

DIRECTIVE 21.1 TASK ANALYSIS

Issue Date: 04/27/2020	By Order of Chief of Police
Rescinds: (Issue 07/14/2015) Pages: 1	CALEA Standards Referenced: 21.1.1

This directive consists of the following sections:

[21.1.1 Task Analysis](#)

POLICY AND PROCEDURE:

[21.1.1 Task Analysis](#)

The Miami Township Police Department provides a written task analysis for every class of full-time employee in the agency. Additionally, a written task analysis is provided for the assignments of Detective, Narcotics Investigator, Crime Prevention/Community Relations, School Resource/DARE Officer and Traffic Officers.

The task analysis sets forth the responsibilities and duties of individual positions and provides guidance to employees and supervisors in understanding what is expected of each employee. The task analysis cannot be seen as all encompassing. Employees may in the course of providing effective police service be expected to perform tasks or assume responsibilities not set forth in the written task analysis. These exceptions may be dictated by the circumstances of a particular incident or may be assigned by a superior.

Task analysis also set forth the minimum qualification requirements for recruitment, selection, appointment and promotion and serves as a basis for the determination of a position classification plan.

Each task analysis will include:

- Work Behaviors: Duties, responsibilities, functions and tasks of each position;
- The approximate frequency with which the work behavior occurs;
- How critical the work behaviors are, and
- The job related skills, knowledge and abilities needed to perform the work behaviors effectively.

The task analysis will be updated when significant changes occur in any position, department functions and organizational strategies.