



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **JOB CLASSIFICATIONS**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE:

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PURPOSE: The purpose of this Policy & Procedure is to establish guidelines for job classifications within the Portage Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. PROCEDURE

I. POLICY

- A. It is the policy of the Portage Police Department to ensure that job classifications are based on an analysis of position requirements including job tasks and the frequency with which they are performed, as well as assignment of requisite skills, knowledge, and abilities.
- B. The department will develop and maintain job classifications for all positions within the department to ensure all employees understand their job duties and responsibilities.

Employees will be encouraged to participate in all job task analyses designed to create, update or revise the tasks, duties and responsibilities of each position.

- C. Certain positions in the department will have, in addition to a job description, a list of job tasks which may be utilized to more clearly delineate, for evaluation purposes, the numerous tasks which make up a particular job.
- D. The job classifications are drafted by the Chief of Police and approved by the City

Council.

II. DEFINITIONS

- A. Restricted/ temporary modified duty assignment: This is a temporary assignment that shall have a defined beginning and ending date, and a maximum duration of time. This may include
- B. Transitional job tasks: These are job assignments that may or may not normally be performed by the employee, but fall within the restrictions as outlined by the employee's physician.
- C. Work related injury/illness: Any injury or illness that occurs in the course of and arises out of employment.
- D. Non-work-related injury/illness: Any injury or illness that does not occur in the course of or arise out of employment.

III. PROCEDURE

- A. The Portage Police Department's personnel practices, salary plan, provision for salary augmentation, and benefits are governed by Personnel Policies and Procedures and the labor contracts negotiated for personnel in represented positions.
- B. Position Classification
 - 1. For assignment and compensation purposes, every job in the Portage Police Department is categorized by class on the basis of similarities in duties, responsibilities, and qualification requirements.
 - 2. The department will comply with the City of Portage's personnel policies.
 - 3. Class specifications are outlined for every job within a class.
 - 4. Job classifications serve as a guide to department personnel and their supervisors regarding the specific duties and responsibilities for each position within the organization.
 - 5. The grouping of like job requirements in classes facilitates the comparative evaluation of personnel against a common performance standard.
 - 6. Provisions for compensation and benefits are governed by City Policy and collective bargaining agreements.
 - 7. As needed, new class specifications shall be developed by the Chief. The Chief shall be responsible for maintaining class specifications for existing positions.

C. Reclassification of Positions

1. Reclassification of department members and employees is under the authority and responsibility of the Chief. Reclassification may also need to meet with the approval of the City Administrator and/or City Council.

D. Job Classifications

1. The department has developed job classifications for every position in the organization. These classifications are used to aid in identifying the specific duties and responsibilities associated with each particular position within the department.
2. Input regarding the development and modification of job classifications is sought from affected personnel.
3. A task analysis of every class of sworn employee in the department has been conducted, maintained on file, and includes:
 - a) Work behaviors (duties, responsibilities, functions, tasks, etc.)
 - b) Frequency with which the work behavior occurs.
 - c) Criticality of the job-related skills, knowledge, and abilities.
4. The department maintains current job classifications covering all employees. Each employee is issued the job classification of their position, and a job classification for each job within the agency is available to all personnel.

E. Specialized Assignments

1. The Chief has final approval authority for all specialized assignments.
2. Any opening for a specialized assignment will be communicated to all eligible department personnel.
3. Criteria for selection to a specialized assignment should be based on the skills, knowledge, and abilities required for the assignment, including education, training, experience, work performance, work habits, growth potential and specialized skills.

F. Job Class Compensation:

1. An employee's compensation is directly related to their job classification category. Associated with each class category is a multi-step pay plan schedule. The details of each class' pay grade schedule are set forth in contractual documents, the Employee Merit Adjustment Guidelines Position Classification and Pay Plan.

2. Out of Class Pay

- a) Out of Class Pay is defined by Labor Contracts and City Policy.
- b) Out of Class Pay is generally compensating an employee for work in a higher pay class when temporarily assigned to fill a vacancy or absence of the person in the higher job classification.
- c) An employee may request Out of Class Pay, or
- d) Any supervisor in the chain of command for that position may request Out of Class Pay.
- e) Out of Class Pay will be based on the job classifications of the employee's normally assigned position and the job description of the out of class position.
- f) The employee in the position and the employee's immediate supervisor will jointly complete an evaluation of the job classifications for the two positions.
 - (1) The evaluation will first identify those tasks contained in the higher job class but not in the lower job class.
 - (2) The employee and supervisor will then evaluate each of those identified tasks to identify those out of class tasks performed by the employee.
 - (3) The evaluation documentation will include any points not agreed upon by the employee and the supervisor.
- g) The department will not pay a non-sworn employee out of class pay at a sworn officer's rate of pay because a police officer's duties always include law enforcement powers.
 - (1) In those cases, the department will base the comparison on the non-sworn job classification most nearly fitting the position.
- h) Submitting the Request:
 - (1) The supervisor will forward the results of the evaluation through the chain of command with a written recommendation on the request.
 - (2) If the Chief of Police concurs with the recommendation for Out of Class Pay, the Chief will forward the recommendation to the City Administrator for review and final approval.
- i) Employee's Right to Grieve: The employee has the right to follow the appropriate grievance process if the request is denied; refer to Policy

& Procedure 2.01: Collective Bargaining/Grievance Procedures.

G. Modified or Light Duty Assignment

1. Subject to operational considerations, the Portage Police Department may provide temporary modified duty assignments for employees, who have sustained an injury or developed a medical condition on or off-duty, resulting in temporary work limitations or restrictions as diagnosed by a medical professional. A temporary modified duty assignment, if available, allows the employee to work within the scope of their medical restrictions while fulfilling other assignments within the department and / or city.
2. Temporary Modified Duty Assignment (TMDA) is a limited term assignment which does not require the performance of the full range of duties associated or required by the regular job description. TMDA will have a definite start and end date and maximum duration. TMDA may also be referred to as light duty. TMDA is intended to provide temporary reassignment of an injured employee only until such time as:
 - a. The employee is medically released to perform the full range of duties of their position.
 - b. The restricted/modified duty assignment is discontinued at the request of the attending physician.
 - c. The employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement, or;
 - d. The restricted/modified duty assignment is discontinued at the option of the City.

3. GENERAL CONSIDERATIONS

- a. Priority consideration for TMDA will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the American with Disabilities Act (ADA) or related Wisconsin State Statute shall be treated equal without regard to any preference.
- b. No position in the Portage Police Department shall be created or maintained as a TMDA.
- c. TMDAs are a management prerogative and not an employee right. The availability of a TMDA will be determined on a case-by case basis, consistent with the operational needs of the department. TMDAs are subject to continuous reassessment, with consideration given to operational needs and the

employee's ability to perform in a modified duty assignment. If an employee cannot adequately perform in the TMDA, the assignment may be modified or terminated. A change in department needs or a change in the employee's medical restrictions may result in termination or modification of the TMDA.

- d. Employees injured off duty will be allowed to perform a TMDA at the discretion of the Chief of Police or designee.
- e. The Chief of Police or the authorized designee may restrict employees working in TMDAs from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise restricted in their essential job duties as a police officer and may place additional conditions as deemed appropriate upon any TMDA.
- f. The City reserves the right to have the employee examined by a medical professional of the employer's choice. This examination shall be provided and paid for by the employer or insurer.
- g. TMDA for injuries or illnesses that are not work-related will not exceed 75 work days. Thereafter, the city may engage the employee in the interactive process, as appropriate to the circumstances.
- h. The TMDA will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of their work restrictions and the probable duration of their restrictions. The employee is also required to submit updated work restrictions to the Chief or designee after every doctor visit.
- i. At no time will an employee exceed the medical restrictions of their physician or perform job tasks that are outside of the scope of the employee's physician's recommendations.

4. SCHEDULES

- a. The schedules of employees granted a TMDA will be at the discretion of the chief or designee with consideration given to the employee's assigned schedule and shift.
- b. The schedules of employees granted a TMDA may be adjusted to suit medical appointments or department needs.
- c. On duty injury or illness: If the department has no appropriate TMDA for the employee that meets the physician's restrictions, the chief or designee will communicate the lack

of available TMDA to the City Administrator and the Worker's Compensation representative assigned to the case.

- d. Off-duty injury or illness: If the department has no appropriate TMDA for the employee that meets the physician's restrictions or the employee refuses the TMDA the department has available, the employee will not be allowed to work and will be required to use allowable benefit time as determined by the city.

5. REQUESTING TEMPORARY MODIFIED DUTY

- a. Employees may request a TMDA by submitting a written request to the chief or designee which includes a signed statement from their medical professional describing their medical condition, restrictions, limitations and expected duration of the limitations. The statement from the medical professional must also indicate if the employee requires any workplace accommodations, mobility aids or medical devices.
- b. The Chief of Police or designee will determine what TMDA may be available based on the needs of the department, limitations of the employee and suitability of the employee to work a particular assignment.

6. ACCOUNTABILITY

The employee shall provide the Chief of Police or designee with any updates or changes in medical restrictions preventing the employee from performing full duty assignments or their TMDA.

- a. The Chief of Police or designee shall designate a supervisor who will be the employee's direct supervisor while on TMDA.
- b. The supervisor will coordinate the employee's schedule.
- c. The supervisor will be responsible to verify the employee's assignments can be performed within the medical restrictions given to the employee by their medical professional.
- d. The supervisor will evaluate the employee's work performance while on TMDA and provide a monthly report to the Chief of Police or designee.

7. RETURN TO DUTY

- a. Prior to returning to full-duty status, employees shall be required to provide certification from their medical professional stating that they are medically cleared to perform the essential functions of their job.
- b. The department may require a fitness-for-duty examination prior to returning an employee to full-duty

status.

- c. The department may require the employee to pass state mandated qualifications, including but not limited to, the state firearms qualification course.

8. PREGNANCY

- a. If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee. A pregnant employee shall not be involuntarily transferred to a TMDA.
- b. Pregnant employees requesting a TMDA should notify the Chief of Police of designee as soon as practicable and provide a statement from their medical professional identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

9. PROBATIONARY EMPLOYEES

- a. Probationary employees who are assigned to a TMDA shall have their probation extended by a period of time equal to their assignment to TMDA or long term medical leave of absence.

10. OUTSIDE EMPLOYMENT

- a. Employees on TMDA may not participate in any endeavor, activity or employment which requires the employee to perform activities prohibited by the medical restrictions.
- b. All outside employment must comply with department policy.

H. Periodic Review

1. The Chief will facilitate a review of the job classifications every three years and forward any changes, suggestions, comments, or concerns to the City Administrator.
2. Upon approval by the City Council, the Job Classifications will be posted to the department server. The Chief is responsible for ensuring that members of the department have access to the current classification specific to their position where applicable.

NOTE: The position classifications contained in this Policy & Procedure and Job Classifications Manual are intended to describe the general content of the requirement for the performance of the position described. They are not to be construed as an exhaustive, all-inclusive statement of duties, responsibilities or requirements.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

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