

**PATROL OFFICER  
(NON-CERTIFIED)  
All Locations  
(New Castle, DE; Cape May, NJ; Lewes, DE)**

**Annualized Salary: \$52,841**

**Opening Date: January 23<sup>rd</sup>, 2019**

**Closing Date: February 28, 2019**

**I. POSITION SUMMARY**

The general responsibilities of a Patrol Officer include responding to calls for service, enforcing traffic and criminal laws, and operating police vehicles when on routine patrol.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Engage in interpersonal communications with the public and co-workers by promoting a professional and courteous environment
- Participate with co-workers and supervisors in the advancement of the troop's goals and objectives
- Complete assigned and self-initiated workloads
- Required to efficiently analyze and organize information and evidence obtained during traffic and criminal investigations for prosecution purposes
- Deliver emergency services to the public by responding to calls for service safely and promptly and by providing assistance to those in need
- Protect the public, co-workers and themselves from harm and injury by following established safety and security practices and by correcting and/or reporting safety and/or security hazards or risks
- Responsible for the entire arrest procedure including examining, handcuffing, conducting a field search and guarding the arrestee to prevent escape or suicide
- Required to exercise discretion in the use of deadly and non-deadly force
- Required to arraign a defendant, as well as testify in court
- Able to make NCIC, DELJIS, SCIC and CAD inquiries and conduct a full traffic collision investigation (i.e., interview witnesses, sketch and measure collision scenes, determine contributing factors and identify violations, etc.)
- Enforce motor vehicle laws
- Must possess the physical ability necessary to engage in physical confrontations using offensive and defensive tactics to subdue combative subjects
- Normally required to work a 12-hour rotating shift and adapt to irregular working conditions
- Required to write different types of reports, including traffic reports, summonses and arrest reports
- Able to identify public utility problems and report other road hazards
- Assist motorists in need of assistance or to perform traffic direction and control
- Utilize a variety of equipment in the performance of their job duties, including an automobile, communications center equipment, baton, breath testing instrument, computer terminal, fire extinguisher, flashlight, handcuffs, portable radio, police car radio, radar/laser unit, semi-automatic pistol, shotgun, body armor and photographic equipment

- May instruct suspects on the process to obtain an attorney, enforce court orders, respond to civil disputes, and testify in Family Court
- Prepare search warrants, collect evidence, and inventory stolen property
- May have to stand/walk continuously for more than one-half the work shift and walk on narrow, elevated surfaces
- Prepare interdepartmental memorandums and daily operational reports, as well as maintain daily logs
- Clean and inspect firearms and perform random equipment inspections
- Provide superior customer service to everyone by responding in a courteous and efficient manner

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to acquire knowledge of laws and departmental rules/regulations/procedures, as well as other resource materials
- Ability to acquire knowledge of weapon craft and ability to demonstrate usable knowledge of court decisions
- Ability to acquire skill in the use of firearms, as well as non-lethal weapons
- Ability to acquire driving skill in both emergency and non-emergency conditions
- Ability to communicate both orally and in writing, cope with stressful situations and evaluate a situation, respond correctly and apply appropriate discretion and common sense
- Ability to provide excellent customer service

### **IV. MINIMUM QUALIFICATIONS**

- Must be a United States citizen
- Must be at least twenty-one (21) years of age
- Bachelor's degree from an accredited college or university;

#### **OR**

An Associate's degree, or at least sixty (60) college credit hours, and at least two (2) years of satisfactory employment indicating the maturity of the applicant;

#### **OR**

- Thirty (30) college credits, from an accredited college or university with two (2) years of active duty military service.
- Minimum uncorrected vision not greater than 20/200 in each eye and correctable with lenses to 20/20 in each eye; able to distinguish between the colors of red, green and amber
- Height and weight in proper proportion; must be in excellent cardiovascular physical condition

### **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Applicant must have a current valid driver's license and at least one (1) year of driving experience. An applicant with a prior driving suspension or revocation must have one (1) year of reinstatement in order to be eligible to apply. Any alcohol-related driving arrests and overall driving history will be subject to review.

**VI. CRIMINAL RECORD AND ACTIVITY**

- Any felony conviction is an automatic disqualification. Any criminal activity that would be considered a felony under Delaware law or the law of the state in which the activity occurred is a disqualification. Arrests resulting in conviction must be pardoned prior to submitting an application. Applicants are strongly encouraged to apply for an expungement on any past arrests not resulting in conviction. All arrests will be subject to evaluation.

**VII. DRUG USAGE**

- Use of any illegal drug two years prior to application, or any prior use of a hallucinogenic drug, will be an automatic disqualification. All other drug use, including illegally using prescribed drugs, is subject to review.

**VIII. ADDITIONAL REQUIREMENTS**

- Candidates for this position will be subject to a background investigation, a pre-employment physical, fitness testing, psychological testing, and a medical/criminal polygraph
- Any uncertified candidate selected for hire will be required to attend and pass a formal police academy program
- Qualified candidates will be required to take a written test on Wednesday, March 27<sup>th</sup>, 2019 at Calvin R. McCullough Middle School, 20 Chase Avenue, New Castle, DE 19720. Registration from 5 to 6 p.m. Testing from 6 to 9 p.m. Further details will be provided.
- Qualified candidates that pass the written test will be required to take a physical fitness assessment test on Saturday, April 13<sup>th</sup>, 2019 at Salem Community College, 460 Hollywood Avenue, Carney's Point, NJ 08069. Testing from 9 to 11 a.m. Rain or shine. Further details will be provided.

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**If you are interested in applying for this position, please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, please attach a resume to the completed application.**