General Order 302.00 **Reviewed: 05/15**

302.00 PATROL PERSONNEL ALLOCATION AND DISTRIBUTION

302.01 Procedure:

- The assignment of personnel to Patrol within the Operations Division will be based upon a workload assessment which will include the following analysis:
    - The analysis of the number of incidents handled by the Operations Division annually;
    - The determination of an average time required to properly resolve each type of incident;
    - The calculation of the percent of time on the average that should be available to the officer for handling incidents during a watch; and
    - The identification of time lost through days off, holidays and other forms of leave compared to the total time required for each patrol assignment known as the “assignment/availability factor”.
- The assignment of personnel to Patrol within the Operations Division will include:
    - The measurement of patrol time consumed on calls for service, administrative duties, and preventive patrol activities as captured in the CAD system;
    - The identification of workload assessments based upon job classification and special assignment;
    - The identification of time consumed on calls outside of job classification, such as sworn officers handling PST-type or animal control-type calls; and
    - The identification of time consumed in preparing police reports.
- The department will conduct the following analysis:
    - The identification of workload according to shift periods; and
    - The collection and analysis of data on the hourly distribution of incidents.

- On an annual basis, the Operations Division Commander will assess the distribution of patrol personnel. The analysis will address both the temporal and geographic distributions of incidents including:
  - The workload assessment described in the preceding sections A and B,
  - The percentage of workload per watch,
  - The hourly distribution of incidents identifying hourly workload variances and day of week variations, and
  - The number of sectors required during designated time periods ensuring the sectors are proportionate to the workload per watch.
  - An annual report composed of the preceding sections will be completed prior to the department entering into its annual budget cycle.
- The automated map in the CAD system will be divided into reporting areas (RD). The calls for service recorded will be used in workload analysis and to formulate beat boundaries based upon report area groupings. The preceding information will be provided to the Operations Division Commander for use in the assignment of personnel.

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Authorized by Jerry Garner, Police Chief
Effective Date: May 14, 2015

Jerry Garner
Signature

Date: 5-14-2015