

THURMONT POLICE DEPARTMENT

GENERAL ORDER	Date Issued: May 4, 2007	Effective Date: May 4, 2007	Order No: Chapter 18.0
Authority: Chief of Police Gregory L. Eyer		Manual Page No:	
Subject: Allocation and Distribution of Personnel		Replaces Page No:	
CALEA Standard: 16.1	Distribution: ALL	Amends:	Number of Pages: 4
Related Documents:		Rescinds:	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

To specify the methods used for projecting both sworn and civilian manpower needs for the Department and to collaborate and distribute manpower.

II. POLICY:

It is policy of the Thurmont Police Department to maintain an organizational structure that is consistent with its goal of providing efficient and effective police service to our community. The Department will appropriately deploy personnel based on the assessment of the needs of the Department, service demands, workload management, and available resources.

III. DEFINITIONS:

NONE

IV. PROCEDURE:

A. Position Management

1. The Thurmont Police Department maintains an organizational chart that provides the total personnel strength as authorized by the Mayor and Board of Commissioners.

2. The Office of the Chief will maintain and identify:
 - a. The number and type of each position authorized in the agency's budget,
 - b. The rank, location, and command/supervisory structure (chain of command) of each authorized position within the agency's organization, and
 - c. Whether or not each authorized position is filled or vacant.

B. Allocation and Distribution of Personnel

1. The Chief of Police and Command/Supervisory staff will continually assess the allocation and distribution of personnel to organizational Components of the Department, both for operational efficiency and as a part of their budget preparation for the upcoming year.
2. In every calendar year equally divisible by three (i.e., 2007, 2010, etc.), the Deputy Chief of Police will submit a "Staffing and Workload Assessment" to the Chief of Police. Staffing of the patrol operations will take priority over all other sworn positions whenever possible. The Deputy Chief of Police will establish a minimum staffing level, which will be maintained by patrol supervisors when scheduling subordinates. Minimum patrol staffing levels will be based upon workload assessments, officer safety concerns, and the desire for efficient and prompt response to calls for service.
3. This Assessment will include, but is not limited to the following information:
 - a. Number of calls for service handled by patrol personnel during a specified period, e.g., hour of day and day of week.
 - b. Average time required to handle a call for service by patrol officers, or measurement of a sampling of cases.
 - c. Calculation of the percent of time, on the average, that should be available to the patrol officer for handling calls for service during a specified period, based on the length of scheduled shift hours.
 - d. Time lost through days off, holiday, and other leave, compared to the total time required for each patrol assignment, based on total hours scheduled to work per year, i.e., "Relief Factor."

4. Distribution of Patrol Personnel

- a. Number of calls for service
- b. Location of the calls for service
- c. Types of calls for service
- d. Day of the week and time of the day for calls for service.

C. Civilians

1. Whenever practical, positions not requiring specific knowledge, skills, and abilities of a sworn officer will be specified as a civilian position and staffed accordingly.
2. All civilian positions will be identified in the Department's organizational chart.

ATTACHMENTS:

DOCUMENT DATES:

Amended Date:

Review Date:

Review Date:

Rescinds:

Order Written by: Chief of Police

Order Edited and Approved by: Chief of Police

*CALEA Standards included in this Order
Chapter 16.1.1-16.1.2*