

CITY OF FONTANA
POLICE LIEUTENANT W/ INTERMEDIATE CERTIFICATE
POLICE LIEUTENANT W/ ADVANCED CERTIFICATE

DEFINITION: Under general direction from Police Department Command Staff, performs responsible management, supervisory and technical police work over patrol or related operations including IVS/SWAT, K-9, field training programs and reserves; establishes, grows, and preserves positive relationships between the community and the Police Department; and provides responsible staff support to the department. Exercises direct supervision over subordinate sworn and non-sworn personnel.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Recommend goals and objectives; assist in planning, developing, implementing and evaluating departmental programs, policies, procedures and rules; recommend modifications.
- Plan, organize and supervise the work of assigned field units; evaluate operations and activities in assigned areas; recommend improvements and modifications; prepare various reports on operations and activities.
- Review the work of subordinates to ensure compliance with departmental policies and procedures; participate in staff meetings to review Department services, procedures and activities.
- Plan, coordinate and supervise Patrol activities on an assigned shift; coordinate work activities and investigations between other shifts, divisions and departments; serve as Watch Commander; conduct studies and analyses as necessary; make procedural recommendations.
- Plan, coordinate and supervise the activities of the Investigations Unit; schedule assigned shift, beats and assignments; supervise and direct shooting investigations; act as a liaison to the Chief of Police, Police Captain and other management personnel concerning investigation activities.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Assume immediate command of police activities in the event of an emergency.
- Prepare, review, and coordinate performance evaluations for subordinate personnel; conduct internal investigation of citizen and officer complaints as assigned.
- Respond to major crime and accident scenes; supervise investigations, interviews and interrogations in the field; personally conduct highly complex or sensitive investigations.
- Participate in the selection, training, motivation, and evaluation of personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend and implement discipline and termination procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for additional staff and equipment; monitor and control expenditures.
- Assist in developing and conducting briefing sessions and community relations programs related to the various phases of police activities.

- Assist in coordinating police activities with other departments and divisions, and with outside agencies
- Preserve and strive to improve the quality of life within the community by using various policing techniques, such as problem-solving policing and intelligence-led policing strategies that encourage and build positive relationships between the Fontana Police Department and the community.
- Emphasize community interaction and collaborative problem solving between the Fontana Police Department and the community; continue to build diverse community-based partnerships guided by innovation and perseverance to ensure Fontana's future as a well-developed, dignified, and respected community.
- Prepare documents for various unit activities; prepare a variety of special and regularly scheduled reports.
- Respond to citizen complaints and requests for information; prepare press releases and confer with the media in matters related to assigned activities.
- May represent the department in professional organizations and committees.
- May serve in the absence of a Police Captain as assigned.
- Maintain prompt and regular attendance.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Positions requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near, far, and color vision in viewing crime scenes and evidence and firing a weapon. As a law enforcement officer, the incumbent may be required to run in pursuit and subdue suspects while taking them into custody; walk on uneven and slippery surfaces, and climb ladders. Occasionally, this position may be required to work outdoors in all weather conditions, around loud noise, and moving vehicles. Incumbents may also be subjected to physical threats, verbal abuse, and other stressful situations.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Modern police methods and procedures related to patrol, traffic control, and investigation and identification techniques.
- Principles and practices of organization and personnel management.

- Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, court procedures and traffic control.
- Modern office procedures, methods and computer equipment.
- Departmental rules and regulations.
- Geography of the City.
- Police equipment, including firearms, communication equipment and computers.
- Recent court decisions and how they affect department and division operations.
- Bookkeeping and record keeping methods and procedures.
- Modern investigative methods.
- Principles and techniques of budget development and administration.
- Functions and objectives of Federal, State, and other local law enforcement agencies.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals, all while being free from any bias against race or ethnicity, gender, nationality, religion, disability, sexual orientation, etc.
- Effectively plan, direct, supervise and coordinate the work of assigned personnel.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Recommend improvements in operations, rules, regulations, and policies governing assigned areas of responsibility.
- Analyze situations quickly and objectively and determine proper course of action.
- Obtain information through interviews and interrogation.
- Understand and follow oral and written instructions.
- Foster positive relationships between the community and the Police Department, including managing the public tactfully and effectively.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.
- Demonstrate and encourage strong critical thinking and collaborative problem-solving techniques.
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.

Police Lieutenant w/ Intermediate Certificate

Experience: Two years of law enforcement experience as a Police Sergeant with the City of Fontana Police Department.

Training: Equivalent to an Associate of Arts degree from an accredited college or university with major course work in police science, law enforcement, criminal justice or a related field and eighteen units of upper division courses in a related field.

Licenses/Certificates: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent. Possession of a P.O.S.T. Intermediate Certificate.

Police Lieutenant w/ Advanced Certificate

In addition to the requirements for Police Lieutenant w/ Intermediate Certificate:

Licenses/Certificates: Possession of a P.O.S.T. Advanced Certificate.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and a background investigation. In addition, incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.