

		DIRECTIVE 1.6			
SUBJECT Classification and Delineation of Duties and Responsibilities		NO. PAGES 2			
DISTRIBUTION All Personnel	AMENDS Directive §1.6 Dated: 05/01/94	THIS ORDER CANCELS • Cross Reference Directive(s) 1.2			
DATE OF APPROVAL 04/14/09	DATE OF ISSUE 02/10/09	Applicable Accreditation Standards			
		21.1.1 a-c	21.2.1 a-d	21.2.2	
ISSUED BY: Chief Michael J. Szczerba Chief of Police <i>Michael J. Szczerba</i> Reviewed: 2/10/2012					

Classification and Delineation of Duties and Responsibilities

Directive: **1.6**

A. Job Task Analysis

A job task analysis provides essential data relating to duties, responsibilities, and tasks performed in each position of the Department of Police. Additionally, a written job task analysis is used to:

- Determine job classifications and compensations;
- Provide guidance as to duties and responsibilities of individual positions;
- Provide guidelines relating to qualifications requirements for recruitment, (examination), selection and (appointment), and promotion.
- Assist in the establishment of training requirements.

The Human Resources Division shall maintain a written job task analysis file on every position within the Department of Police. The job task analysis shall include:

- The duties, responsibilities, and tasks of each position. (CALEA 21.1.1a)
- The frequency a task is performed. (CALEA 21.1.1b)
- The level of proficiency required to perform the tasks.

- The qualification skills, knowledge, and abilities necessary to fill the position. (CALEA 21.1.1c)

B. Classification

Wilmington City Code, Chapter 40, Sections 40-27 through 40-48, set forth Rules and Regulations dealing with position classification for City of Wilmington employees. Chapter 40 is known as the Personnel Code and in 40-46 states that the City Council, upon recommendation of the Director of Personnel, and after approval by the administrative review board, shall create and adjust classes of positions in the classified service, (CALEA 21.2.1b) which classes shall be included in the "Position Classification and Salary Plan of the City of Wilmington." (CALEA 21.2.1c) This plan shall include a descriptive title and a definition outlining the scope of the duties and responsibilities for each class of positions. (CALEA 21.2.1a)

Chapter 40-48 states that the Director of Personnel "shall maintain a written specification for each class, and such class specifications, when approved by the Administrative Board and adopted by City Council, shall constitute the official specifications of classes in the city service".

Chapter 40-47 subsection A-2 further states that "the Director of Personnel, upon written request of any employee or upon his own initiative, after consultation with the head of the department concerned, may undertake an inquiry of the classification of any position." Section 40-50 states that a salary schedule for classified employees will be kept on file in the office of the City Clerk. (CALEA 21.2.1d)

The Commanding Officer of the Human Resources Division shall annually review with the appropriate representatives of the City of Wilmington Personnel Department all class specifications of personnel assigned to the Wilmington Department of Police. Changes shall be coordinated by the Human Resources Division Commander with City of Wilmington Personnel Department. Should the class specification require no action, the review should be noted, dated and signed.

Any member of the Department, sworn or civilian, can review the above city codes by contacting the Commanding Officer of the Human Resources Division.

C. Delineation of Duties and Responsibilities

A statement of duties and responsibilities for each sworn position within the Wilmington Department of Police is defined in Directive 1.2 of the Police Officer's Manual, which is distributed to every sworn member of the Department. A statement of duties and responsibilities for every non-sworn position within the Department of Police can be obtained through the City of Wilmington Personnel Department. Any member can review the statement of duties and responsibilities for any position within the Department by contacting the Human Resources Division. (CALEA 21.1.1)