

NEW CANAAN POLICE DEPARTMENT

SUBJECT: CLASSIFICATION AND DELINEATION
OF DUTIES AND RESPONSIBILITIES

GENERAL ORDER NUMBER: 89-21-74
FILE: PERS 3-1
Personnel Structure

I **PURPOSE/POLICY**

The purpose of this general order is to describe the classification and delineation of duties and responsibilities within the New Canaan Police Department.

It is the policy of the police department to maintain or file a job analysis for each position within the classification plan.

II **RESPONSIBILITY**

It is the responsibility of all departmental personnel to adhere to this general order. It is the additional responsibility of the Commander of the Staff Services Division to ensure compliance.

III **PROCEDURES (JOB TASK ANALYSIS)**

A The following terms, for purposes of this general order, shall be defined as follows:

1. Class - A group of jobs for which duties, responsibilities, qualifications, and conditions of employment are sufficiently able to justify the same treatment with respect to personnel practices.
2. 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.
3. 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.
4. 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.
5. Position - The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant.

B The Commander of the Staff Services Division shall be responsible for maintaining and periodically updating a job task analysis for each position within the police department.

1. A job task analysis supplies the police department with basic information needed for many personnel and management activities as well as:

- a. Serve as a basis for the determination of a position classification plan and compensation.
 - b. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection and appointment and promotion.
 - c. Assists in the establishment of training curricula; and
 - d. Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.
2. The job task analysis will include, at a minimum:
 - a. Duties, responsibilities, and tasks of each position.
 - b. Frequency with which each task is performed.
 - c. Minimum level of proficiency necessary in the job-related skills, knowledge, abilities and behaviors.

IV PROCEDURES (CLASSIFICATION)

A The Police Department shall maintain a written classification plan.

1. The Classification Plan will be evaluated as needed and include;
 - a. Grouping of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements.
 - b. Existence of class specifications for every job within a class
 - c. Provisions for relating compensation to classes
 - d. Provisions for reclassification
2. Position classes within the Police Department are as follows:
 - a. Chief of Police
 - b. Captain of Operations
 - c. Captain of Staff Services
 - d. Lieutenant
 - e. Sergeant
 - f. Youth Officer
 - g. Training Officer
 - h. Patrol Officer
 - i. School Resource Officer

- j. Dispatcher
- k. Maintenance Custodian
- l. Administrative Assistant to the Chief of Police
- m. Property Management Clerk
- n. Records Clerk
- o. Animal Control Officer/Park Ranger
- p. Accreditation Coordinator
- q. Systems Administrator

3. The classification plan shall be reviewed as changes occur.

B The police department specifically, the Commander of the Staff Services Division or designee shall be responsible for developing and maintaining class specifications of each position. Such class specifications shall be presented in the form of a job description.

- 1. Job descriptions will be updated as needed or as a result of a job task analysis.
- 2. Job descriptions will be presented to the Chief of Police for final approval.

V PROCEDURES (DELINEATION OF DUTIES AND RESPONSIBILITIES)

A A statement of duties and responsibilities shall be available for each position within the police department. Such information will be included in the job descriptions.

- 1. In order to assist personnel to have a greater understanding of particular duties and responsibilities, copies of the job description will be available for review.

VI DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

VII EFFECTIVE DATE

This general order approved by the Police Commission on September 18, 1991 and is effective October 7, 1991.

Revised April 1995
Revised July 2000
Revised June 2006
Reviewed July 2009
Revised October 2013

Per Order,

Leon Krolikowski
Chief of Police