

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 21.1

CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES

ACCREDITATION STANDARDS: CALEA – 21.2.1, 21.2.2

EFFECTIVE DATE: July 5, 1996

RESCINDS: G.O. 21.1, July 11, 2012 and all applicable Amended/Temporary Orders prior to January 5, 2018

LAST REVISED DATE: January 5, 2018

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This general order contains the following numbered sections:

- I. Classification
 - II. Job Descriptions
 - III. Definitions
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POLICY

It shall be the policy of the Winter Haven Police Department to maintain current job classifications and descriptions for all employees and members within the Department.

PURPOSE

The purpose of this general order is to establish and maintain a system of classification of jobs and to provide methods of determining duties and responsibilities.

SCOPE

This general order shall apply to all Department members.

DISCUSSION

The Department uses the City of Winter Haven's written classification plan along with Department developed job descriptions that include statements of duties and responsibilities for each position in the Department.

The Human Resources Department of the City of Winter Haven is responsible for administering the Department's job classification plan as part of the overall system used by the City of Winter Haven. The Department is responsible for periodically reviewing the system and making recommendations for changes to Human Resources.

PROCEDURE

I. Classification

- A.** A written classification plan is used by the City of Winter Haven to describe the different kinds of work performed in the Department and consolidating similar positions into classes based upon similarities of duties and responsibilities. The position classifications and established pay grades are maintained by the Human Resources Department along with job descriptions and specifications. The plan includes the following elements: (CALEA 21.2.1a)
 - 1.** The grouping of every job into classes, based upon similarities of duties, responsibilities a qualification requirements. Class titles for sworn positions are established by rank, while class titles for non-sworn positions are established by similar functions.
 - 2.** The existence of class specifications for every job within a class. (CALEA 21.2.1b)
 - 3.** Provisions for relating compensation to classes. (CALEA 21.2.1c)
 - 4.** Provisions for reclassification. (CALEA 21.2.1d)
- B.** The Personnel Selection Coordinator is responsible for working with the Human Resources Department to evaluate and revise classifications as needed.

II. Job Descriptions

- A.** Written job descriptions for each position within the Department have been developed and are kept on file within the Accreditation Office and the City of Winter Haven Human Resources Department. Job descriptions are updated as needed by the Personnel Selection Coordinator. A job description for each job is available for review by any Department member by contacting the Accreditation Manager or the City of Winter Haven Human Resources Director. (CALEA 21.2.3)

III. Definitions

- A.** *Class Specification* – An official statement or guideline about the general duties, responsibilities and qualifications involved in the kinds of jobs included in the same class.
- B.** *Competency* – An individual skill and/or piece of knowledge that when combined with other similar competencies, make up a task.
- C.** *Job* – One or more positions with duties and responsibilities that are identical in all significant respects so that a single descriptive title can be used to describe the work done by incumbents.
- D.** *Job Description* – A statement of duties and responsibilities of each position within the Department.

APPROVED 

Charles E. Bird
CHIEF OF POLICE