

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	Reference Number <b>HMR-022</b>
	Subject <b>Official Job Description</b>	
	Special Instructions Replaces HMR-022 dated November 21, 2011	Effective Date <b>March 1, 2015</b>

## **I. PURPOSE**

Establish guidelines for the publication of job descriptions for each position within the Department.

## **II. POLICY**

There shall be an official job description for each police and civilian position within the Department. These job descriptions shall be maintained on the Department's SharePoint site.

## **III. PROCEDURE**

A. Division and Zone Commanders shall cause a job description to be written for each civilian and police position within their respective Division or Area. The job description shall be written as demonstrated in the sample job description.

B. Commanders shall provide all employees with a copy of the job description for their specific position.

C. When there are revisions to an official job description, the author of the change shall attach a separate sheet that summarizes the change(s) contained in the revised job description.

D. Original and revised job descriptions shall become official only after approval by the Superintendent, Chief of Staff, or the Assistant Chief of Staff Human Resources and Administration.

E. Human Resources Division shall be responsible for maintaining all official job descriptions and shall cause their publication.

F. Vacancies and new positions shall have an official job description on the Department's SharePoint site.

G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.