



City of Manassas Police Department General Duty Manual



| | | |
|---|----------------------|--|
| Effective Date: 11-27-2007 | GENERAL ORDER | Number: 06-01 |
| Subject: Position Descriptions: Patrol Services Division | | |
| <input type="checkbox"/> New <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed 11-08-2014 Job Description Sheets Dated: 03-14-2000 | | Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A |
| Accreditation Standards: 41.1.1/ | | Total Pages: 1 |

PURPOSE:

To provide Class Titles and Class Specifications for Department members of the Patrol Services Division.

POLICY:

A clear delineation of duties and responsibilities is necessary for the overall effectiveness of the Department and to avoid duplication of effort. Changes in position descriptions are proposed by the Chief of Police, processed by the Director of Human Resources, recommended by the City Manager, and approved by the City Council. A review is conducted every three years, by the Director of Human Resources to ensure that position and job descriptions reflect duties and responsibilities as they actually exist. A position description reflects illustrative examples of work performed; it is descriptive, not limiting, and is not intended to describe all the work performed.

DISCUSSION:

For the purpose of this directive, the following definitions apply:

CLASS TITLE: The duties and responsibilities or work assigned by virtue of the position held.

CLASS SPECIFICATION: An assignment of duties, tasks or responsibilities within the normal position description, e.g., a member of the Emergency Services Unit occupies the position of a police officer, but is performing a job while acting in the ESU capacity. A job assignment may be voluntary, or assigned, and involves duties, tasks and responsibilities outside the normal position description and possibly outside the normal lines of supervision. In some instances, a member's everyday title may differ from the class title noted on the City Class Specification sheet, e.g., an "Administrative Specialist III" may hold the everyday title of "Administrative Assistant."

PROCEDURE:

I. Position Descriptions: Patrol Services Division.

- A. Current job / position descriptions are available to members in the Class Specifications binder located in the Office of Professional Standards, or can be accessed on the City website in the Document Center at: <http://agency.governmentjobs.com/manassas/default.cfm?action=agencyspecs>
- B. Class Titles included in the Patrol Services Division are:
 1. Commander of Patrol Services (Police Captain).
 2. Police Lieutenant.
 3. Police Sergeant.
 4. Police Officer.
 5. Community Liaison/Parking Enforcement Officer.
 6. Animal Control – Shelter Administrator.
 7. Animal Control Officer.
 8. Animal Shelter Supervisor.
 9. Animal Caretaker I.

Attachments: N/A

Index as: Class Specification Sheets: Patrol Services Division.