



CITY OF SIMI VALLEY  
EMPLOYMENT OPPORTUNITY

**RESERVE POLICE OFFICER (VOLUNTEER)  
LATERAL OR ACADEMY COMPLETE**

**The Position:** A Reserve Police Officer with the Simi Valley Police Department is responsible for the performance of law enforcement duties to protect life and property in accordance with applicable laws, and other related duties as assigned on a volunteer (non-paid) basis.

The Simi Valley Police Department is comprised of 121 Police Officers and 3 Reserve Police Officers.

**Qualifications**

**Knowledge of:** Effective public relations principles and report writing techniques; police methods and procedures including patrol, crime prevention, traffic control and investigation; first aid principles, practices, and techniques; operational characteristics of police equipment and tools including firearms; and pertinent City and State laws and ordinances.

**Ability to:** Perform a wide range of law enforcement assignments; think clearly and act quickly in emergency situations; use and care for firearms and other police equipment; control violent people; interpret and enforce City and State laws, codes, and ordinances; deal effectively and courteously with the public; communicate effectively both orally and in writing; understand and follow oral and written instructions; maintain mental capacity which allows for effective interaction and communication with others and the capability of making sound decisions and demonstrating intellectual capabilities; maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties; maintain physical condition appropriate to the performance of assigned duties and responsibilities; develop and maintain working relationships with other employees; and undergo strenuous physical training.

**Education and Experience:** Requires equivalent to graduation from high school. All applicants must possess a valid Level I or Level 2 Post certificate, or a California P.O.S.T. Reserve Academy Certificate.

**Special Requirements:** Must be at least 21 years of age at time of appointment; possess a valid California driver's license at time of appointment and be a U.S. citizen or meet citizenship requirements. Must be willing to work a minimum of 20 hours per month, night or day shifts, Saturdays, Sundays, and holidays.

**Selection Process:** All applications will be reviewed. Admission to appear before an Oral Appraisal Board may be limited to those whose applications demonstrate the best combination of qualifications in relation to the requirements and duties of the position and passed a physical agility examination. Placement on the eligibility list will be based upon the oral examination score (weighted 100%). The qualifications and requirements stated on this announcement represent only the minimum required to file an application. (Although candidates may meet the minimum qualifications listed, an interview is not guaranteed.)

Prospective volunteers will be required to undergo a thorough background investigation which will include a medical, polygraph, psychological and drug/alcohol screening.

Applicants seeking Veteran's Preferences must submit form DD214 along with their application.

**Reasonable Accommodation:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division in writing at the time an application is submitted.

**Filing Date:** Applications will be accepted in the Human Resources Office on a continuous basis. Resumes will not be accepted in lieu of the City's employment application.