

POSITION: POLICE OFFICER

Reports to: Police Chief

FLSA Status: Non-Exempt (Some officers will be full-time; some part-time)

Pay Grade: 12 – Non-Certified Police Officer

13 – Part-time Certified Police Officer

14 – Full-time Certified Police Officer

15 – Full-time Certified Police Officer with additional specialized training and/or certification

SUMMARY: The **Police Officer** performs general police work in the enforcement of federal and state laws and City ordinances, responds to calls and emergencies, renders aid where needed, and investigates violations of the law.

ESSENTIAL FUNCTIONS:**1. Operations**

- Conduct routine patrols, including enforcing traffic laws and maintaining visibility within the community
- Respond to emergency and non-emergency calls for assistance, including medical emergencies, civil disputes, domestic violence, lost or stolen property, animal problems, etc.
- Enforce traffic laws, including speed limits, seatbelt use, reckless driving and DUI detection; respond to accident calls and citizen complaints
- Locate and arrest violators of state and local laws as directed; issue citations or take violators to jail as appropriate
- Prepare reports: provide a detailed narrative of arrests, with supplementary information for the State's Attorney's Office (arrest reports, information reports, arrest warrants, affidavits, etc.)
- Testify in court as needed, including grand jury, preliminary hearings, adjudication hearings, court trials and jury trials
- Assist with community events, including bike rodeo, gift drive, fishing derby, community expo
- Interact with general public, including speaking at schools, community groups, with media, etc.
- Assist other law enforcement agencies with cooperative aid as needed
- Attend training as required

OTHER FUNCTIONS:

- Perform other duties, projects and tasks as may be required by the Police Chief and/or to assure the success of department operations and services

QUALIFICATIONS AND REQUIREMENTS:**1. Education and Work Experience**

- High School Diploma required; Associates Degree preferred
- Must have, or be able to obtain, South Dakota law enforcement certification
- Previous law enforcement experience preferred

2. Skills, Knowledge and Abilities

- Must be proficient with firearms, police communications equipment, and other law enforcement equipment typically used in department activities (video equipment, photography equipment, RADAR, handcuffs, evidence preservation and collection equipment), or able to become proficient in a timely manner
- Should be proficient with office equipment and technology in order to maintain records and prepare reports
- Should have strong written and verbal skills, including speaking and listening skills
- Must have strong interpersonal skills, with the ability to adapt to various situations and people

3. Physical Capabilities

- Wide variety of physical activity required, including office activities, driving, extended periods of sitting, standing or walking, occasional situations requiring high degree of stress and physical exertion; heavy lifting as when rendering aid to an unresponsive person, physical force as when detaining a suspect
- Will work inside and outside in all types of weather; irregular hours; in light and dark situation

4. Additional Requirements

- Position requires daily driving; valid driver’s license; safe driving record
- Certification under the South Dakota Law Enforcement Standards and Training Act

NOTE:

- The City of Canton is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, marital or veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American’s with Disabilities Act, the City of Canton will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the City Commission at any time.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date

I have reviewed this position description with the individual identified above, and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

Supervisor

Date