

# JUNEAU POLICE DEPARTMENT PROCEDURES



**Title: Allocation and Deployment of Personnel Chapter: 1.400**

**Date Issued: December 17, 2007**

**Revised: April 25, 2019**

**Reviewed: July 19, 2022**

## **I. Purpose**

The purpose of this policy is to establish guidelines for the allocation and deployment of Juneau Police Department personnel.

## **II. Policy**

JPD recognizes that it is not reasonable to staff sufficient personnel to deal with every police related event that may occur. However, through the use of statistics it is possible to determine the times personnel are the busiest and then staff appropriately. JPD will conduct a staffing assessment each year based on a workload model and may adjust work schedules to align with need.

## **III. Definitions**

*Call for Service (CFS)* – An activity resulting in a police response that has either been reported to the Department by a citizen or an officer has observed it.

*Workload Assessment* – The number of calls for service received from the public that must be answered with a physical response by one or more patrol officers.

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## **IV. Procedure**

### **A. Patrol Personnel**

1. Basing the allocation of personnel on actual workload is the best practice in any industry.
  - a. JPD will attempt to prevent over or under staffing by ensuring that patrol personnel position requests are consistent with the workload.
2. Workload assessments for the patrol function will be conducted annually through the Office of the Deputy Chief of Police and recommendations in staffing levels will be submitted to the Chief of Police. Assessments will be based on:
  - a. the number of CFS handled by the Patrol Section by hour of the day and day of the week;
  - b. the number of officers and the average time required to handle a call for service;
  - c. the average time a patrol officer is available to handle calls for service;
  - d. the projected number of calls for service to be handled in the upcoming budget year, based on a 3-year history;
  - e. the number of patrol personnel that will be required to handle the workload;
  - f. the percentage of officers' time required to pro-actively address community policing issues.
3. In addition to overall personnel requirements, the report will include recommendations for shift deployment based on statistics from the past year.
  - a. Officers will be assigned to shifts according to the times it is of maximum benefit to the community.
  - b. A minimum number of patrol officers/sergeants on duty at any given time will always be observed.
4. Patrol officers will attempt to respond with sufficient resources to establish control, regardless of the nature of the specific assignment.
  - a. When reasonable to do so, supervisors will monitor calls to their subordinates and may increase or decrease responses accordingly.

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- b. Officers will follow contract negotiated meal break and rest period guidelines and will provide Communications with a contact number.
  - c. No more than two officers may be out of service for meals or breaks at the same location at the same time.
5. When multiple calls for service are received, personnel will prioritize calls based on threat to human life and property and respond accordingly.
6. When an incident is assigned to one or more units, other units should not respond unless assistance is requested or the need for additional units is obvious or known.
7. When a patrol officer can respond more quickly than the assigned officer because of location, the closer officer will notify Communications.
8. Upon arriving on the scene, if no further assistance is necessary, the first officer will notify Communications as soon as possible.
9. Officers are responsible for returning to service as soon as possible following completion of assignments.
  - a. Supervisors are responsible for ensuring officers who are not needed at a scene return to service as soon as possible.

## **B. Other Personnel**

1. Workload assessments for other Department personnel may be included in the annual allocation and deployment study.
2. The allocation of investigators and community service officers will also be based on the number of cases and calls they respond to annually.
3. The allocation and deployment of personnel in the Communications Center will be determined by the times of the day and days of the week the workload is the heaviest.
  - a. A minimum of two dispatchers will always be observed.

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4. The allocation and deployment of Records Unit personnel will be based on the number of case reports processed, citations processed and other administrative assignment requirements.
5. Other units staffed by two or less persons will be scheduled according to actual need.

JPD

Ed Mercer

A handwritten signature in cursive script that reads "Ed Mercer".

Chief of Police