

**GENERAL ORDER 16.1.1**

**Allocation/Distribution of Personnel**

**GENERAL ORDER CROSS-REFERENCE: None.**

**SUMMARY**

Establishes a procedure for the allocation and distribution of personnel.

**DISCUSSION**

Personnel strength of components within the organization should be consistent with the workload of the respective unit. The nature and quantity of tasks must be considered with the complexity in assessing the workload demands.

**POLICY**

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As part of the annual budget process, the Command Staff shall conduct a review and assessment of the allocation and distribution of personnel. This analysis shall be conducted based upon the workload demands of each component of the Department.

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The annual analysis of the allocation of personnel to the Patrol Division shall be based on a workload assessment of:

1. The number of incidents handled by patrol personnel during specified periods.
2. The average time required to handle an incident at the patrol level based upon sampling research.
3. A calculation of the percent of time, on the average, that should be available to the patrol officer for handling incidents during a specified work shift.
4. The time lost through days off, holidays, vacation and other leave compared to the total time required for each patrol assignment.

5. Personnel assignments to shifts shall be based upon work load distribution associated with temporal concerns addressing when incidents occur as well as the geographical considerations relating to where incidents occur for establishing district boundaries.
6. Data generated shall identify the percentage of work load experienced by each shift. The number of districts on each shift shall be proportionate to the workload experienced by each shift. Assessments shall consider fluctuations in work load that may require the adjustment of the number and geographical boundaries of districts assigned to each shift.

### III

As part of the annual assessment, the need for positions to be filled by sworn personnel shall be examined. Positions not requiring sworn personnel shall be specified as civilian positions and staffed accordingly.

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Richard L. Lewis  
Chief of Police