

Staffing Levels

216.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

216.2 MINIMUM STAFFING LEVELS

The Shift Sergeant, Corporal, and/or Officer In Charge (OIC) shall comply with shift coverage requirements as determined by Administrative Personnel. In most cases, shifts shall not drop below levels currently determined to be minimum staffing.

Minimum staffing is generally:

Patrol:

- Two (2) Sworn Personnel: One (1) Sergeant with one (1) Officer between 0300 hours and 1100 hours Monday through Sunday.
- Three (3) Sworn Personnel: One (1) Sergeant with two (2) Officers between 1100 hours and 0300 hours Sunday through Thursday.
 - And between 1100 hours and 1700 hours Friday and Saturday
- Four (4) Sworn Personnel: One (1) Sergeant with three (3) Officers between 1700 hours and 0300 hours Friday and Saturday.

Dispatch:

- One (1) Dispatcher 24 hours a day Monday through Sunday.

Records:

- One (1) Records Specialist between 0800 hours to 1600 hours Monday through Friday.
 - An exception is one hour during lunch where the front counter may be closed.

216.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and other unforeseen circumstances, employees classified as "Senior Officer" may be used as field supervisors or an (OIC) instead of a field sergeant.

A Senior Officer / OIC may act as a Watch Commander for a limited period of time with prior authorization from the Operations Division Captain.