

CITY OF  
SIMI VALLEY

**POLICE COMMANDER**

*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 direction, supervises, plans and coordinates the activities and operations of law enforcement staff within assigned unit of the Police Department; serves as watch commander on assigned shift; and provides highly responsible and complex staff assistance to the Deputy Police Chief.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

**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. Coordinate the organization, staffing and operational activities for assigned law enforcement services and staff; serve as watch commander on assigned shift.
2. Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs and staff; recommend and implement policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Direct, coordinate and review the work plan for assigned law enforcement staff; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Prepare Federal and State grant applications to establish programs and obtain additional funding for the department.
6. Review conditions and approve a variety of special permits including special events; process applications.
7. Conduct internal inspections of the jail, surrounding buildings and grounds, police vehicles, radios and related equipment.
8. Maintain contact with City attorneys, investigators and the media during assigned case investigations.
9. Assist the City Attorney in researching and analyzing special cases against the City.
10. Respond to inquiries from the media; prepare press releases for significant incidents.
11. Provide public service presentations for various civic organizations.

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**Police Commander (Continued)**

12. Recommend, train, motivate and evaluate law enforcement personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline and termination procedures.
13. Participate in the development and administration of the department budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
14. Provide staff assistance to the Deputy Police Chief; prepare and present staff reports and other correspondence as appropriate and necessary.
15. Coordinate assigned law enforcement staff activities with those of other divisions and outside agencies and organizations.
16. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in the field of law enforcement.
17. 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:**

Operational characteristics, services and activities of a law enforcement program.  
Modern and complex principles and practices of law enforcement including identification and investigative techniques.  
Advanced patrol techniques including officer safety skills.  
Principles and practices of traffic enforcement.  
Laws governing the apprehension, arrest and custody of accused persons.  
Use of firearms and other modern police equipment.  
Recent court decisions affecting law enforcement.  
Principles of municipal budget preparation and control.  
Principles of supervision, training and performance evaluation.  
Modern office procedures, methods and equipment including computers and applicable software applications.  
Principles of business letter writing and basic report preparation.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Manage and coordinate the work of lower level staff.  
Supervise, train and evaluate staff.  
Interpret and explain City law enforcement policies and procedures.  
Identify and respond to sensitive community and organizational issues, concerns and needs.  
Respond to requests and inquiries from the general public.  
Prepare clear and concise reports.  
Analyze emergency situations and adopt quick, reasonable and effective courses of action.  
Effectively use a variety of law enforcement equipment including discharging firearms.  
Communicate clearly and concisely, both orally and in writing.  
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 a bachelor's degree from an accredited college or university with major course work in criminal justice, police science, or a related field.

**Experience:**

Seven years of increasingly responsible full-time experience as a sworn officer, including three years at the rank of Sergeant.

As mentioned, the education requirement is the equivalency of a Bachelor's degree. In the absence of education, years of experience can be used as a substitution toward the educational requirement at a two to one ratio (years of experience used for substitution must be above the seven years already required and at the level of Sergeant).

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a valid P.O.S.T. Supervisory Certificate within 12 months of appointment.

**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 of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting and emergency peace control environment; travel from site to site; exposure to potentially hostile environments.

**Physical:** Sufficient physical ability to perform heavy or moderate lifting; walking, sitting or standing for prolonged periods of time; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

*Revised: June 2013*