



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 10.08

TITLE: Allocation and Distribution of Personnel

SERIES NUMBER: 10

SERIES TITLE / SUBJECT: Organization, Management, and Administration

TOPICS/ REFERENCE: Allocating Personnel, Authorized Strength, Distribution of Personnel, Workload Assessments

APPENDICIES: None

ORIGINAL / EFFECTIVE ISSUE DATE: December 12, 2006

DATE OF LAST REVISION: May 01, 2013

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

CALEA STANDARDS: 16.1.2 - 16.2.1 - 16.2.2

Policy:

It is the policy of the Rockford Police Department to equalize workloads and to use civilian employees to staff positions that do not require law enforcement arrest powers.

Purpose:

To allocate personnel based on equalization of workloads and designate civilian positions within the department and to provide for the periodic review of all positions to determine whether they could be designated as civilian.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. Definitions
- II. Workload Assessments
- III. Civilian Positions
- IV. Civilian Position Review
- V. Specialized Assignments
- VI. Effective Date
- VII. Reviews, Revisions and Cancellations

I. Definitions:

- A. Civilian Employee: Any employee who is not a sworn law enforcement officer.

- B. Officer: A sworn member of the department who has taken an oath of office and has the power of arrest.
 - C. Specialized Assignment: An assignment, which is secondary or subordinate in nature to the officer's primary assignment. Specialized in-service training is generally required to improve the officer's proficiency in performing the duties and responsibilities of the assignment. A specialized assignment may involve higher pay or additional benefits.
- II. Workload Assessments:
- A. Each Bureau Commander is responsible for ensuring that personnel are distributed in a manner to provide for an equal workload.
 - B. At the direction of the Chief of Police, each Bureau Commander shall conduct a workload assessment. The respective Commander shall use this information as a basis for:
 - 1. Distribution of personnel to prevent overstaffing or understaffing
 - 2. Equalization of individual workloads
 - 3. Beat configurations
 - 4. Requests for additional manpower
 - 5. Conversion of positions
 - C. The workload assessments shall be documented and include, at a minimum, an outline of the calculations used and a listing of any source documents.
 - D. The Department allocation and distribution of personnel within all Bureaus shall be in accordance with documented workload assessments that are conducted at least once every three years.
- III. Civilian Positions:
- A. Positions not requiring specific knowledge, skills, and abilities of a sworn law enforcement officer shall be classified as civilian positions and staffed accordingly.
 - B. Sworn personnel of the department may be temporarily assigned to civilian positions when on 'light-duty' status and working at the Public Safety Building.
- IV. Civilian Position Review:
- A. Each Bureau Commander shall perform a workload assessment and review all positions within their Bureau to determine whether or not a position could be, or should be, filled by a civilian.
 - B. The position review shall be documented and be included in the triennial workload assessment.
- V. Specialized Assignments:
- A. Specialized assignments shall include, but not be limited to the following:
 - 1. Armorers,
 - 2. Bomb Unit,
 - 3. Color Guard,
 - 4. Dignitary Protection Team,
 - 5. Firearms Instructors,
 - 6. Hostage Negotiation Unit,
 - 7. Mobile Command Unit,
 - 8. Mobile Field Force,

- 9. S.W.A.T. Unit, and
 - 10. Training Officers (e.g. CPR Instructors, Haz Mat Instructors)
 - B. Assignment to specialized units shall follow criteria set forth in the current Collective Bargaining Agreement between the City of Rockford and PBPA Unit #6.
 - C. When an open position exists within a specialized unit it shall be announced in the form of a Memorandum. All officers meeting the criteria set forth in the Collective Bargaining Agreement are eligible to apply for the position
 - D. A document review of the Department's specialized assignments shall be conducted annual by the Commander of the Support Services Bureau. The review shall include at a minimum:
 - 1. A listing of the Department's specialized assignments.
 - 2. A statement of purpose for each specialized assignment.
 - 3. An evaluation of the initial problem or condition that required the implementation of the specialized assignment.
 - 4. A determination if the specialized assignment should continue.
- VI. Effective Date:
- A. The Department's policy on Allocation and Distribution of Personnel became effective on December 12, 2006.
- VII. Reviews, Revisions and Cancellations:
- A. This General Order will be reviewed annually by the Commander of the Administrative Services Bureau and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *10.01 – Written Directives*.
 - B. This order is a revision of and supercedes General Order *10.08 – Allocation and Distribution of Personnel* issued December 12, 2006.
 - C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau

BY ORDER OF

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Chet Epperson
Chief of Police