

# CITY OF SIMI VALLEY

## POLICE OFFICER TRAINEE

*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 direction, attends a basic Peace Officer Standards and Training (POST) certified training academy to obtain the basic skills and fitness level necessary for performance of Police Officer duties.

### **DISTINGUISHING CHARACTERISTICS**

This is the non-sworn, entry-level class in the Police Officer series. Incumbents in this classification receive training in a controlled classroom environment. Advancement to the sworn Police Officer level is based on meeting minimum qualification standards, satisfactory performance in the academy, and availability of positions.

### **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. Attend a basic POST certified training academy to obtain the basic skills and fitness level necessary for performance of Police Officer duties.
2. 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.*

#### **Ability to:**

Learn various laws, police procedures, law enforcement techniques, and first aid.

Study, read, interpret, and apply police concepts.

Analyze various situations and problems and take appropriate action.

Effectively perform work in stressful situations.

Undergo strenuous physical conditioning.

Establish and maintain effective working relationships with those contacted in the course of work.

**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.

**Experience:** Some law enforcement experience is desirable.

#### **License or Certificate**

Possession of a valid California Class C driver license with an acceptable driving record.

**CITY OF SIMI VALLEY**  
**Police Officer Trainee (Continued)**

**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:** High-stress police training academy environment; indoor classrooms and outdoor physical agility course; exposure to noise, smoke, and fumes.

**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*