

FLORIDA SOUTHWESTERN STATE COLLEGE CAMPUS POLICE DEPARTMENT

GENERAL ORDER

TITLE: MEMBERS ALLOCATION AND DISTRIBUTION	GENERAL ORDER: 16.1 (Normal Risk)
EFFECTIVE: July 1, 2020	AMENDED: ORIGINATED: July 1, 2020
RESCINDS:	
PAGES: 02	

A. PURPOSE: The purpose of this General Order is to describe the responsibility for periodic staffing requirements and the appropriate allocation of members.

B. SCOPE: This order shall apply to all Campus Police Department members.

C. DISCUSSION: A primary management function is the effective allocation of members. Supervisors must periodically evaluate members' needs and measure resources against the delivery of services. With budgetary constraints often a limiting factor, members' resources must be utilized in the most efficient and effective manner. Redistribution of members is often necessary to achieve the most effective delivery of services.

D. POLICY: It shall be the policy of the Campus Police Department to allocate and staff components based upon periodic workload assessments.

E. PROCEDURE:

1. Position Management System:

a. Human Resources Division and Organizational Development shall maintain a Position Management System which provides the following information on a monthly basis:

- 1) Identity of the number and type of each position authorized in the agency's budget;
- 2) Location of each authorized position within the agency's organizational structure; and
- 3) Position status information, whether filled or vacant, for each authorized position in the agency.

b. The Chief of Police or a designee shall immediately notify the Human Resources Chief or a designee, in writing, of any changes in personnel, position assignments, or vacant positions within their respective division.

c. The Chief of Police or a designee shall review the allocation report in a timely manner and notify the Human Resources Chief or a designee, in writing, of any discrepancies in the allocation report.

2. Workload Assessments: All supervisors shall conduct and document an annual workload assessment within their respective platoons. The nature or number of tasks as well as their complexity, location, and time required for completion should be addressed in the workload assessment. The workload assessment report shall be submitted to the Chief of Police, no later than April 1 of each year. The agency shall allocate and distribute members to organizational components in accordance with workload assessments.

3. Distribution of Sworn Members: In order to effectively distribute sworn members, platoon supervisors must track their activity monthly, quarterly, and annually.

a. Positions not requiring sworn members are specified as civilian positions and staffed accordingly. Sworn members may be temporarily assigned to these positions in the event of an urgent need or to broaden a member's experience.

F. GLOSSARY:

CIVILIAN - A non-sworn member.

SWORN MEMBER - A member of the agency who has successfully completed a Florida Criminal Justice Standards and Training Commission course in law enforcement.

WORKLOAD - The sum total of measurable activities occurring within a given area or time period.

G. INDEXING:

ALLOCATION OF MEMBERS
DISTRIBUTION OF MEMBERS
MEMBERS ALLOCATION AND DISTRIBUTION
WORKLOAD ASSESSMENT

H. ACCREDITATION STANDARDS:

APPROVED: *Jerry Connolly*
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