

**CITY OF FONTANA  
POLICE LIEUTENANT I  
POLICE LIEUTENANT II**

**DEFINITION:** To perform responsible management, supervisory and technical police work over patrol or related operations including S.E.D./SWAT, K-9, field training programs and reserves; and to provide responsible staff support to the department.

**DISTINGUISHING CHARACTERISTICS**

Classes in this series are distinguished by the level of certification attained and years of experience. The Police Lieutenant 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 Lieutenant II class requires the possession of a P.O.S.T. Advanced Certificate and involves the performance of the full range of duties as assigned including the performance of more technical or diverse assignments.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general direction from a Police Captain. Exercises direct supervision over sworn and non-sworn personnel.

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

- Recommend goals and objectives; assist in planning, developing, implementing and evaluating departmental programs, policies, procedures and rules; recommend modifications.
- Plan, organize and supervise the work of assigned field units; evaluate operations and activities in assigned areas; recommend improvements and modifications; prepare various reports on operations and activities.
- Review the work of subordinates to ensure compliance with departmental policies and procedures; participate in staff meetings to review Department services, procedures and activities.
- Plan, coordinate and supervise Patrol activities on an assigned shift; coordinate work activities and investigations between other shifts, divisions and departments; serve as Watch Commander; conduct studies and analyses as necessary; make procedural recommendations.
- Plan, coordinate and supervise the activities of the Investigations Unit; schedule assigned shift, beats and assignments; supervise and direct shooting investigations; act as a liaison to the Chief of Police, Police Captain and other management personnel concerning investigation activities.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Assume immediate command of police activities in the event of an emergency.
- Prepare, review, and coordinate performance evaluations for subordinate personnel; conduct internal investigation of citizen and officer complaints as assigned.
- Respond to major crime and accident scenes; supervise investigations, interviews and interrogations in the field; personally conduct highly complex or sensitive investigations.

- Participate in the selection of staff; provide or coordinate staff training; works with employees to correct deficiencies; implement discipline procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for additional staff and equipment; monitor and control expenditures.
- Assist in developing and conducting briefing sessions and community relations programs related to the various phases of police activities.
- Assist in coordinating police activities with other departments and divisions, and with outside agencies
- Prepare documents for various unit activities; prepare a variety of special and regularly scheduled reports.
- Respond to citizen complaints and requests for information; prepare press releases and confer with the media in matters related to assigned activities.
- May represent the department in professional organizations and committees.
- May serve in the absence of a Police Captain as assigned.
- Perform related work as required.

## **QUALIFICATIONS**

Knowledge of:

- Modern police methods and procedures related to patrol, traffic control, and investigation and identification techniques.
- Principles and practices of organization and personnel management.
- 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.
- Modern office procedures, methods and computer equipment.
- Departmental rules and regulations.
- 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.
- Principles and techniques of budget development and administration.
- 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.
- Effectively plan, direct, supervise and coordinate the work of assigned personnel.
- Properly interpret and make decisions in accordance with laws, regulations and policies.

- Recommend improvements in operations, rules, regulations, and policies governing assigned areas of responsibility.
- Analyze situations quickly and objectively, and determine proper course of action.
- Obtain information through interviews and interrogation.
- Understand and follow oral and written instructions.
- Meet and deal with the public tactfully and effectively.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluation assigned staff.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

## **EXPERIENCE AND TRAINING GUIDELINES**

### Police Lieutenant 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:** Two years of law enforcement experience as a Police Sergeant with the City of Fontana Police Department.

**Training:** Equivalent to an Associate of Arts degree from an accredited college or university with major course work in police science, law enforcement, criminal justice or a related field and eighteen units of upper division courses in 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 Lieutenant II

In addition to the requirements for Police Lieutenant I:

**License or Certificate:** Possession of a P.O.S.T. Advanced Certificate.