



Police Officer
Police Department

PD/5

JOB SUMMARY

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

MAJOR DUTIES

- Responds to calls for service; maintains the safety of the public by responding to disputes, assaults, mental health emergencies, narcotics crimes, trespassing incidents, car accidents, property damage, theft, animal calls, etc.
- Patrols the city to detect and deter crime; enforces local ordinances, state law, and federal law; performs community policing activities; inspects businesses; regulates traffic; issues warnings and citations; makes arrests.
- Conducts investigations of crime scenes; identifies, collects, and preserves evidence; interviews victims, witnesses, and suspects; prepares case files and testifies in court as required.
- Apprehends, arrests, and processes offenders.
- Documents observations and actions by radioing information and completing reports.
- Performs traffic enforcement duties and maintains safe traffic conditions; investigates accidents; provides escorts; reports unsafe streets and facilities; conducts traffic studies.
- Provides assistance in the event of medical emergencies; radios for medical assistance as needed.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- Testifies in judicial proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, city ordinances, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of the court system and judicial procedures.
- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Sergeant assigns work to the Police Officer in terms of general instructions. Work is reviewed for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.
- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

CONTACTS

- Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, school officials and students, and the general public.
- Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the South Dakota Law Enforcement Officers Standards and Training Commission.