

TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Allocation and Distribution of Personnel		
NUMBER	1101.23	EFFECTIVE DATE	October 01, 2008
Scheduled Review Date	August 1, 2021	ISSUE DATE	October 01, 2008
Date Reviewed	August 1, 2019	REVISION DATE	March 29, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

- A. The purpose of this policy is to provide guidelines for the effective allocation of personnel within the Texarkana Police Department. This policy shall apply to all members of the Department.

II. Policy

- A. It shall remain the policy of the Texarkana Police Department to deploy its personnel in a manner that facilitates the Department's pursuit of its goals and objectives while providing for the efficient and effective delivery of professional police services. The deployment of personnel shall be consistent with the resources available and shall be adjusted as determined by workload assignment and other methods of determining appropriate allocation and distribution of personnel. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

- A. All personnel positions within the Texarkana Police Department will be analyzed and filled utilizing data and information derived from budgetary authorizations as well as identified restrictions and constraints contained therein. Accurate accounting of positions should also facilitate recruitment, selection, training schedules and allow for decisions in filling vacant positions through transfers and promotions. To these ends, the Commander of the Services Division shall maintain an organizational staffing table that provides the following information:
1. The total number and type of each position—sworn and non-sworn—which are authorized in the annual budget of the City of Texarkana, Arkansas;
 2. The number of sworn and non-sworn personnel by rank and job title within each organizational component; and
 3. Position status information—whether filled or vacant—for each authorized position within the Texarkana Police Department.
- B. To provide for the most efficient and effective use of personnel resources, the Texarkana Police Department will attempt to staff each organizational component in a manner consistent with that individual component's workload. Department personnel are allocated to organizational components based upon documented workload assessments, which are conducted through a combination of measurable work product and supervisory judgments.

Page 1 of 2 Number: 1101.23	Effective Date: October 01, 2008
Subject: Allocation and Distribution of Personnel	Revision Date: March 29, 2011

- C. Although not inclusive, the following factors serve to influence workload demands:
1. The number of tasks and their relative complexity;
 2. The location of the tasks; and
 3. The time required to complete the tasks.
- D. The Texarkana Police Department's service area is divided into beat areas which are monitored for the volume of calls for police services received within each respective beat area. Each beat area represents a percentage of the total calls for police services received by the Department. For reporting purposes, each beat is subdivided into reporting areas. A reporting area is recorded in conjunction with every call for police service received by the Department.
- E. At least annually—or more often as deemed appropriate—the Uniform Patrol Division Commander will tabulate the calls for police services receiving by each respective reporting area. This tabulation and collection of data will enable the Department to reassess the demands for police services while considering the redefinition of patrol beat boundaries. The review should account for the number of incidents managed by personnel within a specific time period, the average time required to manage basic calls for police services as determined through the random selection of incidents and the current level of man-hours available.
- F. The workload assessment should also account for all non-sworn positions within the Department. All positions within the Department common to other governmental agencies—which do not require the use of sworn personnel to perform the tasks—should be considered for staffing by non-sworn personnel. Such positions should be provided with a non-sworn classification (civilian positions) as authorized by the Chief of Police or a Division Commander.
- G. Due to variations in workloads, the Chief of Police—or his/her designee—will reassess and revise the distribution of Department personnel as necessary. Time, location, demands for police service and other relevant factors shall be analyzed to determine if such a revision is necessary.

Page 2 of 2 Number: 1101.23	Effective Date: October 01, 2008
Subject: Allocation and Distribution of Personnel	Revision Date: March 29, 2011