

Bowie City Police Department - General Orders



TITLE: CLASSIFICATION AND DELINEATION OF DUTIES		NUMBER: 301
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AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS 21.2.2	TOTAL PAGES 3
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I. POLICY

It is the policy of the City of Bowie 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, part-time and volunteer personnel. Successful classification and compensation plans depend on creditable job task analysis, as well as job and position descriptions.

II. 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:

- A. Work behaviors;
- B. Frequency with which the work behavior occurs; and,
- C. Criticality of job-related skills, knowledge and abilities.

III. CLASSIFICATION PLAN-GENERAL

The City of Bowie has a written classification plan. The plan consist of four elements:

- A. Categorization of every position into classes, based upon similarities in duties, responsibilities and qualification requirements.
- B. Job class specifications within the Department are as follows:
 - 1. Chief of Police;
 - 2. Deputy Chief of Police
 - 3. Captain;
 - 4. Lieutenant;
 - 5. Sergeant;
 - 6. Corporal;
 - 7. Master Patrol Officer;

8. Police Officer First Class;
9. Police Officer;
10. Records Supervisor;
11. Communications Specialist II;
12. Communications Supervisor;
13. Communications Assistant Supervisor;
14. Executive Administrative Associate;
15. Administrative Associate;
16. Administrative Assistant;
17. Personnel Specialist;
18. Personel Associate;
19. Property Technician.

C. A provision for relating compensations to classes is provided through the City of Bowie City Council.

D. Provision for job reclassification is in accordance with City policy.

IV. CLASSIFICATION PLAN DEVELOPMENT AND MAINTENANCE

The Department and the City of Bowie share the responsibility in developing and maintaining job specifications for each class. The job specifications of all employees will have a documented review every four years, and revised as necessary. 21.2.2

V. JOB DESCRIPTIONS: (CALEA 21.2.2)

A. Current job descriptions for each Department class are maintained by the City of Bowie Human Resource Office, as well as within the accreditation files.

B. Copies of job descriptions are accessible via the shared drive for all police Department Employees to view.

VI. POSITION DESCRIPTIONS

The Department is responsible for updating and maintaining position descriptions for each sworn position within the Agency. Position descriptions include:

Office of the Chief:

- A. Police Information.

Operations Division:

- B. Operations Services Division Commander;
- C. Training Sergeant ;
- D. Training Officer ;
- E. Communications Specialist I &II ;
- F. Records Sergeant;
- G. Records Officer ;
- H. Administrative Sergeant ;
- I. IT Liaison Officer.

Patrol Division:

- J. Patrol Division Commander ;
- K. Patrol Sergeant;
- L. Patrol Corporal;
- M. Patrol Officer.
- N. Canine Handler

Investigative Division:

- N. Investigative Division Commander;
- O. Community Service Section Sergeant;
- P. Community Service Section Corporal;
- Q. Community Service Section Officer;
- R. School Resource Officer;
- S. Criminal Investigation Section Sergeant;
- T. Criminal Investigation Section Detective;
- U. Evidence Unit Technician;
- V. Traffic Officer;