

CAMBRIDGE POLICE DEPARTMENT

Title: *ALLOCATION AND DISTRIBUTION
OF PERSONNEL*

Procedure: 1.400

Date Issued:

Revised: 10/14/03

PURPOSE:

To establish guidelines for the allocation and distribution of personnel.

ensuring that the personnel strength of an organizational component is consistent with the workload.

POLICY:

It is the policy of the Police Department to ensure that it has sufficient personnel to provide effective police service, and that personnel are distributed within the Department in an efficient manner.

2. Workload assessments will be conducted annually in February by the Operational Lieutenant for patrol personnel. Recommendations in staffing levels based on these assessments will be submitted to the Chief of Police for budgeting considerations. Consideration will be given to the following information:

PROCEDURE:

STAFFING

1. The allocation of sworn officers is regulated by the City Commissioners.
2. The Police Department will maintain a staffing table that identifies:

The number and type of each position authorized in the department's budget by rank or job title.

The location of each authorized position within the department's organizational structure.

The position status information whether filled or vacant for each authorized position in the department.

3. The staffing table will be reviewed annually, and updated if necessary, by the Chief of Police as part of the budgeting process.

Outstanding programs and projects;
Job analysis;
Personnel strength authorized by the City Commissioners.
Number of incidents/tasks handled by hour of day and day of week; and
Average time required to handle incidents/tasks.

3. The Operational Lieutenant will determine the assignment/availability factor for the patrol division personnel. This factor is a ratio representing the total potential person days available compared with the actual person days available for assignment. This specialized workload assessment will include:

The number of incidents handled by patrol personnel during the specific period.

The average time required to handle an incident at the patrol level, or a measurement of a sampling of cases.

Calculation of the percent of time, on the average, that should be available to the patrol officer for

WORKLOAD ASSESSMENT

1. Basing allocation of personnel on workload demands has a significant influence on the efficiency and effectiveness of the Department. The Department will attempt to prevent over or under staffing by

handling incidents during a regular shift.

Time lost through days off, vacation, sick, holidays, training and other leaves, compared to the total time required for each patrol assignment.

4. The Administrative Lieutenant will conduct workload assessments annually in February for criminal investigations unit personnel, records unit personnel,3. communications unit personnel and the community service unit. This specialized workload assessment will include:

The number of cases assigned/investigated by CID personnel during the specific period.

The number of cases investigated and cleared by arrest.

The average time spent on a follow-up investigation.

The number of case reports processed.

The number of warrants processed.

The number of tickets processed.

The number of calls received.

The time spent on evidence handling.

The time spent on animal control.

The time spent on parking enforcement and number of tickets.

The time spent on administrative/court assignments.

5. The Executive Officer will annually reassess the allocation of personnel during the budget preparation process.

DISTRIBUTION OF PERSONNEL

1. Personnel allocated to each organizational component will be distributed in a manner which is consistent with workload demands or assessments. These distributions will take into account the time

and location factors necessary to complete a task and encourage the equalization of individual workloads.

2. Patrol personnel are assigned in accordance with the temporal and geographic distribution of incidents to equalize individual workloads. Information on temporal concerns will be compiled from activity reports.

3. Support personnel are assigned in accordance with the results of the workload assessments for those units.

4. The Chief of Police will have the final decision on the distribution of department personnel.

CIVILIAN PERSONNEL

1. Whenever practical, positions not requiring the specific knowledge, skills and abilities of a sworn officer will be specified as a civilian position and staffed accordingly.

2. The following positions within the Police Department are specified as civilian:

- Administrative Assistant
- Police Communication Officer I
- Police Communication Officer II
- Records Technician I
- Records Technician II