


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Allocation and Distribution of Personnel		ACCREDITATION CALEA Chapter 21
	PROponent UNIT Personnel Division		PRIOR REVISIONS 10/01/01, 8/26/18
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TOTAL PAGES 3			

I. PURPOSE: This Order assigns responsibility and direction for how and when to allocate personnel.

II. POLICY: The Department shall adopt a personnel allocation system that distributes personnel throughout the Department in accordance with the Department's and the respective unit's needs, as determined through workload assessments and resource evaluations.

III. DEFINITIONS:

Position Management System: A position management system identifies the number and type of each position identified in the Department's budget, location of the position within the organizational structure, and the status of the position (whether vacant or filled).

Workload Assessment: A workload assessment measures Departmental activities occurring within an organizational component, to include data regarding a task's nature, frequency, complexity, location, and duration. A complete assessment shall be conducted at least every four years. [CALEA 21.2.4]

IV. PROCEDURE

A. **Resource Evaluation:** A personnel resource evaluation identifies and assesses the number of personnel assigned to Departmental subcomponents.

1. **Position Management System:** To facilitate a personnel evaluation, the Personnel Services Division shall provide and maintain a "personnel position management system," to include the following information:

- i. The number and type (by job classification) of each position authorized in the Department budget. [CALEA 21.2.3.a]
- ii. The location of each authorized position within the Department's organizational structure. [CALEA 21.2.3.b]
- iii. The position status of each position, whether filled or vacant, for each authorized position in the agency. [CALEA 21.2.3.c]

iv. The demographics of each position (to include ethnic and gender identification) [CALEA 31.2.1]

v. Civilian-staffed positions that do not require sworn staffing.

2. **Resource Assessment:** Commanders will use the position management report to assess the distribution of resources within their respective subcomponents, and, when indicated, make recommendations / requests to the Chief for consideration of personnel redistribution.

B. Workload Assessments: The workload assessments shall measure workload activity for both sworn and non-sworn bureau personnel.

1. Responsibility:

i. The Chief of Police shall ensure that periodic workload assessments are accomplished, either in conjunction with the regular budget preparation, or via directed workload analyses, such as are necessary when part of, or the entire agency is under consideration for reorganization, staff redistribution, or similar event. The workload assessment shall occur at least once every four years. [CALEA 21.2.4]

ii. Each branch and/or bureau commander or designee shall be responsible for conducting workload assessments within their respective bureaus or branch, either periodically, or at the specific direction of the Chief. [CALEA 21.2.4.a]

2. Methods: [CALEA 21.2.4.b]

i. Informal: Informal workload assessments, which units with a small staff may conduct, gauge activity levels without measuring the tasks and activities.

ii. Formal: Formal methods, which should be used for line personnel (e.g., Patrol) or within other larger bureaus, entail using quantitative data, such as:

a. Number of calls-for-service occurring geographically (i.e., zones) and temporally (i.e., shifts, hour of day and day of the week);

b. Service time required to handle an incident or task;

c. Number of reports written or cases investigated;

d. Administrative time, such as briefings, personal breaks, meals, and report writing time;

e. The number and complexity of tasks assigned;

f. The number of personnel for whom the tasks are accomplished (e.g. regarding staff assistants' duties)

g. Leave, such as days-off, holidays, vacation, and sick time;

h. Special events or projected problems.

C. Personnel Distribution Method: Generally, personnel should be allocated to Departmental subcomponents in proportion to the respective workloads therein; however, fulfilling the organizational unit's primary objective shall be the principle allocation criterion.

1. Department: Based on the workload assessments and resource evaluations, the Chief shall determine the most appropriate distribution or redistribution of personnel to the bureaus and within the administrative offices.

The Chief may solicit input from his/her commanders in order to better evaluate the staffing needs of the Department and its subcomponents.

2. Bureau: The bureau commanders shall determine the most appropriate distribution of personnel within the respective bureau's various divisions, units, shifts, or zones.

No transfers, reassignments, or allocations of currently or newly assigned personnel shall be made between bureaus without approval from the Chief of Police.

D. Required Report: Each bureau commander shall prepare a staffing report and, in conjunction with the Department's budgetary process, forward it to the Planning Unit. The report shall: [CALEA 21.2.4.c]

1. Summarize the methodology and the results of the workload assessment(s),
2. Assess the current level of personnel resources,
3. Identify the need, and/or intended results of a personnel reallocation (if redistribution is necessary).
4. Be submitted no later than June 1, of each budget year.

By Order of

*Signed Original on File in the
Accreditation Section*

**Nelson Moya
Interim Chief of Police**