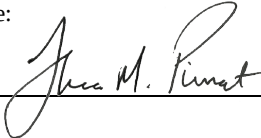


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 106	Section: ADMINISTRATION	Effective Date: SEPTEMBER 2022
Title: CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES		
Accreditation Standards: ADM.08.01		
Review Date: JANUARY 2024	Total Pages: 1	Chief of Police: 

I. JOB DESCRIPTION

- A. Job Descriptions.
Job descriptions entail the job title, reporting relationships, identification of important or essential elements of each position, and dissecting the job into parts.
- B. The Chief of Police or designee will establish a job description of every position within the Department. The job description will be reviewed by the Chief of Police or designee every three years. These job descriptions will contain:
 - 1. Job title;
 - 2. Reporting relationships;
 - 3. Identification of important and/or essential elements of the position;
 - 4. Duties, responsibilities and tasks of each position;
 - 5. Frequency with which each task is performed;
 - 6. Minimum level of proficiency necessary in job related skills, knowledge, abilities and behaviors.
- C. The Recruit and Training Unit (RTU) will maintain current job description for all positions within the Department so personnel may review the duties and responsibilities of each job assignment. The RTU or designee will issue each employee a job description of their job upon employment with the Department or change in job assignment.

II. CLASSIFICATION

- A. Classification Plan.
 - 1. The Department has a written classification plan that is prepared by the Human Resources Director. The Chief of Police will inform the Human Resources Director of any changed conditions that may affect class specifications and/or position classifications within the Department.
 - 2. The classification plan will be in accordance with the Code of Virginia, §15.2-1506 "Duty of Town to have uniform pay plan."
- B. Classification Plan Review.
The Chief of Police and the Human Resources Director will review the classification plan annually during budget preparations. All reviews and subsequent revisions will be implemented at this time. Changes in the assignment of duties, responsibilities and qualifications for positions will be made internally at any time as long as they do not conflict with the Town's classification plan. Recommended or suggested revisions to the classification plan will be made to the Town Manager for presentation to the Town Council.
- C. Duties and Responsibilities.
The duties and responsibilities of each job classification within the Department will be developed in coordination with the job classification plan.