

**CITY OF FONTANA
POLICE OFFICER I
POLICE OFFICER II
POLICE OFFICER III**

DEFINITION: To perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations; to perform investigative work; to participate in and provide support and assistance to 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 certification attained and years of experience. The Police Officer I classification requires the possession of a P.O.S.T. Basic Certificate and involves the performance of the more routine duties assigned to positions within the series. The Police Officer II classification requires the possession of a P.O.S.T. Intermediate Certificate and involves the performance of more technical or diverse assignments than the Police Officer I classification. The Police Officer III classification is the senior Officer level which requires the possession of a P.O.S.T. Advanced Certificate and involves the performance of the full range of duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

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

- Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances.
- Answer calls and complaints involving automobile accidents, robberies, assaults, fires and related misdemeanors and felonies; respond to alarms; investigate complaints; apprehend suspects; search, inspect, transport and take custody of prisoners.
- Respond to general public service calls including animal complaints, domestic disturbances, civil complaints, property control, and related incidents; may participate in the surveillance of an area.
- Secure the scene of a crime; administer first aid; conduct preliminary investigations; obtain witnesses; gather information; make arrests; prepare detailed reports.
- Investigate reports of missing persons; maintain surveillance over suspected criminals; identify areas of potential crimes or unsafe conditions; report conditions and take corrective action.
- Identify suspects; conduct interviews and interrogations; apprehend and arrest offenders.
- Serve as Field Training Officer as assigned; train new officers on departmental policies, procedures and activities.
- Collect, process, photograph and present evidence using scientific techniques including fingerprints, fibers, blood, and related physical evidence.

- Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.
- Conduct building and field searches; check buildings for physical security.
- Direct traffic at fire, special events, and other emergency or congested situations.
- Conduct investigations of injury and fatal traffic accidents; conduct traffic accident analyses and general traffic surveys.
- Conduct a variety of criminal investigations involving crimes against persons and property; gather evidence and prepare cases for prosecution.
- Contact and interview victims and witnesses; preserve and investigate crime scenes.
- Conduct covert, undercover investigations as assigned.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Assist in the performance of special investigative and crime prevention duties.
- Prepare reports on arrests made, activities performed and unusual incidents observed.
- Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.
- Serve warrants within the department and with outside agencies; remain current on laws and procedures required for processing warrants.
- Serve as Crime Prevention Officer; oversee and coordinate crime prevention activities; make presentations to local citizens and community groups.
- Serve as Intelligence Officer; gather crime related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.
- Serve as Public Information Officer; respond to inquiries and complaints from individuals, private organizations, news media and the general public; inform and educate the public on crime prevention and the criminal justice system; prepare and present public speaking engagements.
- Investigate juvenile related crimes including child abuse and juvenile narcotics; coordinate youth services with outside agencies and organizations including local school districts; conduct community presentations and instruct assigned classes.
- May participate in S.W.A.T. and K-9 activities and operations.
- May perform duties of police dispatcher or desk officer as needed.
- Participate in departmental studies and in staff development.
- Attend briefings and provide roll call as needed.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Police methods and procedures including patrol, crime prevention, traffic control, investigation and identifications 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.
- Offensive and defensive weapons nomenclature and theory.
- Department 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.
- Self-defense tactics.
- Crime patterns and trends in an assigned area.
- General social problems and community and social welfare agencies.
- First aid principles and techniques.
- Interviewing and interrogation techniques.

Ability to:

- Interpret, apply and enforce Federal, State, and City laws, codes and regulations.
- Analyze situations quickly and objectively, and determine and take emergency action.
- Identify potential crime situations or traffic hazards and take preventive action.
- Understand and carry out oral and written instructions.
- Communicate effectively, both orally and in writing.
- Learn the operation of standard equipment and facilities required in the performance of assigned tasks.
- Learn standard broadcasting procedures of a police radio system.
- Meet the physical requirements established by the Department.
- Use and care for firearms.
- Prepare accurate and grammatically correct written reports.

Police Officer I

EXPERIENCE AND TRAINING GUIDELINES

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: Successful completion of a P.O.S.T. certified basic police academy.

Training: Equivalent to the completion of the twelfth grade supplemented by eighteen units of college level course work in police science, 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. Basic Certificate within eighteen months of employment as a Police Officer I.

Police Officer II

In addition to the requirements for Police Officer I:

Experience: One year of law enforcement experience as a Police Officer I.

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

Police Officer III

In addition to the requirements for Police Officer II:

License or Certificate: Possession of a P.O.S.T. Advanced Certificate. Regular status as a Police Officer in the City of Fontana.