

Abington Township Police Department Policy and Procedure Manual

Chapter:	Allocation And Distribution of Personnel And Personnel Alternatives	General Order:	16.1.1
Section:	Allocation and Distribution of Personnel	Original Date:	050104
Title:	Position Management System	Re-Issue Date:	020818
Issued By:	Patrick Molloy, Chief of Police	Reevaluation Date:	122021
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CALEA Standard References:	16.1.1, 16.1.2, 16.2.1, 16.2.2, 16.2.3		
Pennsylvania Accreditation References:			

I. PURPOSE

The purpose of this general order is to provide members with guidelines on the Department's Position Management System

II. POLICY

N/A

III. PROCEDURE

A. Position Management System

1. Authorization for staffing is the responsibility of the Township of Abington Board of Commissioners. Through the budget process, the Board determines the complement of staff and appropriates the necessary funds to support positions.
2. The Chief of Police is responsible to recommend staffing complements to the Board as a part of the budget process based upon a workload assessment and need analysis.
3. The Authorized Strength Job Title Chart (see attached) reflects the number and type of each position authorized within the Abington Township Budget.

Authorized Strength Job Title Chart		
Job or Class Title	Authorized	Actual
Chief of Police	1	1
Executive Assistant	1	1
Deputy Chief of Police	1	1
Lieutenants	8	7
Detective Sergeant	3	3
Sergeants	9	8
Detective	12	12
Police Officer	58	58
Emergency Management Administrator	1	1
Part Time Investigator, Non Sworn	1	1
Operations Manager	1	1
Records Manager	1	1
Dispatchers	4	4
Part-time, Dispatchers	unlimited*	8
Clerk	3	3
Administrative Staff	6	6
Animal Control Officer	1	1
Community Policing Coordinator	1	1
Community Service Supervisor	2	2
Director of Youth Services	1	1
Part-time, Community Service Officer	unlimited*	5
Part-time Community Service Program Technician	unlimited*	1
Part-time Community Service Representative	unlimited*	0
Traffic Safety Unit	3	2
Communications Specialist	1	1

*Controlled by budget process.

Chart as of January 2019

B. Location of Each Position Within the Department's Organizational Structure

1. The Position Management System Chart below reflects the Abington Township Police Department personnel position allocation, and includes the total number and type of each position authorized in the Division's budget, whether the position(s) are filled or vacant.

C. Position Status Information

1. The Chief of Police shall be aware of any position vacancy and shall authorize the initiation of the selection process to fill the position.
2. When an authorized complement position is vacated, and is to remain vacant, the Authorized Strength Job Title Chart (see attached) will be revised to reflect the position vacancy. When the position is filled or eliminated, the chart will again be updated to reflect the position status change.

D. Workload Assessment (16.1.2)

1. General Considerations

- a. Basing allocation of personnel on workload demands has a significant influence on the efficiency and effectiveness of the Department. The Department will attempt to prevent over-staffing or under-staffing by ensuring that the personnel strength of organizational components is consistent with the presenting workload.
- b. The Chief of Police will allocate personnel to, and distribute them within, all organizational components in accordance with documented workload assessments conducted at least once every three years.

2. Workload assessment factors:

- a. At a minimum, consideration shall be given to the following factors as components to any workload assessment conducted:
 - (1) Outstanding programs and/or projects.
 - (2) Job reviews and classifications.
 - (3) Personnel strength authorized by the Board of Commissioners.
 - (4) Random sampling of the number of incidents/tasks handled annually with a break-down of average number of incidents per officer per shift.
 - (5) Average time required to handle incidents.
 - (6) Time lost through all days off and leave time.
- b. The source data required to complete the workload assessment shall be derived from computer generated statistical reports and monthly reports.
- c. Staffing level requirements, based upon the workload assessment, will provide for staffing level recommendations during the budget process for the following fiscal year.

3. Personnel allocation
 - a. Personnel will be allocated to, and distributed within, organizational components based upon the recommendations of the workload assessment.
 - b. The Chief of Police shall authorize, by general order, the organizational structure of the Department.
 - c. Personnel will be distributed within the organizational components established above, by the Chief of Police by personnel order.

E. Annual Review of Specialized Assignment (16.2.1)

1. The Chief of Police will coordinate annual reviews of each specialized assignment within the police department to evaluate the effectiveness of each position. This review will include the following:
 - a. A listing of each specialized assignment(s),
 - b. A statement of purpose for each listed assignment,
 - c. An evaluation of the initial problem or condition that required the implementation of a specialized assignment.
2. The specialized assignments are as follows:
 - a. Detective Division
 - (1) Bureau of Narcotics Enforcement (BNI) Task Force Officers
 - b. Administrative Division
 - (1) N/A
 - c. Community Policing Division
 - (1) Crime Prevention Officer
 - (2) Drug Abuse Resistance Education (D.A.R.E.) Officer(s)
 - d. Patrol Division
 - (1) Bicycle Patrol Officer(s)
 - (2) Tactical Unit Officer(s)
 - (3) Crisis Response Team Officer(s)
 - (4) Field Training Officer(s) (FTO)

(5) K-9 Officer(s)

F. Announce Openings (16.2.2)

1. The Department announces anticipated openings for specialized assignments department wide and fills those positions through a selection process.

G. Temporary/Rotating Assignments (16.2.3)

1. Identification of the Positions Which Are Available for Temporary or Rotational Assignment.
 - a. Members may be assigned to a Temporary or Rotational Assignment; specialized position when manpower considerations permit. Any member requesting a temporary/rotating assignment shall forward a written request to the affected Division Commander through his/her normal chain of command. The Power Shift is a temporary assignment available in the Patrol Division.
2. Duration of Assignments
 - a. Generally the assignments are up to one year in duration.
3. Criteria for Selection of Personnel;
 - a. The selection criteria is published for each temporary or rotational assignment in the position opening announcement.
4. Description of the Selection Procedures.
 - a. The selection procedures are published for each temporary or rotational assignment in the position opening announcement.