

# La Plata Police Department – General Orders

	Title: <b>Allocation of Personnel</b>		Order #: <b>412</b>	
	Effective Date: July 30, 2015	Review Date:		
	Original Issue:	<input checked="" type="radio"/> New <input type="radio"/> Amends <input type="radio"/> Rescinds		
Approved by: <b>Chief Carl Schinner</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard: 16.1.1 16.1.2			Pages: 2	

**01 POLICY:** It is the policy of the La Plata Police Department to maintain a current staffing table to determine if each position is filled or vacant.

**02 ALLOCATION OF PERSONNEL STAFFING TABLE:** (CALEA 16.1.1)

- A.** The La Plata Police Department maintains a staffing table that provides the total personnel strength as authorized by Town Council.
- B.** A staffing table is maintained by the Administrative Services Division or his/her designee. The table will be updated annually at the conclusion of the yearly budget process, or as necessary. The staffing table will contain the following:

- 1. The number and type of each position authorized in the agency’s budget. (CALEA 16.1.1.a)
- 2. Location of each authorized position within the agency’s organizational structure. (CALEA 16.1.1.b)
- 3. Position status information, whether filled or vacant, for each authorized position in the agency. (CALEA 16.1.1.c)

**03 WORKLOAD ASSESSMENTS:** (CALEA 16.1.2)

- A.** The Department allocates personnel to, and distributes personnel within, all organizational components in accordance with workload assessments conducted at least once every three years. The purpose of workload

assessments is to increase the efficiency and effectiveness of the Department by:

- 1. Proper allocation of personnel;
  - 2. Equalization of individual workloads; and,
  - 3. Ensuring that personnel strength in each function is consistent with its workload.
- B.** It is the responsibility of Division Commanders to conduct a workload assessment for each position every three years, or as the Chief of Police deems necessary.
- 1. Determining actual workload. Some of the factors influencing workload demands include:
    - a. Nature or number of tasks;
    - b. Complexity of tasks performed;
    - c. Location and time;
    - d. Percentage of committed time;
    - e. Percentage of available time.
  - 2. Determine staffing needs. Possible staffing information sources include:
    - a. Monthly and annual activity reports as provided by squad/unit/sections;
    - b. Future projections contained within the Multi-Year Plan.

3. Upon completion, Division workload assessments will be forwarded to the Chief of Police along with staffing conclusions. Upon review, the information will be utilized during budget preparation, establishing goals and objectives, and updating the Department Multi-Year Plan.