



GREENVILLE COUNTY
SHERIFF'S OFFICE

GO - 143

GENERAL ORDERS

MANPOWER ALLOCATION/DISTRIBUTION

PURPOSE:

This policy requires deployment of personnel due to service demands as determined by workload assessments and computer-based or manual methods of allocation and distribution.

WORKLOAD ASSESSMENTS:

Workload assessments determine the number of employees needed to complete a specific number of tasks or to fulfill certain objectives. Continuous assessment of personnel allocation and distribution ensures maximum efficiency of assigned resources. Each Division Commander is responsible for workload research and recommendations on personnel allocation and distribution. Documented workload assessments of all organizational components are to be done once every four years. The Administrative Services Division Research and Planning function will assist Uniform Patrol with their assessment.

ALLOCATION:

Allocation is the overall number of personnel needed for the Sheriff's Office and for each internal organizational component.

The Administrative Services Division is responsible for the publication and maintenance of the Sheriff's Office organizational and functional distribution charts. Both charts developed by the Sheriff and his Command Staff include:

1. Total authorized personnel strength.
2. Number of employees, by rank and/or job title, within each organizational component.

The Sheriff's Office allocates personnel to organizational components in accordance with workload assessments. These component workload assessments are compiled and monitored by Division Commanders and the Administrative Services Division. The Sheriff authorizes division allocations and Division Commanders allocate personnel within their division.

Allocation of Uniform Patrol personnel is based on a workload analysis including the following:

1. Number of incidents handled by patrol personnel during a specified time period.
2. Average time required handling an incident.
3. Determination of the average percent of time available for handling incidents during a shift.
4. Total time required handling assignments compared to time available.

This analysis is performed by the Administrative Services Division. Source documents include, but are not limited to Computer Aided Dispatch (CAD) reports, payroll, and incident reports.

Once every four years, the Administrative Services Division calculates the assignment/availability factor for patrol personnel. The assignment/availability factor is the potential workdays available for each position compared to the actual workdays available.

Once every four years, each division and its organizational components are reassessed to ensure staffing is in accordance with workload demands.

DISTRIBUTION:

Distribution is the assignment of personnel within each organizational component according to function and spatial or temporal demands.

Division Commanders monitor individual workloads within the components of each division to ensure workload assignments are equally distributed.

Once every four years, the Sheriff's Office is to assess the distribution of all personnel. Assessment of patrol distribution is performed on a quarterly basis. District configurations, shift demands, and calls for service are examined in the assessment.

The unincorporated territory of Greenville County is divided into beat areas. All calls for service and incident reports are coded according to beat area to facilitate crime analysis and workload assessments. Beat areas are developed along lines of natural boundaries and major roadways. Population, calls for service, and square mileage determine district size.

Monthly, calls for service are tabulated by beat areas to facilitate monitoring of patrol personnel distribution. Patrol personnel are distributed as equally as possible throughout individual beat areas based on calls for service. Proportional distribution of patrol personnel is accomplished through monthly review of calls for service by hour, day, and beat.

It is the responsibility of the Uniform Patrol Commander and his supervisors to monitor patrol assignments and make adjustments as needed. An ideal proportion of deputies to calls for service is developed and updated by the Administrative Services Division. This ratio is followed as closely as possible when distributing patrol personnel.

Monthly, patrol workloads are identified by shift periods and the hourly incidence of reported crime. Daily, patrol units are adjusted in their beat areas according to the fluctuation of workload by patrol shift supervisors.

CIVILIAN PERSONNEL: Positions not requiring sworn personnel are specified as civilian positions and staffed accordingly. Sworn personnel are not permanently assigned into a civilian position. This does not prohibit temporary assignments, such as a deputy assigned dispatch duties during personnel shortages. Annually, a review is conducted of all positions in the Sheriff's Office to determine if any may be converted from sworn to civilian.



Hobart Lewis, Sheriff