


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 007		TITLE: Allocation and Distribution of Personnel	
EFFECTIVE DATE: September 8, 2010	NO. PAGES: 2	REVIEWED/REVISED: October 16, 2018	
REFERENCE: CALEA 21.2.3, 21.2.4		RESCINDS:	
 Sheriff of Monroe County			

- I. **PURPOSE:** The purpose of this General Order 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.
- III. **POLICY AND PROCEDURE:**
 - A. **Allocation of Personnel**
 1. The Office maintains a staffing table that provides the following information:
 - a. The number and type of each position authorized in the agency's budget; [CALEA 21.2.3 a]
 - b. The location of each authorized position within the agency's organizational structure; and [CALEA 21.2.3 b]
 - c. Position status information, whether filled or vacant, for each authorized position in the agency. [CALEA 21.2.3 c]
 2. The Planning and Research function shall triennially:
 - a. Determine the allocation of personnel to the patrol component based on a workload assessment containing an analysis including the following:
 - 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 an automated or computer-assisted system for allocating and distributing patrol personnel.
- d. Workload assessments of all organizational components shall be conducted at least once every four years and shall include:
 - 1) Designation of position responsible for assessments; [CALEA 21.2.4 a]
 - 2) Assessment methodology to be used for each component; and [CALEA 21.2.4 b]
 - 3) Conclusions and recommendations for distribution/allocation of personnel [CALEA 21.2.4 c]

B. Distribution of Personnel

1. At least every four years, the Planning and Research function 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 Planning and Research function shall identify the workload according to shift periods;
 - b. The Planning and Research function 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.)