

Town of Middletown
Middletown Police Department
Seasonal Officer

Salary: \$11.00 per hour

Requirements: *(all requirements must be met)*

Must be a minimum age of 18.

Must be enrolled in an accredited college pursuing a 2 or 4 year degree with a minimum of 12-15 credits completed at time of application and must be intending to pursue a career in law enforcement.

Must complete pre-employment testing and requirements; including a physical, drug test, and psychological exam in accordance with the hiring process.

Must attend one week of Academy training for Seasonal Officer's.

General Statement of Duties: Performs general duty of seasonal police work and any other duties as assigned.

Distinguishing Features of the Class: An employee in this class performs work consisting of varied police assignments. Usually a seasonal police officer performs duties as directed by a superior officer; performs routine preliminary investigations and miscellaneous duties performed in accordance with departmental rules and regulations, directives and Delaware law. This employee is required to exercise initiative and discretion when faced with emergency conditions.

Examples of Work:

- Enforces Delaware laws and Town regulations;
- Patrols an assigned area during a specific period on a bicycle;
- Perform radio communication;
- Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect suspicious conditions;
- Directs traffic and gives violators tickets to those who break traffic laws;
- Maintains order in crowds, works parades and other public gatherings;
- Give advice on laws and ordinances and general information to the public;
- Watches for stolen cars and wanted or missing persons;
- Assists motorist whose vehicles are broken down or stranded;
- Gives violators tickets to those who break parking laws;
- Prepares necessary crime reports;
- Handles minor criminal offences;
- Accompanies police officers in patrol vehicles for general police service;
- May perform general cleaning duties of police vehicles;
- Promotes and ongoing attitude of dedications to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

Required knowledge, skills and abilities: Good social and general intelligence; good powers of observation and memory; good judgment; good knowledge of first-aid methods; ability to understand and carry out complex oral and written instructions; ability to communicate courteously and effectively, both verbally and in writing; excellent moral character and physical strength; ability to pass a physical examination and drug screen; computer literacy in: word processing applications.

- **NOTE: The police department operates 24-hours per day, seven days per week. You must be able and willing to work all days of the week and all shifts, including nights, weekends and all holidays.**
- Reports to: Police Sergeant and/or shift supervisor
- Acceptable Experience and/or Training: Must be enrolled in a college level Criminal Justice program.
- Additional Requirements: Weight should be proportionate to height; successful completion of a medical, fitness and psychological examination and background investigation; minimum uncorrected vision must not be less than 20/200 in each eye and correctable to 20/20 with contact lenses, in each eye; must be able to distinguish between the colors of red, green and amber; possession of a valid Delaware Class D driver's license or its equivalent; must be a United States citizen.

Signature

Date

Printed Name