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|  | <b>SECTION:</b>   | <b>SERVICES</b>                              | <b>SER- 311</b> |
|   | <b>CHAPTER:</b>   | <b>PLANNING-BUDGET-RESEARCH</b>              |                 |
|   | <b>DIRECTIVE:</b> | <b>PERSONNEL ALLOCATION AND DISTRIBUTION</b> |                 |
|   |                   |  |                 |

**311.01 SUMMARY**

The Department will deploy the appropriate staffing levels based upon service demands and services delivered as determined by work load assessments and authorized manpower.

**311.02 GENERAL PROCEDURES**

The Department will allocate personnel resources to components of the Department based upon work load demands being incurred by that component. Work load assessments will be conducted to determine service demands.

Division Commanders will be responsible for the justification of the number of personnel assigned to work units within their Divisions

Statistical data based upon departmental sources incorporated into the departmental reporting system should be used in these justifications. The main sources of statistical information used should be Calls For Service cards, officer Daily Field Activity Reports and employee Time Sheets.

On an annual basis during budget preparation the following assessments of the allocation and distribution of departmental personnel will be conducted:

- The “assignment/availability factor” will be calculated.
- Division commanders will assess the allocation and distribution of personnel within their respective Divisions.
- Crime Analysis personnel will tabulate incidents by beat for use in analysis of the geographical distribution of personnel.

**311.03 PATROL PERSONNEL**

The assignment of personnel to the Patrol section will be based upon a workload assessment which will include the following four stages at a minimum:

- The analysis of the number of incidents handled by the Patrol Section during the previous year.

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- The determination of an average time required to properly resolve each type of incident and the number of officers required to resolve each incident.
- The calculation of the committed time that should be available so the officer can resolve calls for service during a shift.
- The identification of time lost through days off, holidays and other forms of leave, to be used in the calculation of the section's "assignment/availability" ratio.

The work load assessment will be conducted by the Operations Division Commander on an Annual Basis.

The Shift II Commander will provide analysis to the Operations Division Commander on a quarterly basis assessing the distribution of patrol personnel. The analysis will address both the time and geographic distributions of incidents including:

- The percentage of workload per shift.
- The hourly distributions of incidents that identify hourly workload variances and day of week variances.
- The number of beats required during designated time periods ensuring that the beats are proportionate to the workload per shift.

The Services Division Commander will maintain a map of the Department's service area. The map will be divided into report areas that roughly equate to census tracts. The report area should follow logical boundaries such as arterial streets, railroad tracks, freeways, etc. Crime and service data will be gathered by report area. Planning and research personnel will use this information to conduct workload studies and to formulate beat boundaries based upon report area groupings. The results of such workload studies shall be forwarded to the Operations Division Commander for use in the assignment of personnel.

