

# CITY OF SIMI VALLEY

## POLICE SERVICES 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 specialized clerical and technical non-sworn law enforcement duties in support of the Police Department including taking crime reports, enforcing parking laws and ordinances, performing traffic control, and receiving, securing, safeguarding, preserving, and disposing of police property and evidence; provides information to the general public and answer citizen inquiries; prepares records and reports; and provides other support and assistance to sworn and other non-sworn positions in the Police Department in support of various functions.

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. Prepare routine police reports including those involving theft, burglary, property, runaways, and missing persons; assist in non-injury accident investigations and calls for service of a non-criminal nature; assist with processing stolen vehicle recoveries; assist with missing person searches.
2. Enforce laws and ordinances pertaining to vehicle parking on City streets and on private property; patrol City streets and roads to enforce parking laws and regulations; mark vehicles parked in timed zones; issue parking citations or notices for violations; abate vehicles including private property, oversize vehicle, and abandoned vehicle abatement; log and process vehicle abatement; testify in court as necessary to defend issuance of citation.
3. Respond to traffic collisions, disabled motorists, road closures, medical emergencies, and crime scenes to provide traffic control, crowd control, and emergency first aid.
4. Maintain and deploy radar trailer to different locations in the City.
5. Process registration of narcotic, sex and/or arson offenders including finger printing, photos, and interviewing; enter pertinent information into computer systems; prepare and mail photographs of sex offender registrants to the Department of Justice.
6. Assist with searching, fingerprinting, and photographing of arrested persons; assist with processing of adult and juvenile prisoners.
7. Provide station security; observe behavior of persons entering and leaving controlled areas including jail, front door, and other areas.
8. Collect, process, and enter into the evidence tracking system all items of evidence received; take custody of and transport evidence from the crime lab.

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9. Prepare, check out, and release evidence to appropriate persons; update and maintain evidence tracking system to reflect chain of custody for each item; update evidence tracking system to reflect case assignments to detectives; run reports to audit status of evidence in officers possession; maintain evidence room integrity.
10. Prepare, process, facilitate, and document all narcotics and weapons booked for destruction consistent with current law and policy.
11. Identify property and evidence ready for auction or donation; coordinate appropriate disposition of items.
12. Perform presumptive drug tests as requested.
13. Maintain emergency equipment for officers and personnel; issue police equipment to officers from the armory.
14. Make cassette tape recordings from the dictaphone machine for use in investigations and by District Attorney.
15. Perform routine driving assignments; provide transportation for dignitaries and public officials.
16. Process incoming teletypes and mug photos; ensure proper distribution.
17. Provide assistance to the general public in the office and in the field; provide information, directions, and information regarding facilities and services including requests and inquires concerning the release of property; issue licenses; fingerprint and take photographs of the general public as requested; assist public with vehicle lockouts as well as entry into homes.
18. Assist other agencies, including fire, other law enforcement, and utility agencies, with requested services.
19. Dispatch officers to calls by radio and using computer aided dispatch.
20. Process requests for supplies, equipment, publications, software, and other items; obtain bids and pricing as necessary.
21. Ship, receive, and distribute items as assigned.
22. 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:**

Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Technical and administrative methods of law enforcement including investigation and identification, records management, traffic control, parking enforcement, and care and custody of persons and property.

Modern office procedures, methods, and computer equipment.

In-custody search procedures.

Weaponless defense tactics and laws pertaining to the use of chemical agents.

Finger printing and photographing techniques.

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Principles and practices of property and evidence handling, recording, storage, and release.  
Proper radio procedures.  
Procedures for testing suspected controlled substances.  
Procedures of custody and safe transporting of prisoners.  
Pertinent federal, state, and local laws, codes and regulations.  
Principles and procedures of record keeping.  
Principles of business letter writing and basic report preparation.  
Geography of the City, including the location and layout of streets.  
Safe work practices.

**Ability to:**

Perform a variety of non-sworn law enforcement duties.  
Interpret and fairly and impartially apply and enforce laws, ordinances, and departmental policies and procedures.  
Receive, process, store, document, release, and/or dispose of various evidence and/or property.  
Direct and control traffic during special events or other emergency situations.  
Prepare factual, clear, and concise reports.  
Research and maintain records, logs, and files.  
Deal tactfully and courteously with the public and law enforcement personnel.  
Respond to requests and inquiries from the general public.  
Operate modern office equipment including computers and applicable software.  
Analyze situations and adopt a course of action.  
Control and handle persons who present aggressive and combative physical resistance.  
Exercise sound judgment, maintain composure, and function in emergency situations and under adverse conditions.  
Respond to stressful situations firmly, courteously and tactfully.  
Perform duties and maintain personal conduct, attitude and appearance that conform to strict policies within a chain of command management system.  
Conduct thorough and complete investigations.  
Understand and carry out oral and written directions.  
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 the completion of the twelfth grade supplemented by specialized training in criminal justice, police forensics, or a related field.

**Experience:**

One year of police support or similar experience is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.  
Possession of, or ability to obtain, First Aid and CPR certification.

**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:** Office, front counter, and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, and potentially hostile environments; work in confined spaces.

**Physical:** Primary functions require sufficient physical ability to work in an office and field setting including to travel to various locations; stand, walk, or sit for prolonged periods of time; perform light to moderate lifting; operate office equipment including use of a computer keyboard; operate assigned equipment and vehicle.

**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.

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*Johnson & Associates*

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