City of Rapid City
Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Assistant Police Chief</th>
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<td>Job Code:</td>
<td>APCH</td>
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<td>Pay Grade:</td>
<td>NU26</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for Assisting the Chief of Police in the development, administration, coordination, and implementation of Departmental policies, procedures, programs, and activities by performing the following duties personally or through subordinate supervisors.

**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.*

- Assists with planning, direction, and supervision of Department budget, operations, personnel, equipment, facilities, and employment of all resources for use in accomplishing legal and ethical responsibilities of the Department.
- Assesses responsibility for departmental operations in the absence of the Chief of Police, which may include responding to emergency incidents, participate and/or assume Command.
- Assists with establishing policies, procedures, and rules for the Department according to national accrediting standards.
- Advises the Mayor, Common Council, and other bodies on police matters such as budgets, administrative business, crime prevention, traffic design and enforcement, accident prevention, investigation, and apprehension.
- Assists in making final hiring decisions on sworn and non-sworn positions, including interviewing applicants and participating in group selection process.
- Reviews and evaluates reports submitted by subordinate personnel.
- Identifies and resolves difficult public and human relations problems.
- Reviews investigations of officer and/or staff misconduct within the office and divisions assigned, and makes disciplinary action recommendations to the Chief of Police.
- Participates in professional organizations and serves on a variety of boards, commissions, and committees; may address interested groups on request and represent the Department at official and civic functions.
- Supports and enforces laws of the State of South Dakota and the City of Rapid City, and upholds the Constitution of the United States and the State of South Dakota.
- Maintains physical conditions necessary to perform official duties and day-to-day operations, and to operate job related equipment.
- 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 accredited four-year college or university in Criminal Justice, Law Enforcement or directly related field and two years related experience in management principles and techniques related to police administration and/or an equivalent combination of education, specialized training, and relevant experience.

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 relevant continuing education every two years. 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 occasionally exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate. Work is primarily performed in an office environment but also includes responding to emergency scenes.

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 talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance 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, peripheral vision, depth perception 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 police programs, to maintain effective community relations, to express oneself orally and in writing. Must be able to maintain firearms proficiency per Department standards.