-Job Description does not change for Patrolman First Class.

**Patrolman First Class:** Two (2) years' experience as an Cheswold Police Officer with Satisfactory Performance Evaluations.

## **Physical Requirements:**

The physical demands 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. While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position will require the employee to work in daylight, darkness, snow, rain, sleet, hail, hot, cold, wind, and other severe conditions of weather. It will require physical restraint of subjects, emotional support of citizens, life or death decision making. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education, Certification and Experience Requirements:**

High School graduate; experience in Law enforcement, COPT certified at Completion of Certified Police Academy or time of hire if lateral transfer, valid Driver's License from State of Residency.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificate, Licensing and/or Registrations:**

Possess valid Driver's License from State of Residency, COPT Certification.

Maintain State of Delaware certifications in DELJIS, LEISS and any other Law

Enforcement Applications required by the Chief of Police.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.



# Town of Cheswold Employee Job Description The Cheswold Police Dept.



## Corporal/ Senior Corporal / Master Corporal

Pay Scale	FLSA Status	Last Reviewed
As Approved by Council	Non-Exempt	April 2013

### **Position Overview:**

This is general duty police work consisting of routine police patrol in an assigned area, criminal investigation and crime prevention. Under general supervision provides direction and leadership to officers performing patrol functions.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

### **Essential functions:**

**The following is a list of duties, projects or performance standards that you are expected to perform or adhere to and will be used for evaluation purposes. You will also be expected to adhere to the duties and responsibilities of your job description.**

- Serve as a leader on a patrol shift, providing guidance, motivation, mentoring, and assistance to other officers.
- Act as Supervisor when the Sergeant is not available.
- Coordinate closely with the Sergeant to direct and assist officers at crime or emergency scenes.
- Provide feedback to the Sergeant for use in the evaluation of officer performance.
- Perform routine and emergency patrol officer functions.
- Direct, instruct and advise on technical police problems related to investigation and arrest.

- Develop and maintain accurate records.
- Prepare reports.

***Responsibilities-*** Supervision and/or Leadership Exercised:

Although this position does not supervise, incumbents will provide input on assigned staff's performance evaluations and may set schedules and assign tasks within the scope of assigned projects.

**Required Knowledge, Skills and Abilities:**

- Knowledge of criminal law, investigation, and crime prevention methods.
- Knowledge of department Directives and patrol Standard Operating Procedures.
- Knowledge of geography and locations in the City.
- Knowledge of statutes, ordinances and criminal Law.
- Knowledge of rules of evidence and laws governing custody of persons.
- Knowledge of police record keeping procedures.
- Knowledge of criminal identification methods.
- Knowledge of methods of deploying officers in actual or anticipated emergencies.
- Knowledge of causes and prevention methods of crime committed by juveniles.
- Knowledge of FCC rules and regulations regarding radio communication.
- Knowledge or community policing practices.
- Knowledge of data entry and retrieval procedures.
- Knowledge of legal procedure in filing and presenting charges in court.
- Skill in supervising, leading and motivating peers.
- Skill in establishing and maintaining effective working relationships with other City employees and the general public.
- Skill in understanding and following written and oral instructions.
- Skill in problem identification, problem solving and effective communication, both orally and in writing.
- Skill in the care and use of firearms.
- Skill in maintaining effective public relations.
- Skill in problem solving.
- Ability to use computers as an investigative tool.
- Ability to operate motorized vehicles.
- Ability to operate two-way radio equipment.
- Ability to apply knowledge of criminal law, investigation, and crime prevention techniques.
- Ability to follow departmental regulations.
- Ability to administer CPR and first aid.
- Ability to assess situations and make accurate decisions within a limited time frame.
- Ability to operate vehicles under emergency conditions.
- Ability to write legibly and to read.
- Ability to perform multiple tasks simultaneously.

## **Minimum Qualifications:**

**Corporal:** Four (4) Years experience as an Cheswold Police Officer, must hold the rank of Patrolman First Class for a period of two (2) years, and receive Satisfactory Performance Evaluations.

**Senior Corporal:** Six (6) years experience as an Cheswold Police Officer must hold the rank of Corporal for a period of two (2) years and receive Satisfactory Performance Evaluations.

**Master Corporal:** Eight (8) years experience as an Cheswold Police Officer, must hold the rank of Senior Corporal for a period of two (2) years and receive Satisfactory Performance Evaluations.

## **Education, Certification and Experience Requirements:**

Valid vehicle operator's license from their State of Residence  
Police Officer Certification from the State of Delaware (COPT)  
Active First Aid and CPR

Maintain State of Delaware certifications in DELJIS, LEISS and any other Law Enforcement Applications required by the Chief of Police.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.





# Town of Cheswold Employee Job Description The Cheswold Police Dept.



## Sergeant / Senior Sergeant

Pay Scale	FLSA Status	Last Reviewed
As Approved by Council	Non-Exempt	April 2013

### **Position Overview:**

Positions in this classification are responsible for first-line supervision of sworn and civilian personnel on an assigned shift. Sergeants supervise law enforcement activities, including patrol, communications, and the detention facility. Work involves an element of physical danger. Work situations require incumbents to make decisions, provide direction to subordinates and exercise independent judgment in both emergency and non-emergency situations. Police Sergeants carry out and enforce police administrative policies and procedures. Incumbents advise officers regarding the application and interpretation of laws, review the written reports of subordinates, and make recommendations regarding the development of new policy or procedure. Sergeants are expected to lead, motivate, and evaluate the work of assigned personnel, and will make recommendations regarding disciplinary actions. Incumbents perform the duties of Police Officer when required. Sergeants have on-call responsibilities at all times.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

### **Essential functions:**

- Monitors, observes, supervises and instructs officers in the performance of their duties.
- Checks, reviews and approves reports of patrol officers.
- Advises and assists assigned officers in interpretation and applications of laws, ordinances, and rules.
- Prepares and conducts performance appraisals of police officers; may suspend with pay any subordinate employee; makes recommendations to Lieutenant regarding discipline, commendation, personnel action, or special assignments.

- Performs any and all of the duties and responsibilities of a police officer on an assigned shift. Assuming patrol functions as needed, in addition to supervisory responsibilities.
- Assists in managing and monitoring property handling and disposition; assigns officers to do follow-up on outstanding cases with property.
- Maintains continual awareness for trends or patterns of activity that could adversely affect peace and order or other law enforcement activities; plans and recommends corrective action and implements as authorized by the Chief of Police.
- Maintains liaison with surrounding Town, City, County and State police departments, and relevant community service agencies to ensure accurate and timely flow of information as related to day-to-day activities; coordinates with court officers in development and disposition of cases.
- Supervises or conducts investigation of difficult or sensitive cases, advises the Chief through chain of command of sensitive cases; interviews complainants, witnesses and suspects; obtains evidence and other documentation; prepares investigative reports and testifies in court, as required.
- Assists in handling citizen complaints and internal investigations; keeps Chief of Police and Lieutenant aware of complaints and apprised of progress and status of internal matters; maintains a liaison with the public and the media.
- Assures that department's equipment is maintained and operating properly and that it is utilized properly by assigned officers.
- Supervises the training of new officers on a day-to-day basis.

### **Other Job Duties:**

- Assists in the recruitment, testing and promotion of police officers and serves on oral boards as assigned.
- Supervises and assists officers in preparing material to present police-related informational sessions to schools, scouts, or other public groups; makes presentations or participates in discussion.
- Makes budget, personnel, and equipment recommendations to Chief of Police via chain of command.

## **Required Knowledge, Skills and Abilities:**

- Considerable knowledge of principles and practices of the technical and administrative phases of crime prevention, law enforcement, the rules of evidence and such related functions as investigation, patrol, traffic control and safety, criminal identification, record keeping, and care and custody of prisoners.
- Considerable knowledge of the rules, regulations, and procedures of the Police Department and applicable federal, state, and local laws.
- Considerable knowledge of behavior of criminals and the causes underlying criminality.
- Knowledge of basic administration principles and practices including office management, personnel, and general budgetary and fiscal practices, with special emphasis in the area of public safety.
- Ability to effectively carry out special and general assignments in a timely manner, requiring organization of material and development of procedures without direct supervision.
- Ability to analyze police problems and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances
- Ability to plan, assigns, supervise, and review work of subordinate personnel to maintain discipline and high morale.
- Ability to establish and maintain effective working relationships with the general public.
- Ability to speak and write effectively, and to evaluate written and oral reports and make recommendations to improve police services.
- Ability to work effectively with Chief of Police and Lieutenant to maintain high morale within the squad and the department and to set and maintain a positive role model for all personnel.

## **Minimum Qualifications:**

**Sergeant:** Six (6) Years experience as an Cheswold Police Officer, must hold the rank of Corporal for a period of two (2) years, pass a written examination, oral board interview and receive Satisfactory Performance Evaluations.

**Senior Sergeant:** Cheswold Police Officer must hold the rank of Sergeant for a period of three (3) years and receive Satisfactory Performance Evaluations.

## **Education, Certification and Experience Requirements:**

Valid vehicle operator's license from their State of Residence  
Police Officer Certification from the State of Delaware (COPT)  
Active First Aid and CPR  
Maintain State of Delaware certifications in DELJIS, LEISS and any other Law  
Enforcement Applications required by the Chief of Police.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.



# Town of Cheswold Employee Job Description The Cheswold Police Dept.



## Lieutenant / Senior Lieutenant

Pay Scale	FLSA Status	Last Reviewed
As Approved by Council	Non-Exempt	April 2013

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### **Position Overview:**

Under administrative direction, directs, manages, supervises and coordinates an assigned division within the Police Department; assists in criminal investigations and crime prevention; and provides complex administrative support to the Chief of Police.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

### **Essential functions:**

- Assume management responsibility of an assigned division within the Police Department; recommend and administer policies and procedures; serve as acting Police Chief in the absence of same.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate and review the work plan for special event operations and police control needs; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Review crime and accident reports for accuracy and completeness; monitor major investigations or accidents; analyze crime patterns, frequency, traffic accident patterns and other information.

- Oversee and coordinate a variety of operations and services functions including crime prevention, internal affairs, planning and research, narcotics and special enforcement.
- Oversee the most serious and complicated criminal investigations within the department; conduct complex investigations.
- Coordinate department activities with those of other departments, agencies and Town officials; assist with planning special operations and task forces.
- Review and approve requests for special assignments, transfers and training.
- Review and supervise the investigation of citizen complaints against sworn and non-sworn officers; recommend appropriate actions to be taken.
- Train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and recommend termination procedures as appropriate.
- Participate in the development and administration of the department budget.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Police Department to other departments, elected officials, media and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the Chief of Police; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in meetings, professional group meetings, and related events; stay abreast of new trends and innovations in the field of law enforcement.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

### **Required Knowledge, Skills and Abilities:**

#### **Knowledge of:**

- Operations, services and activities of a comprehensive law enforcement program.
- Policies and procedures of the Police Department.
- Principles and practices of law enforcement.

- Modern and complex principles and practices of law enforcement including identification and investigative techniques.
- Laws governing the apprehension, arrest and custody of accused persons.
- Use of firearms and other modern police equipment.
- Recent court decisions affecting law enforcement.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.
- Modern office procedures, methods and equipment, including computers and applicable software applications.

**Ability to:**

- Oversee the activities of the assigned division within the Police Department.
- Administer departmental goals, objectives and procedures.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Manage, organize and coordinate the work of assigned staff.
- Select, supervise, train and evaluate staff.
- Provide effective leadership to staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

**Minimum Qualifications:**

**Lieutenant:** At least five (5) Years experience as an Cheswold Police Officer, must hold the rank of Sergeant, and receive Satisfactory Performance Evaluations.

**Senior Lieutenant:** At least (8) years experience as an Cheswold Police Officer must hold the rank of Lieutenant for a period of three (3) years and receive Satisfactory Performance Evaluations.

**Education, Certification and Experience Requirements:**

Valid vehicle operator's license from their State of Residence  
Police Officer Certification from the State of Delaware (COPT)  
Active First Aid and CPR  
Maintain State of Delaware certifications in DELJIS, LEISS and any other Law Enforcement Applications required by the Chief of Police.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.





# Town of Cheswold Employee Job Description The Cheswold Police Dept.



## Administrative Assistant to the Chief of Police

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Pay Grade	FLSA Status	Last Reviewed
As Approved by Council	Non-Exempt	April 2013

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### **Position Overview:**

Provide highly responsible, varied and complex administrative support for the Police Chief and department. Monitor budgetary administration; provide monthly payroll information to the Finance Department. Provide general clerical support to the Chief, including work on confidential issues and projects. Provide information and services to the public, the Mayor, Council and all departmental personnel. Work independently, exercising discretion and good judgment while maintaining timelines and working with minimum direct supervision.

### **Essential functions:**

**The following is a list of duties, projects or performance standards that you are expected to perform or adhere to and will be used for evaluation purposes. You will also be expected to adhere to the duties and responsibilities of your job description.**

- \* Greet, direct, and provide information to visitors, answer and direct telephone calls for Chief of Police, including receiving complaints. Under guidance of departmental policies, resolves or refers complaints to appropriate department for resolution and follows up on resolutions of these problems.
- \* Compiles, types, revises, combines, edits, prints and stores documents such as letters, correspondence, memoranda, reports, and contracts utilizing computer word processing programs and spreadsheet applications.
- \* Organizes and maintains departmental filing system including filing correspondence and other documents in a timely and systematic manner.
- \* Provides administrative support to Chief of Police and Lieutenant of Administrative Services such as scheduling meetings and appointments, making travel arrangements, lodging; and relieving the Chief of Police of routine clerical operations.
- \* Assist the public, by telephone or in person, with questions requiring knowledge of policies and procedures in a courteous and professional manner; interact effectively with Town Council members, Department Directors and other Town employees.

- \* Responsible for sorting and disbursing mail for Police Department.
- \* Schedule, organize and attend, when necessary, in-house and outside meetings for Chief of Police.
- \* Processes orders for office supplies and minor equipment, writes purchase requisitions and check requests, maintains calendar for meetings to be held in the Police Chief's office or conference room.
- \* Responsible for updating information on projects for the Town Council and Town Manager's information.
- \* Performs preliminary budget preparation, which may include compiling data, analyzing data and making recommendations. Other duties associated with budget preparation include typing and maintaining data.
- \* Perform Notary Public duties for Town Staff, officials and public, as needed.
- \* Responsible for the Police Chief's e-mail messages, checking daily and responding to requests for information.
- \* Collect and research documents, data and various other information needed to support the Chief of Police in long range planning for police service for the Town.
- \* Conveys to the business community and general public the role of the Police Chief such as providing vision and leadership that promotes an environment that values excelling, diversity, creativity and productivity at all levels of the organization.
- \* Performs other duties as required and assigned.

**Required Knowledge, Skills and Abilities:**

- \* Considerable knowledge of managerial secretarial work and modern office procedures and practices.
- \* Good knowledge of business English, spelling, punctuation, and must type at least 60 wpm.
- \* Ability to perform basic arithmetic including addition, subtraction, multiplication and division.
- \* Good knowledge of the operation of the word processing software, spreadsheet application, publishing software, and database software, personal computers and peripheral office equipment such as fax machines, copiers, typewriters, calculator, and other equipment.
- \* Ability to read, interpret, and research Federal or State regulations, technical handbooks, Ordinances or Statutes, organizational policies or regulations, financial data, and legal instruments; ability to read computer screen.

- \* Ability to write and maintain records and reports; ability to complete forms.
- \* Ability to compose, type, prepare, sort, file and distribute memos, reports, correspondence, schedules, and forms.
- \* Ability to maintain filing system both numerical and alphabetical.
- \* Ability to communicate with the general public and other Town employees in face-to-face situations and by telephone.
- \* Ability to lead and direct numerous individuals with separate and independent skill levels.
- \* Ability to direct and manage office and clerical staff in a manner that promotes both positive and productive results.
- \* Skill in establishing and maintaining interpersonal relationships with co-workers and visitors to the department; use tact and diplomacy with the public.
- \* Ability to work independently in the absence of specific instructions or supervision.
- \* Ability to maintain confidentiality.

### **PHYSICAL REQUIREMENTS:**

- \* Ability to sit for extended periods of time in the input and retrieval of computer data.
- \* Ability to carry mail and other forms of paper documents weighing up to 10 lbs. Within departmental area and to other areas of Town Hall.
- \* Ability to stand, bend, squat, kneel, push, pull and stoop while opening file drawers to place or retrieve files from filing cabinets.
- \* Ability to reach to perform activities at desk; ability to reach overhead in order to obtain supplies and items in cabinets.
- \* Fine dexterity with fingers and hands required to handle items and to operate computer, typewriter and calculator.
- \* Ability to communicate effectively in person and by telephone.

### **ENVIRONMENTAL CONDITIONS:**

- \* Work is performed indoors in an office setting. There are no major environmental or safety hazards.
- \* Work may be subject to time pressures, emergency situations, frequent changes to tasks, working closely with others as part of a team, working alone 50% or more of the time, performing multiple tasks simultaneously, and dealing with irate people.
- \* Work may be tedious and exacting when typing statistical or financial data.

## **EDUCATION, CERTIFICATION, AND EXPERIENCE REQUIREMENTS:**

- \* Above knowledge and skill may be gained by an Associate in Arts and Sciences Degree in Secretarial Science or Mid-Management OR three years of responsible managerial secretarial experience OR extensive experience in related field of operations involving management functions OR by any combination of training and experience leading to the described level of knowledge and skill.
  
- \* Maintain State of Delaware certifications in DELJIS, LEISS and any other Law Enforcement Applications required by the Chief of Police.

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