



# Sioux Falls Police Department

*Partnering with the community to serve, protect, and promote quality of life!*

Policy: <b>Mission Statement</b>	Related Policies:	Section #: 200 Organization
		Policy #: 201
		Effective: 4-01-2009
		Page 1 of 1
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
Reference: <i>Sioux Falls Police Department Strategic Plan</i>		

1. Purpose:

1.1. The Mission Statement of the Sioux Falls Police Department defines the overall objective of department operations.

2. Policy:

2.1. The Mission Statement of the Sioux Falls Police Department is:

“Partnering with the community to serve, protect and promote quality of life.”



# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: <b>Vision Statement</b>	Related Policies:	Section #: 200
		Organization
		Policy #: 202
		Effective: 4-01-2009
		Page 1 of 1
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
Reference: <i>Sioux Falls Police Department Strategic Plan</i>		

1. Purpose:
  - 1.1. This policy is created to establish the “vision” of the Sioux Falls Police Department.
  
2. Policy:
  - 2.1. The vision of the Sioux Falls Police Department is to be leaders in assuring quality of life, safety, and protection for every member of the Sioux Falls community. This vision embraces the philosophy of community oriented policing in all aspects of planning and operations.
  
3. Procedure:
 

Our vision includes:

  - 3.1. Direct programs and services of the highest quality, continuously evaluated, to address current and emerging law enforcement, protection, early intervention, and prevention goals of the community;
  - 3.2. Geographically dispersed personnel and equipment to exceed national response standards for all calls requiring police presence;
  - 3.3. Superior quality, diverse, trained staff that exceeds national standards;
  - 3.4. Training resources designed to meet the needs of all department staff and sought out by all regional law enforcement as the training resource of choice;
  - 3.5. Leadership development within the department that assures continuity and quality of services as the city grows and the needs of its people expand and change; and
  - 3.6. Sharing of information and data sought by citizens, public leaders, and the press allowing understanding of the role of police in assuring public safety.



# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: <b>Code of Ethics</b>	Related Policies:	Section #: 200 Operations
		Policy #: 203
		Effective: 4-01-2009
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<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Reference:		

1. Purpose:
  - 1.1. This policy is created to establish a code of ethics for law enforcement officers.
  
2. Policy:
  - 2.1. The citizens of the City of Sioux Falls expect that the members of this department be held to a different set of rules of conduct than other members of the community. Their expectation is that in all contacts the officers of the Sioux Falls Police Department treat them in a fair and impartial manner. In order to meet that expectation we adopt the following code of ethics for Law Enforcement Officers.
  
3. Procedure:
 

Code of Ethics

  - 3.1. As a Law Enforcement Officer, my fundamental duty is:
    - 3.1.1. To serve mankind.
    - 3.1.2. To safeguard lives and property.
    - 3.1.3. To protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder.
    - 3.1.4. To respect the constitutional rights of all persons to liberty, equality, and justice.
  - 3.2. As a Law Enforcement Officer, I will:
    - 3.2.1. Keep my private life untarnished as an example to all.

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- 3.2.2. Maintain courageous calm in the fear of danger, scorn, or ridicule.
  - 3.2.3. Develop self-restraint.
  - 3.2.4. Be constantly mindful of the welfare of others.
  - 3.2.5. Honest in thought and deed in both my personal and official life.
  - 3.2.6. Be exemplary in obeying the laws of the land and the regulations of my department.
  - 3.2.7. Remember that whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.
  - 3.2.8. Never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions.
  - 3.2.9. Enforce the law courteously and appropriately without fear or favor, malice or violence.
- 3.3. As a Law Enforcement Officer, I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of law enforcement. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession, law enforcement.



# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: <b>General / Special Orders</b>	Related Policies:	Section #: 200 Organization
		Policy #: 204
		Effective: 4-01-2009
		Page 1 of 2
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Guarded <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. The purpose of this policy is to establish a means of communicating General / Special Orders.

2. Policy:

2.1. With the exception of Special Orders dealing with disciplinary matters, each Division Commander will ensure that all General Orders and Special Orders are read and available for review by employees in their division.

3. Definitions:

3.1. **General Order** – An order that deals with a specific issue which the Chief of Police feels of significance which needs to be communicated as a specific directive to members of the department.

3.2. **Special Order** – An order which deals with disciplinary matters

4. Procedure:

4.1. To ensure that operational policies of this department are known by all employees, Division Commanders will establish a procedure within their division that provides written verification that their employees have read and understand the content of all General Orders from the Chief's Office.

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- 4.2. This verification will include the General Order number, the employee's signature, and the date of notification.
- 4.3. Once completed, these verification forms will be forwarded to the Administrative Services Division Commander and will be maintained on file.



# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: <b>Organizational Structure</b>	Related Policies:	Section #: 200 Organization
		Policy #: 205
		Effective: 4-01-2009
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Reference:		

1. Purpose:

1.1. This policy is created to establish the organizational structure of the Sioux Falls Police Department.

2. Policy:

2.1. The Chief of Police and the Assistant Chief of Police are responsible to the Mayor particularly, and the citizens generally, for performance of the police function in the city of Sioux Falls. In order to effectively and properly meet this responsibility, police resources are organized into the Uniformed Services Division, the Investigative Services Division and the Administrative Services Division.

2.2. The Uniformed Services Division embodies the total police function. The Investigative Services Division and the Administrative Services Division are supportive to the patrol task. The division of responsibilities is for the purpose of improving department performance as we strive to achieve the total police objective.

2.3. The separate divisions have been established solely as a means to an end. Whenever any operation or procedure of any division, section, or unit conflicts with the total department objectives, it shall be considered in violation of this policy.

2.4. The department Chain of Command is: Mayor, Chief of Police, Assistant Chief, Captain, Lieutenant, Sergeant, Police Officer/civilian employee. Employees will follow the Chain of Command and avoid bypassing immediate superiors.

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# Sioux Falls Police Department

*Partnering with the community to serve, protect, and promote quality of life!*

<b>Policy:</b> <b>Duties and Responsibilities –</b> <b>Police Officer</b>	<b>Related Policies:</b> 205	<b>Section #:</b> 200 Organization
		<b>Policy #:</b> 206
		<b>Effective:</b> 01-01-2013
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<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
<b>Reference:</b> <i>Human Resource Office Job Description</i>		

**1. Purpose:**

- 1.1. This policy is created to specify the duties and responsibilities of the position of Police Officer. Police Officers are the embodiment of the police department. The Human Resources Office of the City of Sioux Falls maintains the formal job description for this position.
- 1.2. This policy is not meant to be all encompassing or spell out all of the duties or responsibilities of the position of police officer.



## 2. Special Assignment – Airport Law Enforcement Officer

### 2.1. Summary

- 2.1.1. Responsible to the Northwest Area Commander for providing a presence and responding to law enforcement issues at the airport facility.

### 2.2. Essential Duties

- 2.2.1. Responding to requests for a law enforcement officer at the airport.
- 2.2.2. Assisting the Transportation Security Administration with maintaining overall the security protocol for the Sioux Falls Regional Airport.

### 2.3. Minimum Qualifications

- 2.3.1. The positions at the airport are filled by State of South Dakota certified officers who are employed by the City of Sioux Falls in a temporary, part-time status.
- 2.3.2. Regardless of their part-time status, they are responsible for complying with the training requirements mandated by the State of South Dakota Law Enforcement Standards and Training Commission.
- 2.3.3. Officers will also be expected to make themselves available for any other training required by the Sioux Falls Police Department or that which is mandated by the Federal Transportation Security Administration (TSA) for Airport Officers.
- 2.3.4. Are required to follow all the rules and regulations in place for the department's full-time personnel.
- 2.3.5. Work schedules will be set to allow for a minimum of one officer on duty during outgoing flight operations. Posting of officers at the airport after the last outgoing flights have departed and the checkpoint is closed for the evening will not be necessary.

### 3. Special Assignment – Crime Prevention Officer

#### 3.1. Summary

- 3.1.1. Conduct public education programs on crime prevention methods and practices. Develops and implements a variety of police department marketing and public awareness campaigns.

#### 3.2. Essential Duties

- 3.2.1. Develops and implements new public awareness campaigns. Maintains and promotes existing public awareness programs. Examples include Neighborhood Watch Program, Crime-Free Multi-housing Program.
- 3.2.2. Conduct security surveys of homes and businesses.
- 3.2.3. Develops materials and conducts crime prevention programs for businesses and civic groups on a variety of topics.
- 3.2.4. Develops communication pieces including print ads, brochures and education materials. Works with outside agencies to develop education materials and ads for media such as radio, TV, billboards, internet, videos etc.
- 3.2.5. Works with community groups. Establishes and maintains partnerships with various organizations to exchange information and increase crime prevention.
- 3.2.6. Educate police officers on crime prevention and safety concerns.
- 3.2.7. Assists with coordinating the police department senior volunteer program and internship program.
- 3.2.8. Perform other duties as assigned.

#### 4. Special Assignment – Detective

##### 4.1. Summary.

- 4.1.1. Detectives are responsible to their unit supervisor for the prompt and thorough investigation of all cases assigned to them.

##### 4.2. Essential Duties

- 4.2.1. Cases will be prioritized for follow-up according to the seriousness of the offense, and all cases will be pursued to an appropriate conclusion.
- 4.2.2. Respect for the individual and quality customer service will be the goal in all contacts with the public.
- 4.2.3. Detectives will make every effort to fully investigate every case assigned to them and, when possible and practical, make contact with the victims.
- 4.2.4. Detectives must prioritize assigned cases expending the most effort on those cases with realistic leads and setting aside cases with no leads or marginal solvability.
- 4.2.5. When appropriate, detectives will draft an Affidavit in Support of Arrest Warrant to accompany cases sent to the State's Attorney's Office for consideration of charges.
- 4.2.6. The affidavit will be signed and notarized with necessary details to support a finding of probable cause.
- 4.2.7. Detectives will adhere to the policies of the department and the procedures established for the Investigative Services Division.
- 4.2.8. Detectives will supply their individual department phone number to the various customers they may be working with (victims, witnesses, suspects) and will list this number on their individual business cards. Detectives are further responsible for answering their individual phone line and managing ShoreTel phone features (phone mode, voicemail, etc.).

## 5. Special Assignment – ICAC Detective

### 5.1. Summary

- 5.1.1. This position reports directly to the Crimes Against Persons (CAP) Sergeant and is ultimately responsible to the CAP Lieutenant and the Investigative Services Division Commander.

### 5.2. Essential Duties

- 5.2.1. Is charged with investigating cases involving child pornography and child exploitation via the internet and other internet crimes involving children.
- 5.2.2. Provide computer forensics expertise.
- 5.2.3. Will, whenever appropriate, work in partnership with other law enforcement agencies and prosecutors to further enhance efforts to combat internet crimes against children.
- 5.2.4. The ICAC Detective will take both a proactive and reactive approach to their investigations.
- 5.2.5. The ICAC Detective will ensure that all appropriate information and intelligence will be disseminated to the National Center for Missing & Exploited Children and to the State DCI facilitator for ICAC.
- 5.2.6. The ICAC Detective will maintain computerized files to track both open and closed cases.
- 5.2.7. The ICAC Detective will prepare presentations for organizations and businesses to assist in informing the community of ways to combat internet crimes against children. A tracking log will be kept of all presentations.
- 5.2.8. The ICAC Detective will keep his CAP supervisors informed of updated equipment needed to properly perform their duties.

## 6. Special Assignment – Park Officer

### 6.1. Summary

- 6.1.1. Are responsible for any problems that may arise in any of the City parks, Park properties, and City libraries.

### 6.2. Essential Duties

- 6.2.1. Are directly responsible to the Parks and Events Sergeant and ultimately to the Northeast Area Commander for providing the highest quality customer service to the public.

## 7. Special Assignment – Uniformed Services Shift Officer

### 7.1. Summary

- 7.1.1. Uniformed Services Division Shift Officers are the embodiment of the Police Department.

### 7.2. Essential Duties

- 7.2.1. Are accountable for their appearance, productivity, and actions to their respective Sergeants.
- 7.2.2. Will strive to provide quality customer service and ensure fair and equal treatment to all citizens.
- 7.2.3. Are responsible for providing the initial police response to the public; safeguarding the lives and property of our citizens; and enforcing City ordinances, state laws, and federal statutes in a fair and impartial manner.

## 8. Special Assignment – Street Crimes Unit Officer (SCU)

### 8.1. Summary

- 8.1.1. The primary function of the Street Crimes Unit (SCU) officer is to work with the different divisions of the police department to assist in the team policing of each quadrant.

### 8.2. Essential Duties

- 8.2.1. The AM SCU reports to a Shift 1 sergeant. The PM SCU reports to a Shift 3 sergeant. The NE Quadrant lieutenant oversees PM SCU and the NW Quadrant lieutenant oversees the AM SCU.
- 8.2.2. SCU Officers will wear a full uniform during their work day. Any requests for plain clothes assignments must be approved by their lieutenant.
- 8.2.3. Assist in monthly sex offender verifications.
- 8.2.4. Assist detectives in locating wanted subjects that would be considered a danger if they were to remain at-large.
- 8.2.5. Assist narcotic detectives in surveillance.
- 8.2.6. Drug interdiction to be limited to a reasonable time per day / per week.
- 8.2.7. Identify and update gang member information into New World.
- 8.2.8. Keep shift officers informed of known gang or drug houses and individuals in their respective quadrants.
- 8.2.9. SCU Officers can be assigned to work districts at the discretion of a shift supervisor when manpower is low on any given day. Notice to the SCU officers and their respective sergeant should be made as far in advance as possible.
- 8.2.10. Assigned to districts for short periods of time to allow shift officers to work a project in their quadrants.
- 8.2.11. Work with district officers jointly with projects.

- 8.2.12. If SCU Officers are working plain clothes detail and a shift supervisor requests their assistance due to heavy call volume, the SCU sergeant will make every reasonable effort to accommodate that request. One possible exception would be if SCU officers are actively working a project that cannot be immediately terminated.
- 8.2.13. SCU is allowed to use an unmarked car for undercover work. The acting supervisor will edit the car number on the TeleStaff roster. Officers will return the car in the same condition as when it was borrowed, i.e. clean, full gas tank, etc.
- 8.2.14. Assist other law enforcement agencies, as needed. The SCU sergeant or lieutenant will be notified as far in advance as possible of the assistance.
- 8.2.15. SCU officers are deputized by the United States Marshalls, Minnehaha and Lincoln Counties. Occasionally they may be requested to leave the city limits to assist another law enforcement agency. The respective SCU lieutenant must be notified when the request is made and authorize the request. Exceptions are made for emergencies where the request would delay the needed response.



## 9. Special Assignment – Public Information Officer

### 9.1. Summary

- 9.1.1. The primary function of the PIO is to ensure the appropriate release of information to the media in accordance with the law and the department's policies. It is important the public is aware of how the department functions and its role in the community.

### 9.2. Essential Duties

- 9.2.1. Reports to the Administrative Services Division Captain.
- 9.2.2. This release of information on the occurrence of crimes and critical incidents done through press releases, keeping the department's webpage updated, and responding to interview requests when the need arises.
- 9.2.3. The PIO will conduct daily media briefings and will assist reporters with news stories that involve the department.
- 9.2.4. The PIO will also assist at the scene of any major incident at the discretion of the scene commander by handling media activities on site.
- 9.2.5. The PIO will compile information for the annual report.
- 9.2.6. The PIO will publish a monthly newsletter
- 9.2.7. The PIO will manage content for the department's social media websites.
- 9.2.8. The PIO will manage content of the department's public webpage.
- 9.2.9. The PIO will assist in the training function as requested by the Training Section.
- 9.2.10. The PIO will promote story ideas about the new and noteworthy events for City Scene programming on City Link.

## 10. Special Assignment – School Resource Officer

### 10.1. Summary

### 10.2. Essential Duties

- 10.2.1. Are accountable for their appearance, productivity, and actions to the School Resource Sergeants.
- 10.2.2. Are responsible for a variety of school-related tasks including, but not limited to, crime prevention and reporting, safety issues, traffic enforcement, and maintenance of a Crime Stoppers Program within the city high schools and middle schools.
- 10.2.3. School Resource Officers are responsible for a variety of school-related tasks to include, but not limited to.
  - 10.2.3.1. Education programs and instruction.
  - 10.2.3.2. Crime prevention and reporting within their assigned schools.
  - 10.2.3.3. Campus security and safety issues following established protocols and policies of their respective schools and in compliance with Sioux Falls Police Department Policy and Procedures.
  - 10.2.3.4. Traffic enforcement at and around their schools.
  - 10.2.3.5. Investigation of crimes assigned to them by the Investigative Services Division.
  - 10.2.3.6. Participation in their respective school's administrative staff meetings when requested.
  - 10.2.3.7. Assistance with classroom presentations when practical. Presentation should be structured toward law-related education and crime prevention, increased student awareness of their rights and responsibilities, provision of factual information about the law, and encouragement of positive relationships with law enforcement personnel.
  - 10.2.3.8. Work to involve the permanent district officer in the schools within their district.
  - 10.2.3.9. Establish and encourage the use of a Crime Stopper Program.
  - 10.2.3.10. Work in an intelligence gathering capacity and to coordinate this effort with Investigative Services Division personnel as appropriate.

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- 10.2.3.11. Assist all divisions of the Sioux Falls Police Department with special assignment details as determined by the Uniformed Services Division supervisors.
  - 10.2.3.12. Attend and participate in the local Gang Task Force meetings, School Safety meetings, and all other groups that pertain to and impact their function as an SRO. Their immediate supervisor must first approve all groups the SRO participates in.
  - 10.2.3.13. Work closely with school attendance personnel to identify and reduce the number of truant students at their assigned schools.
  - 10.2.3.14. Conduct an initial investigation on all reported child abuse and child neglect cases brought to their attention and immediately notify their immediate supervisor and, when appropriate, an on-duty Uniformed Services Division Shift Supervisor. A Crimes against Persons Section Supervisor will be contacted as needed to involve them in the initial investigation and keep the detective assigned to the case informed of any follow-up investigation the SRO may have conducted. The SRO must remain aware that, by law, they are mandated reporters who are required to report all incidents of child abuse and neglect.
  - 10.2.3.15. Provide individual guidance to students on a variety of concerns with the assistance, when appropriate and when mandated by law, of school personnel and parents. Refer students and parents to appropriate agencies when necessary.
  - 10.2.3.16. Keep their immediate supervisor informed, as soon as possible, of all unusual or serious incidents or incidents that may become newsworthy that occurs within their related schools.
  - 10.2.3.17. Keep their immediate supervisor informed of any upcoming major events within or related to their schools such as graduations, graduation parties, proms, rallies, demonstrations, or other such events.
  - 10.2.3.18. Work in conjunction with the Diversion Officers that are assigned to the SRO's school.
- 10.2.4. School Resource Officers **WILL NOT** perform the following functions:
- 10.2.4.1. Serving as school crossing guards (unless assigned by their supervisor).
  - 10.2.4.2. Provide transportation for students or school staff.
  - 10.2.4.3. Do personal school or school staff business.

- 10.2.4.4. Administer school discipline.
  - 10.2.4.5. Act as a substitute teacher, study hall monitor, or security guard.
  - 10.2.4.6. Be assigned as a lunchroom monitor.
  - 10.2.4.7. Enforce non-law-related school policies.
  - 10.2.4.8. Perform playground/recess duties.
- 10.2.5. Are responsible to the School Resource Sergeants for the implementation of the ICAN program which is a “positive choices and prevention” curriculum and the continuing improvement of police/youth relations.
- 10.2.6. Shall assist the Uniformed Services Division Supervisors as directed.

## 11. Special Assignment – School Safety Officer

### 11.1. Summary

- 11.1.1. The School Safety Officer is responsible for the design, implementation, and presentation of safety programs to and liaison with the school system.

### 11.2. Essential Duties

- 11.2.1. The School Safety Officer is responsible to the Schools Resources Sergeants for his appearance and performance of duty.
- 11.2.2. The School Safety Officer shall assist in the preparation of the department training program and other functions of the Uniformed Services Division Supervisors as directed.
- 11.2.3. The focus of the School Safety Officer is to provide the community with relevant information on child safety concentrating primarily on elementary aged children, their parents, and their teachers.
- 11.2.4. The School Safety Officer will act as a liaison with the Sioux Falls School Systems to include the Sioux Falls School District, the Harrisburg School District, the Brandon Valley School District, as well as the private and parochial schools established in the city of Sioux Falls.
- 11.2.5. Scheduling and conduct Bicycle Safety School as deemed necessary.
- 11.2.6. Maintain the Child Safety Seat program for the department.
- 11.2.7. Will attend meetings and serve as liaison with other groups working for the safety of the children of Sioux Falls.
- 11.2.8. Will develop and conduct child safety-related projects during the summer months.
- 11.2.9. Other duties as assigned.

## 12. Special Assignment – Sex Offender Registrar

### 12.1. Summary

- 12.1.1. The Sex Offender Registrar is responsible for the registering of sex offenders as provided by South Dakota state law. Sex offenders are required to register every six months and to have their information regarding their employment and current home address verified annually.

### 12.2. Essential Duties

- 12.2.1. Is assigned to the Investigative Services Division Crimes Against Persons Sergeant.
- 12.2.2. Is responsible for maintaining necessary computerized files to assist in the registering, verifications, and tracking of sex offenders.
- 12.2.3. This detective will accurately maintain and disseminate registration data for the Sioux Falls Police Department, the South Dakota Division of Criminal Investigation (DCI), and the National Crime Information Center. (NCIC).
- 12.2.4. This detective will be responsible for the registering of sex offenders as provided by South Dakota State Law.
- 12.2.5. This detective is also responsible for maintaining necessary computerized files to assist in the registering, verifications, and tracking of sex offenders.
- 12.2.6. Further he is responsible for preparing affidavits for the prosecution of all violators of the sex offender registration laws.

### 13. Special Assignment – Traffic Section Officer

#### 13.1. Summary

#### 13.2. Essential Duties

- 13.2.1. Are responsible for the performance of the specialized functions of the Traffic Section.
- 13.2.2. Are accountable for their appearance, productivity, and actions to the Support Services Section sergeants.
- 13.2.3. Will strive to provide the highest quality customer service in their dealings with the public.
- 13.2.4. In the absence of a traffic supervisor, Traffic Officers are under the functional control of the Uniformed Services Division shift supervisors on duty.

## 14. Special Assignment – Training Officer

### 14.1. Summary

### 14.2. Essential Duties

- 14.2.1. The Training Officer is accountable for his appearance and actions to the Training Sergeant.
- 14.2.2. The Training Officer will work with the Training Sergeant in the development, coordination, and implementation of the department's ongoing training.
- 14.2.3. The Training Officer will assist the Armorer Sergeant with department firearms training; yearly in-service qualification, range drills, and force on force drills.
- 14.2.4. The Training Officer will assist the Armorer Sergeant with armorer duties for the department's firearms.
- 14.2.5. The Training Officer will assist the Training Sergeant with training recruit officers prior to and upon returning from the South Dakota Law Enforcement Training academy.
- 14.2.6. The Training Officer will assist with the Police Training Officer (PTO) program as a member of the Board of Evaluation which reviews recruit officer proficiency while in the PTO program.
- 14.2.7. The Training Officer will maintain the training records for the department. This includes tracking training attended by department personnel, maintaining work assignments and other tasks associated with the training files.





# Sioux Falls Police Department

*Partnering with the community to serve, protect, and promote quality of life!*

<b>Policy:</b> <b>Duties and Responsibilities – Sergeant / Amorer</b>	<b>Related Policies:</b> 205	<b>Section #:</b> 200 Organization
		<b>Policy #:</b> 207
		<b>Effective:</b> 12-01-2013
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<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
<b>Reference:</b> <i>Human Resource Office Job Description</i>		

**1. Purpose:**

- 1.1. This policy is created to specify the duties and responsibilities of the position of Police Sergeant. Police sergeants are the first line supervisory level of the police department. The Human Resources Office of the City of Sioux Falls maintains the formal job description for this position.
- 1.2. This policy is not meant to be all encompassing or spell out all of the duties or responsibilities of the position of police sergeant.

## 2. Special Assignment – Animal Control Supervisor

### 2.1. Summary

- 2.1.1. The Animal Control Supervisor supervises the Animal Control function of the Sioux Falls Police Department

### 2.2. Essential Duties

- 2.2.1. Responsible to the Southeast Quadrant Lieutenant for the appearance and performance of the Animal Control Officers.
- 2.2.2. Is personally responsible to the Animal Control Officers for necessary information and guidance in accomplishing the objectives of the department.
- 2.2.3. Is responsible for ensuring that the policy and procedures of the department are followed and that the highest possible quality customer service is provided to the citizens.
- 2.2.4. Is expected to maintain a quality working relationship with the shelter(s) contracted to provide services for the City of Sioux Falls. The Animal Control Supervisor should periodically visit the shelter(s) to ensure contract compliance.
- 2.2.5. In order to provide appropriate guidance and support and also to gather the information necessary for a meaningful evaluation of an individual officer's performance, the Animal Control Supervisor should, when practical, respond to calls for service.

### 3. Special Assignment – Armorer

#### 3.1. Summary

- 3.1.1. The Armorer supervises the firearms training program and weapons care of the Sioux Falls Police Department

#### 3.2. Essential Duties

- 3.2.1. Is directly responsible to the Administrative Division Lieutenant for the repair and maintenance of all department-owned firearms.
- 3.2.2. Will maintain all department-owned range facilities.
- 3.2.3. Will conduct all department firearms training.
- 3.2.4. Will be responsible for the storage and issue of all department ammunition.
- 3.2.5. Will inspect, approve, and record all privately owned backup firearms and holsters.
- 3.2.6. Will track the Police Department inventory and the inventory of equipment issued to individual officers and proper disposal of surplus property.
- 3.2.7. Is responsible for issuance and tracking of the keys for the Law Enforcement Center.

#### 4. Special Assignment – Canine Sergeant

##### 4.1. Summary

- 4.1.1. The Canine Sergeant supervises the Police Service Dog Unit of the Sioux Falls Police Department.

##### 4.2. Essential Duties

- 4.2.1. Responsible to the Support Services Lieutenant for the appearance and performance of the Police Canine Officers and Service Dogs.
- 4.2.2. Responsible for the administration and operation of the police service dog unit.
- 4.2.3. Is personally responsible to the Canine Officers for necessary information and guidance in accomplishing the objectives of the department.
- 4.2.4. Is responsible for ensuring that the policy and procedures of the department are followed and that the highest possible quality customer service is provided to the citizens.
- 4.2.5. In order to provide appropriate guidance and support and also to gather the information necessary for a meaningful evaluation of an individual officer's performance, the Canine Sergeant should, when practical, respond to calls for service.
- 4.2.6. Supervise the training of Sioux Falls Police Department police service dog handlers and K 9's. Evaluate each police service dog team on an annual basis or as deemed necessary to determine handler and K-9 proficiency. Ensure that requirements for certification and recertification are followed as set by the International Congress of Police Service Dogs and adopted by the State Standards of the State of South Dakota. Participate in weekly police service dog training sessions as scheduling permits for the purpose of maintaining consistency in training.
- 4.2.7. Ensure that all K-9 training equipment is kept logged and in working order. Make periodic inspections of assigned K-9 equipment to ensure it is in good working order to include the K-9 squad car. Make quarterly checks of training drugs assigned to each team to include weight and condition.
- 4.2.8. Review monthly reports of each police service dog team, and along with training observations made for the month shall form an opinion of street worthiness for

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each police service dog team. Ensure the documentation of training and usage records for the police service dog teams are maintained.

4.2.9. Assist in the recruitment and selection process for new police service dog teams.

## 5. Special Assignment – Events Sergeant

### 5.1. Summary

- 5.1.1. The Events Sergeant is responsible for planning and coordinating the special events that occur within the city of Sioux Falls as well as policing city parks and related properties.

### 5.2. Essential Duties

- 5.2.1. Reports directly to the Northeast Quadrant Commander.
- 5.2.2. Direct supervision of Parks Officers.
- 5.2.3. Responsible for attending regular Parks Department meetings and event meetings.

## 6. Special Assignment – Investigative Services Division Unit Supervisors

### 6.1. Summary

6.1.1. The Investigative Services Division Unit Supervisors are the rank of Sergeant.

6.1.2. They supervise their respective areas (CAP, PCS, Narcotics) within the Investigative Services Division of the Sioux Falls Police Department

### 6.2. Essential Duties

6.2.1. Are responsible to their Section Lieutenants for the appearance and performance of the detectives assigned to their unit.

6.2.2. Are responsible for all cases assigned to their unit and for reassignment of those cases to individual detectives for follow-up investigation.

6.2.3. Will ensure that all cases assigned to their unit receive prompt attention and are investigated thoroughly to an appropriate conclusion.

6.2.4. Will stress quality customer service, particularly to the victim of a criminal act.

## 7. Special Assignment – School Resource Unit Supervisors

### 7.1. Summary

7.1.1. The School Resource Unit Supervisors are the rank of Sergeant.

### 7.2. Essential Duties

7.2.1. Are responsible directly to a Uniformed Services Division Lieutenant for the assignment and supervision of the School Resource Officers.

7.2.2. Will coordinate the SRO program with the individual school administrators and the Instructional Planning Center.

7.2.3. Will frequently visit the School Resource Officers at their respective schools to ensure that they are being utilized in the best interests of the Police Department and public safety.



## 8. Special Assignment – Traffic Section Sergeant

### 8.1. Summary

- 8.1.1. The Traffic Section is responsible for the daily operation of the Traffic Officers / Section.

### 8.2. Essential Duties

- 8.2.1. Are immediately responsible to the Support Services Commander for the appearance and performance of the Traffic Officers.
- 8.2.2. Responsible for monitoring the performance of all Traffic Section personnel to ensure the highest quality customer service to the public.
- 8.2.3. Are also responsible to these officers for the necessary information and guidance in accomplishing the objectives of the Traffic Section and the department.

## 9. Special Assignment – Training Sergeant

### 9.1. Summary

- 9.1.1. The Training Sergeant is responsible for the training functions of the department.

### 9.2. Essential Duties

- 9.2.1. Is directly responsible to the Administrative Services Division Lieutenant for recruit and in-service training.
- 9.2.2. Maintains the training files for department personnel.
- 9.2.3. Processes and files department travel requests.
- 9.2.4. Directly supervises the Training Officer.

## 10. Special Assignment – Uniformed Services Division Shift Sergeant

### 10.1. Summary

- 10.1.1. Are the pivotal positions whereby the operations of the Uniformed Services Division are put into effect.

### 10.2. Essential Duties

- 10.2.1. Are responsible to a Quadrant Commanders for the appearance and performance of all patrol officers assigned to their shift or supervision, but primarily those in their assigned squads.
- 10.2.2. Are personally responsible to those shift officers for necessary information and guidance in accomplishing the objectives of the department.
- 10.2.3. Are responsible for ensuring that the policy and procedures of the department are followed and that the highest possible quality customer service is provided to the citizens.
- 10.2.4. Will also ensure that the Quadrant Commander is advised of the operational conditions and needs of the patrol officers for more effective performance.
- 10.2.5. Are expected to respond to all major calls and incidents during their tour, but must also randomly respond to routine incidents and calls for service in order to provide appropriate guidance and support to their officers and to gather the information necessary for a meaningful evaluation of an individual officer's performance.



# Sioux Falls Police Department

*Partnering with the community to serve, protect, and promote quality of life!*

<b>Policy:</b> <b>Duties and Responsibilities –</b> <b>Lieutenant</b>	<b>Related Policies:</b> 205	<b>Section #:</b> 200 Organization
		<b>Policy #:</b> 208
		<b>Effective:</b> 03-10-2014
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<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
<b>Reference:</b> <i>Human Resource Office Job Description</i>		

**1. Purpose:**

- 1.1. This policy is created to specify the duties and responsibilities of the position of Police Lieutenant. Police lieutenants are responsible for managing programs of the police department. The Human Resources Office of the City of Sioux Falls maintains the formal job description for this position.
- 1.2. This policy is not meant to be all encompassing or spell out all of the duties or responsibilities of the position of police lieutenant.

## 2. Special Assignment – Administrative Services Division Lieutenant

### 2.1. Summary

- 2.1.1. The Administrative Lieutenant manages the administrative functions of the Sioux Falls Police Department

### 2.2. Essential Duties

- 2.2.1. Is accountable to the Administrative Captain.
- 2.2.2. Is responsible for tracking and recording administrative reports such as response to resistance and pursuits.
- 2.2.3. Supervises the training function.
- 2.2.4. Administers special projects.
- 2.2.5. Is responsible for overseeing the care and maintenance of the Law Enforcement Center.
- 2.2.6. Is responsible for overseeing the volunteer program, intern program and crime prevention program.
- 2.2.7. Hold meetings at least once a week with those directly under their supervision. These meetings will be a formal way to share information and help facilitate communication up and down the chain of command. They will also ensure that sergeants under their command conduct similar meetings with their subordinates.
- 2.2.8. They should keep informed of the latest methods, schools, and equipment to make their sections more efficient. They will determine and submit budget needs in the most cost-conscious manner possible and perform other duties as specified by the Division Commander.

### 3. Special Assignment – Investigative Services Division Lieutenants

#### 3.1. Summary

- 3.1.1. An Investigative Services Lieutenant manages a section of the investigative services function of the Sioux Falls Police Department

#### 3.2. Essential Duties

- 3.2.1. Are directly responsible to the Investigative Services Division Commander for the performance of their sections in the investigation of assigned criminal cases. Each of the Lieutenants is responsible for the direction, coordination, and control of their sections in accordance with the policies and procedure of this department and the Investigative Services Division Standard Operating Procedures.

- 3.2.2. Are also responsible for providing the necessary information and guidance to their subordinates to assist them in accomplishing the objectives of the department. They should be thoroughly familiar with all aspects of their assigned units and continually strive for methods to increase the efficiency of their sections.

- 3.2.3. They should keep informed of the latest methods, schools, and equipment to make their sections more efficient. They will determine and submit budget needs in the most cost-conscious manner possible and perform other duties as specified by the division commander.

- 3.2.4. Will monitor their personnel to ensure that all assigned cases are handled appropriately and in a timely fashion, and to ensure that the highest quality customer service is rendered to the public.

- 3.2.5. Each section lieutenant is expected to complete the following tasks:

- 3.2.5.1. Keep abreast of all major cases in his section and keep the division commander informed of case progress.
- 3.2.5.2. Maintain close working relationships with the other section lieutenant and with the Uniformed Services Division.
- 3.2.5.3. Hold meetings at least once a week with those directly under their supervision. These meetings will be a formal way to share information and help facilitate communication up and down the chain of command.

They will also ensure that sergeants under their command conduct similar meetings with their subordinates.

- 3.2.5.4. Perform other duties as specified by the Investigative Services Division Commander.
- 3.2.5.5. Property Crimes / Narcotics Section specific duties will include:
  - 3.2.5.5.1. Coordinate the department's Crime Stoppers Program.
  - 3.2.5.5.2. Act as the departments NCIC Terminal Agency Coordinator.
  - 3.2.5.5.3. Ensure HIDTA grant compliance.
- 3.2.5.6. Crimes Against Persons Section specific duties will include:
  - 3.2.5.6.1. Ensure ICAC grant compliance.
  - 3.2.5.6.2. Ensure Domestic Violence grant compliance.

#### 4. Special Assignment – Uniformed Services Division Lieutenant

##### 4.1. Summary

- 4.1.1. A Uniformed Services Division Lieutenant manages a uniformed program / function or geographic area of the city within the Sioux Falls Police Department Uniformed Services Division.

##### 4.2. Essential Duties

- 4.2.1. Are responsible directly to the Uniformed Services Division Commanders for performance of the patrol function for their respective areas of the city. Are responsible for operations of their quadrants in accordance with department policy and procedures and for ensuring the highest possible quality customer service to the citizens.
- 4.2.2. Are responsible to their subordinates for necessary information and guidance in accomplishing the objectives of the department.
- 4.2.3. Will continually monitor programs, assignments, and future needs in an effort to keep the assignments of the division current with the needs and practices that are developed.
- 4.2.4. Is responsible for overseeing Animal Control, the School Based Programs such as School Resource Officers, park patrol functions, canine program and Traffic Section.
- 4.2.5. Hold meetings at least once a week with those directly under their supervision. It is acceptable to meet this requirement on a biweekly basis for night shift sergeants. These meetings will be a formal way to share information and help facilitate communication up and down the chain of command. They will also ensure that sergeants under their command conduct similar meetings with their subordinates.
- 4.2.6. They should keep informed of the latest methods, schools, and equipment to make their sections more efficient. They will determine and submit budget needs in the most cost-conscious manner possible and perform other duties as specified by the division commander.
- 4.2.7. Perform other duties as specified by the Uniformed Services Division Commanders.