

# PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

			ORDER NO: 21-01
SUBJECT: Job Classifications			
EFFECTIVE DATE	DISTRIBUTION	REVIEWED: REVISED:	Annual
Jan. 15, 1994	A		
REQUIREMENTS:			
ISSUED BY: Chief Joseph A. Platzer		FORMS:	

I. PURPOSE

The purpose of this order is to establish a system for the development and maintenance of job descriptions.

II. POLICY

- A. It is the policy of the Department to maintain a current job description for each class identified. Each job description must be reviewed and approved by the Human Resources Director.
- B. Each job will be placed in a group with other jobs that have similar duties, responsibilities, and qualification requirements.
- C. The Department will maintain a current copy of each job description for each class within the job description shared drive. Each supervisor will have access to this drive. Job descriptions will be updated as required.
- D. Each job description will contain the following items:
  - 1. Class title.
  - 2. Statement on the nature of work.
  - 3. Examples of work performed.
  - 4. Statements about the desired knowledge, skills, and abilities.
  - 5. Statement about the desired education and experience levels.

- F. For unionized positions, compensation is covered by collective bargaining agreements. For non-union job classes, it is recognized that all members of a class should be treated fairly in terms of compensation considering their job tasks, qualifications, experience, and job performance. The Chief of Police or designee is responsible for modifying any class or developing any class.
- G. The Department will make every effort to accurately define job descriptions. The City of Port Huron Human Resource Department is the authority for approving job descriptions. Any conflicts between the Police and Human Resource Department will be addressed, clarified, and brought to a mutual conclusion as soon as possible.
- H. Any employee who believes their job is so specific that it should have its own job description may apply to the Chief, via the chain of command, for a reclassification. If a reclassification study is initiated, the Chief will work with the Human Resource Department in conducting a job reclassification study.
- I. Each employee is issued the job description of their job.

III. DEFINITIONS

Job Description: A job description is a document, approved by the Chief of Police and the City Human Resource Director, which outlines the general duties, responsibilities and qualifications, skills, knowledge, and abilities necessary to perform the job. There are currently job descriptions for:

Chief

Captain

Lieutenant - Administrative Services

Lieutenant - Detective

Sergeant - Detective

Lieutenant - Patrol

Sergeant - Patrol

Detective/Juvenile

Police Officer

Records Administrative Supervisor

Records & Identification Clerk

Property Custodian/Crime Analyst

Animal Control Officer

Traffic Safety Officer

Community Services Officer

Police Cadet

Crossing Guard

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