

# La Plata Police Department – General Order

	Title: <b>Classification and Delineation of Duties</b>		Order #: <b>421</b>	
	Effective Date: April 1, 2015		Review Date:	
	Original Issue:		<input checked="" type="radio"/> New <input type="radio"/> Amends <input type="radio"/> Rescinds	
Approved by: <b>Chief Carl Schinner</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard: 21.1.1 21.2.1 21.2.2			Pages: 3	

1. **POLICY:** It is the policy of the La Plata Police Department to maintain job and position descriptions. Essential to a successful job and position description is having periodic task analysis performed to understand the variety of duties, responsibilities, tasks, and functions of each and every full-time employee. Successful classification and compensation plans depend on creditable job task analysis, as well as job and position descriptions.
  
2. **TASK ANALYSIS:** Periodically a written job task analysis is conducted and maintained. The analysis may be conducted by Department personnel, Human Resource Officer and/or a private consultant. The task analysis shall include at a minimum:
  3. Work behaviors; (CALEA 21.1.1.a)
  4. Frequency with which the work behavior occurs; and, (CALEA 21.1.1.b)
  5. How critical the job-related skills, knowledge and abilities, are. (CALEA 21.1.1.c)
  
6. **CLASSIFICATION PLAN-GENERAL:** The Town of La Plata has a written classification plan. The plan consist of four elements: (CALEA 21.2.1)
  
7. Categorization of every sworn position into classes, based upon similarities in duties, responsibilities and qualification requirements.
  
8. Job class specifications within the Department are as follows:
  - a. Chief of Police;
  - b. Captain;
  - c. Lieutenant;
  - d. Sergeant;
  - e. Corporal;
  - f. Police Officer First Class;

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- g. Police Officer;
  - h. Administrative Associate;
  - i. Cadet.
9. A provision for relating compensations to classes is provided through the Town of La Plata Town Council.
10. Provision for job reclassification is in accordance with Town policy.
11. **CLASSIFICATION PLAN-DEVELOPMENT AND MAINTENANCE:** The Department and Town of La Plata share the responsibility in developing and maintaining job specifications for each class. The job specifications are reviewed on an as needed basis, and revised as necessary. (CALEA 21.2.1)
12. **JOB DESCRIPTIONS:** (CALEA 21.2.2)
- a. Current job descriptions for each Department class are maintained and updated as necessary by the Town of La Plata’s Assistant Town Manager, as well as within the accreditation files
  - b. Copies of job descriptions are available in the Office of the Chief of Police and the Town Hall upon request.
13. **POSITION DESCRIPTIONS:** The Department is responsible for updating and maintaining position descriptions for each sworn position within the Agency. Position descriptions include:

## **Patrol Division**

- a. Operations Commander (Captain);
- b. Patrol Sergeant;
- c. Patrol Corporal;
- d. Patrol Officer;

## **Special Operations Division**

- e. Special Operations Division Commander;
- f. Criminal Investigations Unit Detective;

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- g. Drug Task Force Detective;
- h. Public/Private Partnership Officer – Charles Regional Medical Center;

## **Administrative**

- i. Chief of Police;
- j. Administrative Associate;
- k. Cadet;