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Effective Date	January 1, 2010		



Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

To proportionally allocate and distribute personnel in relation to workload, responsibilities, and duties.

II. POLICY

It is the policy of the Wilkesboro Police Department to utilize weekly, monthly, and annual reports; the Department's Staff will meet at least annually to analyze the previous year's work.

III. POSITION MANAGEMENT SYSTEM

The Wilkesboro Police Department has established a Position Management System to ensure control of all authorized positions allocated within the budget. This system will enable an accurate accounting of all positions which should facilitate recruitment, selection and training schedules to allow for accurate staff decisions in filling vacant positions through transfers, promotions, enhancement of career development and reduce grievances.

IV. WORKLOAD ASSESSMENTS

In an effort to evaluate the workload assessments each Division Commander will prepare annual reports for statistical evaluation. Once every three years or as deemed necessary by the Chief of Police the Division Commanders will meet with all Supervisors to analyze previous year's work to include, but not be limited to the following criteria in order to properly allocate resources for the projected needs of the department

- A. Job Assignments
- B. Shift allocations
- C. Calls for service
- D. Other duties performed
- E. Availability of personnel

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F. Equipment Availability

V. SPECIALIZED ASSIGNMENT

A. The Wilkesboro Police Department will utilize specialty and/or additional duty assignments to complete specific tasks and fulfill certain objectives requiring specialized and/or additional skills, knowledge, and abilities.

B. The specialized assignments are listed in the Career Path Program and include:

1. Police Training Officer: The purpose of police training is to orientate new officers in the policies and procedures of the department; to continue their training and development while providing practical on the job experience with feedback to the recruit and the department's administration.
2. Traffic Crash Reconstruction: The purpose of Crash Reconstruction is to provide advanced investigation and reconstruction of serious injury/fatality and major property damage traffic collisions.
3. Special Weapons and Tactics Team: To provide sworn personnel for a Special Weapons and Tactics Team that is well trained in special tactics for responding to high-risk situation such as hostage and barricaded subjects and serving arrest and search warrants on suspects thought to be armed or considered dangerous.
4. Bicycle Officer: To provide the department and citizens with a more mobile officer who is able to patrol the parks and greenway areas of the town. This officer can also promote better relationships between the community and department by providing better personal interaction while on patrol.

C. The assignment of an officer to a specialty does not include and is not seen as a promotion and does not include additional pay unless the officer qualifies for and is awarded a higher step in the Career Path Program. To be awarded Specialist, Senior, or Master Police Officer all requirements for that level must be met, which may include the assigned specialty.

D. Anticipated or current openings for PTO's, Traffic Crash Reconstruction officers, Special Weapons and Tactics Team members and Bicycle Officers will be announced by department memorandum and posted for all employees. Any sworn officer may apply for the position.

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- E. The annual review of a specialized assignment shall include, at a minimum:
1. A statement of purpose for the specialized assignment;
 2. An evaluation of the initial problem or condition that required the implementation of the specialized assignment, and
 3. A determination as to whether or not the specialized assignment should be continued.
- F. The criteria to be used in the selection process will be listed in the department memorandum announcing the opening and may include, but is not limited to, specialized skills, knowledge, abilities required, educational requirements, experience, and time in law enforcement or with the department.
- G. Basic requirements for all specialized assignments are:
1. A minimum of two years experience as a law enforcement officer
 2. A minimum of one year of service as a police officer with the Town of Wilkesboro
 3. A rating of "Standard - Meets Standards" or higher on the most recent annual performance evaluation
 4. No disciplinary actions for a period of one year prior to submitting application
 5. Agreement to serve in the specialty assignment for a minimum of two years, at the discretion of the Chief of Police.

VI. RESERVES

A. Program Description

The reserve police unit of this department is a component of state certified sworn officers who work subordinate to and under the direction of regular police officers doing routine police services and assisting the department during emergencies. Reserves are expected to work a minimum of eight (8) hours per month. Any deviation from these required hours requires approval by the Chief of Police. Reserves will be compensated monetarily for all hours worked per month. Reserve officers have the same general duties and powers of arrest as full-time officers.

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B. Selection Criteria

Reserve officers undergo the same employment screening as full-time officers.

C. Minimum Training

Reserve officers must successfully complete the required basic law enforcement training which is the same as required for full-time sworn positions. Reserve officers must complete the departmental Police Training Officer program as required for full-time sworn positions. The PTO training for reserve officers, will be completed during their monthly required hours worked.

D. Uniforms and Equipment

Reserve officers will be issued the same equipment and uniforms as regular full time officers as the budget allows.

E. In-Service Training

Reserve officers will receive the same in-service training as full-time officers who perform like duties. North Carolina Administrative Code includes the additional in-service training requirements for police officers in North Carolina. N.C.A.C. 09E.0105.

F. Firearms Training

Reserve officers are required to complete annual firearms training and response to aggression training. During this training, the firearms response to aggression policies will be reviewed and a hard copy will be supplied. The training is the same as regular full-time officers receive.

G. Liability Insurance

Reserve officers are covered by the same liability insurance as regular full-time officers.

H. Evaluations

Reserve officers are to be evaluated annually the same as full times officers (Refer to Policy Title "Performance Evaluations").

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VII. POSITION IDENTIFICATION AND STAFFING

It is the objective of this department to consider civilian versus sworn staffing when making staff decisions. This department shall evaluate each position as it acquires an opening to determine whether the staffing needs necessitate a sworn or civilian status. Likewise, all newly created positions will be evaluated using the same consideration.

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Staff Table – Budgeted Positions

Chief of Police	1
Deputy Chief of Police	1
Patrol Captain	1
Support Services Captain	1
Lieutenants	6
Patrol Officers	9
Reserve Officers	5
Investigator	1
I.T. Administrator	1
Administrative Assistant	2

VIII. REFERENCES

CALEA 16.1.1, 16.1.2, 16.2.1, 16.2.2, 16.3.1, 16.3.2, 16.3.3, 16.3.4, 16.3.5, 16.3.6, 16.3.7, and 16.3.8.