

		<b>DIRECTIVE 1.10</b>			
SUBJECT <b>Allocation and Distribution of Personnel</b>		NO. PAGES 3			
DISTRIBUTION All Personnel	AMENDS Directive §1.10 Dated: 02/10/09	THIS ORDER CANCELS			
DATE OF APPROVAL  8/26/2014	DATE OF ISSUE  8/27/2014	Applicable Accreditation Standards			
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ISSUED BY: Chief Bobby L. Cummings, M.S.  Chief of Police Reviewed: 8/27/2014					

## **Allocation and Distribution of Personnel**

Directive: **1.10**

### **A. Allocation of Personnel**

Personnel allocation and distribution in the Wilmington Department of Police is the responsibility of the Chief of Police. The Department of Police will continually evaluate its manpower allocation and distribution to meet the changing needs of the community and those of the Department.

The Department will maintain a staffing table in the Human Resources Division that will include the total personnel strength as authorized by City government and the number of personnel, by rank or job title, within each Division, including civilians. This will generally be included in the monthly and annual reports. (CALEA 16.1.1a-c)

The Department of Police will allocate personnel to the Divisions within the organization in accordance with workload assessments. Each Division Commander will be responsible for notifying the Chief of Police, through the chain of command, when workload demands and under-staffing mandates the addition of personnel to their Division. The final decision to increase personnel within a Division will be the responsibility of the Chief of Police.

**The agency allocates personnel to, and distributes them within, all organizational components in accordance with documented workload assessments conducted at least once every three years (CALEA 16.1.2. 16.2.2).** The allocation of personnel to the Uniformed Services Division will be based on a workload assessment provided by the Commanding Officer of the Uniformed Services Division, containing an analysis which includes the following:

- Number of incidents handled by Uniformed Services Division personnel during the previous fiscal year;

- Average time required to handle an incident at the Uniformed Services level;
- Calculation of the percent of time, on the average, that should be available to the patrol officer for handling incidents during a specified period (such as a particular shift);
- Time lost through days off, holidays, and other leave, compared to the total time required for each patrol assignment; and
- An annual calculation of the assignment/availability factor for patrol personnel.

## **B. Distribution of Personnel**

The Department of Police allocates and distributes personnel in accordance with daily, monthly, quarterly, and yearly personnel needs, and work load assessments using all resources at the Department's disposal.

Due to the fact that workloads tend to fluctuate, the Department will reassess the workload demands of each Division annually. (Uniformed Services Division must be reassessed on a quarterly basis.)

To facilitate the collection and analysis of information relating to crime and services and geographic distribution of Uniformed Services personnel, the Department maintains a map of its service areas. Grid areas are the foundation of our reporting/tracking systems. The City is further divided into districts and reporting areas to organize and equalize the workload more easily. At least annually, the Department will tabulate incidents by reporting areas.

Uniformed Services personnel will be distributed in accordance with temporal and geographic distribution of incidents as provided a workload assessment analysis through Division Commanders. The Department will also determine the percentage of the Uniformed Services Division workload on each shift.

The number of patrol districts on each shift will be proportionate to the workload occurring per shift and the boundaries of each patrol sector will be based on a grouping of reporting areas. To best utilize manpower and to ensure effective and efficient service to the community, the Department will reassess quarterly, the distribution of patrol personnel.

## **C. Specialized Assignment**

Specialized positions are needed to implement pilot programs, conduct short-term projects, and address unpredictable problems.

If specialized positions become available **below the rank of Sergeant**, they will be advertised Department-wide. This will be accomplished by posting up-coming assignments.

All persons interested and meeting the requirements for the job may apply in a memorandum (via the chain of command) to the Chief of Police. Criteria for selection of personnel to fill each special assignment will be established by the Commanding Officer of that division with approval from the Chief of Police. The criteria will be described on the Department-wide announcement when it is posted. The criteria will outline: (CALEA 16.2.2)

- Educational Experience
- Specific Skills
- Length of Experience Required

**Specialized positions that become available for officers holding the rank of Sergeant or above will not be advertised Department-wide as stated above, and will be filled at the discretion of the Chief of Police**

An annual review of all special assignments will be conducted by the Chief of Police or designee. This review will include an evaluation of the initial problem or situation that required the implementation of the specialized assignment, and a cost-benefit analysis of the special assignment. (CALEA 16.2.1)

#### **D. Civilians**

Those positions within the Department not requiring sworn officers are designated and staffed by non-sworn personnel. These positions are generally support positions. The Chief of Police or a designee will at least annually review all sworn and non-sworn positions. This review will include:

- Insuring that non-sworn personnel duties are not duties that should be performed by sworn personnel.
- Changing or reassigning duties of non-sworn personnel as Department requirements change.