




City of Manassas Police Department General Duty Manual



Effective Date: 06-15-2015	GENERAL ORDER	Number: 01-06
Subject: Position Descriptions: Office of the Chief of Police / Administrative Services Division		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input type="checkbox"/> Reviewed 10-10-2016 General Order 1-6 Dated: 01-23-2008		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards:	By Authority of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

To provide Class Titles and Class Specifications for Department members in the Office of the Chief of Police and the Administrative Services Division.

POLICY:

A clear delineation of duties and responsibilities is necessary for the overall effectiveness of the Department and to avoid duplication of effort. Changes in position descriptions are proposed by the Chief of Police, processed by the Director of Human Resources, recommended by the City Manager, and approved by the City Council. A review is conducted every two years, by the Director of Human Resources to ensure that position and job descriptions reflect duties and responsibilities as they actually exist. A position description reflects illustrative examples of work performed; it is descriptive, not limiting, and is not intended to describe all the work performed. A copy of the Class Specifications will be maintained in a manual in the Office of Professional Standards and on the City website.

DISCUSSION:

For the purpose of this directive, the following definitions apply:

CLASS TITLE: The duties and responsibilities or work assigned by virtue of the position held.

CLASS SPECIFICATION: An assignment of duties, tasks or responsibilities within the normal position description, e.g., a member of the Emergency Services Unit occupies the position of a police officer, but is performing a job while acting in the E.S.U. capacity. A job assignment may be voluntary, or assigned, and involves duties, tasks and responsibilities outside the normal position description and possibly outside the normal lines of supervision. In some instances, a member's everyday title may differ from the class title noted on the City Class Specification sheet, e.g., an "Administrative Specialist III" may hold the everyday title of "Administrative Assistant."

PROCEDURE:

I. Position Descriptions: Office of the Chief of Police

- A. Current job / position descriptions are available to members in the Class Specifications binder located in the Office of Professional Standards, or can be accessed on the City website in the Document Center at: <http://agency.governmentjobs.com/manassas/default.cfm?action=agencyspecs>
- B. Class Titles included in the Office of the Chief of Police are:
 - 1. Chief of Police (Colonel).
 - 2. Office of Professional Standards Lieutenant.
 - 3. Administrative Assistant.

II. Position Descriptions: Administrative Services Division

- A. Current job / position descriptions are available to members in the Class Specifications binder located in the Office of Professional Standards, or can be accessed on the City website in the Document Center at: <http://agency.governmentjobs.com/manassas/default.cfm?action=agencyspecs>

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- B. Class Titles included in the Administrative Services Division are:
1. Commander of Administrative Services (Captain).
 2. Technical Services Sergeant.
 3. Police Officer Recruit (included in position description for Police Officer).
 4. IT Public Safety Specialist.
 5. Police Records Supervisor.
 6. Police Records Specialist.
 7. Property/Evidence Technician.
 8. Police Accreditation Coordinator.
 9. Public Safety Communications Manager
 10. Public Safety Communications Supervisor.
 11. Public Safety Communications Specialist.
 12. Fiscal Specialist.
 13. Administrative Assistant
 14. Administrative Coordinator
 15. IT System Analyst
 16. Community Services Section Sergeant
 17. Crime Prevention Specialist/PIO
 18. Community Services Officer
 19. Training Officer
 20. Recruitment Officer

Attachments: N/A

Index as: Class Specifications: Office of the Chief of Police.
Class Specifications: Administrative Services Division.

References: N/A

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