

## City of Rapid City Job Description

<b>Job Title</b>	Police Chief		
<b>Job Code:</b>	PLCH	<b>Bargaining Unit:</b>	Non-Union
<b>Pay Grade:</b>	See Wage Scale	<b>Date Revised:</b>	6/1/2023
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is responsible for leading the overall operation of the City of Rapid City Police Department.

### 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.*

- Plans, directs, and supervises department operations in providing personnel, equipment, facilities to accomplish legal and ethical responsibilities of the department.
- Implements strategic planning to insure proper delivery of services and efficient use of City resources.
- Directs and supervises the enforcement of laws of the City, state, and federal government; and upholds the Constitution of the United States and the State of South Dakota.
- Plans, prepares and administers the department budget. Approves all purchases for department operations, support, facilities and equipment.
- Advises the general public as well as the Mayor and City Council on matters related to public safety
- Acts as liaison with county, state and federal agencies involved in law enforcement and emergency management matters and maintain a cooperative and effective working relationship with other criminal justice system and emergency service agencies, such as prosecution, courts and court services, detention facilities and city/county and state emergency management.
- Represents the City of Rapid City at the annual International Association of Chiefs of Police and Midstates Organized Crime Information Center conferences. Actively participate in the South Dakota Municipal League, State Police Chiefs' Association, and other similar organizations.
- Manages staff by: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### Qualifications:

#### Education and/or Experience:

Bachelor's degree from an accredited college or university and six years related progressive experience and/or training in police related work. Master's Degree from an accredited College or University preferred. FBI academy and other national and state certifications and training a plus. Experience in tribal relations highly desired. Knowledge of priority driven budgeting a plus. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

#### Certificates, Licenses, Registrations:

Must obtain and possess a valid South Dakota driver's license. Must possess a South Dakota Law Enforcement,

Standards and Training certification, and other licenses required by law. Must complete 40 hours of qualifying continuing education every two years. National Crime Information Center (NCIC) certification required 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 occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate. Must be available for call-out on a twenty-four-hour basis.

**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 required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

**Other Skills and Abilities:**

Demonstrate knowledge of effective methods of supervision and administration, police command policies and procedures, of civil and criminal codes and city ordinances, of methods, techniques of investigations, surveillance and apprehension, of training methods; ability to command, supervise and administer accredited police programs, to maintain effective community relations, to express oneself orally and in writing. Knowledge of public sector organizational structure and project management; principles and practices of municipal administration, including state laws and city resolutions codes and ordinances; knowledge of, or sensitivity to multi-cultural and diversity issues. Ability to analyze complex administrative, operational, legislative and economic problems and issues; to evaluate alternatives and reach sound conclusions. Ability to effectively and positively interact with other state, federal, county and city agencies.