

## MITCHELL POLICE DIVISION

### CHAPTER 13

#### **CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES**

**PURPOSE:** The purpose of this Chapter is to provide a detailed description and specification of each rank, assignment, and position within the Mitchell Police Division. It is the intent of this Chapter to provide each employee with a thorough reference relative to their duties and responsibilities. Effective management in this area is a necessary component of ensuring appropriate compensation, adequate supervision, and training for all employees.

#### **13.1 JOB TASK ANALYSIS OBJECTIVES**

- A. The responsibility of the Mitchell Police Division is to maintain accurate position descriptions for all positions in the Division. All position descriptions will accurately reflect the duties grouped into each position.
- B. Each Division employee shall be hired trained, promoted or appointed into a specific rank or position. The employee's specific position shall be based upon the following:
  - 1. An assessment of duties
  - 2. Responsibilities and qualifications as compared to the job description
  - 3. Specification provided in the series of job descriptions within Chapter 6
- C. The Mitchell Police Division will establish training curriculum.
- D. The Mitchell Police Division will provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

#### **13.2 DUTIES AND RESPONSIBILITIES STATEMENTS**

The Police Division's Position Description will list a statement of duties and responsibilities required for each position. The description should include:

- 1. Essential functions of the position

2. Additional tasks
3. Environmental factors
4. Minimum qualification requirements