



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 8.1	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: May 1, 2014	NUMBER OF PAGES: 02
CFA STANDARD: 8 SUBJECT: <i>Classification of Duties & Responsibilities - TASK ANALYSIS</i>	NEW () RESCINDS () AMENDS (x) OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS: 8.01, 8.02

SECTIONS:

8.1.1 Task Analysis

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for the analysis of functions and objectives, as well as duties and responsibilities, for each sworn position in the police department.

SCOPE: All departmental personnel.

POLICY: The South Miami Police Department, in conjunction with the Office of the City Manager, conducts a job task analysis to keep employees better informed regarding the duties and responsibilities of each position, and to aid both the training and inspection processes of the department by focusing attention on specific tasks performed by department members. The task analysis is important in recruiting and evaluating applicants and equally important for establishing competitive compensation for the positions in each class of work.

DEFINITIONS:

Class: A grouping of jobs for which duties, responsibilities, qualifications and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices.

Job Description: An official statement or guideline of the general duties, responsibilities, and qualifications involved in the kind of jobs included in the same class.

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 identify the work done by incumbents.

Job Task Analysis: A systematic examination of the functions and objectives of each job to be performed as it relates to the skills, knowledge and abilities required to perform the tasks or duties of the job.

Position: The duties and responsibilities, or work, assigned to one employee. A position may be filled or vacant. For purposes of comparison, a police officer assigned as a detective would occupy a "position." Police officer would be the class, and police officer assigned as a detective would be a "job."

PROCEDURE:

8.1.1 Task Analysis

- A. The job descriptions of the South Miami Police Department personnel are developed by the Office of the City Manager in conjunction with the Chief of Police. The information on each position is carefully checked by staff and confirmed by field observation and/or discussion. The job descriptions are not unalterable. Organizational structure, job content, and Federal and State law changes will occur and subsequently, require the revision and updating of the job descriptions.
- B. A written task analysis of every class of sworn employee in the department will be conducted and maintained on file and includes, at a minimum, the following information:
 - 1. The work behaviors (duties, responsibilities, functions, task, etc.);
 - 2. The frequency with which the work behavior occurs; and
 - 3. The criticality of the job-related skills, knowledge, and abilities.
- C. To ensure job relevancy, the department's recruitment strategies and procedures will be based on a detailed, written analysis of the nature of the job to be performed; the knowledge, skills, and training required to perform the job task; and any prerequisite personal attributes.
- D. The task analysis will also be used in the development of the curricula of in-service training programs.
- E. The South Miami Police Department complies with the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (CJSTC), Bureau of Training's description of the knowledge, skills and abilities (KSA) a law enforcement officer must be certified in Florida. All certified police officers in Florida must possess the knowledge, skills and abilities that were established by the job task analysis completed by the Florida Department of Law Enforcement.