

City of Rapid City Job Description

Job Title	Detective		
Job Code:	DETC	Job Family:	
Pay Grade:	PS18	Date Revised:	9/30/2020
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for the protection of life and property with municipal boundaries of the City of Rapid City, and investigation of crime.

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.

- Investigates violations of state law and City ordinances by interviewing suspects, witnesses, and victims.
- Attempts to control illegal activities by utilizing investigative techniques.
- Prepares police assigned cases for court and testifies.
- Cooperates with other police jurisdictions to identify and locate criminals, or to conduct joint investigations.
- Assists in the arrest of criminals
- Performs collection, preservation, examination and authentication of physical evidence and secured crime scenes.
- Participates in job related training and courses to maintain skills, knowledge and abilities necessary to perform duties.
- Maintains working relationship with schools, businesses, and other institutions to instruct and inform, and to give and receive information concerning investigations.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and four years certified law enforcement experience.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire; must possess a Law Enforcement Officer's Standard's and Training Commission Certificate. 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 frequently exposed to fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and high, precarious places. The noise level in the work environment is usually moderate.

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.

Example of what the physical abilities will be for the job: While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.