

Ohio Association of Chiefs of Police
Advisory Services

Procedures Relative To Conducting A Job Tasks Analysis (JTA) through IACP

- a. In initial discussions with Clients regarding their request for an Assessment Center, the AS Director would determine if the Clients had a current, professionally developed JTA or not.
- b. If an appropriate JTA does not exist, the AS Director would inform the Client of the need, cost, and procedures involved.
- c. The deadline for the completion of the JTA will be included in the Client Contract.
- d. The AS Director would send the applicable JTA Survey with directions and timelines.
- e. The JTA Survey would be completed by at least one incumbent (preferably 2 or 3) and one supervisor and returned directly to IACP.
- f. IACP will scan and analyze the JTA and produce a Feedback Report within one business week. The report will be emailed to the AS Director who will forward it on to the Lead Consultant. The charge by IACP for this process will be \$200.
- g. The Lead Consultant will review the JTA Feedback Report and consider that information along with all other information gathered in the Pre-Assessment process in constructing the exercises for the Assessment Center.
- h. The AS Director will also email the Client a copy of the JTA Feedback Report.

Adopted: 3/12/2010