

GENERAL ORDER 21
CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES
EFFECTIVE DATE: May 1, 2019
SUMMARY OF REVISIONS:

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PURPOSE: The purpose of this chapter of the agency’s General Orders is to delineate the specific job classifications within the agency as well as the general tasks and responsibilities assigned to each. In addition, this section of the General Orders outlines the requirements of the agency to maintain a job task analysis for each job classification.

21.1 JOB TASK ANALYSIS

21.1.1 WRITTEN JOB TASK ANALYSIS

The Division of Police in conjunction with the City’s Division of Human Resources maintains a written job task analysis of every full time job in the agency, which includes:

- a. The work behaviors (duties, responsibilities, and tasks);
- b. The approximate frequency with which the work behavior is performed; and
- c. The criticality of the job-related skills, knowledge, abilities, and behaviors.

The job task analysis will be detailed in a written Job Description, which will be maintained by the Human Resources Director.

- The police department, in coordination with the Human Resources Department, shall review and update the classification plan when significant changes in the classes occur through attrition, modification, deletion of responsibilities or otherwise.

21.2 CLASSIFICATION

21.2.1 WRITTEN CLASSIFICATION PLAN

A. The agency is grouped into classes, based upon similarities in duties, responsibilities, and qualification requirements.

- A **Police Officer** is under the general direction and supervision of a Lieutenant, or Sergeant, and patrols a designated area insuring compliance with all applicable State laws and City ordinances, answers calls when a crime is suspected or an emergency exists, and takes such actions as are necessary to prevent crime, to apprehend a criminal, to maintain safety, and to assist citizens in a wide range of emergency and non-emergency situations.

- A police officer may be assigned to the Community Services Bureau, Special Operations Bureau or the Support Services, based on knowledge, skills and abilities and as necessary for the effective and efficient operation of the agency using mandates in current labor agreements.

- A **Police Sergeant** is a first-line supervisor, assists the Lieutenant in supervising and directing the activities of the agency on an assigned shift, performs regular patrol duties, performs related tasks and assignments as required and directed by competent authority.

- A police Sergeant will normally be assigned to the Community Services Bureau, Special Operations Bureau or Support Services.

- A **Police Lieutenant** is a section supervisor, assists Bureau Commanders and the Police Chief in supervising and directing the activities of the agency on an assigned shift, section or unit, performs regular patrol, detective, or support-related duties, performs related tasks and assignments as required and directed by competent authority.

- A police Lieutenant may be assigned to the Community Services Bureau, Special Operations Bureau, or Support Services.

- A police Lieutenant receives general instructions from the higher ranks regarding assignments and procedures to be followed.

- A **Police Captain** is involved in administrative responsibilities for directing and supervising the activities of the agency and its personnel, and performs work subject to the plans, policies, directives, regulations, procedures and orders formulated by the Command Staff under the direction of the Police Chief. A Police Captain may be responsible for overseeing the operation of the Police Division in the absence of the Deputy Chief and Chief of Police. Such a designation will normally be done in writing.

- A police captain assists the Chief of Police in planning and administering the activities and operations of the agency.

- A police captain will normally be assigned the position of Bureau Commander.
- The **Deputy Chief** works under the direction of the Chief of Police and is involved in the administrative responsibilities for directing and supervising the activities of the agency and its personnel and performs work subject to plans, policies, directives, regulations, procedures and orders formulated by the Command Staff under the direction of the Chief.
 - The Deputy Chief will be responsible for overseeing the operation of the Police Division in the absence of the Chief of Police.
- The **Chief of Police** works under the direction of the Safety Director and performs a wide range of managerial functions involved in commanding and directing the operations of the Division of Police.
 - Operations of the agency include patrol, investigation, crime prevention, traffic safety, juvenile work, maintenance of public safety and all other activities necessary to fulfill the basic mission of the Division.
 - The Chief of Police supervises the Deputy Chief, Captains, Lieutenants, Sergeants, Police Officers, Parking Control Officers, Operations Supervisors, Forensic Science and clerical personnel as well as police volunteers of the agency.
- A **Forensic Science Director** is a **Forensic Scientist** who is under the general direction of the Chief of Police and under the direct supervision of the Deputy Chief. The Forensic Scientist directs the management and administration of the Crime Laboratory, which includes supervision, policy development, procedures, personnel safety, purchasing, training, and hiring.
- A **DNA Analyst**: who is under the direct supervision of the Forensic Science Director is responsible for the laboratory procedures and examinations performed on evidence and the courtroom testimony of the results.
- An **Evidence Technician** position involves a variety of tasks related to the collection, examination and preservation of evidence. The position also involves a variety of tasks related to the custody, maintenance, and record-keeping of the police property room, the responsibility for maintaining the chain of custody integrity of any and all property impounded, the tracking and recording of all property, the securing of all contraband and lost property or property impounded for safekeeping, the annual performance of a property audit and inventory as well as other tasks or duties required by competent authority.
 - An evidence technician may also assist with various clerical functions such as the maintenance and administration of special duty, and/or other clerical duties.
- A Records **Operations Supervisor** is under the general direction of the Chief of Police and under the direct supervision of the Deputy Chief and is responsible for the coordination of Records Section personnel and their ancillary duties.
 - A Records Supervisor will perform all those duties and responsibilities of other Records personnel, in addition to coordinating ancillary duties, scheduling, training, duties and responsibilities of other Records personnel. He/she is also responsible for reports or other documents as required.
- Additional **Non-sworn Division Employees**, include administrative assistants or confidential secretaries and may involve a wide variety of duties, which could include preparing and monitoring a

variety of reports; maintaining confidential files as well as public records; preparing and assembling documents such as new employee files or field training guides; monitoring and maintaining necessary office supplies; preparing filing systems; typing correspondence, reports, and memoranda; preparing information, charts, graphs, and other displays; processing requisitions for purchase orders; sorting mail; acting as a receptionist; and other duties, particularly in support of line and staff positions, as necessary.

B. Class specifications for each job within a class are further enumerated in the General Description of Classification and Duties maintained on file with the Human Resource Director of the City of Mansfield.

C. Classes shall be compensated in order of rank and, if applicable, order of service time.

- There shall be no distinction in compensation based on the Bureau or section to which a member of the agency is assigned, nor on the particular job(s) that the member is assigned, nor on the position(s) he/she may be assigned, unless such distinction is provided for by ordinance or agreement.

- Compensation is based on the applicable ordinances and/or labor agreements.

D. The agency may, in conjunction with the Human Resources Director of the City of Mansfield, revise the classifications and specifications and may recommend additional classes be formulated for approval by the Service-Safety Director and Mayor.

21.2.2 JOB DESCRIPTIONS (LE1)

The agency will maintain a written statement of the duties and responsibilities of each position within the agency, which shall be available to all personnel by review of the agency's position descriptions and personnel orders.

- The Position Descriptions and Personnel Orders for the agency will be accessible in hard copy form in a convenient location for all personnel and through electronic means through the agency's computer system.

CROSS REFERENCE TO STANDARDS AND POLICIES:

General Order 16.3

CROSS REFERENCE TO FORMS:

Position Descriptions; Personnel Orders