

MESA POLICE Department Policy Manual	Basic Staffing Levels & Holiday Staffing	DPM 1.2.160 Effective 08/01/2014 Revised 10/29/2025
Approved by: Chief of Police	Chapter: Personnel Functions	Page: 1 of 4

1. PURPOSE

This policy establishes guidelines for Mesa Police Department (MPD) members for managing basic staffing levels (BSL) and holiday staffing.

2. DEFINITIONS

Allocated Personnel: The level of personnel assigned to ensure operational efficiency and effectiveness.

Available Staffing Levels: The level of allocated personnel assigned to a shift who are available to perform their routinely assigned responsibilities.

Basic Staffing Levels (BSL): The minimum number of members required to be present on a shift to maintain optimal efficiency and safety. [\[ALEAP 17.10\]](#)

Critical Professional Staff Members: Non-sworn members in positions where the number of employees available to perform the function is limited (basic staffing); the function requires specialized skills; or failure to perform the function may have serious consequences. Professional staff members in this category are subject to BSL requirements.

Essential Sworn Members: Sworn members in positions where the number of employees available to perform the function is limited (minimum staffing); the function requires specialized skills; or failure to perform the function may have serious consequences. Sworn members in this category are subject to BSL requirements.

3. BSL FOR SWORN STAFF ASSIGNED TO PATROL

3.1 Allocation, Distribution & Basic Staffing Levels for Patrol [\[ALEAP 17.10\]](#)

- A. Basic staffing levels for patrol are derived by a workload assessment that is produced in coordination with the Strategic Planning and Analysis Section of the City of Mesa (COM) and the Assistant Chief of the Patrol Bureau.
- B. BSLs for patrol are utilized for:
 1. Ensuring the safety of officers.
 2. Ensuring proper service levels and distributed workload.
 3. Ensuring enough officers are staffed for adequate response times.

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4. The basis for overtime assignments when BSL cannot be reached through other methods. Refer to [DPM 1.2.110 Overtime Protocols](#).
- C. BSLs are controlled through Telestaff. When vacancies occur, the system automatically compares the number of officers working to the required BSL. If an open shift causes staffing to fall below BSL, Telestaff automatically attempts to fill vacancies using pre-determined rules established by the Chief of Police or designee.

3.2 Patrol Officer Responsibilities

- A. Patrol officers are responsible for ensuring all time is accounted for in Telestaff. Telestaff ensures that enough members are available to cover BSL in their respective districts; therefore, keeping Telestaff updated is critical to maintaining appropriate levels of officers available in a district.
- B. In addition to recording all deviations from the regular schedule in Telestaff, patrol officers should contact their supervisor immediately for any issues related to Telestaff or availability.

3.3 Patrol Supervisor Responsibilities

- A. Shift Lieutenants are responsible for monitoring BSL in Telestaff to ensure enough field personnel are assigned to a patrol shift to establish BSL and staffing is properly managed.
 1. If trends/problems with staffing appear, the Shift Lieutenant can adjust the schedule as needed to ensure the efficient operation of the Department.
- B. Sergeants are responsible for monitoring Telestaff entries and time off for their members to ensure that overtime is minimized and BSL is maintained.
- C. BSL guidelines require a minimum of one sergeant assigned to each Patrol Division for each shift.
 1. Lead Officers who have successfully completed the Sergeant Training & Evaluation Program (STEP) may fill this requirement with the approval of the Shift Lieutenant.
 2. A Shift Lieutenant may request a sergeant or Lead Officer from another Patrol Division to fill a supervisory vacancy if they are logged on and available.
- D. Lieutenants will monitor patrol shift activity, assuring officers held over are kept on duty only for the minimum number of hours necessary to ensure the efficient operation of the Department.

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- E. Any deviations which cause BSL to drop below the recommended level for a shift must be documented by the Shift Lieutenant, including reasons for the recommended deviation, and approved by the Division Commander.

4. BSL FOR OTHER ESSENTIAL SWORN & CRITICAL PROFESSIONAL STAFF

- A. BSLs for essential Sworn Staff not assigned to Patrol and Critical Professional Staff are recommended by the Division Commander/Professional Staff Equivalent (PSE) and approved by the Bureau Assistant Chief on an annual basis.
1. BSLs may be adjusted if necessary for operational efficiency.
- B. BSLs for these positions will be managed by Telestaff using the pre-determined rules approved by the Chief of Police or designee.
1. For those not in Telestaff, this will be monitored and tracked by Lieutenants/PSEs and reported on a regular basis through the chain of command to the Bureau Assistant Chief.

5. NON-ESSENTIAL SWORN/NON-CRITICAL PROFESSIONAL STAFF MEMBERS

- A. Staffing needs for non-essential sworn members and non-critical professional staff members will be determined by the unit supervisor on a day-to-day basis based on the expected volume of the day, operational needs, and availability of resources.
- B. Supervisors are expected to monitor time-off for members assigned to these areas and plan appropriately to handle any absences, necessary workload, or special projects.

6. HOLIDAY STAFFING

6.1 Members Designated for Holiday Staffing

- A. Only members listed in [DPM 1.2.60A1 Holiday Staffing List](#) are authorized to work on a holiday.
1. **Exception:** Any members in an assignment designated for holiday staffing who are on transitional duty or administratively reassigned shall observe the City holiday and not report to work.
 2. **Exception:** Upon Bureau Chief approval, members or units not considered critical or essential may be scheduled to work for a special event, a task

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force, a scheduled protest/demonstration, or other mission critical event, but only for the time necessary.

6.2 Members Not Authorized for Holiday Staffing

- A. See [DPM 1.2.78A1 Sworn Timekeeping Manual](#) and [DPM 1.2.78A2 Professional Staff Timekeeping Manual](#) for further guidance on holidays.
- B. Members in an assignment that is not required to be staffed on a holiday may work a non-holiday shift during the same week if the holiday falls on a normal workday.

REFERENCES

- [DPM 1.2.78A1 Sworn Timekeeping Manual](#)
- [DPM 1.2.78A2 Professional Staff Timekeeping Manual](#)
- [DPM 1.2.110 Overtime Protocols](#)
- [DPM 1.2.160A1 Holiday Staffing List](#)