

**CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order**

Date Issued: January 15, 1997

Revision Date: December 1, 1999

Subject: Allocation of Personnel

Reference: CACP STD.80.1

TO: ALL PERSONNEL

I. POLICY

The Craig Police Department will maintain up-to-date information on authorized staffing positions. The process of allocating personnel to each departmental component permits the department to determine the overall number of personnel required to meet its need and fulfill its objective.

Basing the allocation of personnel on workload demands can have a significant influence on the efficiency and effectiveness of the department. The department should attempt to prevent over or under staffing by ensuring that the personnel strength of an organizational component is consistent with the workload.

Personnel of the Craig Police Department shall be allocated to departmental components in accordance with workload assessments developed under the direction of the Chief of Police.

II. PROCEDURE

A. Patrol allocation and distribution.

1. In order to maintain proper staffing, and to ensure efficiency and effectiveness, the Craig Police Department will assign personnel in accordance with workload assessments.
2. This will be accomplished through annual workload assessments. These assessments differ depending on the overall job tasks performed.
3. The workload assessment for patrol will include, but is not limited to:
 - a. Number of incidents handled by patrol personnel during the specified period.
 - b. Average time required handling a call, by call type.

- c. Calculation of the percent of time, on the average, that should be available to the patrol officer for handling incidents during a specified period of time.
- d. Time lost through days off, holidays, and other leave, compared to the total time required for each patrol assignment
- e. Calculation of the average number of officers fielded per day. The average number of officers fielded per day is a ratio representing the total potential person-days available (number of personnel multiplied by 365), as compared to actual person-days (less time lost through days off, leave, holidays, training, special details, etc.).
- f. The number of two officer calls and when these calls occur most frequently.

4. Minimum staffing

Minimum patrol staffing levels will be based upon the above procedures, and will be in accord with:

- a. Officer safety concerns; and
- b. Efficient operations and prompt response to calls.

B. Authorized Staffing

The Craig Police Department maintains a list related to department staffing. This list is used in establishing the department's annual personnel budget, and includes:

- a. The number and type of each position authorized in the current budget.
- b. Location of each authorized position within the organizational structure.
- c. Status of each position (filled or vacant).

Approved by:

Walter K. Vanatta
Chief of Police

Date:
