

Abington Township Police Department Policy and Procedure Manual

Chapter:	Classification and Delineation of Duties and Responsibilities	General Order:	21.2.2
Section:	Classification	Original Date:	050104
Title:	Job Descriptions	Re-Issue Date:	020818
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Replaces:	All Previous General Orders Relative to Subject		
Distribution:	All Members	Total Pages:	1
CALEA Standard References:	21.2.2		
Pennsylvania Accreditation References:			

1. PURPOSE

The purpose of this general order is to provide members with guidelines on Classification and Delineation of Duties and Responsibilities.

II. POLICY

N/A

III. PROCEDURE

A. Job Description Maintenance and Availability

1. Current job descriptions for both sworn and civilian positions are maintained by the Abington Township Office of Human Resources and are available upon request.
2. When positions become vacant, statements of duties and responsibilities for each job will be prepared and made available to managers, supervisors, and all other members. Such statements are key elements in achieving more effective management and supervision.