





POLICIES AND PROCEDURES MANUAL

	CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES	
	POLICY NUMBER: 21-1	ISSUING AUTHORITY 
	EFFECTIVE DATE: June 12, 2025	Christine A. Elow Police Commissioner

I. GENERAL CONSIDERATIONS AND GUIDELINES

This policy relates to task analysis, classification, and processes and procedures used to describe the nature of the work performed by department employees. The human resources/personnel function of the department is delegated to the Director of Planning, Budget, and Personnel who uses these tools in developing job descriptions, establishing a job classification and compensation plan, providing job-related focus for developing and implementing recruitment strategies, developing and validating hiring and promotion procedures, establishing spans of control, and determining training requirements. These functions assist the department to deliver quality services to the community. The Director of Planning, Budget, and Personnel consults with the City's Personnel Department where appropriate.

II. POLICY

It is the policy of the Cambridge Police Department to:

- A. use the Classification System to provide for transparent, equitable, and fair treatment of personnel;
- B. use pertinent and available information to accurately define job descriptions for all positions within the department and to update when significant changes occur whether due to growth or reorganization; and
- C. use various methods to conduct workload assessments so that the personnel strength of an organizational component is consistent with the demands of work requirements.

III. DEFINITIONS

- A. *Classification Plan*: Official statements or guidelines about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.

- B. *Job Analysis*: A systematic, structured process for dissecting a job into its basic parts. A job analysis identifies the important or essential elements of a job, the key work behaviors, and the knowledge, skills, and abilities required for these work behaviors.
- C. *Job Description*: An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.
- D. *Workload Assessment*: A review and analysis of the sum of cases and other measurable activities occurring within a given area or period of time.

IV. PROCEDURES

- A. 21.1.1 (O) Job Analysis
 - 1. Depending on the availability of staff, a written job analysis of every class of employee in the department will be conducted and maintained on file to include:
 - a. the work behaviors (duties, responsibilities, functions, tasks);
 - b. the frequency with which the work behaviors occur;
 - c. how important the work behaviors are; and
 - d. the job-related knowledge, skills, and abilities needed to perform the work behaviors effectively.
- B. 1.2.1 (O) Classification Plan
 - 1. The City has a written classification plan, that includes:
 - a. categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements;
 - b. class specifications;
 - c. provisions for relating compensation to class; and
 - d. provisions for reclassification.
- C. 21.2.2 (M) Job Description Maintenance and Availability
 - 1. The Office of Planning, Budget, and Personnel shall conduct a review of job descriptions of all employees every four years or as practical, ensuring job descriptions are current.
 - 2. Job descriptions, including duties and responsibilities, for each position in the Department, are digitally accessible to all employees via the Department's intranet. Physical copies of job descriptions are also available in the Office of Planning, Budget, and Personnel.
- D. 21.2.3 (O) Position Management System
 - 1. The department shall maintain a position management system, which provides:
 - a. the number and type of each position authorized in the agency's budget;

- b. location of each authorized position within the agency's organizational structure; and
 - c. position status information, whether filled or vacant, for each authorized position in the department.
- E. 21.2.4 (M) Workload Assessments
 - 1. The Crime Analysis Unit shall conduct documented workload assessments of all organizational components at least once every four years and shall include:
 - a. designation of the position responsible for assessments;
 - b. assessment methodology to be used for each component; and
 - c. conclusions and recommendations for distribution/allocation of personnel.