

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Assignment		CHAPTER/SECTION NO.: 15.5	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 21.2.3			

15.5 Policy

- 15.5.1 The duties and responsibilities of each position within the Sheriff's Office are identified in prepared job descriptions.
- 15.5.2 All job descriptions will be kept in a file with the Chief Deputy and the Department of Human Resources.
- 15.5.3 Job Description Availability
 - A. Current job descriptions for each position within the Sheriff's Office may be distributed to each employee, for that employees position, upon being hired.
 - B. A job description should be provided to any employee who changes position classifications.