

# FLORENCE POLICE DEPARTMENT GENERAL ORDER

<b>Subject:</b> <b>JOB DESCRIPTION, CLASSIFICATION &amp; ANALYSIS</b>	<b>Procedure:</b> General Order 9.1.1 CALEA 21.2.2	<b>Total Pages:</b> 2
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 10/26/17	
	<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Amended</b> <input type="checkbox"/> <b>Rescinds</b>	

**I. POLICY**

It is the policy of this department to make personnel management decisions based on proper job classifications and job task analyses. In doing so, this department adopts all relevant City of Florence Policies and Procedures.

**II. PURPOSE**

This written order establishes guidelines for the delineation of duties and responsibilities, and for each job classification, job task analysis, and job description.

**III. SCOPE**

This directive is applicable to all Departmental personnel.

**IV. RESPONSIBILITY**

It shall be the responsibility of all employees to comply with this directive.

**V. GENERAL PROVISIONS**

A. **TASK ANALYSIS** – A written task analysis of each class of full-time employee is completed and maintained on file and includes:

1. The duties, responsibilities, functions, and tasks of the job;
2. The frequency with which the work occurs;
3. How critical the job related skills, knowledge, and abilities are.

B. **CLASSIFICATION PLAN** - This department recognizes the City of Florence Pay Grade system as the written classification plan whereby personnel are grouped based on similarities in duties, responsibilities and qualifications. The classification plan includes the following:

1. SAM Chief of Police
2. SAM Deputy Chiefs
3. SAM Captains
4. SAM Lieutenants

General Order 9.1.1

JOB DESCRIPTION, CLASSIFICATION, & ANALYSIS

- 5. Grade 10 Sergeants
- 6. Grade 9 Police Officer
- 7. Grade 8 Police Officer
- 8. Grade 7 Police Officer
- 9. Grade 6
- 10. Grade 5
- 11. Grade 4

- C. JOB DESCRIPTIONS - A written description of the basic duties and responsibilities of each position are maintained on file, available to all personnel.
- D. REVIEW – Every four (4) years, the Criminal Investigations and Professional Standards Commander will initiate a review of the job descriptions for each employee of the Florence Police Department. However, any supervisor shall make recommendations for job descriptions that require modifications or revisions at any time prior to the four (4) year review. The purpose of this review is to ensure that all job descriptions are current and made available to all departmental personnel. The review will be documented and forwarded to the Chief of Police and the Accreditation Manager upon completion.