

# GREELEY POLICE DEPARTMENT

General Order 302.00

Reviewed: 03/19

## 302.00 PATROL PERSONNEL ALLOCATION AND DISTRIBUTION

### 302.01 Procedure:

- The assignment of personnel to Patrol within the Operations Division will be based upon an organizational assessment which will include numerous factors such as:
  - The analysis of the number of incidents handled by the Operations Division annually;
  - The determination of an average time required to properly resolve each type of incident;
  - The calculation of the percent of time on the average that should be available to the officer for reactive and proactive activities during a watch; and
  - The identification of time lost through days off, holidays and other forms of leave compared to the total time required for each patrol assignment known as the “assignment/availability factor”.
- The assignment of personnel to Patrol within the Operations Division will include considerations such as:
  - The measurement of patrol time consumed on calls for service, administrative duties, and preventive patrol activities as captured in the CAD system;
  - The identification of workload assessments based upon job classification and special assignment;
  - The identification of time consumed on calls outside of job classification, such as sworn officers handling PST-type or animal control-type calls; and
  - The identification of time consumed in preparing police reports.
- The department will conduct the following analysis:
  - The identification of workload according to shift periods; and
  - The collection and analysis of data on the hourly distribution of incidents.

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- On an annual basis, the Operations Deputy Chief will assess the distribution of patrol personnel. The analysis will address both the temporal and geographic distributions of incidents including:
  - The workload assessment described in the preceding sections A and B,
  - The percentage of workload per watch,
  - The hourly distribution of incidents identifying hourly workload variances and day of week variations, and
  - The number of sectors required during designated time periods ensuring the sectors are proportionate to the workload per watch.
- The automated map in the CAD system will be divided into reporting districts. The calls for service recorded will be used in workload analysis and to formulate beat boundaries based upon report area groupings. The preceding information will be provided to the Operations Deputy Chief for use in the assignment of personnel.

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**Authorized by Mark Jones, Police Chief**

**Effective Date: March 20, 2019**

*Mark Jones*  
Signature

Date: March 20, 2019