

City of Hot Springs Certified Police Officer

POSITION TITLE: Police Officer

EMPLOYER: City of Hot Springs, 303 N. River Street Hot Springs, SD 57747

AREA OF EMPLOYMENT: 201 North River Street, Hot Springs, SD 57747

WORK HOURS/DAYS: 40 hours per week, includes nights, weekends and holidays-shifts vary-call outs possible

CLASSIFICATION: Full time, Non-exempt

WAGE: DOEQ \$22.00-TOS

IMMEDIATE SUPERVISOR: Chief of Police and Police Captain

POSITIONS SUPERVISED: N/A

SUMMARY DESCRIPTION

Protects life by: Responding to calls for service and emergency assistance; rendering aid to the physically injured, handicapped and others requiring assistance, including but not limited to victims of accidents, criminal incidents, natural disasters or other incidents; investigating safety hazards and taking action to correct potential problem areas, including road hazards, defects and environmental hazards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This is general and varied duty police work in the protection of life and property through the enforcement of laws and ordinances. Work involves the responsibility for performing routine police assignments that are received from police officers of superior rank. Work normally consists of routine patrol, preliminary investigation and traffic regulation, and investigation duties in a designated area on an assigned shift which involve an element of personal danger and employees must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Employees may receive special assignments which call upon specialized abilities and knowledge usually acquired through experience as a uniformed officer. In addition, employees may be required to assist other personnel of the police department in conducting interrogations, searches, and related duties as assigned. Assignments and general and special instructions are received from a superior officer

ADDITIONAL DUTIES

1. Patrols a designated area of the city to preserve law and order, to prevent and discover the commission of a crime, and to enforce traffic and parking regulations
2. Answers calls and complaints involving fire, automobile accidents, robberies and other misdemeanors and felonies
3. At scene of crime administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court.
4. Interviews persons with complaints and inquiries and attempts to make the proper disposition or direct them to proper authorities.

5. Issues traffic tickets; directs traffic at intersections; participates in escorting funerals and other special events
6. Conducts accident investigations providing first-aid for injured, taking safeguards to prevent further accidents; interviews principals and witnesses, taking written statements from drivers, witnesses; examines vehicles and roadways, observing traffic control devices and obstruction to view; takes necessary street measurements; clears the scene of obstructions and wreckage.
7. Acts as custodian of personal property and evidence being held for court presentation; maintains records of property, evidence, and automobiles held or impounded.
8. When assigned, participates in training activities at the police training academy; may instruct or establish curriculum for instructional purposes.
9. When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses; checks pawn shops; maintains surveillance over persons and places suspected of vice operations.
10. Performs other related duties as assigned.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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 frequently required to stand. The employee is occasionally required to walk; 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.

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.

DESIRED MINIMUM QUALIFICATIONS

1. Valid driver's license
2. Graduation from high school education or GED equivalent
3. Law Enforcement Standards and Training Commission certificate and/or other required certificates
4. Advanced education in law enforcement preferred
5. South Dakota Certified Officer preferred

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others
2. Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken
3. Ability to understand and carry out oral and written instructions
4. Ability to write and speak effectively
5. Ability to develop skill in the use and care of firearms meeting Department requirements
6. Good general intelligence and emotional stability

7. Willingness to cooperate with officials and other police officers
8. Willingness to learn and increase skill in police work
9. Must be available for 24 hour call-out and to work rotating shifts
10. Demonstrated knowledge of the criminal code, of methods and techniques of investigation and surveillance
11. Ability to maintain objective approach to a problem under unpleasant circumstances, to enforce laws, to reason and make sound decisions in emergencies, to demonstrate skill in use of firearms, criminal investigation equipment, and other applicable equipment to crime control and criminal apprehension
12. Ability to communicate with the public in a positive manner, taking a proactive approach to crime prevention
13. Once conditional offer is extended the applicant must be willing to have a baseline health exam and polygraph administered.

APPLICATION REVIEW PROCESS

Formal application required, resume with experience, education, qualifications recommended; potential oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.