




City of Manassas Police Department General Duty Manual



Effective Date: 07-07-2007	GENERAL ORDER	Number: 07-01
Subject: Position Descriptions: Investigative Services Division		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 06-10-2019		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards:	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

To provide Class Titles and Class Specifications for Department members of the Investigative 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 as needed, 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 assigned to the Investigative Services Division, as a detective occupies the position of a police officer, Sergeant, Lieutenant, or Captain. There is no distinction made within the class for the position held. 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: Investigative 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 Investigative Services Division are:
 1. Commander of Investigative Services (Police Captain).
 2. Police Lieutenant.
 3. Police Sergeant.
 - a. General Assignment
 - b. Vice Narcotics Assignment
 4. Police (Officer) Detective
 5. Administrative Specialist.
 6. Crime Analyst

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Attachments: N/A

Index as: Class Specification Sheets: Investigative Services Division.

References: N/A