

Staffing Levels

216.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

216.2 SUPERVISION DEPLOYMENTS

There shall be one Patrol Division supervisor on-duty at all times. Authorized acting sergeants or senior employees may be used as field supervisors in place of a sergeant under certain circumstances.

216.3 STAFFING LEVELS AND SHIFT ASSIGNMENTS

Minimum patrol staffing levels have been established by the Chief of Police. Patrol Division supervisors will ensure that appropriate staffing levels are maintained during each watch. Patrol Division supervisors can reassign employees from specialty assignments to the Patrol Division in order to maintain appropriate staffing levels.

Shift assignments typically rotate bi-yearly in January and July.

Patrol Division supervisors may assign officers to specific areas based on the needs of the Department.

216.4 WORKLOAD ASSESSMENTS

The distribution of personnel is based on workload and need. Over time, the number of police incidents, traffic issues, calls for service or community priority may change. A comprehensive study shall be completed by the administrative staff at least once every three (3) years regarding workload and staffing.

The Study shall include at minimum:

- (a) Components for the investigation, records, and traffic functions using the appropriate measures to assure the proper number of personnel are assigned at the proper times to handle workload.
- (b) Division Captains are responsible for establishing a process and schedule for the completion of these studies. The overall study may be the compilation of smaller studies completed over the three year period.

216.5 REVISIONS

Revised: November 21, 2017 (sections 216.2, 216,3 216,4 added)

Revised: Feb 6, 2018

Union City Police Department

Union City PD Policy Manual

Staffing Levels
