

**INSTRUCTIONAL ORDER**

August 2017

Immediately

**V.6:02**

Distribution: All Employees

Subject: **ALLOCATION AND DISTRIBUTION OF PERSONNEL**

Index as:	Allocation of Personnel Assignment/Availability Factor Distribution	Distribution of Personnel Personnel Allocation and Distribution Specialized Assignment	Workload Assessment
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Accreditation Standards: 17.2.2, 21.2.2, 21.2.3, 21.2.4

Cross Reference: G.O. II-32, Specialized Assignments

Replaces: Chief's Memo 19-009\_I.O. V.6:2, Allocation and Distribution of Personnel\_Interim  
Change\_April 25, 2019

This Order establishes requirements for regularly assessing the allocation and distribution of personnel throughout the Department. It consists of the following sections:

- I. Definitions
- II. Allocation Procedures
- III. Distribution of Personnel Resources
- IV. Specialized Assignments

**I. DEFINITIONS**

A. Allocation – The determination of the overall numbers of personnel for the Department and for each organizational component within the Department.

B. Assignment/Availability Factor – A ratio representing the total potential person days available compared with the actual person days available for assignment (potential person days minus time lost through days off, leave, holidays, training, etc.).

C. Distribution – The assignment of a given number of personnel within each organizational component according to functional, spatial and/or temporal workload demands.

D. Specialized Assignment – An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification. Examples are: Field Training Unit, Special Operations Squad, K-9, Downtown Deployment Team and specialized investigative positions.

**II. WORKLOAD ASSESSMENT**

A. A documented workload assessment of all organizational components is conducted as required by the Chief of Police but no less than once every four years.

B. Commanders/Managers are charged with assessing the allocation of personnel for their respective organizational component.

### C. Methodology

1. The primary consideration for allocation of personnel will be workload assessment. The Commanders/Managers of the organizational component will consider:

- a. The nature or number of tasks required of a position;
- b. The complexity of the task(s);
- c. The location of the task(s); and
- d. The time required for completion of the task(s).
- e. Other considerations may also be utilized such as, the assignment availability factor, Department goals and objectives, and budgetary constraints.

2. In conjunction with the Department's work load assessment, the Command Staff will review the allocation of personnel as well as the job descriptions of all members within their area every four years.

- a. Changes in allocation of personnel will be reflected in annual budget documents, annual goals and objectives and/or revised organizational charts.
- b. In conjunction with the review of the allocation of personnel resources, the Command Staff will:
  - 1) Review positions to determine whether they should be reclassified as civilian or sworn, as applicable.
  - 2) Ensure job descriptions are current. Job descriptions are made available to all personnel via the City of St Petersburg Intranet.

3. Command Staff will submit their conclusions and recommendations for distribution and/or allocation of personnel to the Chief of Police.

D. The Fiscal Services Division shall maintain the position management system records which depict:

1. The number and type of each position authorized by the budget;
2. The location of each authorized position within the organizational structure; and
3. The current status of each authorized position, whether filled or vacant.

### III. DISTRIBUTION OF PERSONNEL RESOURCES

A. The Department will reassess the distribution of personnel within organizational components on an as needed basis, but no less than every four years. Changes will be reflected in budget documents, goals and objectives and/or revised organizational charts.

B. Personnel allocated to an organizational component will be distributed in accordance with workload assessments.

### IV. SPECIALIZED ASSIGNMENTS

A. During the annual budget process, each unit Commander/Manager will conduct a review of any specialized assignments under their command to determine whether those assignments should be continued.

B. The review should consider, at a minimum:

1. An evaluation of the initial problem or condition which required the implementation of the specialized assignment;
2. A cost/benefit analysis of continuing the specialized assignment.

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Chief of Police