

# **COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE**

**Subject: JOB CLASSIFICATIONS**

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## **I. Purpose**

To provide for a review of the functions and objectives of each job, jobs classifications and job descriptions in the Covington Police Department.

## **II. Statement of Policy**

It shall be the policy of the Covington Police Department to work in conjunction with the Personnel Department to ensure effective position classification, salary administration, supervision and training.

## **III. Job Task Analysis**

A. The objectives of job task analyses are to:

1. Serve as a basis for the determination of a position classification plan and compensation;
2. Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions;
3. Assist in the establishment of training curriculum; and
4. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment and promotion.

B. Expert opinion and tested experience should be used to categorize and establish priorities for:

1. The relative importance of the tasks;
2. The minimum level of proficiency necessary in the job-related skills, knowledge and abilities;
3. The means by which these characteristics may be acquired;
4. Minimum qualifications; and

5. Methods of measuring or testing for these characteristics.
- C. Each written job analysis shall contain at least the following:
1. Duties, responsibilities and tasks of each position;
  2. Frequency with which each task is performed; and
  3. Minimum level of proficiency necessary in the job-related skills, knowledge and abilities.
- D. The accreditation manager shall conduct a review of the job descriptions in the police department on an as needed basis. The review will consist of:
1. Updating statements of job tasks;
  2. Determining relevancy of job tasks to job descriptions;
  3. Determining the proper classification for new positions or for upgrading of positions.
- E. The Accreditation Manger will forward a report of findings and recommendations to the Chief of Police within thirty (30) days of completion. The Chief shall forward any recommendations for changes to the City Personnel Director for consideration.

#### **IV. Specialized Assignments**

- A. The Chief of Police shall establish specialized assignments to meet the needs, goals and objectives of the department.
- B. Openings for specialized assignments will be posted throughout the department along with the criteria to meet the requirements of the position.
- C. On an annual basis, the department will review the assignments to determine if the position(s) are still needed.
- D. The review will include:
1. A listing of any specialized assignments.
  2. The purpose for each assignment.
  3. The evaluation of the initial problem that required the implementation of the assignment.

***This SOP supersedes any SOP previously issued.***

BY ORDER OF THE CHIEF OF POLICE:

*Stacey L. Cotton*

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Chief of Police