



Apex Police Department General Order



Title: Allocation and Distribution of Personnel		Order Number 312-20
Effective Date: June 9, 2020	Amends: General Order 312-19	
CALEA Standard: 11.5.1, 26.1.1, 22.2.5, 41.3.4, 41.3.5, 41.3.6	Rescinds:	
Reference:	Pages: 7	
Forms: F312 - Specialized Assignment Announcement F312a - Posting Request Form F312b - Criminal Investigations Division Candidate Questionnaire		

Allocation and Distribution of Personnel

Purpose

The purpose of this directive is to provide guidelines for the allocation and distribution of department personnel, for the review of specialized assignments, to establish a procedure for advertising specialized assignment openings, and to provide selection criteria for specialized assignments.

Policy

It will be the policy of the Apex Police Department to distribute personnel in a manner consistent with the resources available and the needs of the community. Additionally, the department strives for the proper deployment of personnel to best meet the needs of the department, community and to provide the most qualified personnel to specialized assignments.

Definitions

Rotating Assignment - An assignment of short duration that is designed to expose employees to the particular aspects of the job duty.

Specialized Assignment - An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification. (SOURCE: CALEA Glossary)

Temporary Assignment – An assignment that addresses a specific task or mission for which an authorized position may or may not exist and includes job tasks that are assigned for a limited time (i.e. fill-in for illnesses, vacancies, leaves of absence, vacancies in specialized assignments or special projects/activities).

Procedures

Position Management System

1. The Apex Police Department has established a Position Management System to ensure control of all authorized positions allocated within the budget. This system enables an accurate accounting of all positions which should facilitate recruitment, selection and training schedules to allow for accurate staff decisions.
2. The department will maintain a Staffing Table depicting the total number of personnel and types of positions authorized by the Apex Town Council. (21.2.3)
3. The Staffing Table will also depict:
 - Exact placement of title/position within each organizational component, including non-sworn personnel (21.2.3)
 - Position status information, whether filled or vacant, for each authorized position in the agency (21.2.3)

Workload Assessments and Distribution of Personnel (21.2.4)

1. In accordance with the Multi-Year Strategic Plan, each Division Commander will conduct a workload assessment once every four years, or more frequently as deemed necessary by the Chief of Police.
2. The assessment will be used to allocate personnel to and distribute them within divisions, units, sections and functions of the department.
 - Personnel allocated to each organizational component will be distributed in a manner consistent with workload demands and/or assessments, to the extent possible. These distributions will take into account the time and location factors necessary to complete specific tasks and will encourage the equalization of individual workloads.
3. The workload assessment results may be used during the budget preparation cycle to request additional positions, reallocate positions, reclassify positions, or any other related recommendation.

4. When a new position is recommended (previously unclassified position or an addition to a classified position), the Division Commander will include workload measures as part of the position justification.

Reassessment of Personnel Allocation and Distribution

1. On an on-going basis each Division Commander will:
 - Reassess the allocation of personnel to their division, using information provided by the Records Section, Computer Aided Dispatch and other department systems
 - Reassess the distribution of personnel in accordance with current workload demands
 - Analyze time, location, demands for service, and shift hours to determine if revisions are necessary
 - Review sworn and civilian positions to determine which, if any, should be reclassified
2. On a periodic basis (currently every four years), the Town of Apex Human Resources Department conducts a review of each Job Description to update the classification, pay grades and related items.

Specialized Assignments

1. The Chief of Police must authorize each specialized or temporary assignment within the department based upon the identified operational needs or other pertinent factors. Specialized or temporary assignments afford personnel an opportunity for individual growth, acquisition of skills, knowledge and abilities.
2. Authorized specialized assignments include, but are not limited to the following:
 - Administrative Division
 - Honor Guard
 - Background Investigator
 - Community Policing Officer (CPO)
 - Crisis Intervention Team (CIT) Coordinator
 - General Instructor
 - Firearms Instructor/Armorer
 - Field Training Officer (FTO)
 - Field Training Coordinator (FTC)
 - Professional Standards
 - Training & Recruiting Officer
 - Communications Trainer

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- Patrol Division
 - Bicycle Officer
 - Crisis Negotiation Team (CNT) Commander
 - Crisis Negotiation Team (CNT) Leader
 - Crisis Negotiation Team (CNT Assistant Team Leader
 - Crisis Negotiation Team (CNT) Negotiator
 - Directed Patrol Unit (DPU) Officer
 - K-9 Handler
 - Motorcycle Officer
 - School Resource Officer (SRO)
 - Special Response Team (SRT) Commander
 - Special Response Team (SRT) Assistant Team Leader
 - Special Response Team (SRT) Operator
 - Traffic Safety Officer
 - Explorer Post Advisor

- Criminal Investigations Division
 - Investigator
 - Task Force Officer

3. A review of specialized assignments will be conducted annually by the Division Commander and will include, at a minimum:
 - A listing of all the Division's specialized assignments (16.2.1 (a))
 - A statement of purpose for the specialized assignment (16.2.1 (b))
 - An evaluation of the initial problem or condition that required the implementation of the specialized assignment (16.2.1 (c))
 - A determination as to whether or not the specialized assignment should be continued

4. The review will be submitted to the Chief of Police through the chain of command by January 31st of the year following the review.
 - This date may be extended with the approval of the Chief of Police.

Selection Process (16.2.2)

1. The Apex Police Department provides a formal structure by which employees are notified of and selected for non-supervisory specialized assignments.
 - Departmental notices will be prepared to announce specific opportunities as approved by the Chief of Police, which will be posted department-wide in common areas of police facilities.

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- Postings are for information purposes only and final selection is at the discretion of the Chief of Police.
2. Once approved, the Administrative Division Commander or his/her designee will prepare a notice to announce the anticipated opening using form F312 - *Specialized Assignment Announcement*. The notice will:
 - Be distributed department-wide through posting in a common location or by some other method
 - Identify the selection process used to fill the assignment
 - Include criteria an employee must meet to be eligible for the assignment, if applicable
 - Remain open to qualified applicants for a minimum of two weeks and no longer than four weeks from the date of posting
 - Close at 5:00pm on the ending date indicated in the posting
 3. Candidates requesting consideration for a specialized assignment will complete form F312a – *Posting Request Form* and forward it through their chain of command to the Chief of Police.
 - Candidates applying for Investigator/Task Force Officer must also complete form F312b - *Criminal Investigations Division Candidate Questionnaire* and attach it to form F312a – *Posting Request Form*.
 4. The Chief of Police, with input from the Executive Staff and other personnel where appropriate, will select the employee(s) qualified for the position, special assignment, etc. based upon:
 - The candidates' qualifications
 - The candidates' experience
 - All recommendations indicated on form F312a – *Posting Request Form*, recommendations from other supervisors and/or Command Staff and performance in an assessment process, if utilized
 - Any other criteria relative to the posting that would qualify candidates for the position or training, including discipline
 - Specific criteria for selection, as indicated on the notice
 5. The Chief of Police may give notice of specialized assignments for supervisory positions or may fill the assignment based on the needs of the department.
 6. The Chief of Police or designee may use an interview or assessment process to select an employee for any specialized assignment if it is determined that such a process would aid in the selection of the best qualified candidate.

Duration of Assignment

1. The needs of the department and the discretion of the Chief of Police will determine the length of time an employee may serve in any assignment.
 - Those appointed to specialized assignments can be removed/reassigned if the appointee fails to meet the requirements and performance standards for the position or if changing assignments/transferring personnel is in the best interest of the department.

Temporary and Rotating Assignments

1. Temporary and rotating assignments may be made to any area of the department with the approval of the Chief of Police.
 - The assignment of personnel in a temporary or rotating assignment may be used to fill a short-term vacancy, to ensure a department function is addressed, to allow for a formal selection process to be scheduled or for some other approved purpose.
2. The duration of a temporary or rotating assignment is determined by the nature of the task, mission to be performed or expertise needed for a particular investigation, event, function, etc. Assignments may be made for a minimum of one week to a maximum of six months, but may be extended with the approval of the Chief of Police. (11.5.1 (b))
3. The positions available for temporary or rotating assignments include: (11.5.1 (a))
 - Investigator
 - Traffic Safety Unit (TSU) Officer
 - Directed Patrol Unit (DPU) Officer
 - Professional Standards Unit
 - School Resource Unit (SRU)
 - Support Services Unit
 - IT/Records Unit
 - Training & Recruiting Unit
 - Telecommunications
4. Selection is based upon criteria specific to the assignment and is at the discretion of the Chief of Police. (11.5.1 (c)) (11.5.1 (d))
 - Consideration will be given to the needs identified for the assignment and the particular skills, qualifications or abilities that the candidate brings.

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- If more than one candidate could reasonably fulfill the duties of the assignment, the assignment may be posted as a specialized assignment.

Request for Removal from Specialized, Temporary or Rotating Assignment

1. Employees may request removal from a specialized, temporary or rotating assignment by submitting a memorandum to the Chief of Police through the chain of command.
2. The Chief of Police will make the final determination based on the needs of the department.

Text in "Green" notes significant change to policy.

BY ORDER OF:



John W. Letteney
Chief of Police