

Burleson Police Department

Administrative Policy and Procedures

Number: 01-009.

Document Title: Classification and Delineation of Duties

Effective Date: 8/15/2008

Last Revised Date: 01/18/2017

CALEA Standards Referenced: 21.1.1; 21.2.1; 22.2.8

ISSUING AUTHORITY: _____

I. The City of Burleson Human Resources Department will be responsible for conducting job task analysis of every class of employee within the Police Department. This will be done in conjunction with analysis of other city positions. The information resulting from this analysis will be used to update existing job descriptions or develop new ones. These studies will be maintained in the offices of the City Human Resources Director. [\[21.1.1\]](#)

A. Job Task Analysis

Job analyses serve as a basis for the determination of the position classification plan. They also provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment, and promotion. Job analysis also provides guidance to employees of individual positions and assists in the establishment of the training curriculum.

When necessary, Police Department staff, at the direction of the Chief of Police, will assist the City Human Resources Director in conducting job analysis. This job analysis will include at a minimum:

1. Duties, responsibilities, functions and tasks of each position;
2. Frequency with which each task is performed; and
3. Minimum levels of proficiency necessary in the job related skills, knowledge, abilities and behaviors.

A copy of the task analysis will be maintained in the City of Burleson Human Resources Department.

B. Classification Plan [\[21.2.1\]](#)

The City of Burleson Human Resources Director will oversee the development of a city classification plan. The Burleson Police Department staff will assist the Human Resources Director when necessary with development and maintenance of class specifications.

A copy of the plan will be kept on file in the City Human Resources office which will include:

1. Categorization of every job by class on the basis of similarities in:
 - a. Duties, [\[22.2.21a\]](#)
 - b. Responsibilities, and

- c. Qualification requirements
 2. Class specifications for every job within a class. [21.2.1b]
 3. Provision for relating compensation to classes. [21.2.1b] and
 4. Provisions for reclassification. [21.2.1d]
- C. SHORT-TERM MILITARY LEAVE: Short-term military leave is considered the same as regularly scheduled drills and other military obligations. Short-term military leave will be handled the same as administrative leave. Military leave is further described in the City of Burleson Employee Handbook.
- D. MILITARY DEPLOYMENT AND REINTEGRATION: Personnel with military activations exceeding 90 days for pre-deployment, deployment and post deployment will follow City of Burleson Employee Handbook. They will also adhere to the following:
1. The activated employee will coordinate their leave with their supervisor and up the chain of command and the Human Resources Director or designee. To the extent possible while the employee is deployed, communication with the employee and their family will be done through phone calls, personal visits and city email. It is the employee's responsibility to notify the city of changes in their activation status. [22.2.8 (a,b,g)]
 2. The activated employee will participate in an exit interview and reentry interview with the Chief of Police or designee. The exit interview will include expectations upon return. The reentry interview will include agency updates (including significant events, policy and operational changes, promotions, and promotional opportunities) and, if deemed necessary, referral to the Employee Assistance Program or other resources, and/or a mandate for a fit-for-duty evaluation. [22.2.8 (c,e)]
 3. The activated employee will be responsible for securing agency equipment issued to that employee, which may be accomplished, at the employee's request, by the equipment being stored securely at the department during the deployment. [22.2.8 (d)]
 4. Upon return from deployment, the employee will be required to complete mandated initial and refresher training and qualifications missed due to the deployment. If deemed

necessary, the employee may have an abbreviated field-training program to help the employee reintegrate into their job functions; completion of this program will be at the discretion of the employee's captain. [\[22.2.8 \(f\)\]](#)