



**City of Rapid City
Community Service Officer
Position Description**

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Job Title: Community Service Officer
Department: Police
Division: Field Services
Reports To: Sergeant
FLSA Status: Non-Exempt
Classification: FOP

Grade: xx
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Approved Date: xx

SUMMARY

The Community Service Officer position is a non-sworn position designed to assist the Patrol Division by performing tasks that will allow the Police Officers the opportunity to better provide police services for the City of Rapid City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Under the general supervision of a Police Sergeant, responds to citizen complaints and completes reports for incidents that do not require a sworn police officer, including belated thefts, vandalism, and criminal entry to vehicles. This includes the collection, preservation, and placement of any physical evidence present.
2. Handle animal complaints for the purpose of investigations of mistreatment, or control of abandoned, dangerous, or unattended animals when animal control is not available.
3. Occasional crossing guard duties at schools or special events as required.
4. Conducts motorist's assists, assisting patrol officers with towing of vehicles, and will assist with traffic control at traffic crash scenes.
5. Responds to traffic hazards, and other miscellaneous safety hazards (reports of kids on ice, traffic signal inoperable, water main break, etc.)
6. Responds to reports of found property, and secures property as necessary.
7. Conducts drive-through of parks, addressing or reporting any safety hazards.
8. Gives information and/or directions to the public.
9. Prepares reports for prosecutions and gives evidence and provides testimony in court as necessary.

MINIMUM QUALIFICATIONS

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: High school diploma or GED equivalency!

Communication Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.

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



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the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 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 frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES

This position requires a flexible schedule that will include working shifts, weekends, and holidays. This position requires the operation of a motor vehicle in all weather conditions.