

# PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

			ORDER NO: 16-03
SUBJECT: Allocation, Distribution, and Scheduling			
EFFECTIVE DATE: July 22, 1994	DISTRIBUTION: A	REVIEWED: REVISED:	Annual
REQUIREMENTS: Periodic (not more than 3 years) workload assessments.			
ISSUED By: Chief Joseph A. Platzer		FORMS: NONE	

I. PURPOSE

The purpose of this order is to establish policy and procedure for the distribution, allocation, and scheduling of personnel.

II. POLICY

- A. It is the policy of the Port Huron Police Department to assign and use personnel in a manner which fosters the greatest efficiency possible.
- B. The Captain will maintain a position management system which provides for the following:
  - 1. Position status information, whether filled or vacant, for each authorized position in the agency.
  - 2. Identity of the number and type of each position authorized in the agency's budget.
  - 3. Location of each authorized position within the agency's organizational structure.
- C. The agency allocates personnel to organizational components in accordance with periodic workload assessments that include:
  - 1. Nature and number of requests for service
  - 2. Location
  - 3. Approximate time required to complete the task

- 4. The use of a map of reporting areas
  - D. The maps are located throughout the Department to assist in incident reporting.
  - E. The patrol beats contain more than one reporting area.
    - 1. Workload according to time of day
    - 2. Distribution of incidents by time of day
  - F. Periodically, but not more than three years, the Captain will reassess the allocation of personnel and distribution of personnel in all bureaus and divisions reference to workload demands.
  - G. During the same time frame, the Captain will calculate the assignment/availability factor for patrol personnel.

III. SCHEDULING

Currently employees working the Patrol Division work the 12-hour shift work schedule.

- A. The rotation is as follows:

	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>	<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>	<u>S</u>
Platoon #1	W	W				W	W	W			W	W		
Platoon #2			W	W				W	W			W	W	W
Platoon #3	W	W				W	W	W			W	W		
Platoon #4			W	W				W	W			W	W	W

- B. A Lieutenant assigned to the Patrol Division will be given the responsibility to complete a written representation of the schedule every 28 days.
- C. Currently most employees assigned to the Records Division and Criminal Investigative Division, as well as the Animal Control Officer work an 8-hour schedule, Monday through Friday.

**ATTACHMENT A**

**PORT HURON POLICE DEPARTMENT**

**AUTHORIZED STAFFING TABLE**

	SUPPORT				
	MGT	SERVICES	PATROL	INVES	DTF
Chief	1				
Captain	1				
Lieutenant		1	4	1	
Sergeant			4	1	
Detective				6	
Police Officer		4	28	2	
Police Officer (Contracts)					2
Non-sworn		8		1	
Cadets			9		
Crossing Guards		13			

**TOTAL AUTHORIZED DEPARTMENT STRENGTH**

SWORN FULL TIME	55
NON-SWORN (FULL TIME)	9
NON-SWORN (PART TIME)	22