City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Police Captain</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PLCP</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU25</td>
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<td>Date Revised:</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for acting as principal assistant to the Police Chief in matters pertaining to the Criminal Investigation, Support Services Division, and Field Services Division.

**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.

- Supervises and assign work of Lieutenant, Sergeant and clerical, engaged in overseeing various activities, such as investigations, patrol and traffic duties, records center, evidence for the Department.
- Establishes and directs implementation of operation procedures/policies, objectives and standards, and assures adherence to standards by receiving and investigating complaints on performance of employees.
- Assures adherence to standards by receiving and investigating complaints on employee performance; determines and/or recommends disciplinary actions, if warranted.
- Assumes applicable responsibilities of Police Chief in Chief’s absence.
- Represents the Department at various civic, professional and governmental functions and acts as liaison, as assigned, to committees.
- Supports the sector policing philosophy within the Department.
- Prepares reports on personnel related issues as well as issues related to activities of the Department.
- Prepares budgets, allocating for new equipment, goals/objectives and evaluations.
- Assists with personnel selection for the Department.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from four-year college or university and four years’ experience as Police Officer, two of which are in supervision.

**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 Standards Training Commission Certificate; and 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 outside weather conditions. 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.*

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 occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

**Other Skills and Abilities:**

Must have demonstrated knowledge of civil, criminal and City ordinances, of methods and techniques of investigation and surveillance, of supervision; ability to deal effectively with offenders, witnesses and general public, maintain an objective approach to unfamiliar problems, enforce laws, reason and make sound decisions in emergencies, supervise large groups of people; skill in using firearms and related crime control equipment. Must be available for call out.