

**CITY OF FONTANA  
POLICE SERGEANT I  
POLICE SERGEANT II**

**DEFINITION:** To supervise, assign and review police field operations on an assigned shift; to supervise and participate in patrol investigation and other police activities; and to perform a variety of administrative and technical duties relative to assigned areas of responsibility.

**DISTINGUISHING CHARACTERISTICS**

Classes in this series are distinguished by the level of certification attained and years of experience. The Police Sergeant 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 Sergeant 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 direction from higher level supervisory and management staff.
- Exercises direct supervision over subordinate sworn and non-sworn personnel.

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

- Plan, direct and supervise the activities of officers assigned to field patrol and specialized operations; provide overall technical and administrative direction to personnel on an assigned shift.
- Supervise and participate in all normal shift duties as assigned, including enforcing local and State laws, issuing citations, making arrests, administering first aid and transporting offenders.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in training activities for departmental personnel; advise and instruct sworn and non-sworn staff regarding applicable policies, procedures and tactics.
- Plan, direct, and supervise activities of officers assigned to police investigations; provide overall technical and administrative direction to assigned personnel.
- Conduct briefing sessions; provide information regarding departmental policy and procedures.
- Attend staff meetings; participate in employee development activities as assigned; stay abreast of new trends and innovations in the field of law enforcement.
- Review the work of departmental personnel to ensure compliance with department policies and procedures; review reports submitted by officers to verify completeness and conformance to prescribed standards.
- Periodically conduct subordinate officers on shift; provide follow up on problems and complaints.

- Respond to major crimes, accident scenes and emergencies; assume initial command; contact and advise Watch Commander.
- Review all logs, reports and activities on assigned shift.
- Supervise the investigation of serious and fatal accidents; review accident reports; prepare monthly traffic enforcement statistics and reports.
- Plan, coordinate, and supervise traffic control activities for special events, parades, and street closures.
- Supervise and conduct criminal investigations including crimes against persons and property, narcotics, juvenile offenses, and related felony crimes; arrest suspects; testify in court.
- Supervise crime scene investigations; ensure collection, preservation, and proper handling of physical evidence and property.
- Issue and supervise proper maintenance of equipment.
- Analyze crime patterns and trends; prepare associated reports and statistics.
- Participate in evaluating staff performance; work with employees to correct deficiencies; implement discipline procedures.
- Serve as Watch Commander in the absence of a lieutenant.
- Respond to requests and inquiries from the general public.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Police methods and procedures related to patrol, traffic control, and investigation and identification techniques.
- Departmental rules and regulations.
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- 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.
- Principles and practices of supervision, training and performance evaluation.

### **Ability to:**

- Interpret and apply laws, rules and departmental policies and procedures.
- Supervise and direct assigned area of responsibility.
- Gather, assemble, analyze, evaluate and use facts and evidence.
- Analyze situations and adopt effective courses of action.
- Plan, coordinate and assign activities relative to areas of assigned responsibility.
- Use and care for firearms.

- Supervise, train and evaluate assigned staff.
- Prepare clear and concise reports.
- Demonstrate keen powers of observation and memory.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## EXPERIENCE AND TRAINING GUIDELINES

### Police Sergeant 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:** Police Corporal I or II or Police Officer III with two years experience with the City of Fontana.

**Training:** Equivalent to an Associate of Arts degree with major course work in police science law enforcement, criminal justice or a related field.

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

### Police Sergeant II

In addition to the requirements for Police Sergeant I:

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