


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date August 13, 2020		APD.SOP.2181 Workload Analysis and Personnel Allocation
Applicable To: All employees		Review Due: 2024
Approval Authority: Chief Rodney Bryant		
Signature: Signed by RB		Date Signed: 8/13/2020

1. PURPOSE

This directive provides for the analysis of workload and the allocation of personnel in accordance with the workload.

2. POLICY

The Department allocates personnel to divisions and sections in accordance with workload assessments of the Field Operations Division (FOD), conducted annually.

3. RESPONSIBILITIES

- 3.1 Division and Section Commanders will allocate personnel to the organizational components of their commands in accordance with the workload. In particular, the Field Operations Division (FOD) and Zone Commanders will allocate police officers in accordance with the workload as defined herein.
- 3.2 The Communications Section will make CAD data available in support of workload analysis.
- 3.3 The FOD will provide PRAU with the number of officers, SPOs, and investigators assigned to each zone.
- 3.4 The Tactical Crime Analysis Unit will make crime data available in support of workload analysis.
- 3.5 The Planning, Research and Accreditation Unit will assist commanders in conducting workload analysis.

4. ACTION

4.1 Patrol Workload Analysis

- 4.1.1 The Planning, Research, and Accreditation Unit (PRAU) will analyze the distribution of workload in the zones using Form APD 692 "Manpower Allocation Workload Analysis" quadrennially. (CALEA 6th ed, Standard 21.2.4)
- 4.1.2 The Assistant Chief will forward the approved analysis to the FOD Commander to make any necessary adjustments.

- 1. The Assistant Chief will allow for a 5% variance of the allocation approved.



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2. If it is determined that further adjustments are necessary, the FOD Commander will submit a written explanation of the variance to the Assistant Chief.

4.1.3 The FOD Commander may request PRAU to conduct an analysis at other times when needed.

4.2 FOD Analysis

4.2.1 Annually, by April 1, the FOD Commander will review the allocation of police officers to the zones. He or she will also review the allocation when there is a significant change in the workload or in the number of officers available to answer calls.

4.2.3 The FOD Commander will make any necessary reassignments, sign the form, and forward a copy to the Assistant Chief, Zone Commanders, and PRAU, and keep the form on file for three years.

4.3 FOD Investigations Analysis

4.3.1 Annually, by April 1, the FOD Commander will review the allocation of investigators to the zones. He or she will also review the allocation when there is a significant change in the workload or in the number of investigators available.

4.3.2 The FOD commander will make the necessary reassignments, sign the form, and forward a copy to the Assistant Chief, Zone Commanders and PRAU, and keep the forms on file for three years.

4.4 Zone Analysis

4.4.1 Annually, by May 1, each Zone Commander will review the allocation of police officers to the watches of the zone. He or she will also review the allocation when there is a significant change in the workload or in the number of officers available to answer calls. All Zones and watches must be staffed with a minimum of; one traffic enforcement vehicle, one truancy/curfew vehicle, two designated umbrella vehicles, and a minimum of one wagon.

4.4.2 The Zone Commander will make the necessary reassignments, forward a copy to the FOD Administrative Office and to PRAU, and keep the forms on file for three years.

4.4.3 Zone and Watch Commanders may vary the daily assignments of their officers in accordance with the needs of the zone.

4.5 Zone and Watch Commanders will allocate officers to off-days to balance the workload from day to day.

4.6 Other division and section commanders will analyze their workload and allocate personnel accordingly.

5. DEFINITIONS

N/A

6. CANCELLATIONS

APD.SOP.2181 "Workload Analysis and Personnel Allocation", effective April 1, 2016.



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7. REFERENCES

Form APD 692 "Manpower Allocation Workload Analysis"

Commission on Accreditation for Law Enforcement Agencies (CALEA) 6<sup>th</sup> ed. Standard 16.1.2.

8. SIGNIFICANT CHANGES

Section revised:

Section 4.1.1 - "Annually, by April 1, the Planning, Research, and Accreditation Unit (PRAU) will analyze the distribution of workload in the zones via Form APD 692, Manpower Allocation Workload Analysis, for the prior calendar year and forward this analysis to the Assistant Chief for approval."

To read:

Section 4.1.1 – "The Planning, Research, and Accreditation Unit (PRAU) will analyze the distribution of workload in the zones using Form APD 692 "Manpower Allocation Workload Analysis" quadrennially in compliance with CALEA Standard 21.2.4 "Workload Assessments."