
	SALISBURY POLICE DEPARTMENT
	Written Directive: Classification and Delineation of Duties and Responsibilities
	Publication Date: March 21, 2018
	 Approved: Barbara Duncan, Chief of Police
Related CALEA Standards: 21.2.2, 21.2.3, 21.2.4	Classification and Delineation of Duties and Responsibilities Section #119

Classification and Delineation of Duties and Responsibilities

1. Policy:

It is the policy of the Salisbury 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 employee. Successful classification and compensation plans depend on creditable job task analysis, as well as job and position descriptions.

2. Departmental Task Analysis:

- A. The office of the Mayor periodically has a job analysis conducted for every position in the City of Salisbury and, normally, the job analysis is done on a contractual basis.
- B. During the contractual job analysis, one of the principal tasks included a position questionnaire of all employees delineating their duties and responsibilities, interviews with all city department heads, and interviews with a diverse representation of city employees. The task embodied, but not limited to, the following factors:
 - a) Duties, responsibilities, and tasks of each position;
 - b) Frequency with which each task is performed; and
 - c) Minimum level of proficiency necessary in the job-related skills, knowledge, abilities, and behaviors.
 - d) Grouping of every position into classes, based upon similarities in duties, responsibilities, and qualification requirements:
 - e) Existence of job specifications for every position within a class;
 - f) Provisions for relating compensation to job classifications; and
 - g) Provisions for reclassification and appeal.
 - h) A copy of the study is maintained by the chief of police.

3. Departmental Classification Plan:

- A. The department's classification plan which consolidates positions based upon similarity of duties and responsibilities is incorporated into the classification plan of the City of Salisbury
- B. The mayor's office maintains a manual of all approved classifications for the City of Salisbury and provides the chief of police with information relevant to the police department.
- C. On an annual basis, normally as part of the budget process during which positions might be modified and/or upgraded, the Chief of Police provides input to the Mayor's Office as to changes recommended in the classification. Approval of these changes generally is the responsibility of the Mayor's Office.

4. Job Descriptions:

- A. The department maintains current job descriptions covering all employees and they are located in the office of the administrative assistant. These job descriptions are available for review by all sworn and non-sworn personnel by requesting permission through the appropriate supervisor and going through the chain of command.
- B. When an employee enters on duty or when the employee's job description changes due to promotion or any other reason, he/she will be furnished a copy of his/her job description and made to sign it.
- C. An employee will be held accountable for each task and/or responsibility as listed in his/her job description.
- D. If an employee has any question concerning his/her job description, the question should be asked and resolved through contact with his/her supervisor.
- E. A documented review of all departments' job descriptions shall be completed every four (4) years and submitted to the division commanders for review. Division commanders will review the documents and make necessary job task adjustments.

5. Departmental Staffing Table:

The Salisbury Police Department has an organizational chart that provides the following information:

- A. Total personnel strength as authorized by the Salisbury city government and documented on the agency's personnel distribution chart, which is also located on the

Salisbury Police Department computer network.

- B. Number of personnel, by rank or job title, including civilians, within each organizational component, and whether or not each authorized position is filled or vacant is available on the agency's personnel distribution chart, which is also located on the Salisbury Police Department computer network.

6. Position Management System:

The allocation of personnel to each division in the Salisbury Police Department is based upon workload and workload assessments. Distribution of departmental personnel is continually examined and made in accordance with the completed workload assessments and the day to day functions of the department in order to equalize individual workloads within each organization component.

7. Workload Assessments:

- A. At least once every 4 years, the department reassesses the workload of each organizational unit to assure that the allocation of personnel is in accordance with current workload demands. The respective division commanders or their designee are responsible for completing their workload assessments. Each assessment must include, but not limited to; the following:
 - a) The specific method that was used to complete the workload assessment. This can be accomplished by collecting and analyzing data, CFS, CFS location data, caseload assignments, complexity of calls for service, complexity of case investigations, time required for completion and comparing this data to actual time worked, taking into account leave, training and scheduled days off.
 - b) The assessment must also include recommendations for distribution and allocation of personnel within the respective divisional component.
- B. Patrol Sector boundaries are based on reporting areas and equalized workload, where possible. Workload and data are evaluated and discussed at appropriate staff meetings.
- C. The Department maintains a map of its service areas organized into identified reporting areas for purposes of the distribution of personnel by tabulating incidents by reporting areas. The map is organized into major reporting areas designated as routes and smaller (sub-routes) areas in each route designated as beats. The sector boundaries are designated according to workload assessments in reporting areas. Current copies of this map are maintained in the communications center.

Related CALEA Standards: [21.2.2](#), [21.2.3](#), [21.2.4](#)

**Classification and Delineation of Duties and
Responsibilities**
Section #119

- D. The Chief of Police retains the final authority in the assignment of all personnel to ensure effective coverage and use of resources; however, unusual circumstances or hardships may be considered by the Division Commanders.