

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>ALLOCATION AND DISTRIBUTION OF PERSONNEL</b>		
<b>POLICY AND PROCEDURE 4.1.17</b>		
<b>Effective Date :</b> 11/09/11	<b>Accreditation Standards:</b> CALEA 16.1.1, 16.1.2 CFA	<b>Review Date:</b> 07/01/2014

## **CONTENTS**

- 1. Position Management System**
- 2. Documented Workload Assessments**
- 3. On-Going Workload Assessments**
- 4. Glossary**

**PURPOSE:** To establish a management system for positions authorized in the Department's budget.

**SCOPE:** This policy and procedure applies to all members.

**REVIEW RESPONSIBILITY:** Division Assistant Chiefs, Special Projects Colonel and Bureau Commanders

**POLICY:** This Department will distribute and allocate members using periodic workload assessments. The proper allocation, distribution and management of positions should enable the Department to best meet its needs and fulfill its objectives.

## **PROCEDURES**

### **1. POSITION MANAGEMENT SYSTEM**

- a. The Master Position List for the Department is maintained by the Administrative\Investigations Division.
- b. The Position List will include:
  - i. The number and type of each position authorized in the Department's budget;
  - ii. The location of each authorized position within the Department's organizational structure; and
  - iii. Status information on each position, i.e., whether the position is filled or vacant. If filled, the list will include the name of the person in the position.

### **2. DOCUMENTED WORKLOAD ASSESSMENTS**

- a. Each Bureau Commander is responsible for conducting periodic documented workload assessments of their respective bureaus as directed by the Chief of Police. Documented assessments should be conducted at least every three years, but may be conducted more frequently as needed or directed.
- b. Workload assessments may be used during the budgetary process to identify the need for additional members, organizational changes, and to show total strength of the Department.
- c. It is the responsibility of the Bureau Commanders to identify the appropriate workload measures and data for use in the assessment.
- d. The following factors may be considered in conducting a workload assessment:
  - i. Nature and number of tasks and their complexity.
  - ii. Location of the tasks.
  - iii. Time required for completion of tasks.
- e. The assessment for patrol officers may include:

- i. Number of incidents handled during a specified period.
- ii. Average time required to handle an incident.
- iii. Calculation of the percentage of time, on average, that should be available to the patrol officer for handling incidents during a specified period such as a shift.
- iv. Time lost through days off, holidays and other leave, compared to total time required for each patrol assignment.
- v. Temporal and geographic distribution of patrol officers.
- f. The documented assessments shall be provided to the Chief of Police and shall include an outline of the calculations required and completed, plus any supporting documentation.

### 3. ON-GOING WORKLOAD ASSESSMENTS

- a. In addition to the documented assessment, each Bureau Commander is responsible for regularly monitoring the activity of their Bureau to identify staffing needs and ensure appropriate allocation of members and tasks within the Bureau.
- b. The Patrol Operations Bureau Commander will monitor patrol workload by shifts in order to determine the percentage of workload on each shift.
  - i. The Patrol Operations Bureau Commander may adjust shift sizes as needed to ensure a proper distribution of officers on each shift.
  - ii. The Patrol Operations Bureau Commander may use other methods of balancing the workload among shifts, e.g., a "power shift" during the busiest period of the day, alternate patrol strategies, etc.

### 4. GLOSSARY

**Workload:** The total of cases, incidents handled, or other measurable activities occurring within a given area or time period.

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#### INDEX AS:

- WORKLOAD ALLOCATION
- POSITION MANAGEMENT

#### RESPONSIBILITY INDEX

- CHIEF OF POLICE
- ASSISTANT CHIEFS AND COLONEL
- BUREAU COMMANDERS

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APPROVED:



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