



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 25	Subject: Classification and Delineation of Duties and Responsibilities	Effective Date: 08/01/1997
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to provide guidelines for task analysis, the written classification plan, and statements of duties and responsibilities for all University of Pennsylvania Police Department (UPPD) employees.

II. Policy

The UPPD shall establish and maintain a written job task analysis and classification plan with specific requirements for each job within the UPPD. This will allow the UPPD to achieve more effective and efficient management and maintain equitable treatment of personnel.

III. Scope

This directive shall affect all UPPD employees.

IV. Procedures

A. Task Analysis

1. A written task analysis of every class of sworn employee of the UPPD shall be conducted and maintained on file by the Division of Human Resources/Staff Relations Department. The task analysis includes, at a minimum:
 - a. the work behaviors (duties, responsibilities, functions, tasks, etc.);
 - b. the frequency with which the work behavior occurs; and
 - c. the criticality of the job-related skills, knowledge, and abilities.
2. The objectives of the task analysis are to:
 - a. serve as a basis for the determination of the classification plan and compensation;

- b. provide a basis for establishing minimum qualifications and requirements for recruitment, examinations, selection, appointment, and promotion;
 - c. provide guidance to employees and supervisors concerning duties and responsibilities of individual positions; and
 - d. assist in establishing the training curriculum.
3. The Director of Administration and Finance shall maintain a copy of the written task analysis.
4. If requested and as needed by the Division of Human Resources/Staff Relations Department, employees of the UPPD shall complete a task analysis form for their position to assist in determining if the position has changed significantly and the job description requires revision.

B. Departmental Role

1. The Chief of Police, in conjunction with the Vice President for Public Safety and the Division of Human Resources, will work jointly to develop, define, and maintain specific class specifications within the UPPD.

C. Issuance And Availability Of Task Analysis And Written Classification Plan

1. The Director of Administration and Finance shall maintain current job descriptions covering all UPPD employees.
2. Upon request, a job description for each job within the UPPD is available to all personnel through the office of the Director of Administration and Finance.

D. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

E. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

F. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will

only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.