



# **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; 04/16/19; 04/16/20**

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**STANDARD: CALEA 16.1.1, 16.1.2**

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### **POLICY:**

The UW-Madison Police Department shall allocate and distribute all personnel on the basis of documented workload assessments designed to measure the service demands of the University community.

### **DEFINITIONS:**

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

“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**

- A. The Department shall work in coordination with OHR on the number of 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 made accessible to all Department personnel through electronic means.

#### **16.1.2 WORKLOAD ASSESSMENTS – ALLOCATIONS**

- 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. At least once every four years, the Division Leaders shall complete a workload assessment for each organizational component. The workload assessments may contribute to the budget preparation process. Division Leaders may choose to complete workload assessments more often based on budgetary needs. The Division Leaders shall forward all workload assessments to the Executive Leadership Team. The assessment shall include recommendations and request for staff additions or deletions.
- C. Factors to be considered when conducting the workload assessment 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.
  6. Time lost through days off, holidays, and other leaves, compared to the total time required for each assignment and/or position responsibilities.
- D. 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 calls for service handled by personnel during a specific period;
  5. Average number of community and department expected officer-initiated activities and/or enforcement during a specific period;
  6. Average time required to handle an incident at the patrol level (or measurement of a sampling of cases);
  7. Calculations of the percentage of time, on average, that should be available to the patrol officer for handling incidents during a specific period; and
  8. Time lost through days off, holidays, and other leaves, compared to the total time required for each patrol assignment.