

## PERSONNEL MANAGEMENT

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### ALLOCATION OF PERSONNEL

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**Purpose:** The purpose of this directive is to establish policy and procedure for the allocation and distribution of personnel in this agency.

**Policy Statement:** It is the policy of this Department to promote a more effective and efficient delivery of service to the community and to allocate agency personnel in accordance with workload assessments. Specialized duty assignments will be utilized to further improve member development as well as service to the community. Assignments will be established in response to observable organizational needs and will be staffed in a fair and equitable fashion using qualified personnel.

**Summary of Changes:** Removed paragraph in section 5 Auxiliary Personnel relating to the use of Citizen Police Academy Alumni Association as auxiliary personnel. New Format.

**Definitions:**

**Specialized Assignment:** Assignment of a member to a specific full-time administrative or operational function for a period expected to exceed one year. These assignments are usually characterized by increased levels of responsibility and specialized training.

**Temporary Duty Assignment:** Assignment of a member to a specific full-time administrative or operational function for a period generally less than one year.

**Auxiliary:** A non-sworn, unarmed, uniformed or non-uniformed affiliate whose duties contribute to the mission of the Department in a support capacity.

**Procedure:**

**1 Position Management**

The North Little Rock Police Department maintains a position management system which provides the following information:

- 1.1 The number and type of each position, sworn and non-sworn, authorized in this agency's budget as defined in the quota ordinance enacted by City Council. [CALEA 16.1.1a] and;
- 1.2 The location of each authorized position within this agency's organizational structure as defined in Policy Directive 2-1, Organizational Structure. [CALEA 16.1.1b] and;
- 1.3 Position status information indicating whether a position is vacant or filled. [CALEA 16.1.1c]
- 1.4 The Professional Development Division will maintain a position management database containing the aforementioned criteria.

**2 Allocation of Personnel**

In order to maintain proper staffing and ensure efficiency and effectiveness, this Department will allocate personnel to, and distribute them within, all organizational components in accordance with documented workload assessments commensurate with the requirements specific to each division or unit. [CALEA 16.1.2]

- 2.1 The allocation of Patrol Division personnel is especially critical since they are initial responders to law enforcement calls for service. The objective is to distribute personnel with sufficient coverage to all reporting areas without over or under staffing any one area. To accomplish this objective, patrol personnel will be assigned according to temporal and geographic distribution of call for service.
- 2.2 Factors used to determine the workload assessment for the Patrol Division may include, but are not limited to:
  - 2.2.1 Total number of calls for service;
  - 2.2.2 Average time required to handle an incident with due regard for the complexity of the task;
  - 2.2.3 Time available, on the average, for patrol officers to respond to calls during a specific time period;
  - 2.2.4 Hourly distribution of calls for service;
  - 2.2.5 Day of the week distribution of calls for service;
  - 2.2.6 Calls for service assigned by geographical area;
  - 2.2.7 Time lost through days off, sickness training and other leave; and,
  - 2.2.8 Community Policing strategies.
- 2.3 The Patrol Division Commander will ensure that a comprehensive workload assessment is conducted and documented at least once every three years and forwarded to the Chief of Police.

- 2.3.1 The triennial assessments should include recommendations for adjustments in personnel allocation.
- 2.4 All other Division Commanders will conduct an appropriate workload assessment respective of the resources and demands germane to their division on a triennial basis. This assessment will be performed to ensure the personnel strength of the division is commensurate with the workload, and also verifies that the workload is evenly distributed.
- 2.5 All Division Commanders will ensure that assessments are submitted to the Chief of Police no later than March 15th of the year in which the assessment was conducted.

### **3 Specialized Assignments**

- 3.1 The needs of the North Little Rock Police Department and the citizens of North Little Rock will determine which specialty assignments are required and the number of officers required to fill the needs of said assignment. The Chief of Police will have the final determination as to which specialty assignments are necessary, the number of officers assigned and which officers will be selected.
- 3.2 Specialized assignments would be any assignment requiring specialized skills knowledge and abilities. Specialized assignments include, but are not limited to:
  - 3.2.1 Investigator
  - 3.2.2 School Resource Officer
  - 3.2.3 Canine Handler
  - 3.2.4 Motorcycle Officer
  - 3.2.5 Training Officer
- 3.3 Division commanders will compile an annual documented review of each specialized assignment in his/her division for the purpose of determining whether it should be continued. This review will include:
  - 3.3.1 A list of specialized assignments in each division; [CALEA 16.2.1a]
  - 3.3.2 A statement of purpose for each listed assignment; and [CALEA 16.2.1b]
  - 3.3.3 An evaluation of the initial problem that promulgated the specialized assignment. [CALEA 16.2.1c]
- 3.4 This Department will announce openings for specialized assignments Department-wide and fill said positions through a selection process as defined in Policy Directive 20-1, Transfer Requests. [CALEA 16.2.2]
- 3.5 Members receiving a specialized assignment will receive training commensurate with the requirements of the position.

### **4 Temporary Assignments**

- Assignments that are relatively short in duration and necessary to perform a temporary function for a limited time until the condition(s) necessitating the assignment have been rectified.
- 4.1 Based on the needs of the Department, selected job assignments may be subject to temporary or rotational assignments at the discretion of the Chief of Police.
    - 4.1.1 Anticipated openings for temporary assignments will be announced Department-wide and will include the minimum pre-requisites required for the assignment. Positions will be filled utilizing the selection process as defined in Policy Directive 20-1, Transfer Requests. [CALEA 16.2.3a, c, d]
  - 4.2 Subject to the Chiefs approval, Division Commanders will make recommendations on the duration of such assignments as well as any criteria relevant to the position. [CALEA 16.2.3b]

### **5 Auxiliary Personnel**

- This agency utilizes auxiliary personnel from the local community to support the Department in various capacities as deemed necessary by the Chief of Police.
- 5.1 Auxiliary positions include clerical or receptionist duties, on a voluntary basis, in any of the approved Department facilities and generally under the direct supervision of a sworn member. [CALEA 16.4.1b]
  - 5.2 Auxiliary personnel are not sworn members and have no powers of arrest and will not attempt to effect an arrest for any reason. [CALEA 16.4.1a]
  - 5.3 Auxiliary personnel will receive on the job training commensurate with the duties required of the position. [CALEA 16.4.2]
  - 5.4 Unit Commanders utilizing auxiliary personnel will ensure that said persons are being trained and utilized properly.