

<b>COOLIDGE POLICE DEPARTMENT</b>		
	<p style="text-align: center;"><b>CHAPTER 21</b></p> <p style="text-align: center;"><b>CLASSIFICATIONS; DUTIES AND RESPONSIBILITIES</b></p> <p>CALEA Standard(s):</p>	<p><b>General Orders</b></p>
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**21.1 CLASSIFICATIONS**

The development of position task analysis and written position classifications is the responsibility of the Human Resources Department, and must be done in compliance with City HR rules and procedures. The Police Department shall review and approve each position classification for which a police department employee may be assigned, ensuring that the essential functions, work behaviors, frequency with which the work behavior occurs and criticality of the job-related skills, knowledge and abilities of each position within the agency are adequately described within the classification description. This review is critical as the position classification establishes hiring, promotion, training and job performance criteria. The City HR maintains copies of these position classifications and makes them available, upon request, to an employee.

**21.2 Duties and responsibilities**

The assignment of the duties and responsibilities of each individual within the agency is the Department’s responsibility. It is the responsibility of all supervisors to ensure that the duties and responsibilities assigned to a specific employee fall within the employee’s classification.