

## **1.436 ALLOCATION & DISTRIBUTION OF PERSONNEL**

### **1.436.05 Position Management System**

- A. The agency's position management system is the University Human Resources Classification Allocation System which controls and regulates personnel management issues that include, but are not limited to:
  - 1. The number and type of each position authorized in the agency's budget; and
  - 2. Position status information, whether filled or vacant, for each authorized position in the agency.
- B. The agency's position management system identifies the location of each authorized position within the agency's organizational structure.

### **1.436.10 Workload Assessments**

- A. The allocation of personnel to organizational components within the agency is based on documented periodic workload assessments conducted at least once every four years at the request of the chief or bureau commanders.
- B. The allocation of personnel to patrol squads is based on workload assessments containing analysis of information that includes, but is not limited to:
  - 1. Number of available personnel;
  - 2. Calculations of total potential person-days or hours available;
  - 3. Calculations of actual person-days or hours available for assignment as the result of time lost through days off, training, court, all types of leave, etc.;
  - 4. Numbers of incidents dispatched to officers;
  - 5. Numbers of incidents initiated by officers;
  - 6. Time averages for completing incidents; and
  - 7. An unallocated time constant established by the chief.
- C. On-line data reporting applications allow workload reports to be generated based on critical fields that include, but are not limited to:
  - 1. Inclusive dates;
  - 2. Days of the week;
  - 3. Time frames;
  - 4. Incident types;
  - 5. Incident locations; and
  - 6. Number of patrol officers in service.
- D. The Police Services Bureau Commander and the patrol commander are responsible for ensuring the deployment of patrol squad personnel and any minimum mandatory staffing levels are predicated upon analysis of workload reports.
- E. The assigned bureau commander is responsible for ensuring the results of workload studies are considered as appropriate during budget request processes.
- F. The chief is responsible for ensuring workload studies are considered as appropriate in the agency's strategic management program.

### **1.436.15 Specialized Assignments**

- A. The chief has the ultimate authority to assign personnel to units and/or functions in the best interests of the agency.
- B. Vacancies in specialized assignments below the rank of sergeant will be announced throughout the agency and filled through the conduct of selection processes. Specialized assignment positions include:
  - 1. Criminal Investigator;
  - 2. Training and Personnel Unit Officer;
  - 3. Logistics Unit Officer;
  - 4. Crime Prevention Officer;
  - 5. Strategic Enforcement and Response Team (SERT);
  - 6. Area Task Forces (i.e. HIDTA, JTTF, and/or Auto Theft);

- 7. Canine Explosive Detection Unit; and
- 8. Accreditation Unit Officer.
- C. Unit commanders who anticipate or have vacancies in specialized assignments will so inform their bureau commander and request staffing of the assignments.
- D. Staffing requests must contain selection criteria that should include, but are not limited to:
  - 1. Any required or preferred training, educational, or experiential requirements; and
  - 2. Skills, knowledge, or abilities that are preferred or required.
- E. Upon approving specialized assignment staffing requests, bureau commanders will ensure formal announcements of specialized assignment availability are distributed throughout the agency specifying:
  - 1. Selection criteria for the positions;
  - 2. Selection process steps; and
  - 3. Deadlines for applications.
- F. Personnel must submit application requests consistent with **1.458.20 Correspondence Directed to Supervisors**.
- G. Selection processes for specialized assignments may include, but are not limited to:
  - 1. Reviews of applications;
  - 2. Reviews of applicant's personnel files;
  - 3. Interviews with applicants;
  - 4. Written exercises or examinations; and
  - 5. Interviews with applicant's current and former unit commanders or supervisors.
- H. Unit commanders anticipating or having specialized assignment vacancies have duties and responsibilities that include, but are not limited to:
  - 1. Obtaining bureau commander approval to initiate and conduct selection processes;
  - 2. Ensuring selection processes are conducted consistent with announced selection criteria and process elements;
  - 3. Forwarding selection recommendations and justifications for same to the appropriate bureau commander;
  - 4. Ensuring all applicants are informed of selection process results; and
  - 5. Retaining related selection process documents for at least one year from the effective dates of any resulting assignments and/or personnel orders.
- I. Bureau commanders will forward selection process recommendations and justifications to the chief for final actions.
- J. The chief is responsible for ensuring that an annual documented review is conducted of all specialized assignments within the agency to determine if those assignments are to be continued, modified, or eliminated. Reviews must include, but are not limited to:
  - 1. Listings of all specialized assignments;
  - 2. Statements of purpose for each listed assignment;
  - 3. Evaluations of initial problems or conditions that lead to the initiation of the specialized assignments;
  - 4. Justifications for continuing, modifying, or eliminating the specialized assignments.
- K. Employees assigned to specialized positions shall remain in their assignment generally for a term between 18 months to 5 years depending on the need of the assignment.

### **1.436.20 Non-Sworn Positions**

- A. The chief and bureau commanders are responsible for ensuring full-time job assignments not requiring sworn personnel are specified as civilian positions and staffed accordingly.
- B. Studies and evaluations to effectuate civilianization of positions may take place at any time of the year or may be directed as components of the agency's strategic management program, workload

assessments, or during evaluations of specialized assignments.