

## **CITY OF FONTANA POLICE CHIEF**

**DEFINITION:** Under administrative direction from the City Manager, plans, directs and reviews the activities and operations of the Police Department; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager. Exercises direct supervision over sworn and non-sworn staff.

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

- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Confer with citizens and City officials on laws enforcement problems and assist in the development of innovative municipal laws enforcement policies.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees such as City, county and state police conferences and meetings with other public officials.
- Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.
- Attend civic, professional, service and community group meetings; explain the activities and functions of the Police Department; establish favorable public relations.
- Coordinate law enforcement activities with the activities of other City departments and other law enforcement agencies.
- Initiate internal investigations when appropriate and provide corrective action as needed.
- Perform any other tasks and 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:

- Modern principles, practices and techniques of police administration, organization and operation.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, care and custody of persons and property and environmental protection.
- Standards by which the quality of police service is evaluated and the use of police records and their application to police services.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Types and uses of firearms and other modern police equipment.

Ability to:

- Plan, prioritize and direct the work of Police Department personnel.
- Develop and administer sound departmental policies.
- Prepare and administer a Department budget.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Act quickly and calmly in emergencies.
- Initiate and implement procedural changes.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Communicate clearly and concisely, both orally and writing.
- Select, supervise, train and evaluate assigned staff.
- Establish and maintain cooperative 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:** Eight years of broad and extensive supervisory experience in municipal police work including three years in an administrative capacity.

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

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