



Rapid City Police Department

300 Kansas City Street, Suite 200
Rapid City, South Dakota 57701-2890
605-394-4133

An Internationally Accredited Law Enforcement Agency
Steve Allender, Chief of Police Alan Hanks, Mayor



POSITION CLASSIFICATION DESCRIPTION

POLICE OFFICER

SUMMARY

Provides protection of life and property within the municipal boundaries of the City of Rapid City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

Protects life by:

1. 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.

Preserves the peace by:

1. Responding to calls for assistance involving altercations between people, including but not limited to domestic disturbances, fighting and neighborhood disputes, performing crowd and traffic control; enforcing state and city ordinances relating to keeping the peace; providing motorized, foot and bicycle patrol to residential and business areas to maintain community relations; practice problem solving techniques in support of the department's demographic policing, community policing and problem solving strategies.
2. Investigates violations of state laws/city ordinances and arrests violators using degree of force necessary with state law and department policy. Enforces traffic laws to curtail violations.
3. Secures crime scenes to identify and collect any physical evidence present, and obtains descriptions of suspects/vehicles involved in crimes or criminal activity.
4. Prepares incident/accident reports, affidavits, citations, legal documents, memorandums, other job-related documents and prepares for court testimony.
5. Operates police vehicles in routine and emergency situations.
6. Participates in job-related training and courses to maintain skills, knowledge and abilities necessary to perform duties.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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; or an equivalent combination of education and experience.

Communication Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in

Dear Prospective Employee:

This booklet contains a myriad of information regarding all the necessary qualifications to become an officer of the Rapid City Police Department. You will find that the hiring process is rigorous, time consuming and physically demanding. There are many individuals who apply but only the best qualified are chosen.

You will find the employees of the City of Rapid City and the Rapid City Police Department more than willing to assist you in your endeavor to become a Rapid City Police Officer – in fact, it will likely be one of the very positive aspects of the testing process. If you should have any problems or questions during your testing process, please ask any of the employees you are dealing with for assistance. Our goal is to help you make it through this process and ultimately join the finest Police Department in the mid-west.

I would like to personally thank you for your interest in the Rapid City Police Department and wish you well in the testing process. I look forward to meeting and visiting with you as you progress through the various hiring stages.

Once again, best wishes in your endeavors.

Sincerely,


Steve Allender
Chief of Police

Vj



AN EQUAL OPPORTUNITY EMPLOYER

situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer and Administrative Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office products.

Certificates, Licenses, Registrations: Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Law Enforcement Standards and Training Commission certificate within one year of hire date and other certificates required. Ability to obtain National Crime Information Center (NCIC) certification within 6 months from date of hire.

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. 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.

Work Environment: 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.

OTHER SKILLS AND DUTIES

Must be available for 24 hour call-out and to work rotating shifts. Demonstrated 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, to demonstrate skill in use of firearms, criminal investigation equipment, and other applicable equipment to crime control and criminal apprehension.

Revised: 8-92, 08-99, 07-2000, 02-2005, 01-2006, 02-2007,03-2010 Approved by: Steve Allender

GENERAL PROVISIONS OF POLICE SELECTION PROCEDURE

The following are the general provisions of the selection procedure for hiring for the City of Rapid City Police Department. Employees are hired from an eligibility list, which is established after completing the application and testing procedure, as listed below. If the applicant has any questions regarding this procedure, please contact the City of Rapid City Human Resources at (605)394-4136 or the Administrative Office of the Rapid City Police Department at (605)394-4133. Our website address is: <http://www.rapidcitypolice.org>.

The City of Rapid City fully subscribes to the Americans with Disabilities Act. If the applicant is in need of special accommodations for any of the following processes, please notify the City of Rapid City Human Resources Department so that reasonable auxiliary accommodations may be made available.

Nondiscrimination There shall be no discrimination against applicants for employment or on account of race, creed, color, national origin, sex, age, or any political affiliation. Wherever in this policy, the terms "he," "him," or "his" is used, it shall be deemed to be equal to "she," "her," or "hers."

APPLICATION AND TESTING PROCESS

Applications for the position of Police Officer are available and accepted at City Human Resources, 300 Sixth Street, Rapid City SD 57701 on a continuing basis, Monday through Friday, 7 a.m. to 4:00 p.m.

Applicants are notified of the application and testing requirements at the time of application. When a test date has been set, all applicants applying since the last previous testing are sent a notice indicating that the City will be testing on a certain date and that the applicants are required to respond by the cut-off date for applications if they intend to test. Any applicant failing to respond is removed from the test list. ***No make-up test will be given.*** Applicants responding to advertising for the test are informed verbally or in writing of the test date.

After the closing date for applications all applicants are sent notice of the date, time and location of the test and a web link for a downloadable study guide. In addition, a **physician's physical fitness testing approval form** will be included for completion. A sample is included in this information packet.

Application Requirements

1. Fully completed application form submitted to City Human Resources by the posted deadline.
2. Present a copy of an unofficial College transcript at time of application. An official transcript will be required at time of hire.
3. Present a copy of discharge papers (DD214, or other suitable proof) if claiming Veteran's Preference.

Additionally, the South Dakota Law Enforcement Officers Standards Commission requires the following minimum qualifications of a Law Enforcement Officer certified by the State of South Dakota:

1. Be a citizen of the United States;
2. Be at least 21 years of age at the time of employment;
3. Have his/her fingerprints taken by a qualified law enforcement officer;
4. Have good moral character;
5. Have graduated from an accredited high school or have passed the General Education Development Test (GED) and have been issued an equivalency certificate by the Department of Public Instruction;
6. Have been examined by a licensed physician who certifies that the applicant is free of physical and mental defects that would prevent or restrict him from performing his duty as a law enforcement officer;
7. Have been interviewed in person by the hiring agency or its designated representatives before employment. The interview shall include questions to determine the applicant's general suitability for law enforcement service, appearance, personality, temperament, ability to communicate, and other characteristics reasonably necessary to perform the duties of a law enforcement officer;

8. Have taken a formal oath of office as required by SDCL 9-149-7 or 3-1-5. The oath may be taken before the nearest available judge of a court of record; and
9. Have not unlawfully used any prescribed drug, controlled substance, or marijuana within one (1) year before the time of the application for employment, as stated in SDCL 23-3-42.

Planning for the testing procedures

The City of Rapid City tries to accommodate those applicants traveling a distance of 250 miles or more by planning the written portion of the test, the physical fitness testing and oral board interviews within a reasonable time period. Therefore, applicants should plan to spend at least two consecutive days in Rapid City in order to complete the testing procedure, allowing one day for the written and physical fitness testing and the second day for the oral board interview process. Applicants are responsible for all of their own travel and lodging expenses.

Secondly, please note that a Physician's approval for physical agility testing must be completed by a physician between the stated application deadline and the designated testing date. Therefore, appropriate action should be taken to set an appointment with a physician for this time period. The applicant is responsible for the expense for the physical.

PROCEDURE FOR TESTING

Note: Applicants are not eligible for testing until they have complied with the application requirement items.

Physician's Approval form

Please note that a Physician's approval for physical agility testing must be completed by a physician between the stated application deadline and the designated testing date. Therefore, appropriate action should be taken to set an appointment with a physician for this time period.

Pretest Briefing

Applicants are invited to a pretest briefing of job particulars, pay, benefits, written test familiarization and to answer job related questions. This session will last approximately one hour and thirty minutes. The pre-test briefing is scheduled one day prior to the written test. Attendance is **voluntary**.

Written Test

Applicants are to appear at the designated time and place to take the written examination. **Applicants must bring the completed Physician's approval form and a picture identification to the written test. No applicant will be allowed to test without the Physician's approval form.**

The written examination will take approximately 2-1/2 to 3 hours. The examination will be administered and scored by City Human Resources. Results of the written examination will be mailed to the applicant as soon as possible following completion of the written and physical fitness standards.

Depending on the needs of the Rapid City Police Department, those scoring 75 percent or better will be scheduled for the physical fitness test and oral interview. Shortly after the conclusion of the written examination, control numbers of applicants who have qualified for the next phase of the testing will be posted at the Public Safety Building, 300 Kansas City Street, Rapid City, SD. To participate in the physical fitness testing, applicants must wear gym clothing or attire suitable for vigorous exercise.

Physical Fitness Test

Sworn personnel of the Rapid City Police Department have an obligation to maintain a high degree of physical fitness to carry out daily tasks with vigor and alertness and meet unforeseen emergencies without undo fatigue. Those who have efficient cardiovascular respiratory systems, low levels of body fat, adequate muscular strength, endurance, and flexibility, have less chance of physical injury or complications. Regular, vigorous exercises help improve and maintain muscular strength, endurance, respiratory and cardiovascular functions, flexibility, and a better mental and physical well being; therefore, new employees are required to sign an agreement to maintain the Department's physical fitness standards. Failure to comply with the agreement may result in termination of employment.

To qualify for oral interview, the applicant must attain or exceed all of the following physical standards. A description of each test and required standards is provided so that you may **practice and self-test your ability** in advance of the physical fitness testing; however, you are urged to contact your physician before any physical improvement program is begun.

APPLICANT PHYSICAL FITNESS STANDARDS

Physical Fitness Test Battery

Police Officers have unique job functions, some of which can be physically demanding. An officer's capability to perform those functions can affect personal safety. Physical fitness underlies an officer's ability to perform the frequent and critical job tasks that are demanded. The minimum fitness standards identified are levels below which an officer's capacity to safely learn and perform frequent or critical job tasks is compromised. High levels of fitness are associated with better performance of physical job tasks required of Rapid City Police Officers.

The Rapid City Police Officer PFTB is comprised of five tests:

Vertical Jump: This test is measured using a device consisting of ridged flags. The applicant must jump and slap the flag that is at least 15.5 inches higher than their vertical reach while standing.

A qualification of 15.5 inches or higher is required.

Sit-ups: The applicant starts by lying on his or her back, knees bent, heels flat on the floor, legs at a 70 degree angle, with hands placed behind the neck. The applicant then performs as many correct sit-ups as possible within a one minute time. When assuming the horizontal position, the applicant must touch his or her shoulder to the ground before again sitting up.

A qualification of 30 or more sit-ups in 60 seconds is required.

Push-ups: The applicant must push their entire body, including legs, off the floor until the arms are straight. This is the starting position. The applicant must keep their back straight at all times and from the up position, lower themselves until their chest is approximately 3 inches from the floor. Raise to the starting position and repeat as many times as possible. There is a one minute time limit. The applicant may rest in the up position only.

A qualification of 25 or more push-ups in 60 seconds is required.

300 Meter Dash: This test is used to assess the applicant's cardiovascular condition and speed agility.

A qualification time of 66 seconds or less is required.

1.5 Mile Run: This test is used to assess the applicant's cardiovascular condition and measure endurance. It consists of determining the amount of time it takes to cover 1.5 miles. The applicant should try to run the entire distance at a pace they can maintain without excessive strain. If your breath becomes short, walk until it returns to normal, then continue running. **Please be reminded that the elevation of Rapid City is 3198 feet above sea level.**

A qualification time of 15:54 or less is required.

Oral Interview

The next phase of the testing process is the oral interviews, which will be conducted for those candidates successfully completing both the written and physical fitness phases of the testing process. The oral interview is conducted under the direction of the Chief of Police. The interview board members are appointed by the Chief and may consist of members of law enforcement, minorities, and women.

The oral interview will consist of nine (9) categories. Total scores are established by eliminating the high and the low scores and totaling the remaining scores and dividing this score by the number of remaining raters. This average score shall be the recorded score for the oral interview. The results of the written and physical fitness test are not made available to the interview board.

ELIGIBILITY LIST FOR HIRING

The eligibility list is assembled by taking total scores and ranking in descending order. Candidates may be removed from the list by hiring; declining employment; for failure to respond to written notifications; an adverse medical examination, psychiatric evaluation, or polygraph examination; a positive result on the drug screening test; or unsatisfactory background investigation results. If at any time during the background investigation it is determined that an issue cannot be resolved through normal investigative means, the polygraph may be employed to assist in resolving specific issues. Those specific areas which may need to be addressed through the use of the polygraph examination include issues regarding: general honesty, use or distribution of drugs, thefts, destruction of private property incidents, and issues regarding sexual assault. The eligibility list will typically remain in effect for one year or as needed, as determined by the Police Department. The candidates remaining on the list at its expiration shall be removed. Applicants not selected for employment with the Rapid City Police Department will be notified in writing by mail within 30 days of the decision. The expected duration of the selection process is a minimum of two months from the date of the written test to the date an employment offer is made. Candidates may compete again in the selection procedure to be re-established on the list, however, candidates may only occupy a position on the eligibility list three times in three consecutive years.

BENEFITS PROVIDED BY THE CITY

The following is intended as a brief summary of full-time employee benefits provided either directly by the City of Rapid City or through contracted agencies or insurers. This description is not intended to be all-inclusive.

PAY: Starting wage is presently \$ 17.57 per hour effective July 1, 2008. Annual step increases follow and hourly rates will depend upon the negotiated agreement between the City and the employees bargaining unit.

A new employee normally begins his employment at the lowest rate applicable to the job classification in which he is employed, but a new employee with special ability or prior experience may be employed at a higher pay rate. The work week is forty (40) hours per week. Overtime is paid for work outside of normal scheduled shift.

UNIFORMS AND EQUIPMENT are provided.

LIABILITY INSURANCE AND WORKER COMPENSATION INSURANCE are provided.

PHYSICAL EXAMS are provided on a yearly basis.

SICK LEAVE: Employees accrue at the rate of 10 hours per month, of which 5.0 hours are banked for use due to personal illness or, within limits, illness of a close family member. This sick leave may also be used to some extent in the event of a death in employee's or spouse's immediate family; services as a pallbearer; paternity leave; or, to supplement disability pay may receive under worker compensation statutes. 5.0 hours are pooled in a Short Term Disability Pool. This plan provides for continued full or partial income, depending on your length of employment, for up to 26 weeks in the event the employee is under a doctor's care and unable to work.

LIMITATIONS -- Sick leave does not accrue and may not be taken in the first 90 days of employment; however, after 90 days employment, the first three month's accrual is credited into the sick leave bank and Short Term Disability Pool.

VACATION accrues for new employees at the rate of 0.833 days per month.

HOLIDAYS: There are 10 paid holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Native American Day, Veteran's Day, Thanksgiving Day and the Friday following, and Christmas Day.

LIMITATIONS -- Non-exempt employees are ineligible for paid holidays in the first 90 days of their employment.

FUNERAL LEAVE is authorized for up to three days in a calendar year in the event of a death in the employee's immediate family or spouse's immediate family.

HEALTH INSURANCE is provided without cost to the employee. A portion of the premium for optional family coverage is paid by the City and the employee's share through payroll deductions. There is a \$300 single, \$600 family deductible per calendar year and coverage generally pays 70% of covered charges. After the first \$5,000 per individual (\$10,000 per family) the plan pays 100% of all covered charges. There are many other features to this plan described in detail in the Healthcare Benefit Plan booklet.

DENTAL INSURANCE pays 50% of covered charges without a deductible, limited to a total payment of \$750 per year. The premium is paid through payroll deductions, is optional for family members but required for the employee unless he or she provides proof of coverage under another qualified group plan.

LIFE INSURANCE is provided at low cost through payroll deductions. A term benefit of \$35,000 life and \$35,000 accidental death and dismemberment is available to employees with optional \$10,000/spouse, \$5,000/children.

RETIREMENT plan is provided under the South Dakota Retirement System. The employee contributes 8% of his or her gross wages and is matched by the City. The retirement is supplemented by Social Security benefits and can be further enhanced through participation in a tax-sheltered Deferred Compensation Retirement Plan and The South Dakota Retirement System Supplemental Retirement Plan.

EMPLOYEE ASSISTANCE PROGRAM is provided at no cost to employees and their families. It provides confidential, professional services to help resolve problems that affect personal lives and job performance. These may include family problems, marital conflict, alcoholism, financial problems, stress, legal concerns, emotional illness, chemical dependency, domestic violence, eating disorders, grief issues, etc. All costs for assessment counseling, referral, and follow-up have been prepaid. Other services may be paid in part or in full by the health insurance plan.

CANCER/ICU HEALTH INSURANCE is optional coverage available to employees and their families to provide supplemental benefits in the event of hospitalization for cancer treatment or the treatment of a number of other "dread diseases" and confinement in an intensive care or coronary intensive care unit.

ADDITIONAL LIFE INSURANCE is optional and available to employees and their families. The optional plans are available by payroll deduction.

SECTION 125, also known as a Cafeteria Plan, is optional and available to employees. The plan is merely a way to pay an individual's eligible expenses, such as group insurance premiums, uninsured medical and dental expenses, and child/dependent care, with pre-tax dollars rather than with after-tax dollars.

EDUCATIONAL LOAN, a low interest education loan program, is available for employees who choose to further their education. A one percent administrative fee is added to the loan request. Class fees along with materials and books may be included in the requested loan amount. The loan must be paid within one year.

OTHER SAVINGS PLANS include payroll deductions for U.S. Savings Bonds and participation, through payroll deductions if you wish, in a credit union where you may also obtain loans at a favorable interest rate and low cost checking accounts.

05/2008



CITY OF RAPID CITY
RAPID CITY, SOUTH DAKOTA 57701-2724

Human Resources

300 Sixth Street
605-394-4136

NOTICE TO APPLICANT FOR POLICE ENTRY POSITION

We require, as part of the employment process, that you participate in a physical agility test consisting of the elements as listed on the reverse side of this document.

In order to participate in this test, you must complete the following statement and have a physician complete the applicable portion. **This form is to be completed between the stated application deadline and the designated testing date.** Note, you must bring this document with you when reporting for the written portion of the testing procedure. You will not be allowed to take the test without this document and, therefore, will not be considered in the current selection process for this position.

APPLICANT'S STATEMENT

I, _____, (please print full name) fully understand what is required as described on the reverse of this document in the physical agility test. I am aware of my physical condition and I understand that I am not required to perform this test if I believe it would endanger my health or well-being. I have decided to take this test and will assume all risks associated with such test.

Applicant's Signature

Date

PHYSICIAN'S STATEMENT

Please Print

Physician's Name: _____

Mailing Address: _____

City, State and Zip: _____

It is my opinion that this individual is physically capable of performing the test as described on the reverse side of this document.

Physician's Signature
8/2008

Date



EQUAL OPPORTUNITY EMPLOYER