Allocation and Distribution of Personnel

1119.1   PURPOSE AND SCOPE

The purpose of this policy is to establish procedures relating to the deployment of personnel by determining service demands through the use of workload assessments and through computer based and manual methods of personnel allocation and distribution.

1119.2   POLICY

It shall be the policy of the University of Maryland, Baltimore Police Department (UMBPD) that the allocation of human resources be consistent with this policy.

1119.3   PERSONNEL STAFFING

1119.3.1   STAFFING TABLE

(a)   The UMBPD has an organizational chart, vacancy listing memorandum and staffing level memorandum that provides the following information:

1.   Total personnel strength as authorized by the University of Maryland, Baltimore Department of Human Resource Services (HRS);

2.   Number of personnel by rank and job title, including civilians, within each organizational component;

3.   Position status information, whether filled or vacant, for each authorized position in the organization; and

4.   Allocation of police supervisors, police officers, security supervisors, security officers, and police communications operators per shift.

(b)   The vacancy listing and organizational chart shall be updated as necessary by the Chief of Police or designee.

1119.3.2   ALLOCATION AND DISTRIBUTION OF PERSONNEL

(a)   The allocation of personnel to organizational components is based on workload assessments.

(b)   Factors considered in determining workload assessments are:

1.   The nature and number of tasks as well as their complexity; and

2.   Location and/or time required for completion.

(c)   The Chief of Police is responsible for using workload assessments to determine the need for the reallocation of personnel among organizational components.

(d)   Distribution of personnel is made in accordance with workload assessments in order to equalize individual workloads within each organizational component.

(e)   Workload assessments will specify all incidents and factors used, and indicate any temporal and geographic factors necessary to complete a task or to provide a service.

(f)   Information and data from job task analysis, shift activity reports, and other surveys are used to ensure workloads within each organizational function are distributed equally.

(g)   Established reporting areas are used to assist in the workload assessments of patrol personnel. These reporting areas ensure the proper distributions of police are assigned to geographical areas. Each reporting area is established based on the number and types of incidents, location and variation in workload.

    1.   The distribution of patrol personnel, to include shift hours and post assignments, shall be reassessed and revised as necessary.

(h)   Established security posts are used to assist in the workload assessments of security personnel. Each security post is established based upon the security needs of the campus community.

1119.3.3   SPECIALIZED ASSIGNMENT ASSESSMENTS

Specialized Assignments are reviewed and assessed annually. For further information, see Policy 1002 (Special Assignments and Promotions) regarding the requirements of the annual review.

1119.3.4   CIVILIAN POSITIONS

(a)   Positions in the UMBPD not requiring sworn personnel are specified as civilian and staffed accordingly.

    1.   The UMBPD administrative and communications support staff are assigned to designated work functions and/or shifts.

    2.   Assessment of the support staff takes into account qualitative work functions in addition to quantitative measures.

(b)   Sworn personnel may be temporarily assigned to civilian positions in the event of an emergency or if needed to broaden an officer's experience.

(c)   Sworn personnel will not be permanently assigned to civilian positions.

1119.3.5   WORKLOAD ASSESSMENTS

(a)   Every four (4) years the Chief of Police or authorized designee will reassess the distribution of personnel and the workload demands for each organizational function. This procedure is normally conducted when changes have occurred in tasks and/or objectives that impact on the workloads and distribution of personnel.

(b)   Data obtained from workload assessments shall be provided to the Chief of Police and the Deputy Chief.

(c)   The Support Services Bureau Commander or designee is responsible for maintaining and distributing the data derived from workload assessments to the appropriate organizational components within the UMBPD.

(d)   After analyzing the data, the Deputy Chief will recommend actions as necessary to the Chief of Police.