

**CITY OF FONTANA  
POLICE CAPTAIN**

**DEFINITION:** Under general directions from the Police Chief, manages, directs and coordinates the activities of a division within the Police Department; coordinates assigned activities with other divisions within the department; and provides highly complex staff assistance to the Police Chief. Exercises direct supervision over subordinate sworn and non-sworn personnel.

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

- Participate in the development and implementation of division policies, goals, objectives and priorities.
- Plan, organize, manage and review the work activities of the assigned division.
- Direct, oversee and participate in the development of assigned division's work plan; assign work activities, projects and programs; monitors work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; recommend adjustments as necessary.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Conduct studies and analyze the operations of assigned division; identify areas where improvement may be achieved; prepare related reports.
- Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
- Supervise enforcement of all laws and ordinances within the jurisdiction of the Department.
- Direct the provision of support services to operational activities of the Department; maintain data, statistics, and information necessary for police planning and management.
- Supervise the maintenance of departmental equipment including motor vehicles, weapons, ammunition, and related supplies and material.
- Formulate and disseminate departmental policies, procedures and directives; assist the Chief of Police with administrative matters.
- Participate on a variety of boards and committees; attend and participate in professional group meetings.
- May act as Police Chief in the absence of the Chief and as assigned.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**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:

- Principles, practices and procedures of police administration, organization and operation.
- Laws, ordinances and regulations affecting the work of the Department including those governing traffic, criminal investigation, and arrest and prosecution.
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of property.
- Recent court decisions and how they affect department and division operations.
- Use of firearms and other modern police equipment.
- Principles and practices of organization and personnel management in a municipal government environment.
- Budgeting procedures and techniques.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Plan, direct, manage and coordinate the activities of a major police division.
- Communicate clearly and concisely, orally and in writing.
- Recommend and implement sound policies and procedures.
- Meet and deal tactfully and effectively with the public.
- Properly interpret and make decisions in accordance with the laws, regulation and policies.
- Act quickly and calmly in emergencies.
- Exhibit technical ability that commands respect of subordinates.
- Prepare clear and concise reports.
- Effectively administer a budget.
- Select, supervise, train and evaluate personnel.
- 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:** Appropriate experience with the Fontana Police Department.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science, law enforcement administration, criminal justice, public administration or a related field.

**Licenses/Certificates:** Possession of, or ability to obtain, an appropriate, valid California driver's license. Possession of a P.O.S.T. Management Certificate.