



Allocation and Distribution of Personnel

Section: 1.436
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1.436 Allocation & Distribution of Personnel

1.436.02 Position Management System

- A. The agency's position management system is the University Human Resources Classification Allocation System which controls and regulates personnel management issues that include, but are not limited to:
 - 1. The number and type of each position authorized in the agency's budget; and
 - 2. Position status information, whether filled or vacant, for each authorized position in the agency.
- B. The agency's position management system identifies the location of each authorized position within the agency's organizational structure.

1.436.04 Workload Assessments

- A. The allocation of personnel to organizational components within the agency is based on documented periodic workload assessments conducted at the request of the Captain.
- B. The allocation of personnel to patrol shifts is based on workload assessments containing analysis of information that includes, but is not limited to:
 - 1. Number of available personnel;
 - 2. Calculations of total potential person-days or hours available;
 - 3. Calculations of actual person-days or hours available for assignment as the result of time lost through days off, training, court, all types of leave, etc.;
 - 4. Numbers of incidents assigned to officers;
 - 5. Numbers of incidents initiated by officers;
 - 6. Time averages for completing incidents; and
 - 7. An unallocated time constant established by the Captain.
- C. The Report Exec's data reporting applications allow workload reports to be generated based on critical fields that include, but are not limited to:
 - 1. Inclusive dates;
 - 2. Days of the week;
 - 3. Time frames;
 - 4. Incident types;
 - 5. Incident locations; and
 - 6. Number of patrol officers in service.
- D. The Lieutenant, with input from the shift supervisors, is responsible for recommending the deployment of patrol personnel to the Captain. These recommendations include any minimum mandatory staffing levels predicated upon analysis of workload reports.
- E. The Lieutenant is also responsible for ensuring the results of workload studies are considered as appropriate during budget request processes.
- F. The Captain is responsible for ensuring workload studies are considered as appropriate in the agency's strategic management program.

1.436.06 Specialized Assignments

- A. The Captain has the ultimate authority to assign personnel to units and/or functions in the best interests of the agency.
- B. Vacancies in specialized assignments below the rank of sergeant will be announced throughout the agency and filled through the conduct of a selection and HR process. Specialized assignment positions include:
 - 1. Criminal Investigations;
 - 2. Accreditation Coordination;
- C. Shift supervisors anticipating or have vacancies in specialized assignments will inform the Lieutenant or Captain with a request to staff the assignments.
- D. Staffing requests must contain selection criteria that should include, but are not limited to:
 - 1. Any required or preferred training, educational, or experience requirements; and
 - 2. Skills, knowledge, or abilities which are preferred/required.
- E. Upon approval of specialized assignment staffing requests, the Captain via the Office of Human Resources, will ensure formal announcements of specialized assignment availability are distributed throughout the agency specifying:
 - 1. Selection criteria for the positions;
 - 2. Selection process steps; and
 - 3. Deadlines for applications.
- F. Personnel must submit application requests in keeping with existing HR protocols.
- G. Selection processes for specialized assignments may include, but are not limited to:
 - 1. Review of applications;
 - 2. Review of applicant's personnel files;
 - 3. Interviews with applicants;
 - 4. Written exercises or examinations; and
 - 5. Interviews with applicant's current and former supervisors.
- H. The Captain is responsible for ensuring an annual documented review is conducted of all specialized assignments within the agency to determine if those assignments are to be continued, modified, or eliminated. Reviews must include, but are not limited to:
 - 1. Listings of all specialized assignments;
 - 2. Statements of purpose for each listed assignment;
 - 3. Evaluations of initial problems or conditions that lead to the initiation of the specialized assignments;
 - 4. Justifications for continuing, modifying, or eliminating the specialized assignments.

1.436.08 Non-Sworn Positions

- A. The Captain, with input from Commanders, is responsible for ensuring full-time job assignments not requiring sworn personnel are specified as civilian positions and staffed accordingly.
- B. Studies and evaluations to effectuate civilianization of positions may take place at any time of the year or may be directed as components of the agency's strategic management program, workload assessments, or during evaluations of specialized assignments.