

## CHAPTER SEVEN

### ALLOCATION AND DISTRIBUTION OF PERSONNEL

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## CHAPTER SEVEN

### ALLOCATION AND DISTRIBUTION OF PERSONNEL

#### I. PURPOSE

The purpose of this directive is to establish guidelines for the allocation and distribution of Sheriff's personnel.

#### II. DISCUSSION

This directive shall apply to all Sheriff's personnel. It is important to the Office and the public that the proper allocation and distribution of personnel exist. By such, effective and efficient management is accomplished and the citizens better served. [CALEA 16.1.1]

#### III. POLICY AND PROCEDURE

##### A. Allocation of Personnel

1. The Office maintains a staffing table that is located in the current fiscal year's budget that provides the following information: [CALEA 16.1.1 a,b]
  - a. The total personnel strength as authorized by the Sheriff of Monroe County. [CALEA 16.1.1 a]
  - b. The number of personnel, by rank or job title, within each organizational component, including civilians. [CALEA 16.1.1a,b]
  - c. The number of vacant positions, by rank or job title, within the agency. [CALEA 16.1.1 c]
2. The Planning and Research Director and the Commander of Bureau of Administration shall periodically:
  - a. Determine the allocation of personnel to the patrol component based on a workload assessment containing an analysis including the following: [CALEA 16.1.2]
    - 1) Number of incidents handled by patrol personnel during the specified period;
    - 2) Average time required handling an incident at the patrol level;
    - 3) Calculation of the percent of time, on the average, that should be available to the Patrol Deputy for handling incidents during a specified period (such as a shift); and
    - 4) Time lost through days off, holidays, and other leave, compared to the total time required for each patrol assignment.
  - b. Calculate the assignment / availability factor for patrol personnel based on a ratio representing the total potential person-days available (the number of patrol personnel multiplied by 365 days) as compared to the actual personal days available for assignment (potential person-days less time lost through days off, leave, holidays, training, etc.)
  - c. Use the automated or computer-assisted system for allocating and distributing patrol personnel.

- d. Periodically, all Commanders/Directors or Supervisors shall conduct and document a workload assessment within their respective divisions. The nature or number of tasks as well as their complexity, location and time required for completion should be addressed in the workload assessment report. The Workload Assessment Report shall be given to the Director of Planning and Research. [CALEA 16.1.2]
3. The Commander, Director, or Supervisor of each organizational component within the Office shall at least once annually reassess the allocation of personnel with their respective component in accordance with current workload demands.

## **B. Distribution of Personnel**

1. At least annually, the Information Systems Director shall tabulate incidents by reporting areas and forward such information to the Undersheriff. Such tabulation shall be designed to allow the Office to reassess the demand for service and also reassess the relative importance of workload distribution factors.
2. Patrol personnel shall be distributed in accordance with temporal and geographic distribution of incident determined by:
  - a. The Bureau of Administration Commander shall identify the workload according to shift periods;
  - b. The Bureau of Administration Commander shall collect and analyze data on the hourly distribution of incidents.
3. The Undersheriff and Division Commanders shall establish a number of patrol zones on each shift in proportion to the workload occurring on each shift. (The boundaries of each patrol zone shall be based on a grouping of reporting areas.)
4. At least quarterly, the Undersheriff and the Division Commanders, respectively, shall reassess the distribution of patrol personnel to determine if any revisions are necessary.

(revised on 5-21-01)