City of Rapid City
Job Description

Job Title: Police Lieutenant

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<tr>
<th>Job Code:</th>
<th>PLLT</th>
<th>Job Family:</th>
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<tbody>
<tr>
<td>Pay Grade:</td>
<td>NU24</td>
<td>Date Revised: 8/5/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for aiding the Police Captain and supervising Sergeants, Police Officers and civilian employees.

**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.

- Performs administrative and technical work of a complex nature including planning, organizing, supervising, and managing all aspects of work in an assigned area.
- Handles a wide range of assignments with relative independence and limited direction, under the general direction of a Police Captain or other superior officer.
- Directs the work of Police Sergeants, Police Officers, and/or civilian employees and assures the work is performed in accordance with federal, state, and local laws, as well as departmental policies, procedures, and general orders.
- Manages any assigned special investigative or intelligence section; or has important administrative responsibilities within a division of the department.
- Directs others in police and investigative issues, develops tactical plans of action, and instructs officers and supervisors on the methods to be followed. Has oversight of major incidents.
- Supervises and evaluates the work of subordinate personnel and is responsible for internal investigations, disciplinary actions, and performance evaluations according to performance standards and departmental procedures/policies.
- Establishes and implements community relations programs and attends public events. Researches, assesses needs and establishes specific programs to address neighborhood law enforcement, administrative, or operational issues.
- Communicates with the general public, coworkers, subordinates, or others in order to provide direction and training, explain departmental policies and procedures, laws, ordinances, codes, etc., resolves complaints and personnel matters, and gathers and disseminates information.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree or equivalent from a four-year college or university and two years supervisory experience; or four years of active full-time military experience and two years supervisory experience; or an associate’s degree or equivalent from an accredited university and four years of supervisory experience; or any such combination of education, experience and training.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Must be certified in Law Enforcement Standards Training Commission; 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 moving mechanical parts; outside weather conditions; risk of electrical shock and explosives. 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; 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 100 pounds. Specific vision abilities required by this job include close vision.

Other Skills and Abilities:

Must be available for call-out on a 24-hour basis and available for rotating shifts.