

THURMONT POLICE DEPARTMENT			
GENERAL ORDER	Date Issued: June 6, 2007	Effective Date: June 6, 2007	Order No: Chapter 20.0
Authority: Chief of Police Gregory L. Eyer		Manual Page No:	
Subject: Job Descriptions		Replaces Page No:	
CALEA Standard: 21.2.2	Distribution: ALL	Amends:	Number of Pages: 3
Related Documents:		Rescinds:	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

To describe the ranks and positions within the Department and the general responsibilities of each.

II. POLICY:

The Thurmont Police Department will maintain written job descriptions, to include a statement of duties and responsibilities, for each position within the Department.

III. DEFINITIONS:

None.

IV. PROCEDURE:

A. Duties and Responsibilities Statement:

1. Written job descriptions outlining the duties and responsibilities of each position within the Department are maintained on file in the Office of the Chief of Police.

2. When an employee receives a job assignment, or when an employee's job description changes due to promotion or other reason, the employee will be provided with a copy of the job description for the newly acquired position.
3. Employees will be held accountable for each task, qualification, and responsibility as listed in the applicable job description.
4. If an employee has any questions concerning the job description, the question(s) should be directed to the employee's immediate supervisor.

B. Job Description Availability:

1. The Department's Operational Procedures Manual provided to all personnel contains job descriptions for all positions within the Department.

ATTACHMENTS:

DOCUMENT DATES:

Amended Date:

Review Date:

Review Date:

Rescinds:

Order Written by: Chief Gregory L. Eyer

Order Edited and Approved by: Chief Gregory L. Eyer

CALEA Standards included in this Order
Chapter 21.2.2