

## TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b> Job Analysis, Classification and Assignments		<b>Number:</b> 415	
<b>Effective Date:</b> May 01, 2008		<b>Review Date:</b>	
New	X	Amends	Rescinds
Authority: Chief Ronald A. Ricucci		GO 415 dated May 31, 2002 CALEA STANDARDS 16.2.1, 21.1.1, 21.2.1, 21.2.2	Total Pages 3

**01 Purpose:** To describe job classification and assignment of police department personnel.

**02 Policy:** It is the policy of this agency to provide employees with a job description based on job analysis and assignment.

**03 Background:** In 1989 a centralized City personnel office was created. Prior to that time, personnel administration was centered in the City Administrator's office, which employed a consultant to prepare a City-aide job classification system based on existing job descriptions. The police department subsequently employed a consultant to perform a job task analysis for the ranks of Private through Lieutenant. The Chief of Police forwarded all research regarding the job analysis and job specifications to the City's Personnel Office, to ensure that police employees duties are properly analyzed, classified, discussed and assigned.

**03 Definitions:**

**A. Class:** A grouping of jobs for which duties, responsibilities, qualifications and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices.

**B. Class Specification:** An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class. These are available for review in the personnel office.

**C. Job:** One or more positions with duties and responsibilities that are identical in all significant respects so that a single descriptive title can be used to identify the work done by incumbents.

**D. Job Task Analysis:** A systematic examination of the functions and objectives of each job to be performed, as it relates to the skills, knowledge, and abilities required to perform the tasks or duties of the job.

**E. Position:** The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant.

**04 Job Task Analysis:** The job task analysis prepared by a police personnel specialist for the ranks of Private through Lieutenant is maintained on file in the police department. The task analysis objectives include minimum qualifications for recruitment, examinations, selection, appointment and promotion. The objectives also assist in establishment of training curricula. The analysis provides information on the duties, responsibilities and tasks of each position, the frequency with which each task is performed, and the minimum proficiency necessary in job-

related skills, knowledge, abilities, and behaviors. The job task analysis provides basic information needed for many personnel management activities, including information for determining:

- \* a position classification plan and compensation
- \* the relative importance of tasks
- \* the minimum level of proficiency necessary in the job-related skills, knowledge, abilities and behavior
- \* the means of acquiring these characteristics
- \* minimum qualifications
- \* ways of measuring or testing for these characteristics

**05 Job Classification Plan:**

**A.** The City Administrator's office has prepared a written classification plan, which includes:

- \* grouping positions into classes based on duties, responsibilities and qualifications
- \* job specifications for each position within a class
- \* provisions for relating pay to job classification
- \* provision for reclassification

**B. Annually,** All police department supervisors will thoroughly may review the major changes, which they feel, have taken place in the employee's job. With the assistance of the employee, the supervisor will prepare a written description of major changes, additions or deletions in the employee's duties. The revised job description will be forwarded to the Chief of Police for review and approval, after which the Chief will forward it to the City Manager's office for classification review, if necessary. Reference City Code Personnel Procedures Section 4.04.160.

**06 Job Descriptions:** Each employee is issued a job description outlining their respective duties. Job descriptions will be available on request, for review by Department employees.

**07 Specialized Assignments:**

**A.** The Chief of Police or designee will conduct an annual documented review to determine whether any specialized assignment in the Department should be continued. The Chief will:

1. Provide a list of the agency's specialized assignments, provide a statement of purpose for each listed assignment and, evaluate the initial condition that required the specialized assignment.
2. Conduct a cost/benefit analysis of the assignment to determine its relative usefulness.
3. The review will include a listing of the specialized assignments with a statement of purpose for each.

**B.** When a new specialized assignment, not including undercover assignments, is anticipated, the Chief or his/her designee will advertise the opening to Department employees, to enhance their career opportunities and eliminate favoritism. The Chief will announce criteria for selection based on certain skills, knowledge and abilities, and state any requirements for formal education and/or length of experience.

**08 Temporary Assignments:**

- A. The Department may, on occasion, assign officers to temporary positions.
- B. The transfer to and time spent in a temporary position shall follow the Union contract.
- C. Most, but not all, of the positions available for temporary assignment are directed patrol in response to specific crime patterns.
- D. The selection of officers to temporary positions is at the discretion of the Chief in accordance with the Union contract.

**09 Classification and Police Department Role:** The police department uses the classification plan and class specifications prepared by the Office of the City Manager.

**10 Statements of Duties and Responsibilities:** Job descriptions are available in the City Administration offices.