

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 04/20/2018	Supersedes Policy Dated: 12/31/2013	Rescinds:	SOG Number: 202.1
Accreditation Index:			
Part Title: Personnel	Chapter Title: Personnel Administration		
Chief of Police:			

Allocation and Distribution of Personnel

I Policy

The purpose of this policy is to establish a process for measuring workloads to ensure the effective and efficient use of resources.

II Definitions

III Procedure ¹

1 WORKLOAD ASSESSMENTS

- 1.1 Research and Development will be responsible for collecting workload data from available sources. Sources include:
 - 1.1.1 Communications Automated Dispatch;
 - 1.1.2 City Finance Department;
 - 1.1.3 City Planning and Development;
 - 1.1.4 Department Bureau/Divisional Components.
- 1.2 Research and Development will conduct a documented Workload Assessment and Manpower Allocation Study at least once every three years for each bureau/division in the department.

2 UNIFORM OPERATIONS BUREAU

- 2.1 The deployment of patrol personnel will accommodate the pursuit of incident-driven resources and problem-oriented policing.

¹ Minor wording revisions throughout the entire police, per Policy Change Order 18-004.

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2.1.1 Incident-driven workload measures may include:

- 2.1.1(a) Number of calls;
- 2.1.1(b) Number of officers;
- 2.1.1(c) Time of day;
- 2.1.1(d) Time on calls;
- 2.1.1(e) Unobligated time;
- 2.1.1(f) Day of week;
- 2.1.1(g) Geographic area;
- 2.1.1(h) Shift relief factor;
- 2.1.1(i) Number of officers responding;
- 2.1.1(j) Shift structure;
- 2.1.1(k) Available hours.

2.1.2 Problem-oriented policing workloads may include:

- 2.1.2(a) Geographic area;
- 2.1.2(b) Days, times;
- 2.1.2(c) Availability of citizens to work with police;
- 2.1.2(d) Beat integrity.

2.1.3 Research and Development will conduct a documented Uniform Operations Bureau Patrol Resource Analysis in an effort to analyze patrol deployment and resource allocation. The analysis will be completed by September of each year. ²

3 CRIMINAL INVESTIGATIONS DIVISION

3.1 The workload of investigators is determined by the supervisors and commanders of the Criminal Investigations Division based on solvability factors gathered during the preliminary investigation, the seriousness of the offense, impact on the community, and other relevant factors.

3.2 Workload measures may include:

- 3.2.1 The number of cases reviewed and assigned for follow-up investigation;
- 3.2.2 The number of available investigators assigned to the section;
- 3.2.3 The solvability factors of each case reviewed.

4 SUPPORT SERVICES DIVISION

4.1 A number of maintenance and service tasks are performed by the Support Services Division: records, property control, technical, training, research, analysis, and resource management. The separate units require the need to assess workloads differently.

4.2 Workload measures may include the following:

² Section 2.1.3 revised, completion date for UOB Patrol Resource Analysis changed, per PCO 18-004.

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- 4.2.1 Reports written vs. calls received;
 - 4.2.2 Time available;
 - 4.2.3 Activity times;
 - 4.2.4 Calls handled;
 - 4.2.5 Reports or cases processed;
 - 4.2.6 Documents prepared;
 - 4.2.7 Products produced.
- 5 Positions not requiring the specific skills and authority of sworn officers will be designated as non-sworn and staffed as workloads demand, programs change or services are revised.

IV Attachments