

**CITY OF FONTANA  
POLICE CORPORAL I  
POLICE CORPORAL II**

**DEFINITION:** To perform crime prevention work; to enforce State and local regulations; to perform investigative work; to participate in special crime prevention and enforcement programs; and to perform a variety of technical and administrative tasks in support of the department.

**DISTINGUISHING CHARACTERISTICS:** Classes in this series are distinguished by the level of certifications attained and years of experience. The Police Corporal I classification requires the possession of a P.O.S.T. Intermediate Certificate and involves the performance of the more routine duties assigned to positions within the series. The Police Corporal II class requires the possession of a P.O.S.T. Advanced Certificate and completion of a probationary period and involves the performance of the full range of duties assigned including the performance of more technical or diverse assignments.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direction from higher level supervisory and management staff. Exercises technical and functional supervision over subordinate sworn personnel.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- 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.
- Complete required reports and documentation relating to activities; review and approve the reports of Police Officers.
- 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.
- Perform related duties as assigned.

## **QUALIFICATIONS**

Knowledge of:

- Police methods and procedures including patrol, crime prevention, investigation and identification techniques.
- Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence in criminal cases.
- Departmental rules and regulations.
- 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.
- Basic report preparation.
- Geography of the City.
- Offensive and defensive weapons nomenclature and theory.
- Interviewing and interrogation techniques.

Ability to:

- Gather, assemble, analyze evaluate and use facts and evidence.
- Interpret and apply laws and regulations.
- Analyze situations quickly and objectively, and determine and take emergency action.
- Understand and carry out oral and written instructions.
- Communicate effectively, both orally and in writing.
- Use and care of firearms.
- Prepare accurate and grammatically correct written reports.
- Establish and maintain effective working relationships with those contacted in the course of work.

## EXPERIENCE AND TRAINING GUIDELINES

### Police Corporal I

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Non-probationary Police Officer II 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.

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

### Police Corporal II

In addition to the requirements for Police Corporal I:

**License or Certificate:** Possession of a P.O.S.T. Advanced Certificate. Satisfactory completion of a probationary period and supervisor recommendation.