JOPLIN POLICE DEPARTMENT	3-08 STANDARD OPERATING GUIDELINE
SUBJECT: Classification and Delineation of Duties	**REVIEW DATE: Annually - March**
EFFECTIVE DATE: 03/27/2024	**ACTION DATE:**
AMENDS/SUPERSEDES: 04/01/2020	**AMEND DATE: 03/19/2024**
ACCREDITATION INDEX: 16.1.2, 21.1.1, 21.2.1 a, b, c, d, 21.2.2	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

The police department shall comply with the City of Joplin Classification of Positions Plan. This plan is based upon comprehensive studies and analysis of performance, requirements, needed qualifications, education, training and experience for each position, and the grouping of like positions into classes for assignment and compensation purposes. The plan permits common position description for each, avoiding separate job requirements for recruitment, examination, selection, appointment and promotion. For additional information please refer to the Home Rule Charter, Article V. - Personnel, of the City of Joplin Code and The City of Joplin Employee Handbook Section 2. (21.2.1 a, b, c, d)

II. PURPOSE

To establish guidelines for the delineation of duties and responsibilities for all Department personnel.

III. PROCEDURE:

A. Task Analysis (21.1.1)

Each full-time position of employment within the Department will be examined during the "job task analysis". The duties and responsibilities of each position will be used as a basis for classification of each position and to determine the qualifications necessary to fulfill the tasks required by the position. This information will remain on file with the Human Resources Department of the City of Joplin.

1. Each job task analysis will include, but not limited to:

   a. Duties, responsibilities and tasks of each position; (21.1.1 A)

   b. An approximate frequency in which each task is performed; and (21.1.1 B)

   c. The criticality of the job-related skills, knowledge, abilities and behaviors. (21.1.1 C)

2. The position classification plan will be evaluated periodically. This evaluation shall be made by the Human Resources Department in order to identify positions that may need re-defining, re-classification or elimination.

   a. Any revisions in job descriptions shall be approved by the Chief of Police.

   b. A special review of job descriptions may be initiated at times other than the periodic review.

   c. Job description changes as a result of the special review shall be approved by the Chief of Police.

B. Classification Plan (21.2.1 A, B, C)

All Department personnel are grouped into classes, based upon similarities in duties, responsibilities and qualification requirements.

1. Police Command Group

   a. Police Chief

   b. Police Assistant Chief

   c. Police Captain

      i. Uniforms Operations Bureau Captain

      ii. Professional Standards Bureau Captain

      iii. Investigations Bureau Captain

      iv. Support Services Bureau Captain

2. Police Operations Group

   a. Police Sergeant

      i. Patrol Sergeant

      ii. Traffic Supervisor

      iii. Detective Sergeant

      iv. Training Sergeant

      v. Internal Affairs Sergeant

      vi. Community Engagement Sergeant

   b. Police Corporal

      i. Patrol Corporal

      ii. Detective Corporal

      iv. Traffic Corporal

      v. Internal Affairs Corporal

      vi. Community Engagement Corporal

   c. Police Officer

      i. Patrol Officer

      ii. K-9 Officer

iii. School Resource Officer

iv. Crime Prevention Officer

v. Court Bailiff

vi. Traffic Officer

vii. Training Officer

3. Investigation Group

a. Police Detective

4. Public Safety Communications Group

a. Public Safety Communications Manager

b. Dispatch Supervisor

c. Public Safety Communications Operator I

d. Public Safety Communications Operator II

d. Communication Technician Manager

e. Communication Technician

5. Jail Operations

a. Jail Administrator

b. Jail Shift Supervisor

c. Jail Detention Officer

d. Jail Cook

6. Clerical Group

a. Administrative Assistant

b. Crime Analyst

c Evidence Technician

d. Police Services Assistant

7. Unclassified

a. Part-time/reserve Police Officer (sworn)

b. Adult School Crossing Guard (civilian)

8. Classes shall be compensated as directed by the City of Joplin Salary Administration Plan.

9. The Chief of Police may review and revise classifications and specifications and/or dictate that additional classes be formulated. (21.2.1 D)

C. Police Department Role

The Chief of Police is responsible for the development and maintenance of class specifications of all positions within the police department. Police personnel will assist and comply with any requests from Human Resources regarding re-classification and analysis.

D. Job Description Maintenance (21.2.2)

The Joplin Police Department Job Descriptions describe the basic duties and responsibilities of each position within the Department. These job descriptions will be maintained on the Department Power DMS software, to enable all personnel to review.

i. All job descriptions and responsibilities of each position will be reviewed once every four years. This will be completed by the Chief or his designee. (21.2.2)

IV. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules, or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

V. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in any evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only inform the basis of a complaint by this department, and then only in a non-judicial administrative setting.