

## DIRECTIVE 21.2 CLASSIFICATION

<b>Issue Date: 09/04/2020</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue 04/27/2020)</b>	<b>CALEA Standards</b>
<b>Pages: 3</b>	<b>Referenced: 21.2.1; 21.2.2; 21.2.3 &amp; 21.2.4</b>

**This directive consists of the following sections:**

- 21.2.1 Classification Plan**
- 21.2.2 Job Descriptions, Maintenance and Availability**
- 21.2.3 Position Management System**
- 21.2.4 Workload Assessment**

### **POLICY AND PROCEDURE:**

#### **21.2.1 Written Classification Plan**

Classification involves describing the different kinds of work performed in an agency and consolidating similar jobs into classes based upon similarity of duties and responsibilities. A structured classification plan allows the Miami Township Police Department to achieve more efficient administration and ensure more equitable treatment of its personnel. Each department member is designated as falling into a specific rank or position. The employee's specific classification is based upon an assessment of his or her duties, responsibilities and qualification as compared to the job description.

Every position/job title in the Miami Township Police Department is assigned a Classification of Sworn or Non-Sworn, Full-Time or Part-Time.

The following positions/job titles are Classified as Sworn, Full-Time, Part-Time or Volunteer.

- Chief of Police
- Lieutenant
- Sergeant
- Corporal
- Police Officer

Sworn members compensation for the class specifications of Chief of Police and Lieutenant are paid in accordance with adopted Personnel Resolutions set by the Board of Trustees based on duties, responsibilities and qualifications. Sworn members compensation for the positions of Sergeant and Police Officer are paid in accordance with the salary and wage schedule adopted by the Miami Township Trustees through the Collective Bargaining Agreement.

The following positions/job titles are Classified as Non-Sworn, Full-Time or Part-Time as indicated on the Job Description.

- Administrative Assistant
- Police Records Clerk

Non-Sworn members compensation are paid in accordance with adopted Personnel Resolutions set by the Board of Trustees based on duties, responsibilities and qualifications.

Employees may be reclassified (promoted or demoted) in accordance with the Fraternal Order of Police Bargaining Agreements, Miami Township Personnel Policies & Procedures and applicable Miami Township Police Directives. The final decision of reclassification for all personnel rests with the Miami Township Board of Trustees.

### **21.2.2 Job Descriptions, Maintenance & Availability**

The Miami Township Police Department shall maintain job descriptions covering all employees regardless of Full-Time, Part-Time or Volunteer status. Job descriptions shall be available via Power DMS for any person desiring to review a job description.

It is the responsibility of the Chief of Police or his/her designee to ensure that a job description is developed anytime a new position, rank or permanent assignment is added to the Miami Township Police Department.

The job descriptions covering all employees shall be reviewed and documented quadrennially.

### **21.2.3 Position Management System**

The Accreditation Manager shall develop and maintain a staffing table that provides the following information:

- The number and type of each position authorized;
- The location of each authorized position within the organizational structure;
- The position status information, whether filled or vacant for each authorized position in the department.

The Accreditation Manager shall update the staffing table as needed.

#### 21.2.4 Workload Assessments

The Department may allocate personnel to Divisions based on workload assessments. The Chief of Police or his/her designee may prepare a workload assessment for the department and each of its components at least quadrennially.

The workload assessment shall include at a minimum:

- Number of incidents/tasks handled;
- Average time required to handle an incident/task;
- Time lost through days off, holidays, vacation and other leaves compared to the total time for each assignment;
- Calculations of the percent of time, on the average, that should be available to personnel for handling incidents during a specified period (shift).

The workload assessment system shall be documented, including calculations and source documents utilized.

The Chief of Police shall assess current workloads of each organizational component and may reallocate personnel accordingly.

It will be the responsibility of the Chief of Police and Division Supervisors to distribute their personnel in accordance with the workload assessments for their divisions to obtain the most effective and efficient utilization of personnel.