General Order 16.1 - Personnel Allocation

PURPOSE: Provide staffing tables for the department; and to specify procedures for allocation of personnel.

DATE OF APPROVAL: 05/28/14
DATE OF ISSUE: 06/17/14
EFFECTIVE DATE: 06/17/14
REVIEW DATE: Annual
AMENDS: 16.1.7
THIS ORDER CANCELS: 16.1 Approved 12/01/99
ISSUED BY : Sheriff Jeffrey T. Easter
REVIEWED BY: Standard Review Committee

INDEX AS:

16.1.1 STAFFING TABLES

    A. Staffing tables will be maintained and updated as required to indicate total personnel as authorized by the Sedgwick County Board of Commissioners.

16.1.2 PERSONNEL ALLOCATION CRITERIA

    A. Allocation of personnel to department divisions will be based on workload demands as determined by a workload assessment.

    B. The workload assessment shall include, at a minimum:

        1. The number of incidents/tasks handled during a specific period.

        2. The average time required to handle specified incidents or tasks.

3. A calculation of time (on the average), that should be available to handle the specified incidents or tasks.

4. Time lost through days off, holidays, sick leave, vacation leave, and other leaves.

5. The number of personnel required to complete a given task or incident so as to assure personnel safety, efficiency, and legal requirements.

C. The sheriff may reallocate personnel as needed to satisfy workload requirements.

16.1.3 WORKLOAD ASSESSMENT SYSTEM

A. Workload assessments completed by each division as outlined in section 16.1.2, shall include:

1. Calculations used;

2. Source documents for figures; and

3. An analysis based on the workload assessment that specifies the personnel and equipment needed to satisfy job requirements.

16.1.4 ASSIGNMENT/AVAILABILITY FACTOR

A. An assignment/availability factor will be calculated by each division and included in the workload assessment, as needed.

B. The assignment/availability factor is a ratio representing the total potential person-days available (the number of personnel multiplied by 365), as compared with the actual personnel available for assignment (potential person-days less time lost through days off, leaves, training, etc.).

C. A more accurate method of calculation may be used as shown in this example

WORKLOAD ACTIVITY

Type of Obligated Incident/Task Time	Number of Incidents		Average Unit Time
Service calls 15,381	20,508	x	.75
Warrant service 2,028.5	4,057	x	.50
Civil service 3,904	7,808	x	. 50
Report investigation 12,228	4,076	x	3.00

Criminal arrest	952	x	1.50
1,428			
Building checks	76,697	x	1.50
7,669.7			
Field interview cards	1,123	x	.20
224.6			
Special assignments	4,412	x	.50
2,206			
Assist other departments	1,966	x	.75
1,474.5			
Traffic arrests	2,518	x	.25
629.5			

Total unit hours obligated - 47,173.8

The obligated time is used to determine the number of units to be fielded each day to meet workload requirements. The obligated time may be multiplied by a buffer factor to determine the true obligated time in unit hours.

The buffer factor, or the desired time spent on non-obligated duties, will be determined by the sheriff. After the buffer factor time has been established, the non-obligated time then becomes obligated time. A different buffer factor may be specified for each division.

EXAMPLE: The sheriff determines that ten (10) minutes of each hour will be spent on patrol duties

$$\frac{60 \text{ minutes per hour}}{50 \text{ minutes per hour}} = 1.2 \text{ buffer factor}$$

1.2 buffer factor x 47,173.8 obligated time

= 56,608 total obligated time unit hours.

The total obligated time is divided by the number of days the work is performed to determine the average daily unit hours of work. In this example, patrol duties are per- formed 365 days per year.

56,608 total obligated time

_____
365 days per year

EQUALS

155 average daily unit hours of work

The average daily unit hours of work is divided by the watch length each unit works per day to determine the total number of units that must be fielded each day to handle job requirements.

$$\frac{155}{8} = 19 \text{ units fielded each day}$$

The time lost through days off, vacations, holidays, and other leaves is calculated annually on an average taken from personnel records and is referred to as the relief factor.

EXAMPLE:

Regular off days: 104

Vacation days: 10

Holidays and personal days 11

Sick days: 3

Training days: 15
_____

TOTAL DAYS OFF PER PERSON: 143

143 Total days off per person
x 8 Hours per day
_____
1,144 Total time off per year in hours

The assignment/availability factor is then calculated by determining the total obligated time for the year and establishing the total number of units needed per day to handle the specified workload requirements.

The total number of units needed per day is multiplied by the relief factor to reveal the staff size necessary to handle the workload.

EXAMPLE: Relief factor of 1,144 hours (time off per year)

R. F. = 2920 total hours to be covered/watch per year

_____

2920 - deputy time off per year (hours)

R. F. = 2920 2920
_____ = 1.64 relief factor
2920 - 1,144 1,776

Total number of units needed x relief factor = total staff needed.

19 x 1.64 = 31 total staff size needed

According to the example, a minimum of thirty-one (31) deputies is needed to provide the nineteen (19) deputies- per-day requirement.

16.1.5 DETERMINATION OF PEAK CALL LOADS

A. An analysis of the patrol call load shall be submitted to the sheriff, as needed.

B. This analysis will reflect call load by:

    1. Time of day;

    2. Day of week;

    3. Beat area; and

    4. Type of call (single unit vs. multiple-unit response).

C. The Computer Aided Dispatch (C.A.D.) system used by the Sedgwick County Emergency Communications Center stores in its data base information on time, date, and location of calls.

    1. This information is grouped by "report areas" as defined by the Sedgwick County Emergency Communications Center (S.C.E.C.). Groups of "report areas" make up the various beats.

    2. S.C.E.C. will retrieve this information upon request and generate a report.

D. This computer-generated report will be used to aid in beat alignment and/or personnel allocation/distribution.

E. Adjustments will be made as required to meet the service needs of Sedgwick County.

16.1.6 REASSESSMENT OF PERSONNEL ALLOCATIONS

A. After the annual budget is approved by the Board of County Commissioners, the sheriff shall make any changes required in personnel allocation department-wide, based on the input of the administration staff and the various reports as indicated by this general order.

B. Each division commander shall, in turn, redistribute personnel within his/her division as necessary to equalize workloads, as determined by workload assessments.

16.1.7 REQUEST FOR TRANSFER

A. **(R)** An employee may request a transfer within the same rank and pay scale, provided that the employee has successfully completed their initial probationary period.

B. **(R)** The request will be in the deputy report format, addressed to the division commander with the open position.

C. **(R)** This policy does not preclude the Sheriff from transferring any employee at any time in order to meet the needs of the Sheriff's Office, or if the employee provides undue hardship in his/her request.