


## 2.01 Allocation and Distribution of Personnel

	Administrative General Order	2.01 Allocation and Distribution of Personnel	ORIGINATOR/REVIEW Chief's Staff
	SUBJECT <b>Virginia Beach Police Department General Order</b> Chapter 2 – Personnel Information		DISTRIBUTION ALL
	<b>CALEA: 21.2.3, 21.2.4, 11.5.1</b>		
BY THE AUTHORITY OF THE POLICE CHIEF: PWN			

### **Definitions**

Specialized Assignment - A task specific assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification. Specialized Assignments are reviewed annually to determine the need to continue the assignment.

Specialized Function - A position often characterized by increased levels of responsibility and specialized training, but within a given position classification. Specialized Functions are positions that have been incorporated into the operations of the Police Department.

### **Purpose**

To assure the proper deployment and allocation of personnel, in order to provide for efficient and effective service to the community.

### **Policy**

#### **Position Management System (CALEA 21.2.3)**

The Oracle InSite System is the City's Human Resources and Payroll System. Once a month, the Account Clerk Supervisor provides the Department Strength Report to the command staff of the Department from this system. This information contains the location of each filled position within the department.

Additionally, the Account Clerk Supervisor will maintain a posted listing of the authorized staffing and current vacancies categorized by sworn and non-sworn positions by budget unit.

#### **Workload Assessments (CALEA 21.2.4)**

The Virginia Beach Police Department will ensure that personnel are appropriately assigned by determining service demands through workload assessments and employing systematic methods of allocation and distribution.

Personnel will be allocated to various units based on workload demands. The Commanding Officer of each organizational component will ensure that the personnel allocated to their units are distributed according to workload demands. This process may involve examination of the nature and number of work tasks as well as their

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complexity of time required for completion. Unit strength should be consistent with workload demands.

Workload assessments will be conducted annually by the commanding officers of the Chief's Staff, the Operations Division, the Investigative Division, Administrative Division, and the Support Services Division. Workload assessments will be documented via a memorandum and submitted annually to the Police Chief. The workload assessment should be submitted no later than the end of January. The data used in support of any recommendation should be drawn, primarily, from statistical information from the previous calendar year (January through December).

Requests for additional personnel for a particular unit of division will be made to the Police Chief via the Chain of Command. Factors used in determining need, and the justification for additional personnel will be detailed in the request. Assignment of additional personnel will be based on availability and need.

### *Chief's Staff*

Workload assessments will be conducted on an as needed basis, but at least annually. Factors considered may include:

#### Executive Staff

- A. Activities of the Office of the Executive
- B. Activities of the Media Relations Office
- C. Activities of the Technology and Special Projects Bureau

#### Administrative Division

Workload assessments for the Administrative Division will be conducted on an as needed basis but at least annually. Factors considered may include:

- A. Internal Affairs Bureau
  - 1. Administrative Investigations statistics
  - 2. Audits/Inspections conducted
  - 3. Planning and Research Unit
- B. Training Bureau
  - 1. Police Academy Training
  - 2. Field Training Program
  - 3. In-service/Career Development Training conducted
  - 4. Specialized training conducted or hosted
  - 5. Recruiting and Selection

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### **Operations Division**

The Analytical Service Unit will provide the following reports for use as workload assessments by the command staff in staffing, and scheduling personnel within the uniformed division:

- A. Uniformed Patrol Activity Reports (Monthly).
- B. Animal Control Bureau Activity Reports (Monthly).

### **Investigative Division**

Workload assessments for the Investigative Division will be conducted on an as needed basis but at least annually. The factors considered may include:

- A. Crime Statistics
- B. Pistol Case Management System
- C. Legislative Mandates
- D. Intelligence Information

### **Support Division**

Workload assessments for the Support Division will be conducted on an as needed basis, but at least annually. The factors considered may include:

- A. Clerical/Administrative
  - 1. Number of entries made into the records management systems (such as warrants, offense reports, traffic accident reports, summonses).
  - 2. Error rates of those entries.
  - 3. Backlogs of data entry (number of days or weeks).
- B. Property and Evidence Officers/Storekeepers
  - 1. Number of items of evidence accepted.
  - 2. Results of internal inspections and audits (errors).
  - 3. Backlogs of evidence entry, destruction, and submission to the lab.
  - 4. Quantity of police supplies distributed and received.

### **Specialized Assignments**

Criteria for selection to specialized assignments will be based upon knowledge, skill and abilities required for the specialized assignment. Formal educational requirements and experience may be a consideration when appropriate. Anticipated specialized assignment openings will be advertised in writing and announced throughout the Department. Selection for the assignment will be subject to the processes defined in General Order 2.04 (Selection)C.

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Appendix A contains a listing of each specialized assignment within the Virginia Beach Police Department and a brief statement of Purpose for each.

The commanding officer of the organizational component that directs the work of the position, or his/her designee, will conduct an annual documented review of the position to determine whether such assignment should be continued. This review will be submitted to the Police Chief and will include:

- A. The evaluation of the initial problem or condition that required the implementation of the specialized assignment.
- B. Progress made toward the resolution of the problem or condition.
- C. Recommendations for the need to continue the specialized position, discontinue the position, or convert the position to a permanent position in the organizational structure.

### **Temporary Rotating Assignments CALEA 11.5.1**

Through temporary rotating assignments, employees are afforded opportunities to experience different aspects of the law enforcement function. The purpose of these assignments is to promote individual growth and skill development, which will result in increased job satisfaction and performance for the employee. The Department benefits from an expanded pool of employees prepared to assume the responsibilities of a variety of positions. Selection for the assignments will be subject to the processes defined in General Order 2.04 (Selection).

The temporary rotating assignments, the hosting bureau or division, and the duration of each assignment are:

<b>ASSIGNMENT</b>	<b>BUREAU</b>	<b>DURATION</b>
PCU Detective	Detective Bureau / Precinct Detective Units	180 Days
Warrant Fugitive Unit Detective	Special Investigations Bureau / Warrant Fugitive Unit	6 months
Accreditation Coordinator	Internal Affairs	3-5 Years *
OCOP Officer	Operations	3 Years

\* The Accreditation Coordinator position may be held over up to five years due to the CALEA accreditation cycle with the approval of the Police Chief.

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### Appendix A:

<b>Specialized Assignment</b>	<b>Command</b>	<b>Purpose</b>
Helicopter Pilot	Special Operations	Operates Department owned helicopter in support of the patrol function.
SWAT Officer	Special Operations	Supports the operations of the SWAT Team in conducting tactical operations.
Bomb Squad Officer	Special Operations	Supports the operations of the Department in the safe disposal of suspected or actual explosive materials.
K-9 Officer	Special Operations	Supports the operations of the Department utilizing a trained police K-9.
Mounted Officer	Special Operations	Supports the operations of the Department utilizing horses.
Marine Patrol Officer/ Dive Team	Special Operations	Supports the operations of the Department patrolling the City's waterways and enforcing maritime laws
Motor Officer	Special Operations	Supports the operations of the Department utilizing a patrol motorcycle.
Range Officer	Training Bureau	Provides firearms training to Sworn members of the Department.
Criminal Investigations Detective	Detective Bureau	Conducts criminal investigations as described by General Order 8.02 (Criminal Investigations)
Community Engagement Officer	Operations Division Community Engagement	Conduct analysis and training to the Department and the community in crime prevention strategies
Special Investigations Detective	Special Investigations	Conducts criminal investigations as described by General Order 8.06 (Special Investigations)
School Resource Officer	Operations Division	Supports the Operations of the Department in the City's Middle and High Schools as described by General Order 9.02 (School Resource Officer)
Computer Crimes Forensic Examiner	Special Investigations	Assists criminal investigations by conducting digital forensic examinations of electronic data

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Traffic Safety Officer	Special Operations	Conducts criminal investigations into the causative factors of fatal and serious injury traffic crashes.
Commercial Vehicle Enforcement Officer (Motor Carrier)	Special Operations	Supports the operations of the Department via the enforcement of Commercial Vehicle Laws and Regulations, Motor Carrier Safety Inspections, and the investigation of Commercial Vehicle traffic Crashes.
Police Training Officer	Operations Division Training Bureau	Provides training to Police Academy Graduates, and newly hired certified Police Officers.
Accreditation Manager (Lieutenant)	Internal Affairs	The Accreditation Manager is responsible for maintaining the agency's accredited status with the Commission of Accreditation for Law Enforcement Agencies (CALEA).
Accreditation Coordinator	Internal Affairs	Assists the Accreditation Manager in providing documentation of proof of compliance with CALEA standards.
FOIA Officer	Internal Affairs	The FOIA officer is responsible for the dissemination of departmental records, to the extent that such dissemination complies with the Virginia Freedom of Information Act (FOIA).
Recruiting Sergeant	Training Bureau	To coordinate and supervise the recruiting initiative as well as the hiring process. Must create, foster, and track recruiting initiatives for the department to ensure resources are utilized in the most effective and efficient manner.
Defensive Tactics Coordinator	Training Bureau	To develop, evaluate, and coordinate department wide use of force and less lethal defensive tactics training, both for in-service and newly hired police officers.
Selection Officer	Training Bureau	The Selection Officer is responsible for ensuring applicants progress through the various steps of the hiring process (ie, background investigation, oral interviews, physical ability test, etc.). Additionally, the Selection Officer will be a part of the recruiting team and assist in recruiting events
Taser Coordinator	Training Bureau	To develop, evaluate, and coordinate department wide TASER training, for Academy TASER overview, TASER certifications and annual user re-certifications. Maintain and track all unassigned

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		TASER inventory and training equipment. Perform TASER equipment firmware updates and repairs.
Emergency Vehicles Operator Coordinator	Training Bureau	To develop, evaluate, and coordinate department wide E.V.O.C. related driver training, both for in-service and newly hired police officers.
Academy Squad Leader	Training Bureau	The academy squad leaders are the informal first-line supervisors for the police recruits and oversee the daily logistics and operations of the academy. They ensure the consistent delivery of police training while maintaining a reasonable span of control between academy squad leader and recruit and teach numerous blocks of instruction.
Public Affairs Officer	Chief's Staff	Acts as departmental liaison with the media and promotes favorable images of the police department. Reaches out to and acts as a partner with the community and other agencies to provide quality police services
Property & Evidence Officer	Support Division	Ensures accountability of all items submitted to Property and Evidence, maintains a strict chain of custody, ensures all items of testable evidence is submitted to State Labs in a timely manner and handles pick-ups from commands of narcotics related evidence and items held at Special Investigations and coordinates and completes evidence destruction operations.
OCOP Supervisor	Operations Division	Supervises and conducts oversight of oceanfront operations, community oriented policing, and special events.

Specialized Assignments assigned to Special Operations are further described in General Order 11.11 (Special Operations.)