



General Order 16.2 - Personnel Allocation

PURPOSE: Describe methods and means of determining distribution of personnel as well as factors affecting personnel distribution.

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16.2.1 DISTRIBUTION OF PERSONNEL

- A. Division commanders shall distribute their personnel in accordance with workload assessments that reflect the needs and responsibilities of the division.
- B. The workload assessment prepared according to [section 16.1.2](#) and section [16.1.3](#) shall be used.

16.2.2 PERSONNEL DISTRIBUTION REASSESSMENT

- A. Distribution of personnel will be in accordance with current workload demands, as documented in [general order 16.1](#).
- B. **(R)** Personnel distribution will be reassessed, as needed, as specified in [section 16.1.6](#).

16.2.3 BEAT MAPS

- A. Patrol beat maps are maintained by the department and can be located in the Patrol Division office.

16.2.4 INCIDENTS BY REPORT AREAS

- A. Along with the call load analysis specified in [section 16.1.5](#), a tabulation of incident type by report area shall be completed.

16.2.5 PATROL DISTRIBUTION FACTORS

- A. A. Patrol personnel will be distributed in accordance with "temporal" (hour of day, day of week), as well as geographic, distribution of incidents.

16.2.6 WORKLOAD ACCORDING TO WATCH PERIODS

- A. To assist in determining allocation and distribution of personnel, those divisions involved in watch work shall identify workloads by watch periods.
- B. Watch workloads may be determined by figuring obligated time factors, as outlined in [section 16.1.4 \(C\)](#).

16.2.7 ANALYSIS OF HOURLY DISTRIBUTION OF INCIDENTS

- A. A review of hourly distribution of incidents requiring a law enforcement response will be included in workload assessments conducted by road patrol.

16.2.8 NUMBER OF PATROL BEATS

- A. As high-activity watches and patrol beat areas are identified, personnel will be distributed to meet workload demands taking into account the personnel allocation for the Patrol Division.
 - 1. This may result in a patrol beat receiving more than one (1) unit assigned to handle the projected call load.
- B. At a minimum of once every two (2) years, the Patrol Division commander will commission an internal study to determine if the number of patrol beats and/or beat boundaries should be realigned based, in part, on:
 - 1. Population changes;
 - 2. Call-load activity;
 - 3. Workload assessments; and
 - 4. Assignment/availability factors.

16.2.9 BEAT BOUNDARIES

- A. Each beat is composed of a grouping of "report areas".

1. A report area is defined as one (1) square mile, excluding any incorporated city, which is considered a separate report area of its own.

16.2.10 OPEN