

UW Whitewater Police



Position Descriptions

Position Descriptions		Number: 21.2.2	No. Pages: 1
Special Instructions: CALEA 21.2.2			
Approved By: Chief Kiederlen	Effective Date: 1/31/23	Revised Date: 3/7/2024	Revision number: 1

I. Purpose

To provide information to personnel on the establishment and maintenance of job analyses and descriptions for every position.

II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) to work with the UW-Whitewater Human Resources Department to maintain a job classification plan and written position descriptions for all positions. These descriptions will be made available to all personnel and a documented review will be completed at least every four years.

III. Procedure

- A. UW-Whitewater's Human Resources Department, in coordination with police management, conducts and maintains position analyses on all University Staff positions within the Police Department. These analyses ensure that accurate and appropriate position descriptions are available and reflective of the position duties, knowledge, skills and abilities required to effectively perform the work behaviors for the position.
- B. Key elements of the position analysis include, but are not limited to:
 1. Work behaviors (duties, responsibilities, functions, jobs, etc.) of each position;
 2. Frequency with which work occurs; and
 3. Criticality of the job-related skills, knowledge, and abilities.
- C. Position Description Maintenance and Availability
 1. A written position description of each position in the Department is available to all employees. These position descriptions are made up of several sections that are an end result of a job analysis.
 2. Position descriptions are maintained and made available to all employees by UW-Whitewater Human Resources. Position descriptions shall be updated with significant changes in job responsibilities.
- D. Documented Review of Position description at least every four years
 1. A documented review of all position descriptions for all employees will occur a minimum of every four (4) years. The Assistant Chief of Police is responsible for ensuring the continued accuracy of position descriptions and will ensure this documented review takes place.