

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 135-A

REFERENCE STANDARDS: 21.2.3 21.2.4

SUBJECT: Position Management

PURPOSE: The purpose of this order is to proportionately determine and distribute personnel required to accomplish Department objectives based upon workload assessment and professional management practices.

DEFINITIONS:

Actual strength: The total number of persons currently employed in an agency.

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

Authorized strength: The number of personnel legally or officially sanctioned by the agency's government.

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

Organizational Component: For the purposes of this directive, any organizational entity (i.e., unit, section, division) that is established and staffed on a full-time basis to provide a specific function.

Workload: The sum total of cases and/or other measurable activities occurring within a given area or time period.

I. POSITION MANAGEMENT SYSTEM (21.2.3)

- A. The Chief of Police shall maintain a Department staffing table that provides the following information:
 - 1. Authorized strength - Total personnel strength as authorized by the Village of Hanover Park. (21.2.3a)
 - 2. Position location - Location of personnel, by rank or job title, within each organizational component, including civilians. (21.2.3b)

3. Position status information - Actual number of personnel within each authorized organizational position. (21.2.3c)
- B. The Chief of Police shall ensure that a periodic review of the staffing table is completed and that updates are made as necessary.

II. WORKLOAD ASSESSMENTS – ALLOCATION (21.2.4)

- A. Personnel-related costs consume an overwhelming portion of the Police Department budget. It is incumbent upon management to allocate personnel in such a manner as to maximize their utility. Therefore, it is the policy of the Department to allocate personnel to organizational components based on the assessment of actual workloads. Factors to be considered may include, but not be limited to:
 1. Nature of the task.
 2. Complexity of the task.
 3. Time expended.
 4. Geographic considerations.
 5. Chronological considerations.
- B. The allocation of personnel to patrol is based on workload assessments that may include an analysis of the following factors:
 1. Number of incidents handled by patrol personnel during a specified period.
 2. Average time required handling an incident at the patrol level (or measurement of a sampling of cases).
 3. Calculations of the percent of time, on the average, that should be available to the patrol officer for handling incidents during a specific period.
 4. Time lost through days off, holidays and other leave, compared to the total time required for each patrol assignment.
- C. In conjunction with the allocation assessment, the availability factor for patrol personnel may be considered.
- D. A documented workload assessment will be conducted by the supervisor of each organizational component at least once every four years.
- E. The workload demands of each organizational component in the Department will be assessed on a periodic basis as assigned by the Chief of Police to:

1. Maintain personnel allocations in accordance with current workload demands.
2. Identify fluctuations in organizational component workload demands.

III. CIVILIAN POSITIONS

- A. Positions in the Department not requiring sworn personnel are specified as civilian and staffed accordingly.
 1. Each civilian position shall have a position description on file with Human Resources.
 2. The position description shall identify the duties and responsibilities of each position as well as specific educational and training requirements for each position.