

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: ALLOCATION AND DISTRIBUTION OF PERSONNEL		Number: 412
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New	X Amends	Rescinds
Authority: Chief Cynthia A. Creamer		Dated: March 18, 2002
		Total Pages 2

01 Purpose: To provide guidelines for the assignment of personnel.

02 Policy: It is the policy of the Takoma Park Police Department to propose allocations and distribution of department personnel based on a determination of service demands indicated by annual reviews and workload assessments. The allocation of sworn and civilian personnel is regulated by the Mayor and City Council of Takoma Park. The appropriate deployment of sworn and civilian personnel is affected by the Chief of Police for the efficient and effective operation of the department.

03 Definitions:

- A. Allocation of Personnel - Determination of the overall numbers of sworn and civilian personnel for the Department and for each organizational component within the Department.
- B. Distribution of Personnel - The assignment of a given number of personnel within each organizational component according to functional, spatial, and/or temporal workload demands.

04 Allocation of Personnel: The department has a position management table, maintained by the Administrative Services Commander or designee, that provides the total personnel strength as authorized by the City Council. The table will be updated annually at the conclusion of the yearly budget process, or as necessary, and will contain the following:

- A. The number and type of each position authorized in the department's budget.
- B. Location of each authorized position within the department's organizational structure.
- C. Position status information, whether filled or vacant, for each authorized position in the department.

05 Distribution of Personnel:

A. The Chief of Police will distribute allocated personnel to, and within, all organizational components in accordance with workload assessments conducted at least once every three years. The purpose of workload assessments is to increase the efficiency and effectiveness of the department by:

- 1. Proper allocation of personnel;

2. Equalization of individual workloads; and,

3. Ensuring that personnel strength in each function is consistent with its workload.

B. It is the responsibility of Division Commanders to conduct a workload assessment for each position at least every three years, or as the Chief of Police deems necessary.

1. Factors to be considered in determining actual workload demands include:

a. Nature or number of tasks performed;

b. Complexity of tasks performed;

c. Location and time;

d. Percentage of committed time; and

e. Percentage of available time

.2. Possible information sources to be considered in determining staffing needs include:

a. Monthly and annual activity reports as provided by squad/unit/section.

b. Any future projection noted in the Annual Report.

c. The City of Takoma Park Human Resources Department also contracts with independent consultants from time to time to perform compensation and classification studies of all City operations. These studies include job task analyses, which provide guidance for planning personnel allocation and distribution.

3. Upon completion, Division workload assessments will be forwarded to the Chief of Police along with staffing recommendations and conclusions. The information provided in the assessments will be utilized during budget preparation and establishing goals and objectives.