



Job Analysis, Classification, Description

S.O.P. #	ORIGINAL DATE	REVISION DATE	APPROVED BY
7.1	1/1/1994	11/17/2018	E. Fox, Chief of Police

7.1.1 JOB TASK ANALYSIS

A. Definition

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.

B. Objectives

1. Serve as a basis for the determination of a position classification plan and compensation.
2. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment, and promotion.
3. Assist in the establishment of training curricula
4. Provides guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

C. Maintenance

A written analysis of every position on the Police Department is maintained in the CSCBD By-Laws Section II.

7.1.2 PROMOTION

Promotion shall be open to all Police Officers who have completed a probationary period and who meet the prescribed minimum qualifications for the position. Promotion to Police Officer First Class and Corporal are based on time in service. The Sergeants position will be based on experience both past and present.

7.1.3 RECRUITMENT

A. The Crofton Police Department recruits officers who have already met the MPCTC standards and are currently a certified police officer in the state of Maryland. The officer must be in good standings upon leaving their previous agency.

B. Job announcements will be posted as positions become available. The job description will include, at a minimum, basic duties, starting pay and contact information for the department.

7.1.4 SELECTION

A. It is the policy of the Crofton Police Department to select the most qualified applicants for Police Officer.

B. The overall responsibility for the selection process shall reside with the Chief of Police. There is no entry level or comparative compliance officers selected at present time. Only lateral officers will be considered.

C. Background investigations for applicants will be conducted by the Crofton Police Department. The Chief of Police may assign certain parts of the investigation or the entire investigation to other officers.



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D. Every component of the selection process will be developed and monitored to ensure completeness and accuracy. All selection materials will be stored in a secure area to prevent unauthorized disclosure of personal information.

E. No applicant will be refused employment consideration on the basis of past performance. All applicants who have previously applied shall be allowed to re-apply unless there are legal considerations that will preclude the applicant from employment as a police officer.

F. The selection process for police officer involves the following elements:

1. Initial application package
2. Oral interview
3. Background investigation
4. Polygraph examination
5. Conditional offer of employment
6. Medical examination
7. Psychological examination
8. Any additional information required by MPCTC

Once all elements of the selection process is complete the Chief of Police will have review the package and make the final decision in selection.