



City of North Sioux City
504 River Drive
North Sioux City, SD 57049
Phone (605)-659-5973
Fax (605)-659-0506

North Sioux City Job Description

Job Title	Patrol Officer
Department	Police
Supervisor	Chief of Police

PURPOSE OF POSITION

Under supervision of the Chief of Police, Patrol Officer is responsible for the prevention of crime, the protection of life and property from criminal conduct, the apprehension of violators of the criminal and traffic codes, recovery of lost and stolen property, the regulation of non-criminal conduct, and provide emergency services for community security.

ESSENTIAL DUTIES OF POSITION

The following duties are normal for this position. The following list is illustrative only, and is not a completely comprehensive listing of all functions and tasks performed by this position.

- Conduct patrol of the City of North Sioux City to prevent crime
- Inspect equipment and patrol units for adequate fuel, supplies, and all provisions needed to carry out regular patrol. Fix all discrepancies found.
- Operate a mobile radio patrol unit in an assigned area, engaging in routine patrol activity, conduct traffic enforcement, and respond to requests for public service.
- Make preliminary investigations of crimes and other offenses while completing investigations in certain categories
- Identify violators of federal, state, and municipal law
- Conduct field interrogations while necessary in areas and at times dictated by current criminal activity
- Carries out miscellaneous non-operational procedures
- Participate in courtroom duties when needed
- Become with the street layout, homes, businesses, and citizens of the community
- Exercise vigilance to the signs of criminal activity, fire, and other damage or hazards. Officers should take immediate action when needed.
- Work closely with Chief of Police, other staff, and dispatch to create an open and effective working environment
- Make every attempt to contact the reporting party of any call
- Properly inventory, record, and deliver to the Evidence Custodians office all property and evidence seized or found according to departmental procedures.
- Participate in crime prevention, community relations, and community policing functions
- Adhere to all traffic procedures



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- Work closely with the Woodbury County Dispatch Center, the Union County Sheriff's Department, The South Dakota Highway Patrol, and the Dakota Valley Emergency Services District on safety and police related activities
- Represent the department before civic groups and public functions
- Provide animal control, lake patrol, and code enforcement for the City

Patrol officers may also be asked to fill the role of Lead Investigator or School Resource Officer or other duties as assigned.

MINIMUM TRAINING, PHYSICAL REQUIREMENTS, AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High school diploma or GED is required. Bachelor's degree in Criminal Justice or similar degree from an accredited program is preferred. Certification from the South Dakota Police Academy is preferred. One year of professional police experience is preferred.

Regular standing, walking, and sitting will be required. The ability to lift or push objects weighing up to 40 lbs. stooping, kneeling, crouching and repetitive motions are required. May be required, at times, to lift or push objects over 60 lbs.

Requires a thorough knowledge of modern office and police policies and practices. The ability to move effectively between multiple departments and maintain confidentiality. Ability to maintain records and reports regarding police activities.

Requires effective communication skills and the ability to provide assistance to customers verbally and through written form. Must be able to speak clearly, distinctly, and effectively. Must read in English and follow verbal and written instructions.

Work is normally performed in a normal inside office environment or patrol vehicle with appropriate heating and cooling. The position may be subject to significant occupational or environmental hazards other than those normally associated with general public contact. Must be able to work closely with other officers, department managers, community members, and other City employees.

Must be able to pass a standard background check