



# SUMMERSET POLICE DEPARTMENT

Job Title: **Patrolman**  
Department: Summerset Police Department  
Reports to: Chief of Police and Sergeant  
Dated: December 2022

## Position objective:

The Patrolman will be responsible for the duties of general law enforcement functions and service to the court.

## Essential duties:

To perform the 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. Duties may include but are not limited to the following:

### General Law Enforcement Functions:

- General patrol
- Enforce federal, state and local laws and ordinances
- Preserve peace and protect life and property
- Respond to calls for service and emergency assistance
- Traffic enforcement
- Observe and investigate persons, situations or matters that require attention
- Receive and process citizen complaints
- Arrest offenders
- Investigate traffic crashes

### Service to Courts:

- Prepare incident and crash reports, affidavits, citations and legal documents.
- Testify in court
- Prepare reports
- Carry out orders and enforce directives from state and federal court systems.

### Other Duties and Responsibilities

- Perform community policing assignments as required or in support of organized policing efforts.
- Assist in vehicle maintenance and upkeep of other department owned property
- Perform public speaking and presentations to general public and/or targeted audiences.
- Attend training sessions and meetings as required
- Instruct training classes when needed
- Perform other such duties and functions as deemed necessary.
- Perform miscellaneous services relative to public health and safety.

### **General (education and/or experiences)**

- Must be twenty-one (21) years of age
- Possess high school diploma or GED certification

### **Required Certifications**

- Certified by or ability to obtain certification by the South Dakota Law Enforcement Officer's Training Academy within twelve (12) months of hire date.

### **Knowledge, Skills and Abilities**

- Ability to perform effectively under stressful conditions.
- Possess comprehensive knowledge of department policies and procedures of the department
- Possess a comprehensive knowledge of pertinent federal, state and local laws and ordinances
- Must be a highly self-motivated individual.
- Able to self-direct and work independently, achieving goals without supervision.
- Ability to demonstrate good written and oral communication skills including mastery of basic spelling, grammar and writing techniques.
- Must have (or be able to build) and maintain a good rapport with the general public.
- Ability to deal with the general public in a friendly and courteous manner at all times and especially under stressful conditions.
- Must be able to communicate effectively with persons of all backgrounds and cultures
- Must be able to establish and maintain effective working relations and positive attitude with other city employees and other law enforcement departments and public organizations.
- Must present good appearance and attitude and conduct oneself regardless of provocation.

### **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 as listed above. Be physically able to perform the routine task required of a law enforcement officer.

Patrol Officers risk noise-induced hearing loss from sirens. Patrol Officers may be exposed to diseases such as Hepatitis-B and HIV/AIDS. Patrol Officers may be exposed to violence from person who are under the influence of controlled substances, alcohol or drugs and/or mentally unstable.

The work is not only physically strenuous but is also emotionally and/or mentally stressful.

### **Others**

- Must possess a valid South Dakota Driver License and acceptable driving record
- Must agree to and have acceptable results of law enforcement background checks for criminal history, driving record and job history and not have any felony convictions.
- Must be fingerprinted for South Dakota Law Enforcement Standards and Training applications
- Able to work weekends, mornings, nights and unpredictable shifts.