City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Police Sergeant</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PSRG</td>
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<tr>
<td>Pay Grade:</td>
<td>PS20</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>10/2/2020</td>
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**General Summary:** This position is responsible for the supervision of sworn/non-sworn subordinates work in all areas of the 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.

- Oversees, plans, assigns, schedules, and advises personnel engaged in all areas of the Department.
- Supervised and participates in investigations.
- Reviews Reports.
- Assists in investigation of complaints against police officers and other department employees.
- Assists in training new employees.
- Supports sector policing efforts.
- Maintains public and media relations.
- Assists in developing and implementing policies and procedures for respective divisions.
- Requisitions materials and supplies.
- Performs all essential functions of a Police Officer.

**Qualifications:**

**Education and/or Experience:**

Associates degree or at least 64 semester hours of college credits from an accredited institution; or four years of active full-time military experience; 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 Standards Training Commission Certificate. Possess any licenses, certificates or training required by local state or national authorities.

**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 regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

**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; climb or balance and stoop, kneel, crouch, or crawl; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

**Other Skills and Abilities**

Must be available for call-out on a 24-hour basis and able to work rotating shifts. Demonstrate knowledge of police command policies and procedures, of civil, criminal and city ordinances, of methods and techniques of surveillance and investigation, of effective supervision, of crime prevention. Ability to deal effectively with offenders, witnesses and victims, to be objective in unpleasant conditions, to reason and make sound decisions. Demonstrate skill in using firearms and related equipment.