

City of Rapid City

Job Description

Job Title	Police Officer I & II		
Job Code:	PLOF PLO2	Job Family:	
Pay Grade:	PS17 PS16	Date Revised:	
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for providing protection of life and property within the municipal boundaries of the City of Rapid City.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Protects life by:

- Responding to calls for service and emergency assistance.
- Rendering aid to the physically injured, handicapped and others requiring assistance.
- Investigating safety hazards and taking action to correct potential problem areas, including road hazards, defects, and environmental hazards.

Protects peace by:

- Responding to calls for assistance involving altercations between people.
- Enforcing state and city ordinances relating to keeping the peace.
- Providing motorized, foot, and bicycle patrol to residential and business areas to maintain community relations.
- Practicing problem solving techniques in support of the department's demographic policing, community policing and problem-solving strategies.
- Investigating violations of state laws/city ordinances and arrests violators using degree of force necessary with state law and department policy. Enforces traffic laws to curtail violations.
- Securing crimes scenes to identify and collect any physical evidence present, and obtains descriptions of suspects/vehicles involved in crimes or criminal activity.
- Preparing incident/accident reports, affidavits, citations, legal documents memorandums, other job-related documents and prepares for court testimony.
- Operating police vehicles in routine and emergency situations.
- Participating in job-related training and courses to maintain skills, knowledge and abilities necessary to perform duties.

Qualifications:

Education and/or Experience:

Level I

High school diploma or GED equivalency; Associates degree or at least 64 semester hours of college credits from an accredited institution; or four years of active or reserve military experience; or equivalent combination of education and experience.

Level II

Four (4) years of service with RCPD at Level I.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Law Enforcement Standards and Training Commission certificate within one year of hire date and other certificates required. Ability to obtain National Crime Information Center (NCIC) certification within 6 months from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds.

Physical Demands:

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 regularly exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually loud.

Other Skills and Abilities:

Must attain the age of 21 and be a citizen of the United States at the time of appointment. Must be available for 24-hour call-out and to work rotating shifts. Demonstrated knowledge of the criminal code, of methods and techniques of investigation and surveillance. Ability to maintain objective approach to a problem under unpleasant circumstances, to enforce laws, to reason and make sound decisions in emergencies, to demonstrate skill in use of firearms, criminal investigation equipment and other applicable equipment to crime control and criminal apprehension.