

**CITY OF FONTANA**  
**POLICE CORPORAL W/ INTERMEDIATE CERTIFICATE**  
**POLICE CORPORAL W/ ADVANCED CERTIFICATE**

**DEFINITION:** Under direction from higher level Police Department supervisory or management staff, perform crime prevention and investigative work; enforce State and local regulations; participate in special crime prevention and enforcement programs; establish, grow, and preserve positive relationships between the community and the Police Department; and perform a variety of technical and administrative tasks in support of the department. Exercises technical and functional supervision over subordinate sworn personnel.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Supervise and direct personnel at crime scenes.
- Respond to major crime scenes, accident scenes and emergencies; conduct investigations of serious and fatal traffic accidents.
- Conduct a variety of criminal investigations involving crimes against persons and property, auto theft, sex crimes, and narcotics; gather evidence and prepare cases for prosecution; investigate juvenile crimes including child abuse.
- Photograph and collect evidence at crime scene using a variety of techniques; collect fingerprints; ensure collection preservation and proper handling of physical evidence and property.
- Identify suspects; conduct interviews and interrogations with victims, complainants and witnesses; apprehend and arrest offenders; testify and present evidence in court.
- Coordinate youth services with outside agencies and organizations; conduct community presentations.
- 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.
- Complete required reports and documentation relating to activities; review and approve the reports of Police Officers.
- 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 procedures.
- Serve warrants within the department and with outside agencies; remain current on laws and procedures required for processing warrants.
- Conduct covert, undercover investigations as assigned.
- Attend briefings as required.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

- Train new officers regarding departmental policies, procedures and activities as assigned.
- Participate in all normal shifts duties as assigned; enforce local and State laws, issue citations, administer first aid and transport offenders.
- May act as Watch Commander in the absence of a Sergeant.
- Perform special investigative and crime prevention duties as required.
- 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, crime prevention, investigation and identification techniques.
- Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, custody of persons committing misdemeanors and felonies, rules of evidence, search and seizure, records maintenance, court procedures, traffic control, etc.
- Modern office procedures, methods and computer equipment.
- Basic report preparation.
- 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.
- Functions and objectives of Federal, State, and other local law enforcement agencies.
- Offensive and defensive weapons nomenclature and theory.
- Department rules and regulations.

- Self-defense tactics.
- Crime patterns and trends in an assigned area.
- General social problems and community and social welfare agencies.
- First aid principles and techniques.
- Interviewing and interrogation techniques.

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.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Gather, assemble, analyze evaluate and use facts and evidence.
- Analyze situations quickly and objectively, and determine proper course of action.
- Obtain information through interviews and interrogation.
- Understand and carry out oral and written instructions.
- Foster positive relationships between the community and the Police Department, including managing the public tactfully and effectively.
- Communicate effectively, both orally and in writing.
- Use and care of firearms.
- Prepare accurate and grammatically correct written reports.
- Demonstrate keen powers of observation and memory.
- 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.

## EXPERIENCE AND TRAINING GUIDELINES

### Police Corporal w/ Intermediate Certificate

**Experience:** Non-probationary Police Officer w/ Intermediate Certificate with two years satisfactory performance with the Fontana Police Department.

**Training:** Equivalent to the completion of the twelfth grade supplemented by college level course work in police science, psychology, sociology or 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 Corporal w/ Advanced Certificate

In addition to the requirements for Police Corporal 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.