City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Police Officer</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>SRPO</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>PS18</td>
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<tr>
<td>Date Revised:</td>
<td>10/1/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for providing protection over life and property within the municipal boundaries of the City of Rapid City.

**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.*

**Protects life by:**

- Responding to calls for service and emergency assistance.
- Rendering aid to the physically injured, handicapped and others requiring assistance.
- Investigating safety hazards and acting to correct potential problem areas, including road hazards, defects and environmental hazards.

**Preserves the peace by:**

- Responding to calls for assistance involving altercations between people.
- Performing crowd and traffic control.
- Providing motorized, foot and bicycle patrol to residential and business areas to maintain community relations.
- Investigating violations of state law and city ordinances and arresting violators using the degree of force necessary in accordance with state law.
- Enforcing traffic laws to curtail violations to department policy.
- Providing guidance to junior officers in performing essential duties.
- Securing crime scenes in order to identify and collect any physical evidence present, and obtain descriptions of suspects and vehicles involved in crimes or criminal activity.
- Preparing incident/accident reports, affidavits, citations, legal documents, memorandums, and other job-related documents for court testimony.
- Operating police vehicles in routine and emergency situations.
- Assisting supervisors with field investigations, and crime scene control.
- Participating in job-related training and courses to maintain skills, knowledge and abilities to perform duties; practice problem solving techniques in support of the departments demographic policing, community policing and problem-solving strategies.
Qualifications:

Education and/or Experience:

Associates degree or at least 64 semester hours of college credits from an accredited institution; or four years certified law enforcement experience; or four years of active full-time military experience. Must have seven years full time police experience with the Rapid City Police Department and must obtain score of 75% from a written/performance test of the selection process for, Sergeant or Senior Officer test.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Must obtain a Law Enforcement Officer’s Standards and Training Commission certificate within one year of hire date. 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 regularly exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles 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.

Example of what the physical abilities will be for the job: While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to stand; walk and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds.

Other Skills and Abilities

Must be available for call-out on a 24-hour basis and available to work rotating shifts. Demonstrate knowledge of the criminal code, of methods and techniques of investigation and surveillance. Ability to maintain objective approach to a problem under unpleasant circumstances, to enforce laws, to reason and make sound decisions in emergencies. Demonstrate skill in the use of firearms, criminal investigation equipment, and criminal apprehension.