

	GAITHERSBURG POLICE DEPARTMENT			
	Position Classifications and Job Tasks			
	GENERAL ORDER	201.1		Related CALEA Standards:
	Effective Date	05/17/2021		21.2.1, 21.2.2
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE	DATE 05/17/2021	

1. PURPOSE

1.1. Position descriptions are intended to accurately reflect the duties and responsibilities of all members. Input is solicited by the Accreditation Manager in order to conduct an annual review. All members are made aware of the details of their positions by being provided with descriptions, when the descriptions change, when a member moves to a new position, or during new employee orientation.

2. POLICY

2.1. It is the policy of the City’s Department of Human Resources to regularly conduct a job task analysis of every class of employee. The job task analysis addresses work behaviors, the frequency with which they occur and critical job related knowledge, skills and abilities required for successful performance. All current position descriptions are available for review electronically on the City website or within PowerDMS.

2.2. The Police Department will at least every four years, or as necessary, review all job descriptions, to include part-time and interns within the Department.

2.2.1. Each Bureau Commander will review the job descriptions for those positions within their control.

2.2.2. Employees are also encouraged to review their job description and make recommendations to their commander, through proper chain of command.

3. DEFINITIONS

3.1. **Classification** - Within the context of this directive, the term “classification” refers to a category of authorized positions that is defined by a summarization of assigned job functions, minimum qualifications and requisite education, experience, knowledge, skills and abilities. Employees of the same classification share the same title, minimum qualifications, and similar kinds of work activities, but may have assignments in which daily tasks differ in response to operational needs.

3.2. **Employee/Member** - Within the context of this directive, the terms “employee” and “member” refer to all employees of the Gaithersburg Police Department, unless a more direct distinction is made.

- 3.3. Qualified Applicant with a Disability** - Within the context of this directive, the term “qualified applicant with a disability” refers to a person who satisfies the skill, experience, education, and other job related requirements of the position such individual holds or desires and, with or without reasonable accommodation, can perform the essential job functions of the position.

4. PROCEDURE

4.1. General Provisions

- 4.1.1. Every job is grouped into classes, based upon similarities in duties, responsibilities, and qualification requirements.
- 4.1.2. The paramilitary structure of the Department lends to a classification plan based on ranks and titles.
- 4.1.3. Compensation is related to job classifications through periodic review of the City’s classification plan by the Human Resources Director.
- 4.1.3.1. The City's salary scale is compared with that of other municipal governments within the area where similar positions exist.
- 4.1.3.2. Salary and classification may be based upon:
- 4.1.3.2.1. Scope of authority;
- 4.1.3.2.2. Duties and responsibilities required of the position; and
- 4.1.3.2.3. Requisite knowledge, skills, abilities, and experience for successful performance.

4.2. Department Job Classes

- 4.2.1. Chief of Police
- 4.2.1.1. The Chief of Police serves as the Chief Administrative Officer of the Department.
- 4.2.1.2. The Chief of Police is the final Department authority on all matters of policy, procedures, operations, and discipline.
- 4.2.2. Lieutenant
- 4.2.2.1. A Lieutenant is considered (by Department policy and by MPCTC regulations) to be a first line administrator.
- 4.2.2.2. Promotion from Sergeant to Lieutenant is outlined in

General Order 207.1.

- 4.2.2.3. Duties and responsibilities that are unique to their assignments are outlined in their goals and objectives, as well as General Order 101.1.
- 4.2.2.4. A Lieutenant performs administrative work consistent with the position description, and under the direct supervision of the Chief of Police.
- 4.2.2.5. A Lieutenant may temporarily act in the capacity of Chief of Police, in the Chief's absence as directed.
- 4.2.3. Sergeant
 - 4.2.3.1. A Sergeant is considered (by Department policy and MPCTC regulation) to be a first line supervisor.
 - 4.2.3.2. Promotion to Sergeant is a competitive process as outlined in General Order 207.1
- 4.2.4. Corporal
 - 4.2.4.1. A Corporal is considered (by Department policy and MPCTC regulation) to be a first line supervisor.
 - 4.2.4.2. Promotion to Corporal is a competitive process as outlined in General Order 207.1.
- 4.2.5. Police Officer III
 - 4.2.5.1. A Police Officer III (PO III) is a police officer who has at least four (4) full years of sworn service with the Department.
 - 4.2.5.2. Promotion to PO III from Police Officer II is not a competitive process, but is contingent upon satisfactory performance evaluations.
 - 4.2.5.3. Since all PO III assignments require similar duties and responsibilities, they are grouped into one classification.
- 4.2.6. Police Officer II
 - 4.2.6.1. A Police Officer II (PO II) is a police officer who has at least two (2) full years of sworn service with the Department.
 - 4.2.6.2. Promotion to PO II from Police Officer I is not a

competitive process, but is contingent upon satisfactory performance evaluations.

4.2.6.3. Since all PO II assignments require similar duties and responsibilities, they are grouped into one classification.

4.2.7. Police Officer I

4.2.7.1. A Police Officer I (PO I) is a police officer with less than two full years of sworn service with the Department. A PO I may be taken off probation after one year, but will continue to hold the rank of PO I for an additional year.

4.2.7.2. At the discretion of the Chief of Police and City Manager, newly hired officers with prior law enforcement experience are eligible to receive a salary compensation commensurate with their prior law enforcement experience upon hire.

4.2.7.3. Since all PO I assignments require similar duties and responsibilities, they are grouped into one classification.

4.2.8. Emergency Management Coordinator

4.2.8.1. Emergency Management Coordinator is a full-time, civilian position in the Office of the Chief.

4.2.8.2. This position has command staff level duties and responsibilities and involves emergency planning for the Department and other elements of the City government.

4.2.8.3. The Emergency Management Coordinator also maintains communication and liaison with other planners at the county, state, and federal levels concerning operations that may involve a joint response.

4.2.8.4. The Emergency Management Coordinator is also designated as the Department's Training Coordinator.

4.2.9. Police Administrative Services Supervisor

4.2.9.1. Police Administrative Services Supervisor (PASS) is a full-time, civilian position in the Administrative Bureau.

4.2.9.2. This position entails management of office operations and supervisory responsibilities.

4.2.10. Crime Analyst

- 4.2.10.1. Crime Analyst is a full-time, civilian position in the Special Operations Bureau.
- 4.2.10.2. This position involves the tracking of criminal incidents and traffic collisions along with the preparation of analytical reports, and acts as a liaison with allied agencies.
- 4.2.11. Administrative Assistant
 - 4.2.11.1. Administrative Assistant is a full-time, civilian position in the Administrative Bureau and entails advanced clerical and office responsibilities.
 - 4.2.11.2. This position supports other Department members through the management of records and filing systems, processing of incoming and outgoing correspondence and other duties as required.
- 4.2.12. Speed Camera Technician
 - 4.2.12.1. Speed Camera Technician is a full-time civilian position in the Special Operations Bureau.
 - 4.2.12.2. This position operates photo speed enforcement systems and equipment and handles data review and transfer.
- 4.2.13. Parking Enforcement Official
 - 4.2.13.1. Parking Enforcement Official is a civilian position, consisting of both full-time and part-time positions in the Special Operations Bureau.
 - 4.2.13.2. This position is responsible for the enforcement of parking regulations within the City limits.
- 4.2.14. Police Services Aide
 - 4.2.14.1. Police Services Aide (PSA) is a part-time, civilian position in the Administrative Bureau.
 - 4.2.14.2. This position provides support to other Department members by answering phone calls, fielding questions from the public, accessing files, data entry, processing payments, making phone calls, and making appropriate referrals.
- 4.2.15. Accreditation Manager / Property Custodian
 - 4.2.15.1. Accreditation Manager / Property Custodian is a full-time,

civilian position in the Administrative Bureau.

4.2.15.2. This position maintains the Department's accreditation program, through periodic reviews by CALEA, The Commission on Accreditation for Law Enforcement Agencies.

4.2.15.3. This position also maintains the Department's property and evidence taken in by members of the Department.

4.2.16. Systems Support Manager

4.2.16.1. System Support Manager is a full-time, civilian position in the Administrative Bureau.

4.2.16.2. This position performs routine to intermediate technical support for all police-related information and technology programs.

4.3. Reclassification

4.3.1. Pursuant to Section 406 of the City's Personnel Rules and Regulations Manual, the City Manager, as part of the annual budgetary process, will periodically review the classification of all positions and, as a result, may combine existing classes or establish new ones, or reclassify positions as the needs of the City require.

4.3.2. Changes in Department operations and service delivery may result in the need for a new class of position to perform significantly different duties and responsibilities not reflected in the current class of positions. Pursuant to Administrative Policy 407 – Classification Review, of the City's Personnel Rules and Regulations Manual, a new classification or reclassification request may be made for such circumstances.

4.3.2.1. A request for a new classification or reclassification of a position may be initiated by an incumbent employee, the employee's supervisor, the Chief of Police, or the Department of Human Resources, during the annual budget process.

4.3.2.1.1. Requests must be made through completion of a Position Description Questionnaire (PDQ) by the incumbent employee (or by the position supervisor if the position is vacant).

4.3.2.1.2. After review of the PDQ, the Management Review Form must be completed by the

supervisor and the Chief of Police, and must then be reviewed and signed by the City Manager.

4.3.2.1.3. Requests will be submitted to the Department of Human Resources for analysis, evaluation, and recommendation.

4.3.2.1.4. When deemed appropriate by the City Manager, the Human Resources Director may submit the request to a human resources management consultant for analysis, evaluation, and recommendation.

4.3.2.1.5. The City Manager will review the recommendation provided and will have final authority for approval or denial of the new classification or reclassification.

4.3.2.1.6. Reclassifications shall not be requested as a method of awarding an employee a salary increase.

4.3.2.2. If a new classification or reclassification request is approved, it will be effective at the beginning of the first pay period of the next fiscal year, except as otherwise directed by the City Manager.

4.3.2.2.1. If a new job title is assigned as part of the process, the new job title will be effective at the same time.

4.3.2.2.2. An employee must meet the minimum qualifications of the new classification in order to be reclassified.

4.3.2.3. If a new classification or reclassification request is not approved, the individual who made the request may submit a Request for Reconsideration.

4.3.2.3.1. The reconsideration process allows the individual a final opportunity to provide additional information or data that was not included in the original submission that he or she believes is pertinent to supporting the reconsideration request.

4.3.2.3.2. The Reconsideration Request must be made

through completion of a Request for Reconsideration Form. The position supervisor and department head must review the reconsideration request and indicate agreement or disagreement.

- 4.3.2.4. The City Manager may direct the Human Resources Director to reclassify a position class at any time throughout the fiscal year, as the needs of the City may require. Such direction must be in writing and must state the reasons the reclassification is warranted.

4.4. Compliance with the Americans with Disabilities Act (ADA)

- 4.4.1. In the drafting and subsequent revisions of job descriptions, the Department strives to ensure that they are non-discriminatory.
- 4.4.2. The Department also ensures job descriptions are in compliance with Title I of the ADA.
- 4.4.3. Pursuant to the ADA, the Department conducts all employment activities in a manner that does not discriminate against qualified applicants with disabilities.