

**Stevensville Police Department
General Orders**

Chapter 7 Allocation and Distribution of Personnel & Personnel Alternatives

Date Effective By The Order of: M. Sosa, Jr., Chief of Police
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The Stevensville Police Department shall deploy personnel in a manner that aids in the provision of efficient and effective services. The deployment of Stevensville Police Department personnel shall be consistent with service demands as determined by the workload assessments and other methods of determining personnel allocation and distribution.

7.1.1 POSITION MANAGEMENT SYSTEM

CALEA Standard 16.1.1

The Stevensville Police Department’s position management system shall be maintained as authorized by Mayor and Town Council through the Office of the Chief of Police. The position management system shall be utilized to ensure that positions are filled in accordance with the Agency’s budget authorizations.

- The position management system shall provide information for the following:
- The number and type of each position authorized in the Stevensville Police Department budget
- The location of each authorized position within the Stevensville Police Department’s organizational structure
- Position status information, whether filled or vacant, for each authorized position

Accurate data relative to the status of authorized positions within the Agency shall facilitate recruitment and selection, allow for accurate decisions in filling vacant position, and enhance career development activities.

7.1.2 PERSONNEL ALLOCATIONS TO ORGANIZATIONAL COMPONENTS

CALEA Standard 16.1.2

To provide for the most efficient and effective use of personnel resources, the Stevensville Police Department shall strive to staff each organizational position consistent with the Agency’s workload.

The Stevensville Police Department shall attempt to prevent over or under staffing by ensuring that the personnel strength is consistent with workload demands.

Factors influencing workload demands include:

- Number of tasks and their complexity
- Location
- Time required for completion

Through the Office of the Chief of Police a documented workload assessment shall be completed at least every three years. The workload assessment shall specify incidents and factors used in making each workload assessment including any time and location factors necessary to complete a task. The workload assessment shall include an outline of any calculations required and source documents, personnel, and/or equipment necessary to accomplish the task.

Procedures used for Allocating and Distributing Agency Personnel

The Stevensville Police Department's service area is divided into shifts. Each shift accounts for a percentage of the total calls for service received by the Stevensville Police Department.

The allocation process aids the agency in determining the overall number of personnel required to meet the Agency's needs and objectives. Personnel allocated to each shift shall be distributed and deployed in a manner consistent with workload demands and/or assessments.

7.2.1 SPECIALIZED ASSIGNMENTS

CALEA Standard 16.2.1

Assignments within the Agency in which the responsibilities entailed vary from the scope of basic police duties normally assigned to a given rank shall be considered as specialized assignments. Such assignments are often characteristics by increased levels of responsibility and specialized training. Such assignments shall be within a given pay/position classification and are not identified as positions requiring increased monetary compensation. Such assignments include but are not limited to:

Traffic Safety Unit

Absent Student Assistance Program Officer

Training Officer

School Resource Officer

To avoid overspecialization and ensure the continued effective operation of agency specialization, the Chief of Police and the Sergeant shall review each specialized assignment at least annually to determine whether the assignment should be continued.

The review shall include at a minimum:

- Identification of the specialized assignment and its purpose

- The evaluation of the initial problem or condition that required the implementation of the specialized assignment
- A cost-benefit analysis of continuing the specialized assignment completed prior to or during the annual budget preparation process.

7.2.2 CRITERIA FOR SPECIALIZED ASSIGNMENTS

CALEA Standard 16.2.2

Unless operational security requires otherwise, openings for positions in special assignments shall be advertised within the Stevensville Police Department by written announcement and the vacancies for specialized assignments shall be filled through a selection process.

Criteria for selection to specialized assignments within a given position classification shall be noted in the written announcement, and shall include at a minimum:

- Special skills, knowledge, or abilities required for the assignment
- Formal education requirements, if any
- Length of experience or service, if any

All responses to an announcement for an opening in a specialized assignment that meet the minimum requirements listed shall be considered. A review process, approved by the Chief of Police, shall evaluate the qualifying candidates through personal interviews. The Chief of Police shall make the final selection.

Training required to enhancement of skills, knowledge, and abilities required by individuals deployed in specialized positions shall be provided in accordance with necessity and availability as detailed in Stevensville Police Department's General Orders Chapter 16, Section 16.6.1. Such training may address supervisory, management, and executive development, or it may include technical or job-specific training.

Selection, redeployment, or reassignment of personnel may be done at any time under the authority of the Chief of Police as necessary to maintain operational effectiveness. Unless otherwise determined by the Chief of Police, selection and redeployment of individuals will normally be made in accordance with the same criteria and selection procedures outlined in Stevensville Police Department's General Orders Chapter 7, Section 7.2.2, Criteria for Specialized Assignments.

7.2.3 TEMPORARY ASSIGNMENTS

CALEA Standard 16.2.3

Temporary assignments within the Agency are not routinely available. However, if a specific need is identified or a temporary position becomes available then personnel selected shall be at the direction of the Chief of Police. Personnel shall be selected based on specific skills, knowledge, and abilities that are pertinent to the position. The duration of a temporary assignment may vary and is subject to modification.

7.3.1 RESERVE OFFICER PROGRAM

CALEA Standard 16.3.1 – 16.3.9

The Stevensville Police Department has guidelines (Attachment A) established in order to maintain a reserve force of Officers to assist the Agency in the completion of its mission under normal and emergency situations. The Stevensville Police Department Reserve Officer Program has been established pursuant to Title 7, Chapter 32, Part 2 of the Montana Code Annotated, Reserve and Auxiliary Officers.

The Reserve Officer Program is organized under the Office of the Chief of Police. The Chief of Police will designate a Commander of the Reserve Unit and all other Reserve Officers will hold the rank of Officer. The Commander will provide general supervision of the Reserve Officers, review and maintain all related documents, and ensure that proper lines of communication are used in the performance of their duties. The Commander shall also be responsible for completing Reserve Officer's performance evaluations.

Assigning Reserve Personnel, conducting quarterly meetings, establishing, and maintaining a Reserve Call-Out Roster, ensuring performance evaluations are completed and monitoring the overall Reserve Officer Program shall be handled by the Chief of Police.

Recruitment and Selection

Recruitment and selection of Reserve Officers will be done on an "as needed" and "as available" basis. Each person considered for reserve status must meet the standards established in Title 7, Chapter 32, Part 2, Subsection 213. The selection process for Reserve Officer with respect to medical examinations, psychological examinations, polygraph examinations, experience, physical condition, and background investigations will be the same as for full-time Officers.

Authority

Title 7, Chapter 32, Part 2, Subsection 211 gives a Chief of Police authority to create a Reserve Officer Force. Reserve Officers will carry firearms on-duty. They may also carry firearms when performing assigned duties under the direction and supervision of the Chief of Police but will only serve if supervised by a full-time officer.

Reserve Officers will comply will all Town and Agency rules, regulations, General Orders, operating procedures, and verbal commands.

Training

The Training Officer will be responsible for the Reserve Officer's orientation, familiarization with duties, Agency structure, and chain of command. Reserve Officers are required to attend the same In-Service training as full-time Officers and must attend all mandatory-training courses. The Training Officer will notify all Reserve Officers of all mandatory training that is

being offered. It is the responsibility of the Reserve Officer to schedule and attend the required training.

Reserve Officers must qualify with their firearm according to the same standards, scores, and frequency as full-time Officers and trained in the use of force policy(s). Reserve Officers will undergo a limited Field Training period to familiarize them with the Stevensville Police Department Policies and Procedures.

Assignments

Upon approval of the Chief of Police, an order will be generated assigning the Reserve Officer to a specific area of the Agency. Any special skills that the Reserve Officer possesses will be taken into consideration in determining the appropriate area of assignment. An employee file will be established and maintained in the Office of Chief of Police and it will contain similar information as is retained for all employees.

Work Requirements and Criteria

Reserve Officers must work enough hours to remain consistently proficient in the performance of law enforcement duties, maintain a high degree of familiarity with the operations of the Agency, and maintain confidence in their abilities to properly perform the job. They must work a minimum of eight (24) hours per month in addition to any hours required for mandatory in-service training. Failure to meet the minimum hours per month may result in separation from the agency. Reserve Officers time will be maintained by the Chief of Police. Reserve Officers serve at the pleasure of the Chief of Police. Selection and continued service is based on the needs of the Agency and contingent upon approval of the Chief of Police.

Performance Evaluations

Reserve Officers are considered probationary their first year of reserve service with and during the probationary period, the Reserve Officer Coordinator will submit quarterly evaluations for the Officer to the Chief of Police and will be maintained in the Reserve Officers' training file. Sworn employees who resign-retire and request to work as a reserve officer are exempt from probationary time requirements.

Performance evaluations after the probationary year will be completed annually on Reserve Officers by the Chief of Police or the Reserve Coordinator. The evaluation form requires the Reserve Officer's supervisor to document verification of required mandatory training to include firearms training and verification of minimum monthly work requirements.

Uniforms

Reserve Officers will adhere to the established uniform policy. Each Reserve Officer will be issued police credentials indicating the status of "Reserve Officer". Reserve Officers are equipped the same as full-time Officers performing similar functions, however, the equipment may be reduced to reflect the level of activity of the Reserve Officer.

No apparel or equipment will be worn or carried except as authorized by the Chief of Police.

7.4.1 AUXILIARY PROGRAM

CALEA Standard 16.4.1

The Stevensville Police Department may use civilian auxiliary personnel to perform some clerical or community service functions.

Stevensville Police Department auxiliary personnel are non-compensated personnel and may include:

- Community Volunteers
- Student Interns

Stevensville Police Department auxiliary personnel are non-sworn personnel and shall not be assigned or otherwise perform duties requiring sworn Officer status or that require testimony in court.

Duties performed by Stevensville Police Department auxiliary personnel may include:

- Data entry
- Clerical duties
- Community relations activities
- Other duties as approved by the Chief of Police

7.4.2 AUXILIARY TRAINING

CALEA Standard 16.4.2

Stevensville Police Department auxiliary personnel shall receive appropriate classroom training prior to performing designated quasi-law enforcement duties.

7.4.2 AUXILIARY PERSONNEL UNIFORMS

CALEA Standard 16.4.3

Auxiliary personnel shall wear appropriate civilian attire or Agency approved auxiliary uniforms while assisting the Stevensville Police Department.

7.5.1 INTERN PROGRAM

The Stevensville Police Department recognizes the need to meet student interest in the law enforcement profession and may established a student intern program.

The Chief of Police places college students who are recommended for an internship by their college or university in a position within the Agency that is relative to their field of study.