

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 16.1

ALLOCATION AND DISTRIBUTION OF PERSONNEL

ACCREDITATION STANDARDS: CALEA - 16.1.1, 16.1.2

EFFECTIVE DATE: June 8, 1995

RESCINDS: G.O. 16.1, June 27, 2012 and all applicable Amended/Temporary Orders prior to January 5, 2018

LAST REVISED DATE: January 5, 2018

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This general order contains the following numbered sections:

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POLICY

It shall be the policy of the Department to allocate and distribute members to organizational components in accordance with workload assessments in order to achieve proper staffing levels in all components. (CALEA 16.1.2)

PURPOSE

The purpose of this General Order is to provide for the proper allocation and distribution of Department members in order to achieve agency goals and objectives.

SCOPE

This General Order shall apply to all Department members.

DISCUSSION

A primary management function is the effective allocation of members. Managers must periodically evaluate member's needs and measure resources against the delivery of services. With budgetary constraints often a limiting factor, member's resources must be utilized in the most efficient and effective manner. Redistribution of members is often necessary to achieve the most effective delivery of services.

PROCEDURE

I. Personnel

- A.** The Department, through the Office of the Chief of Police, maintains a Personnel Allocation Chart showing the following information:
1. The number and type of each position authorized in the Department's budget. (CALEA 16.1.1a)
 2. The location of each authorized position within the Department's organizational structure. (CALEA 16.1.1b)
 3. Position status information, whether filled or vacant, for each authorized position in the Department. (CALEA 16.1.1c)

II. Workload Assessment

- A.** The allocation of members to the various components shall be based on workload assessments and analysis of the resulting data. These assessments are the responsibility of the respective Bureau Commanders, and should include performance data that is specific to the operations of each Department component. The workload assessment shall be conducted every year and should include, but not be limited to the following: (CALEA 16.1.2)
1. Nature and Complexity of task,
 2. Time requirement of task, and
 3. Location of task.
- B.** For example, the allocation of members to the Uniform Patrol Division shall be based on a workload assessment and analysis of the resulting data. This assignment is the responsibility of the Uniform Services Bureau Commander and shall include, at a minimum, the following: (CALEA 16.1.2)
1. The number of incidents handled by patrol members during a specific period.
 2. The average time required by patrol members to handle an incident.
 3. A calculation of the percent of time, on the average, that should be available to patrol members for proactive policing, and for handling incidents during a specified time period, such as a 12 hour shift.
 4. The Uniform Services Bureau Commander shall calculate annually the assignment/availability factor for patrol members. This factor is a ratio representing the total potential member-days available compared with the actual person-days available for assignment. (Person-days available accounts for time lost through days off, holidays, and other forms of leave, which is compared to the time required for each patrol assignment.
- C.** Detective's workload shall be determined by analyzing case assignments and activity and should include, but not be limited to, the following: (CALEA 16.1.2)

1. Total number of cases assigned per month.
2. Average time spent on each case.
3. Number of cases that have no solvability factors.
4. Type of case and complexity

III. Distribution of Members (CALEA 16.1.2)

- A. The distribution of members to the various components shall be based on workload assessments and personnel allocation studies. This shall include an annual reassessment of the distribution of Department members by the Bureau Commanders.
- B. Patrol members shall be distributed at appropriate levels based on the number of incidents, locations, and variations in the workload. This distribution shall be based on workload assessments and personnel allocation study of patrol operations that is annually conducted by the Uniform Services Bureau_Commander.
- C. The Investigative Services Bureau Commander, and the Support Services Bureau Commander, shall analyze the workload data of each component within their respective command annually. This is to ensure that personnel within their components are distributed properly.
- D. Positions not requiring sworn members are specified as civilian positions and are staffed accordingly. Sworn members may be temporarily assigned to these positions in the event of an urgent need or to broaden a member's experience.

IV. Definitions

1. *Civilian* - A non-sworn member.
2. *Members* - Except with specifics to "sworn member(s)", shall refer to all personnel, both sworn and civilian.
3. *Sworn Member* - A member of the Department who has successfully completed the Florida Criminal Justice Standards and Training Commission basic law enforcement training course and who has sworn law enforcement arrest authority.
4. *Workload* - The sum total of measurable activities occurring within a given area or time period.

APPROVED 
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CHIEF OF POLICE