

# City of Groton

120 North Main Street

PO Box 587

Phone 605-397-8422

Groton, South Dakota 57445-0587

## **POLICE OFFICER**

REGULAR HOURS OF WORK: 12 hour shifts determined by the police chief.

EQUIPMENT/TOOLS: Rubber toed shoes/boots, company provided uniform, other clothing or personal protection, utility belt, protective vest, badge, and equipment belt. Firearms including pistol and long gun, patrol vehicle, handcuffs, pepper spray, car seat-back organizer.

GENERAL STATEMENT OF DUTIES: A police officer is responsible for performing routine and professional law enforcement work in a variety of police department activities, while under the direct supervision of the Chief of Police and the city council.

SUPERVISION RECEIVED: Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED: Exercises supervision over any public safety programs in the City in the absence of the Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This listing may not include all the duties, nor cover all duties that may be performed or required:

- Complete the duties of a police officer for the City of Groton, SD.
- Perform preventative patrol in a police vehicle, or any other means deemed necessary, for crime activity, safety hazards, traffic violations, and persons needing assistance.
- Checks commercial establishments at night, guards and controls large public gatherings.
- Administers first-aid, responds initially for fire calls and ambulance calls.
- Responds to calls for assistance, secures crime scenes for evidence searches, makes preliminary investigations, and interrogates complaints, witnesses, and suspects.
- Apprehends suspects and testifies in court as appropriate and performs related work as required.
- Enforces liquor laws, conducts bar checks, and apprehends minors attempting to purchase alcoholic beverages in any municipal liquor store.
- Directs traffic, assists motorists, issues tickets for delinquent parking and moving violations, investigates accidents involving motor vehicles, and conducts DWI checks.
- Receives training and guidance from superior officers in various aspects of police work.
- Prepares accident, incident, and other reports as necessary.
- Provides public service to the community in calls for assistance not related to crimes and accidents, maintains good public relations, picks up stray dogs, finds lost children, conduct house checks for vacationing residents, assists in resolving family disputes.
- Maintains park records and collects park fees.
- Performs professional law enforcement work in a variety of police department activities, while under some direct supervision and guidance by the Chief of Police.
- Works under broad policy guidance and direction of the Chief of Police.
- Exercises supervision over part time officers during their shift and ensures that the officers

carry out their responsibility as police officers in accordance with the departments standard operation procedures, applicable State and Federal law and city ordinances.

- Ensures that all vehicles and equipment are functional in absence of a superior officer.
- Works closely with other police agencies while under supervision of the chief of Police: State's Attorney's Office, Brown County Sherriff's Office, South Dakota Highway Patrol and other federal agencies.
- Operates a motor vehicle for extended periods of time in all environmental conditions while maintaining full control of the vehicle; works varying shifts work, as do all officers of the police department.
- Patrols city streets and enforces state and federal laws and city ordinances; issues citations when necessary; patrols and examines buildings and residences to detect suspicious conditions and handles situations accordingly.
- Directs traffic in congested and emergency areas; reports safety hazards; responds to scene of accidents assists or administers first aid, and investigates cause and files accident reports; issues citations to violators of traffic laws.
- Operates effective radar for traffic control, and Breathalyzer test when necessary.
- Visits the scene of crimes and accidents: searches for and preserves evidence; investigates and interviews victims, witnesses and potential suspects; apprehends those suspected of crimes of misdemeanors; participates in line-ups; makes oral and written reports; provides testimony in court.
- Speaks before citizens' groups and participates in various training sessions and maintains an active neighborhood watch program.
- Reviews department standard operating policies and procedures yearly.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of modern law enforcement principles, procedures, techniques, and equipment. Working knowledge of applicable Federal, State, and local laws and ordinances. Working knowledge of department rules and regulations. Ability to observe situations, record them, and react quickly and calmly. Ability to exhibit imagination, initiative, and problem-solving capability in coping with a variety of law enforcement situations. Ability to deal effectively and courteously with enforcement situations, fellow officers and the general public. Ability to communicate effectively verbally and in writing. Ability to act with tact and impartiality. Ability to perform work requiring good physical condition. Ability to meet necessary special requirements. Ability to complete certification requirements and continuing education. Ability to operate a two-way radio, walkie-talkie in field situations, to operate effective radar, Breathalyzer, etc., to perform routine preventive maintenance on vehicle. Ability to read, understand and interpret ordinance, laws, and other operating procedures and communicate orally and in writing; ability to investigate crimes and do reports. ability to deal effectively with the public using tact and diplomacy and remain calm in emergency situation: provide constitutional requirements, and perform first aid and/or CPR. Ability to make split-second decisions that could affect the well being for the public, department, fellow employees, as well as the officer's safety. Ability to interface with other law enforcement personnel and safety personnel. Ability and willingness to maintain strict confidentiality. Must be able to respond to varying situations with tact and diplomacy and know how to deal with stressful, hostile or irrational persons whether due to physical or mental disability, drugs, socioeconomic difference or other factors.

**DESIRABLE EXPERIENCE AND TRAINING:** High school graduation or GED required. Must complete certification requirements within one (1) year or be assigned to the Police Academy within one (1) year.

PHYSICAL DEMANDS:

- Walking and standing indoors and outdoors on a smooth, slippery, uneven or inclined surface to load proper equipment weighing up to 15lbs in patrol vehicle to prepare vehicle and self for work shift.
- Must be able to reach forward to access trunk to load proper equipment in patrol vehicle and have right/left hand coordination to dress in protective gear to prepare self for work shift.
- Officer must be able to sit for 30 minutes in a vehicle while patrolling the community.
- Identify and arrest offenders, including subduing resistive arrestees while kneeling, crouching, and keeping balance.
- Officer must be able to push and pull with a horizontal force of 50lbs occasionally when subduing resistive arrestees.
- Officers must be able to occasionally climb stairs and step ladders.

LICENSES AND TRAINING REQUIRED: Must be at least 21 years old. Must possess a valid South Dakota driver's license and must be insurable under the City's municipal liability coverage. Must maintain current pistol (shooting range), radar gun and Breathalyzer qualifications or any other qualifications necessary for the performance of the job.