



DEPARTMENT STAFFING REVIEW

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I. POLICY

It is the department's policy to allocate and distribute personnel according to service demands, based on documented workload assessments. This process requires constant review by unit commanders, and is performed as a part of the department's budget development process.

II. DEFINITIONS

- A. **Allocation** of personnel is the process of determining the overall numbers of personnel for the department, and for each organizational component within the department.
- B. **Distribution** refers to the assignment of a given number of personnel within each organizational component according to workload demands.
- C. **Specialized Assignment** means every non-patrol assignment, both sworn and civilian, unless notified otherwise by Management Planning.

III. DISTRIBUTION OF PERSONNEL

The following requirements apply to commanders responsible for specialized assignment components. The Management & Planning Section will conduct these tasks for the Patrol Division.

A. Assessing Distribution of Personnel

1. Documented Workload Analysis

On an annual basis as part of the budget process, commanders of specialized assignment components will conduct a documented workload analysis for each organizational component under their control. The analysis should specify all incidents and factors used in making each workload assessment, and indicate any time and location factors necessary to complete a task. The intent of this requirement is to equalize the workload of employees within each organizational component.

2. Assessment of Personnel Distribution

Based on the workload analysis and on other factors such as changing needs and priorities of the community, patterns of criminal activity, and new programs, commanders of components having specialized assignments will assess the distribution of all personnel within these areas of responsibility.

3. Report of Results & Conclusions

Commanders will submit a report of the results of their assessment of personnel distribution, along with their documented workload analysis, to the Management & Planning Section as part of their annual budget submission

package. This information will be used to justify any requests for additional personnel. However, it is a mandatory requirement for each component, even if no additional personnel are being requested.

IV. ALLOCATION OF PERSONNEL

In preparing the department's annual budget submission to the County government, the Management & Planning Section will reassess the allocation of personnel throughout the department. In performing this task, Management & Planning is responsible for:

- A. Conducting a documented workload analysis of the Patrol Division.
- B. Reviewing and evaluating the documented workload analyses and personnel distribution assessments submitted by unit commanders.
- C. Reviewing the assessments and recommendations submitted concerning specialized positions.
- D. Projecting personnel requirements for any new programs or components to be initiated in the upcoming fiscal year.

Based on these factors, Management & Planning will allocate personnel to the various organizational components of the department for the upcoming fiscal year.

V. CIVILIANIZATION PROGRAM

Those positions within the department not requiring sworn personnel will be specified as civilian positions and will be staffed accordingly. On an annual basis as part of the budget process, Management & Planning will review all positions to determine whether they should be designated as civilian positions.

VI. PROPONENT UNIT: Management & Planning Section.

VII. CANCELLATION: This directive cancels Index Code 611, dated 3-15-94. Prior date: 05-25-98.