

GENERAL ORDER

G.O. 2-161

SUBJECT: PERSONNEL



DATE EFFECTIVE: 01/01/07
DATE WRITTEN: 2/6/06 DAB AMMENDED: 1/4/11 01/30/14
AMENDS: New
DISTRIBUTION: COMMAND AND SUPERVISORY STAFF
A.S. 2.4.1 2.4.2 3.3.12 3.3.13 3.6.2 3.6.3
ADMIN: Chief Of Police, Captain, & Division Commanders
SIGNATURE:
INDEX: ALLOCATION OF PERSONNEL, DISTRIBUTION OF PERSONNEL, MANPOWER, STAFFING

I. PURPOSE AND RESPONSIBILITY:

- A. Purpose: To set the policy and establish the procedures in the allocation and distribution of personnel at the Monroe Police Department.
- B. Responsibility:
 - 1. It will be the responsibility of the Support Services Division (SSD) Commander to cause the collection, collation, and analysis, and to report to the Chief of Police, the statistical data necessary to reassess the allocation and distribution of personnel at this Police Department.
 - 2. It will be the responsibility of each division commander to conduct workload assessments once each six months in their respective divisions and the units assigned to those divisions to prevent over or understaffing and to submit a report to the Chief of Police.
 - 3. It will be the responsibility of the Chief of Police to allocate personnel to divisions and units in accordance with workload assessments and to encourage equalization of individual workloads within each division and

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unit.

II. **DISCUSSION:**

- A. This general order deals with the appropriate distribution of personnel at this Police Department by determining service demands through the use of workload assessments. Workload assessments involve deliberations to ascertain the number of personnel required to complete a specific number of tasks or to fulfill certain objectives. This general order deals with specialized assignments related to announcements of openings and the specification of selection criteria. This general order also deals with civilian employees at this Division. Civilians can perform certain tasks more efficiently than a sworn law enforcement officer.

III. **DEFINITIONS:**

- A. **ALLOCATION:** The determination of the overall numbers of personnel for the agency and for each organizational component within the agency.
- B. **CALLS FOR SERVICE:** Any temporal assignment that generates an incident number whether it be a call from the general public or an officer initiated-incident.
- C. **DISTRIBUTION:** The assignment of a given number of personnel within each organizational component according to function, spatial, and/or temporal workload demand.
- D. **SKA: SKILLS, KNOWLEDGE AND ABILITIES:** Skills are the proficiency with which an individual performs. Knowledge is a body of information or the understanding gained through learning, education, experience or associations. Abilities are the processes required to perform the various job responsibilities.

IV. **POLICY:**

- A. It will be the policy of the Monroe Police Department to ensure that the allocation and distribution of personnel will cause an equalization of individual workloads.
- B. It will be the policy of the Monroe Police Department to provide patrol coverage at all times with the actual distribution of the patrol force being determined on the basis of computer tabulation of hourly and geographical fluctuations of the police workload.

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V. **PROCEDURES:**

A. ALLOCATION OF PERSONNEL:

1. STAFFING: The Charter of The Town Of Monroe, Chapter V, Section 9, dictates that, "There shall be a police department consisting of a chief of police and such other police officers of such rank, number, and grade as may be determined by the Board of Police Commissioners and such other employees necessary for the conduct of the Department as may be provided for from time to time."
 - a. The following table provides the total authorized and actual number of Police Department employees:

Title/Rank	Authorized/ Actual
Police Chief	1/1
Police Captain	1/1
Police Lieutenant	3/3
Police Sergeant	6/6
Police Officer	32/32
Secretary II/Executive Assistant	1/1
Secretary I/Detective Division	1/1
Clerk VII/Support Services Assistant	1/1
Clerk VI/Records	1/1
Accreditation Manager P/T	1/1
Park Ranger	1/1
Communications Unit Dispatcher F/T	7/7
Communications Unit Dispatcher P/T	1/1
Animal Control Officer F/T	1/1
Animal Control Officer P/T	5/3
Special Police Officers	5/4
Total	68/65

- b. The following is the number of Department employees by rank or job title, within each Division component:

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1. Office of the Chief of Police: Three (3) employees authorized and assigned:
 - a. One (1) Chief of Police;
 - b. One (1) Executive Assistant;
 - c. One (1) Part time Accreditation Manager.
2. Office of the Captain: One (1) employee authorized and assigned:
 - a. One (1) Captain.
3. Support Services Division: Eleven (11) full-time employees authorized and eleven (11) assigned. Six (6) part-time employees authorized and assigned:
 - a. Commander: One (1) police lieutenant;
 - b. Records Unit: One (1) full time clerk and one (1) full time SSD assistant;
 - c. Communications Unit: Seven (7) full-time civilian dispatchers and one (1) part time civilian dispatcher;
 - d. Animal Control Unit: One (1) full-time and five (5) part-time civilian animal control officers;
 - e. Park Ranger: One (1) full time park ranger;
4. Detective Division: Eleven (11) employees authorized and assigned:
 - a. Commander: One (1) police lieutenant;

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- b. General Investigative Unit: Five (5) police detectives;
 - c. Youth Unit: One (1) police detective, Four (4) School Resource Officers (SRO);
 - d. Secretary: One full time secretary.
5. Patrol Division: Thirty (30) employees authorized and thirty (30) are assigned:
- a. Commander: One (1) police lieutenant;
 - b. A Squad Unit: Two (2) police sergeant's and seven (7) police officers;
 - c. B Squad Unit: Two (2) police sergeant's and eight (8) police officers;
 - d. C Squad Unit: Two (2) police sergeant's and eight (8) police officers.

B. SPECIALIZED ASSIGNMENTS:

1. **OPENINGS POSTED:** Anticipated specialized assignment openings will be advertised by written announcement through all divisions of this Department.
2. **SPECIALIZED ASSIGNMENT CRITERIA:** The criteria for the selection of personnel for specialized assignments will be based on the skills, knowledge, and abilities required for the assignment. Specialized assignments will be established at the discretion of the Chief of Police.
3. **TEMPORARY OR ROTATIONAL ASSIGNMENTS:** In an effort to afford valuable exposure and work experience to personnel, this Department will offer temporary and rotational assignments to the various divisions and units. Assignment procedures include:
 - a. **Positions:** Temporary assignments are established based on the operational needs and manpower levels of the Department.

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Rotational assignments may be established at the discretion of the Chief of Police;

1. The employee selected to a rotational or temporary assignment will have access to all necessary information resources and data needed to perform the assignment; and
 2. The employee selected to a rotational or temporary assignment will have accessibility to the Chief of Police.
- b. Duration: The duration of temporary assignments will be based on the operational needs and manpower levels of the Department. The duration of rotational assignments will be established at the discretion of the Chief of Police. The duration of the rotational assignment will be pre-established and posted prior to the announcement.
- c. Criteria: The following are the established criteria for the selection of personnel for temporary or rotational assignments:
1. Show of Interest: Officers will be requested to direct memoranda to the Chief of Police indicating interest in the position by a specified date;
 2. Officer Assignment: The officer or officers selected for the assignment will be based on merit, an expression of interest, and/or special skills or abilities of an officer.
- d. Selection Procedures: An announcement describing the purpose of the assignment, the reason it was implemented, the background necessary or useful for the assignment, and the expected length of time the assignment will last will be posted for a show of interest. The Chief of Police, with input from all ranking officers of this Department, will choose the best candidate(s) for the position from those who show interest.
4. ANNUAL REVIEW: An annual review of each specialized assignment will be conducted to determine whether it should be continued. This review shall include:

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- a. A listing of all specialized assignments;
 - b. A statement of purpose for each listed assignment;
 - c. The evaluation of the initial problem or condition that required the implementation of the assignment.
- C. CIVILIAN POSITIONS: There are certain positions within this Police Department that require skills other than those of sworn law enforcement officers. Sworn personnel may be temporarily assigned to these positions in the event of an urgent need, but will not be assigned on a permanent basis. Refer to General Order 3-211, Personnel Classification; paragraph V, subparagraph C, titled "Duties and Responsibilities". The following are civilian positions:
1. Full time employees:
 - a. Communications Unit dispatcher;
 - b. Animal Control officer (ACO);
 - c. Executive Assistant;
 - d. Secretary;
 - e. Record Clerk;
 - f. Support Services Assistant;
 - g. Park Ranger;
 2. Part time employees:
 - a. Accreditation Manager;
 - b. Animal Control Officer (ACO) Assistant;
 - c. Communications Unit dispatcher;
 - d. Matron.

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HISTORICAL CHANGES TO POLICY

Jan. 4, 2011 – Page 4, Section VA1b1, Accreditation Manager shifted from support services to chief's office.

Jan 30, 2014 – Auxillary program removed.