

DIRECTIVE 21.1 JOB ANALYSIS

Issue Date: 03/06/2025	By Order of Chief of Police
Rescinds: (Issue 05/06/2021) Pages: 1	CALEA Standards Referenced: 21.1.1
	Review: October 2025

This directive consists of the following sections:

[21.1.1 Job Analysis](#)

POLICY AND PROCEDURE:

[21.1.1 Job Analysis](#)

The Miami Township Police Department provides a written job analysis for every class of employee, both part-time and full-time, in the agency. Additionally, a written job analysis is provided for the assignments of Detective, Narcotics Investigator, Crime Prevention/Community Relations, and School Resource/DARE Officer.

The job analysis sets forth the responsibilities and duties of individual positions and provides guidance to employees and supervisors in understanding what is expected of each employee. The job analysis cannot be seen as all encompassing. Employees may in the course of providing effective police service be expected to perform jobs or assume responsibilities not set forth in the written job analysis. These exceptions may be dictated by the circumstances of a particular incident or may be assigned by a superior.

The job analysis also sets forth the minimum qualification requirements for recruitment, selection, appointment and promotion and serves as a basis for the determination of a position classification plan.

Each job analysis will include:

- Work Behaviors: duties, responsibilities, functions and tasks of each position;
- The approximate frequency with which the work behavior occurs;
- How important the work behaviors are, and
- The job-related skills, knowledge and abilities needed to perform the work behaviors effectively.

Miami Township Police Department will work with Human Resource personnel to update the job analysis' when significant changes occur in any position, department functions and organizational strategies.