



<b>WRITTEN DIRECTIVE</b>	No.	PD19-0211	Page:	1 of 3	
	Subject:	Effective			
	<b>JOB CLASSIFICATION AND ASSIGNMENT</b>	Date:	08-01-19		
		Supercedes/ Amends:	PD14-0211		
Reference:		16.2.2, 21.2.2			



**I. Purpose**

The purpose of this directive is to establish the department’s role in the City’s job classification process and to outline employee selection procedures for specialized assignments.

**II. Policy**

It shall be the policy of the Lynchburg Police Department that a current job description exists for each department position and that assignments to specialized positions are based upon established criteria.

**III. Procedure**

**A. DEFINITIONS**

1. *Classification* -- The grouping of positions or jobs for which duties, responsibilities, qualification requirements and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices.
2. *Job Description* -- A written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.
3. *Specialized Assignment* -- A full time assignment differing from other assignments within the same job classification in that it requires additional responsibilities and/or training.

21.2.2

**B. CLASSIFICATION**

1. The Personnel and Recruiting Unit Sergeant will serve as the department’s *Job Evaluation Counselor*.
2. During the development of any new position within the department, the Personnel and Recruiting Unit Sergeant will be responsible for:
  - a) a draft job description

- b) skills, knowledge, and abilities to be required during selection process
  - c) training concerns
  - d) a recommendation for appropriate classification within the City's existing job classification plan.
3. A documented review of job descriptions of all employees will be conducted by the Personnel and Recruiting Unit every four years, ensuring job descriptions are current and made available to all personnel.
  4. The Chief of Police will be responsible for making final recommendations to the City Director of the Human Resources Office regarding classification and reclassification of any department position.

**16.2.2****C. SPECIALIZED ASSIGNMENTS / ADDITIONAL DUTY DESIGNATIONS**

1. The Chief of Police will be responsible for advertising, in *Memorandum* form, anticipated specialized assignments for non-supervisory personnel.
  - a. Assignment advertisements will:
    - 1) be distributed department-wide
    - 2) specify the selection process used to fill the advertised assignment
    - 3) include specific criteria an employee must meet to be eligible for the assignment, such as:
      - a) skills
      - b) knowledge
      - c) abilities
      - d) length of service
      - e) satisfactory performance in the specified selection process.
  - b. Employee selection to fill specialized assignments will be based upon:
    - 1) satisfactorily meeting established eligibility criteria
    - 2) career development considerations, in cases where employees are otherwise deemed equally suitable for assignments.
2. The Chief of Police may advertise specialized assignments for supervisory positions or fill them based on the needs of the department.

3. The Chief of Police may advertise and use a selection process to select an employee for an additional duty designation if it is determined that such a designation would give that employee a significant advantage in obtaining a specialized assignment in the future.

*Original Signed*

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Ryan M. Zuidema  
Chief of Police

August 1, 2019

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Date