



DEPARTMENT OF

# POLICE

## Police Officer

**\*\*\*Incentives available, please contact a recruiter\*\*\***

**Salary:** \$55,000

**Type:** Full Time

**Benefits:** Full Benefits

**Closing Date:** Open Until Filled

### About Police

The members of the Salisbury Police Department are committed to providing the highest quality of police services by empowering our members and the community to work in partnership with the goal of improving the quality of life within the City of Salisbury, while at the same time maintaining respect for individual rights and human dignity. PRIDE in our community, PRIDE in our department, and PRIDE in ourselves.

### Profile

Enforcing the laws and ordinances of the State of Maryland and the City of Salisbury. Responding to the scene of a crime or an accident. Interviewing suspects, witnesses, writing reports, monitoring any suspicious activity of ongoing crimes. Coordinating vehicular traffic. Visiting open businesses such as banks, markets, department stores, service stations, and other types to establish a rapport with owners. Responding to citizens' and visitors' questions. Attending and coordinating neighborhood watch meetings, performing numerous other activities in support of the community policing philosophy.

### Preferred Education

High School Diploma or GED required.  
Actively pursuing a degree in Law, Justice and Advocacy and/or Social Justice.

### Preferred Experience

None required. Applicant will attend a six-month long Academy.

### Requirements/Certifications

Applicant must have reached their 21st birthday prior to completing the academy. Possess valid driver's license and be a US Citizen. Must complete a physical fitness test, medical examination and pass a drug screening/background investigation.

### How to Apply

**1 Visit [PoliceApp.com/SalisburyMD](http://PoliceApp.com/SalisburyMD)**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

# City of Salisbury Police Department

## Classification Description

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Classification Title: Police Officer

Grade: 1

Department: Police Services

FLSA Status: NE

Date: 9/24/2024

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**Position Profile:** Under the general supervision of the assigned supervisor, responsible for performing a variety of duties related to the protection of life and property. The enforcement of criminal and traffic laws, prevention of crime, preservation of the public peace. The apprehension of criminals, efficient response to calls for service; performs other duties as assigned.

### Duties and Responsibilities

- Patrols an assigned sector during tour of duty, being alert for criminal activity;
- Stays up to date on relevant intelligence by regularly reviewing information sharing platforms;
- Responds to motor vehicle violations and any request for assistance from the public;
- Utilizes preventive patrol, crime prevention techniques to include recording suspect information and criminal/vehicle activity;
- Enforces the ordinances and laws of the City of Salisbury, the State of Maryland and federal laws where applicable;
- Makes written or computerized reports on criminal activities or traffic related incidents as required by departmental policy;
- Investigates all traffic related incidents to include motor vehicle accidents, disabled vehicles and parking related problems;
- Operates speed measurement devices, and issues traffic citations;
- Appears as a witness in all court cases, juvenile proceedings, States Attorney conferences or any other court or administrative proceedings as directed;
- Maintains issued uniform and all equipment, both personal and departmental;
- Checks departmental patrol vehicle for operational readiness as well as for contraband/weapons and for unauthorized items and cleanliness;
- Provides assistance to officers of this department and allied agencies as needed.
- On an as-needed basis participates in special assignments such as parades, perimeter security, searches for persons, evidence, etc.;
- Transports, processes, completes paperwork, i.e. prosecution reports, case files and relays to District Court and/or the Detention Center all subjects arrested;
- Investigates missing person reports, including completion of report and subsequent

- investigations;
- Keeps supervisor informed of unusual or detrimental conditions and process problems;
- Keeps informed on current laws and regulations by attending workshops and educational programs or reading specialized literature; and
- Performs other assigned duties.

#### **Administration/Department Administration:**

- Ensure all leave requests and issues related to job function conform with HR policies. Communicate any concerns or conflicts with supervisors for further guidance.
- Ensure that all injuries are reported and documentation is routed in a timely fashion.
- Ensure all departmental, damaged equipment, infractions documentation is forwarded up the chain of command in a timely manner

#### **Skills Proficiency/Strategic Planning:**

- Stays abreast of changes to Federal, State and Local law that impact both enforcement efforts by the Agency and compliance needs
- Act as a representative of the City of Salisbury to the Public
- Exhibit excellent moral character and abides by the Law Enforcement Code of Ethics
- Knowledge of geography of the City and surrounding areas
- Exhibit effective communication with the public and other staff using tact and civility.
- Work with peers and supervisors to plan for future manpower allocation and anticipate potential community issues

#### **Development/Leadership Development:**

- Seek out training and education opportunities to enhance current skill set

#### **Education and Experience**

- Completion of State of Maryland sanctioned police academy
- MPCTC certification
- High School diploma or GED, college preferred
- 21 years of age at time of academy graduation
- Valid Maryland drivers license

#### **Physical Requirements**

- Work environment may involve events or incidents where there is an elevated risk to personal safety. Position is a sworn police officer with the inherent risks and dangers

that come from that position. Will directly be subjected to scenes and incidents that are extremely hazardous and/ or dangerous. Standing for long periods of time, walking and running certain distances should be expected regularly.

- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations. May require working in adverse weather conditions.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.