

COLUMBUS POLICE DEPARTMENT



General Order 21: Classification and Delineation of Duties and Responsibilities

CALEA Standards: 21.2.2
Replaces: General Order 21 effective December 12, 2017
Effective date: September 1, 2020

Chapter Contents:

- 21.2 Classification
- 21.2.2 Job Description Maintenance and Availability


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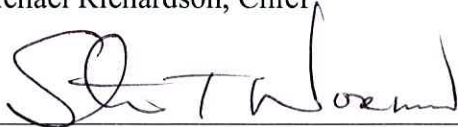
- A. The Columbus Police Department will maintain current job descriptions covering each position on the department, including full-time and part-time personnel, and volunteers charged with performing law enforcement duties. These job descriptions are available electronically to every employee. Each employee will be issued a copy of the job description for their position, as well as have available to them the job description for every position on the department.
- B. Each job description will provide statements of duties and responsibilities for each job within the agency. Such statements are key elements in achieving more effective management and supervision.
- C. Each job description will have a general sign-off that states, "The employee is expected to adhere to all departmental and City policies. I have read and understand this explanation and job description," and shall be followed by a signature line.
- D. Each job description should be approved by the Board of Public Works and Safety.
- E. Job descriptions of all employees will be reviewed every four years to ensure they are current.

Acceptance by Columbus Police Department Captain's Board:

Date: 9-1-2020



Michael Richardson, Chief

Attest:


Steve Norman, Deputy Chief


Kathy Rodomanski, Chief's Secretary


Jay Frederick, Uniform Captain


Jonathan L. Rohde, Administrative Captain


Acceptance by Columbus Board of Public Works and Safety:

Date: Sept. 1, 2020


Jim Lienhoop, Mayor

Attest:


Mary Ferdon, Member


Luann Welton, Clerk-Treasurer
Jennifer Wiwi, Deputy

John Pickett, Member


Jim Strietelmeier, Member


Brenda Sullivan, Member