



DEPARTMENTAL
GENERAL
ORDER

Rev.
25 Jun 99

D-7

Index as:

Classification Allocation
Personnel Assignment and
Distribution
Position Management System

Ref: CALEA
Standards 16.1.1;
16.1.2; 16.5.1

PERSONNEL ASSIGNMENT AND DISTRIBUTION

The purpose of this order is to set forth procedures for reporting and controlling the assignment of personnel and the distribution of positions throughout the Department.

I. DEFINITIONS

- A. **Personnel Distribution** - refers to the allocation of sworn and civilian positions to the various Departmental units by the Chief of Police.
- B. **Personnel Assignment** - refers to the designation of specific individuals to organizational units by appointment, loan, or transfer.
- C. **Position Classification** - refers to rank or job title.
- D. **The Personnel Distribution Report (PDR)** reflects:
 - 1. The number and type of each position in the Department authorized by the City in the current fiscal year Departmental budget.
 - 2. The assignment of each authorized position within the Department's organizational structure, as allocated by the Chief of Police.
 - 3. Position status information, whether filled or vacant, for each authorized position in the Department.
- E. **The Personnel Order** - records changes in personnel assignments, and other information as noted in Part III, A, of this order.

II. PERSONNEL DISTRIBUTION REPORT (PDR)

A. Purpose

1. The PDR provides the Chief of Police and bureau/unit commanders with a weekly summary of Departmental staffing strength which reflects changes, if any, in the total number of positions that are allocated, filled or vacant in the various units.
2. The authorized positions listed in the report reflect the number and classification of personnel assigned to Departmental units to meet their goals, as determined by periodic workload assessments and the Chief of Police.
3. The report assists the Chief of Police and bureau/unit commanders in evaluating if positions should be reallocated, units should be reorganized, and whether staffing levels are adequate.
4. The report is a historical and control document that enables the Department to issue and verify statements regarding current staffing levels.

B. Control of Unit Strength

1. The authorized personnel distribution may not be changed without the approval of the Chief of Police.
2. The number of personnel assigned to a unit shall not exceed the number of authorized positions listed in the PDR, except for loans approved by the Chief of Police.

C. Content

1. The PDR shall set forth the following information for the Department as a whole, for each bureau, and for the Office of Chief of Police.
 - a. Sworn positions listed by rank.
 - b. Civilian positions listed by classification.

- c. The number of positions in each rank and classification that have been authorized, and the number of personnel who are assigned to the various units.
 1. Positions in bureaus and in the Office of Chief of Police shall be set forth by division, area, section, and, if appropriate, watch or detail.
 2. The report shall include the number of persons in each bureau and in the Office of Chief of Police who are in a loan, restricted duty, extended leave, recruit training or field training status.
 3. The report shall indicate the number of persons in the Department who have been appointed to acting, limited duration, provisional, temporary or part-time positions.
- D. Personnel Section Responsibilities
 1. The Personnel Section shall prepare the PDR each week and shall distribute it to the Chief of Police, the Deputy Chiefs and division commanders.
 2. Changes in assignments or allocations which alter a unit's filled or authorized strength shall be recorded on each week's report. The PDR shall reflect personnel actions reported on the previous week's Personnel Order.

III. PERSONNEL ORDER

- A. Content and Format
 1. The Personnel Order shall list appointments, promotions, transfers, loans, retirements, resignations, and terminations that have been approved by the Chief of Police.
 2. The units involved and the effective dates of the changes shall be listed along with the names of the individuals affected.
- B. Personnel Section Responsibilities

The Personnel Section shall prepare the Personnel Order each week for the signature of the Chief of Police and shall cause the order to be distributed to all divisions and independent sections.

IV. REASSIGNMENTS, REDISTRIBUTIONS, RECLASSIFICATIONS

A. Request to Reassign Existing Staff

Unit commanders, managers and supervisors may request the transfer or loan of personnel into or from their own divisions or independent sections on a temporary or permanent basis in accordance with the provisions of [Departmental General Order B-4, PERSONNEL TRANSFERS AND LOANS](#). Loans may be approved by the Chief of Police even if, as a result, the number of personnel assigned to a unit will exceed the number of positions authorized on the PDR. Transfers which would result in assignments in excess of authorized positions may be made at the discretion of the Chief of Police.

B. Requests for Redistribution of Authorized Positions

Commanders and supervisors who wish to change the number of positions that are allocated to their units shall submit a justification memorandum through channels to the Chief of Police. The justification must be made in detail since additions to one unit's authorized strength can be made only by reducing the authorized strength of another unit.

C. Requests for Classification Changes

1. Approval from the City Manager, in addition to approval from the Chief of Police, is required to:
 - a. Create a new job classification.
 - b. Delete a job classification.
 - c. Reclassify a position.
 - d. Increase the total number of positions in a classification that has been authorized for the Department.
2. To initiate one of the above changes, unit commanders shall submit a memorandum, through channels, to the Chief of

Police, justifying their requests. If the Chief approves, the unit commander shall, if requested, assist the Personnel Section in its efforts to obtain the City Manager's approval.

D. Personnel Section Responsibilities

1. The Personnel Section shall maintain a list of vacant authorized Departmental positions and shall ensure that such vacancies are filled as soon as possible in cooperation with the Office of Personnel Resource Management and unit commanders involved.
2. The Personnel Section shall assist unit commanders in implementing approved appointments, loans, transfers, and distribution and classification changes and shall revise the PDR as necessary.

By order of

Joseph Samuels, Jr.
Chief of Police

GO44/D-7