

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

DEFINITION: Under direction from a Lieutenant and/or Police Department Command Staff, supervise, assign and review police field operations on an assigned shift; supervise and participate in patrol investigation and other police activities; establish, grow, and preserve positive relationships between the community and the Police Department; and perform a variety of administrative and technical duties relative to assigned areas of responsibility. Exercises direct supervision over subordinate sworn and non-sworn personnel.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Plan, direct and supervise the activities of officers assigned to field patrol and specialized operations; provide overall technical and administrative direction to personnel on an assigned shift.
- Supervise and participate in all normal shift duties as assigned, including enforcing local and State laws, issuing citations, making arrests, administering first aid and transporting offenders.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in training activities for departmental personnel; advise and instruct sworn and non-sworn staff regarding applicable policies, procedures and tactics.
- Plan, direct, and supervise activities of officers assigned to police investigations; provide overall technical and administrative direction to assigned personnel.
- Conduct briefing sessions; provide information regarding departmental policy and procedures.
- Attend staff meetings; participate in employee development activities as assigned; stay abreast of new trends and innovations in the field of law enforcement.
- Review the work of departmental personnel to ensure compliance with department policies and procedures; review reports submitted by officers to verify completeness and conformance to prescribed standards.
- Periodically conduct subordinate officers on shift; provide follow up on problems and complaints.
- Respond to major crimes, accident scenes and emergencies; assume initial command; contact and advise Watch Commander.
- Review all logs, reports and activities on assigned shift.
- Supervise the investigation of serious and fatal accidents; review accident reports; prepare monthly traffic enforcement statistics and reports.
- Plan, coordinate, and supervise traffic control activities for special events, parades, and street closures.
- Supervise and conduct criminal investigations including crimes against persons and property, narcotics, juvenile offenses, and related felony crimes; arrest suspects; testify in court.
- Supervise crime scene investigations; ensure collection, preservation, and proper handling of physical evidence and property.

- 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.
- Issue and supervise proper maintenance of equipment.
- Analyze crime patterns and trends; prepare associated reports and statistics.
- 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 as Watch Commander in the absence of a Lieutenant.
- Respond to requests and inquiries from the general public.
- 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, and investigation and identification techniques.
- Departmental rules and regulations.
- 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.
- Principles and practices of supervision, training and performance evaluation.
- 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.

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.
- 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 follow oral and written instructions.
- Foster positive relationships between the community and the Police Department, including managing the public tactfully and effectively.
- Plan, coordinate and assign activities relative to areas of assigned responsibility.
- Use and care for firearms.
- Prepare accurate and grammatically correct written reports.
- Demonstrate keen powers of observation and memory.
- Communicate effectively, both orally and in writing.
- 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 Sergeant w/ Intermediate Certificate

Experience: Police Corporal w/ Intermediate or Advanced Certificate or Police Officer w/ Advanced Certificate with two years experience with the City of Fontana.

Training: Equivalent to an Associate of Arts degree with major course work in police science law enforcement, criminal justice or a related field.

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

Police Sergeant w/ Advanced Certificate

In addition to the requirements for Police Sergeant 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.