DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		**P&P-D-113**
Personnel Allocation and Distribution		
Effective Date: 07-01-26 Supersedes: 09-14-20	Approval: Sheriff	Number of Pages: 3
References:	Reevaluation Date: Annually	Standards: CALEA LE, LE 21.2.1, 21.2.4, COM 3.1.2, 3.1.3, ACA-7D-15 5th Edition

I. POLICY

The Sheriff's Office shall maintain on file, a written job description and a comprehensive classification of all jobs. These will be made available to all employees.

II. JOB DESCRIPTION

Each job description shall be reviewed annually. The review and maintenance of job descriptions, available to all personnel on PowerDMS, shall be the responsibility of Professional Standards, in conjunction with the Human Resources Department.<COM 3.1.3>

III ANNUAL COMPENSATION PLAN

The County's classification plan is included in the County Compensation Plan, created by the County Human Resources Director. This plan is presented to the County Manager and, once approved, submitted for approval to the Board of County Commissioners. The County Human Resources Department maintains the information contained within the Annual Compensation Plan, which includes:<COM 3.1.3><7D-15>

A. The grouping of every Job Type into a Pay Grade, based upon similarities in duties, responsibilities, and qualification requirements.<COM3.1.2a><LE 21.2.1a>

B. Pay Grade specifications for every Job Type within a Pay Grade.<COM 3.1.2b><COM 3.1.3><LE 21.2.1b>

C. Provisions for relating compensation to Pay Grades.<COM3.1.2c> <LE 21.2.1c>

D. Provisions for reclassification.<COM3.1.2d><LE 21.2.1d>

The Sheriff's Office shall review the Compensation Plan and the classification of each of its employees, and forward to the County Human Resources Department any recommended revisions for review and possible action by Human Resources to the County Manager for approval.<COM 3.1.3>

V. ALLOCATION OF PERSONNEL AND WORKLOAD ASSESSMENT

The Sheriff's Office shall ensure that all personnel are legally employed in accordance with its authorized budget, allocated and distributed in accordance with documented workload assessments, and assigned to ensure the effective, efficient daily operation of each component of the Sheriff's Office. In order to ensure that each

employee is legally employed, and that positions are filled in accordance with budgeted authorizations, the Budgt Office shall maintain and administer the position management system.<7D-15>

Personnel shall be allocated to, and distributed within, each component of the Sheriff's Office in accordance with documented workload assessments. Position status information, whether filled or vacant, for each authorized position shall be included.

Every four (4) years, each division chief or comparable supervisors shall analyze and document the workload demands of each workgroup component under their supervision. The workload assessment shall be utilized in the budget preparation process, in determining the allocation of personnel to each workgroup component of the Sheriff's Office, and for the proper distribution of allocated personnel in each workgroup component. At least every four (4) years, the allocation and distribution of all personnel shall be reviewed, including determining what positions are designated as sworn/non-sworn, and confirming positions are staffed accordingly.<21.2.4>

The Sheriff's Office has several different types of staffing needs, some being post driven, and others are work product and pro-active driven. For areas that are post driven, with predetermined minimum staffing levels applied, the Office should use formulas as instructed by nationally recognized institutions such as Northwestern University Center for Police Command, FBI National Academy, or like law enforcement police resources. This minimum staffing level assessment requires the setting of the minimum staffing levels for functions such as the Jail and Patrol. After setting the minimum staffing levels, adjustments that will allow for training days, paid time off, and vacancies are calculated into the post based staffing formula. Real numbers from payroll are used to produce the most accurate picture of real-time staffing conditions.

The other workload model, which is more complicated, however, is known to produce quality results, is a supply and demand model. In this model, the calls for service are accounted for (representing demand by the community) against the supply or number of officers available to meet the demand needs. This same study can produce an estimate of the unallocated time that an officer has to be proactive

While other local area jurisdictions may use a per-capita approach (officer-to-population ratio), DCSO does not rely on this calculation for staffing studies or workload assessments. Because this ratio formula is often used in agency comparisons, it is not considered to be sufficiently encompassing for use in personnel budgets.

It is important to remember to use the same workload assessment year-over-year so that any changes made by the last workload assessment can be measured from the data and outcomes. This is not to suggest that if another workload study formula is discovered that it should not be explored.

After each workload study, the author of the examination must include in the report recommendations for the distribution and allocation of personnel. <21.2.4>

VI. TEMPORARY ASSIGNMENTS

Temporary assignments are of an unspecified duration. A temporary assignment may be made to any area of the Sheriff's Office and is made at the discretion of the Sheriff. The duration of a temporary assignment is determined by the nature of the task(s) to be performed or expertise to be achieved.

VII. JOB ANNOUNCEMENTS

Job announcement are accessible on web-based DCSONET. An email to group emails such as Everyone Sheriff announces the job posting. The notification shall include a list of all positions for which a selection process will be conducted, the minimum requirements for each position, and any special requirements or restrictions.

In order to participate in a selection process, an employee must be eligible and meet any special requirements or restrictions by the closing date of the notification. Employees interested and qualified will submit a letter of intent through their chain of command listing all experiences, training and education.

By Order of the Sheriff