UW-Madison Police Department

Policy: 16.1
SUBJECT: ALLOCATION AND DISTRIBUTION OF PERSONNEL
EFFECTIVE DATE: 06/01/10   REVIEWED DATE: 05/01/14, 02/01/17; 06/20/18
STANDARD: CALEA 16.1.1, 16.1.2

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POLICY:
The University of Wisconsin–Madison Police Department shall allocate and distribute its sworn personnel on the basis of documented workload assessments designed to measure the service demands of the University community.

DEFINITIONS:
"Actual strength" refers to the total number of persons currently employed in the Department.

"Allocation" refers to the determination of the overall numbers of personnel for the Department and organizational components within the Department.

"Authorized strength" refers to the number of personnel legally or officially sanctioned.

"Distribution" refers to the assignment of a given number of personnel within each organizational component according to functional, spatial, and/or temporal workload demands.

"Organizational component" is any organizational entity (i.e., unit, division) that is staffed on a full-time basis to provide a specific function.

"Workload" refers to the sum of cases and/ or other measurable activities occurring within a given area or time period.

PROCEDURE:
16.1.1   POSITION MANAGEMENT SYSTEM
The following procedure shall govern the position management system of the Department:

A.   The Department shall place controls on the number and location for all authorized positions.

B.   The position management system contains the number and type of each position authorized in the agency budget, the location of each authorized position within the organizational structure, and the position status information, whether filled or vacant, for each authorized position.

C.   The authorized and actual staffing levels shall be depicted graphically on charts that are reviewed and updated annually or as otherwise needed.

D.   Staffing-level changes shall be accessible to all Department personnel through permanent and conspicuous postings on the intranet.

E.   An accurate accounting of positions helps facilitate recruitment, selection, training, career development, and other Department-related functions.

16.1.2   WORKLOAD ASSESSMENTS – ALLOCATIONS
The following procedures shall govern activities associated with workload assessments to effectively allocate and distribute personnel:

A.   The Department shall allocate personnel to, and distribute them within, all organizational components in accordance with documented periodic workload assessments. The equalization of individual workloads among and within organizational components shall be encouraged.

B. Workload assessments shall be conducted at least once every four years. Factors to be considered shall include the following:
   1. Nature of the task;
   2. Complexity of the task;
   3. Time expended performing the task;
   4. Geographic considerations; and
   5. Chronological considerations.

C. The allocation of personnel to patrol is based on workload assessments that include but are not limited to an analysis of the following factors:
   1. Community needs;
   2. Problem solving efforts;
   3. Officer safety-factors;
   4. Number of incidents handled by personnel during a specific period;
   5. Average time required to handle an incident at the patrol level (or measurement of a sampling of cases);
   6. Calculations of the percentage of time, on average, that should be available to the patrol officer for handling incidents during a specific period; and
   7. Time lost through days off, holidays, and other leaves, compared to the total time required for each patrol assignment.

D. At least once every four years, the captains shall complete a workload assessment for each organizational component. The workload assessments may contribute to the budget preparation process. Captains may choose to complete workload assessments more often based on budgetary needs. The captains shall forward all workload assessments to the chiefs and captains group. The assessment shall include recommendations and request for staff additions or deletions.