

CITY OF SIMI VALLEY

POLICE OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs a variety of law enforcement duties to protect life and property in accordance with applicable laws; patrols a designated area of the City by foot, bicycle, motorcycle or vehicle to preserve law and order by detecting and preventing the commission of crimes; may work in various special assignments, as required; and, performs other related duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of law enforcement duties to protect life and property in accordance with applicable laws; may work in various assignments such as Patrol, Traffic, Narcotics, Detectives, Motorcycle Patrol, Canine, Background Investigations, Youth Services, Gang Suppression, and Special Enforcement Section.
2. Respond to general public service calls, crime victims, traffic hazards, misdemeanors, and felony incidents; patrol a designated area of the City by foot, bicycle, motorcycle, or vehicle to preserve law and order by detecting and preventing the commission of crimes; enforce traffic and other laws and ordinances.
3. Perform searches of suspects, vehicles, residences, buildings, wooded areas, and schools for evidence, contraband, and lost or missing persons.
4. Investigate all crimes including assaults, narcotics, burglary, grand theft, stolen vehicles, forged or counterfeit checks or credit cards, embezzlements, and any fraud resulting in economic loss.
5. Serve arrest warrants; make arrests for crimes committed under penal, welfare and institution, vehicle, and health and safety codes.
6. Perform booking procedures for arrested persons; transport prisoners to county jail as required; process and store evidence and property found at various crime scenes; maintain records and enter data into computer system.
7. Testify in juvenile, civil, traffic and municipal courts, and parole and DMV hearings; prepare and process reports using applicable computer software and the Mobile Report Entry (MRE) system.
8. Obtain criminal intelligence information relating to criminal activities; conduct information searches; prepare reports.
9. Direct and control traffic, crowds, bicyclists, skateboarders, and parade congestion during special events or other emergency situations.
10. Respond to and investigate traffic accidents; utilize the police radio; interview witnesses and obtain information; prepare accident reports.

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11. Enforce City traffic and parking regulations; respond to citizen parking complaints; issue citations and/or make arrests as needed.
12. May utilize a trained police dog in the preservation and enforcement of City laws and regulations.
13. May provide first aid to victims during emergencies until medical personnel arrive.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Police methods and procedures including patrol, crime prevention, traffic control, and investigation.
Rules of evidence pertaining to search and seizure and preservation.
Laws governing the apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
First aid principles, practices, and techniques.
Operation of police equipment and tools including firearms.
Methods and techniques of crowd control.
Court rules and procedures.
Pertinent local, state, and federal laws, codes, and ordinances.
Occupational hazards and safety practices.
Methods and techniques of basic report preparation and writing.
Proper English usage, spelling, and grammar.
Geography of the area assigned.
Applicable computer hardware and software for report preparation, evidence booking, and data retrieval.

Ability to:

Perform a wide range of law enforcement assignments.
Respond to community issues, concerns, and needs in a tactful and courteous manner.
Analyze a situation or problem and determine a timely and appropriate course of action.
Think clearly and act quickly in emergency situations.
Use and care for firearms and other police equipment.
Control violent people and affect arrests.
Diffuse high stress situations.
Interpret and enforce City and State laws, codes, and ordinances.
Work independently in the absence of supervision.
Effectively utilize the police radio.
Communicate clearly and concisely, both orally and in writing.
Understand and follow oral and written instructions.
Carry, lift, and run after suspects or victims.
Work rotating shifts, nights, weekends, holidays, and emergency call-outs.
Maintain physical condition necessary for the performance of assigned duties and responsibilities.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to graduation from an accredited U.S. high school; passing score on the General Education Development (GED) test; or possession of a two-year, four-year, or advanced degree from an accredited college or university. College course work in police science, criminal justice, or a related field is desirable.

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Experience: Completion of a P.O.S.T.-certified training academy.

License or Certificate

Possession of a valid California Class C driver license with an acceptable driving record.
Possession of a California Basic P.O.S.T. certificate within one year of employment.

Special Requirements

Must be 21 years of age as of the date of hire.
Must be a United States citizen or meet citizenship requirements.
Must be of good moral character with no felony convictions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Emergency environment; travel from site to site; exposure to potentially hostile and dangerous environments; exposure to noise, traffic, dust, chemicals, hazardous materials, smoke, fumes, fire, blood, bodily fluids, and communicable diseases; working under pressure of emergency conditions and highly emotional and stressful situations; working rotating shifts, nights, weekends, holidays, and emergency call-outs.

Physical: Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting, walking, and operating motor vehicle for prolonged periods of time; climbing with both legs and arms; loading and discharging firearms; operating motorized vehicles; lifting, pushing, and pulling 165 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal range.

Adopted: December 2012
Revised: July 2016