

## Salisbury University Police Department

### CHAPTER 16 – ALLOCATION AND DISTRIBUTION OF PERSONNEL AND ALTERNATIVES

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16.3.9

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16.4.1 NA

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### CHAPTER 16 – ALLOCATION AND DISTRIBUTION OF PERSONNEL AND ALTERNATIVES

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*The Directives in this chapter relate to the allocation and deployment of personnel based upon service needs and demands, the means for governing specialized assignments.*

#### 16.1 Allocation and Distribution of Personnel

##### 16.1.1 Position Management System

The University Police Department maintains an organizational chart which depicts authorized positions within the agency which are approved by the University's Office of Administration and Finance.

- A. The basis for allocation of personnel requires knowledge of the current status of the organization which shall be displayed by an organizational chart and made available to all individuals involved in the planning process. Any change in the organization shall be noted on the organizational chart as soon as possible. The number and type of each sworn and civilian position authorized by the agency's budget includes the current resource allocations for:
1. Chief of Police - sworn
  2. Lieutenant - sworn
  3. Sergeant - sworn
  4. Patrol Officers - sworn and (sworn) contingent
  5. Security Guards - civilian
  6. Administrative Assistant - civilian
  7. Police Communications Operators/Lead - civilian
  8. Parking Services *Office Clerk* - civilian
- B. The organizational chart will include the identity of the employee, the type of each position authorized and will illustrate the location of each authorized position within each division of the agency.
- C. The organizational chart will reflect the differences between authorized positions and those actually filled. Sworn police officers may be temporarily assigned to civilian positions in the event of an urgent Department need; however sworn police officers shall not be permanently assigned to civilian positions.

##### 16.1.2 Workload Assessments

A primary management function is the effective allocation of personnel. Although formal workload assessments are not documented, Division Commanders and Supervisors shall periodically evaluate personnel needs and measure resources against the delivery of services. The Chief of Police shall continually monitor the allocation of personnel on workload demands to ensure maximum service to the community by all personnel in consideration of the analysis of incidents and community policing strategies.

*(Revised 01/01/2014)*

## **16.2 Specialized Assignment**

### **16.2.1 Review of Specialized Assignments**

The Chief of Police, or his designee, shall conduct an annual review of each specialized assignment held within the agency for the purpose of determining whether this assignment, designated to address public safety needs and/or support departmental initiatives, should be continued. The review shall include:

- A. A listing of the agency's specialized assignments;
- B. A statement of purpose for each listed assignment; and
- C. The evaluation of the initial problem or condition that required the implementation of the specialized assignment.

### **16.2.2 Selection Process for Specialized Positions**

When a vacancy is anticipated or occurs within the agency, an announcement shall be posted, for a minimum of 10 days, on the Squad Room bulletin board and disseminated to all personnel. Each specialized assignment announcement shall include a job description, necessary training, skills, knowledge, abilities, qualifications or length of service necessary to apply for the position. Vacancies will be filled by the Chief of Police after receiving recommendations from Division Commanders concerning the qualifications of each candidate.

*In the event internal personnel are neither interested, qualified or through specific demonstrated work performance are not proficient in fulfilling the duties required of the specialized position as indicated in 16.2.3, the Chief of Police may seek external candidates for the position. External candidates will be selected through the process outlined in 32.1.1.*

Specialized assignments within the agency include:

- A. Criminal Investigator
- B. Crime Prevention Officer

Refer to 16.2.3

### **16.2.3 Temporary Assignment – Sworn Personnel**

Temporary and/or rotating job assignments afford officers an opportunity for professional and personal growth as well as improved job satisfaction and performance. When an opportunity becomes available, the Division Commander under whose command the assignment falls will:

- A. Identify the specialized position available;
- B. The approximate duration of the assignment;
- C. The criteria for selection of personnel; and
- D. The description of the selection procedures.

This information will be furnished to Command Staff members who will consider the officer's training, skills, knowledge, abilities, qualifications or length of service, etc. The Chief of Police will consider recommendations by Command Staff and approve the final selection for the specialized assignment.

Specialized Assignments include:

1. Criminal Investigator

The department will assign one police officer to serve as Detective tasked with investigating serious criminal offenses or incidents which, by their very nature, are time consuming. The Criminal Investigator may complete the initial report and subsequent investigation of serious offenses (ie. rape, robbery, theft, etc) or complete the follow-up investigation after the initial report by patrol officers. The Criminal Investigator will use reactive and proactive investigative strategies to apprehend offenders, collect intelligence on criminal activities, conduct interviews, assist in prosecutions, etc. He/she will review each criminal case report for the identification and analysis of crime trends and patterns, modus operandi factors, etc. and make recommendations to the Division Commander/Chief of Police for the proper allocation of resources to address an identified problem. This full-time position requires training and interest in criminal investigative techniques. The position will require overtime, varied hours and be subject to "call out" in the event of serious crimes. This position may be temporary for a period of six months or continued as necessary for the efficiency and effectiveness of department. The selection procedures will include, but not be limited to, the officer's training, skills, knowledge, abilities, qualifications, length of service, satisfactory performance evaluations, job proficiency and availability for required aspects of the assignment (overtime, call-out, etc.)

2. Crime Prevention Officer

The department will assign an officer to serve as the department's Crime Prevention Officer who will provide educational and awareness presentations, seminars, services, etc to students, faculty and staff on the university campus for the purpose of increasing public safety and decreasing victimization. The Crime Prevention Officer will perform or manage the following tasks, to include but not be limited to:

- a. Crime Prevention surveys;
- b. Property Identification and Bicycle/Laptop Registration;
- c. SAFE program;
- d. Student vacation tips;
- e. Campus Watch Program; and
- f. Crime Prevention training.

The Crime Prevention Officer may work in conjunction with the Criminal Investigator; reviewing each criminal case report for the identification and analysis of crime trends/patterns and make crime prevention recommendations to the Division Commander to address an identified problem, as applicable. This full-time position is in addition to the duties and responsibilities of a patrol officer and requires training and interest in crime prevention techniques. The position may require overtime and/or varied hours depending upon special event/function requirements. This position may be temporary for a period of six months or continued/renewed as necessary for the efficiency and effectiveness of department. The selection procedures will include, but not be limited to, the officer's training, skills, knowledge, abilities, qualifications, length of service, satisfactory performance evaluations, job proficiency and availability for required aspects of the assignment.

### **16.3 Reserves**

16.3.1 Reserve Officer Program  
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The University Police Department does not utilize reserve officers in any capacity.

### **16.4 Auxiliaries**

16.4.1 Auxiliary Officer Program

The University Police Department does not utilize auxiliary (volunteer) officers in any capacity.

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Edwin L. Lashley  
Chief of Police