

**MOBILE POLICE DEPARTMENT
MOBILE, ALABAMA**

GENERAL ORDER #16

02/25/2008

SUBJECT: ALLOCATION AND DISTRIBUTION OF PERSONNEL

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16.1.1 AGENCY STAFFING TABLE

The Planning and Research Unit will maintain an organizational staffing table that provides the following information:

1. Total personnel strength as authorized by the city government.
2. The number of personnel, by rank or job title, within each organizational component.
3. Total personnel status, filled or vacant, or organized strength.

16.1.2 WORKLOAD ASSESSMENTS AND DISTRIBUTION OF PERSONNEL

Agency personnel are allocated to organizational components based on workload assessments. Workload assessments are made through a combination of measurable work products and supervisory judgments. The nature and number of tasks as well as their complexity, location and time required for completion are some of the determining factors of actual workload. Department personnel are allocated to organizational components in accordance with workload assessments in order to equalize workloads within each component. The workload analysis should specify all

incidents and factors used in making each workload assessment and indicate any time and location factors necessary to complete a task. Division Commanders shall complete a workload assessment at least once every four years.

Periodically the Department as a whole shall utilize the crime reports for developing strategic and tactical plans, for crime suppression, strategies, and for resource and manpower projections in long-range planning. Long-range planning should prove beneficial in budgeting and other administrative activities. Some of the factors considered should include:

1. Analysis of crime trend information by type of crime
2. Analysis of offender characteristics
3. Analysis of crime trend by date, time, and location

Distribution of personnel should generally be in accordance with current workload demands.

16.2.1 ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS

Listed below are the Specialized Assignment Details within the Mobile Police Department, wherein officers have received specialized training and certification:

- Canine Detail
- Explosive Ordnance Disposal Detail
- Hazardous Materials Detail
- Homeland Security Unit
- Hostage Negotiation Detail
- Motorcycle Officer Detail
- Mounted Patrol Detail
- SWAT UNIT
- Traffic Homicide Investigators (THI)
- Underwater Search and Rescue Detail

Annually the Chief of Police will review each specialized assignment to determine whether it should be continued, expanded or modified. The review should include:

1. A review of the specialized units of the Mobile Police Department.
2. An evaluation of the initial conditions leading to the implementation of the specialized assignment.
3. A cost-benefit analysis of continuing, expanding, or modifying specialized assignments.
4. A statement of the purpose of each specialized assignment.

16.2.2 SELECTION AND REASSIGNMENT OF PERSONNEL TO SPECIALIZED AREAS

Specialized areas of assignment are those positions that demand from an employee a demonstrative possession of specific skills, abilities, educational background, etc., which are necessary to perform assigned tasks related to the position. Assignment of personnel to positions of a specialized nature shall be carried out in the following manner:

1. Division Commanders shall submit a written request detailing job position, specification and justification to the Assistant Chief of Police **(Chief of Staff or Chief of Operations)*.

2. The **appropriate* Assistant Chief of Police will review the request and forward with recommendations to the Chief of Police.
3. Upon final review and approval by the Chief of Police, a complete job description outlining the functions and objectives of the job as it relates to the knowledge, training, skills and length of experience required to perform the duties of the job along with an announcement for the submittal of written resumes shall be emailed to all personnel.

It shall not be necessary to make written announcement of the availability of specialized assignments when to do so would jeopardize the security or success of an operation (i.e. undercover or similar assignments). In the event that a vacancy occurs in a specialized job area meeting these criteria, the Chief of Police shall have authority to waive the procedure outlined herein and to appoint to fill the position.

Upon obtaining notification of the availability of the specialized assignment, employees meeting the requirements set forth in the announcement shall submit a Transfer Request (PD-168) and a written résumé through the chain of command to the **appropriate* Assistant Chief of Police. All résumés submitted within ten (10) consecutive days from the close of the announcement will be evaluated by the Assistant Chief of Police and designated representatives from the Division in which the position is available. Following evaluation of the submitted résumés, the Assistant Chief of Police shall forward the résumés and any recommendations to the Chief of Police who shall make final approvals on all transfers or reassignments.

16.2.3 TEMPORARY ASSIGNMENTS AND JOB ROTATION

A. SUPERVISORY POSITIONS

The Department will periodically rotate the job assignments of its supervisory personnel in order to promote supervisors' leadership development while strengthening the Department's managerial ability to provide its citizens with the Department's essential services. Goals of this policy are to:

1. Develop supervisors' management skills with leadership assignments throughout the Department.
2. Improve supervisors' professional knowledge by broadening their exposure to the different demands of the operations of the Department's divisions.
3. Enhance career development by increasing supervisors' experience within multiple areas of law enforcement operations.
4. To stimulate and motivate supervisory personnel by periodically offering new leadership challenges.

Reassignment and duration of assignment is made at the direction of the Chief of Police following consultation with staff, supervisors and the affected personnel.

B. NON-SUPERVISORY POSITIONS

Assignment to non-supervisory Department specialty positions will be made contingent on supervisory review and continued employee interest in the position and at the discretion of the Chief of Police.

C. SELECTION OF PERSONNEL

1. Criteria for selection and procedures for reassignment of personnel for temporary or rotating assignments shall follow those guidelines outlined in General Order 16.2.6.
2. Any Department member may be temporarily placed in a specialty position or position of higher rank by the Chief of Police.

16.2.4 REQUEST FOR TRANSFER

A member desiring a transfer to another command within the Department shall submit a Transfer Request form. The employee number should be written in the number space at the top right corner of the Transfer Request form. Submit all copies to the member's Commanding Officer along with a resume, if available. After reading and signing all copies of the request, the member's Commanding Officer shall forward the copies through official channels. After recommending approval or disapproval, the Commanding Officer of the command to which the transfer is sought shall forward the request through the chain of command to the Chief of Police for approval. The request is then forwarded to the Planning Unit, which shall then return **a* copy of the request to the member and will maintain a list of active transfer requests.

Recommendation and justification for reassignment of Department personnel shall be forwarded through the chain of command to the Chief of Police who shall have authority for final review and approval of all assignments prior to implementation. Written justification must accompany all reassignment recommendations through the chain of command to the Chief of Police. Reassignment of personnel shall be administered in an objective manner, accounting for the efficiency and effectiveness of Departmental operations. Transfers shall not be made based on favoritism or prejudice.

Emergency transfers and those necessary to maintain the efficient operation of the Department will be made as necessary.

**Upon approval of reassignment, a "Change of Payroll Status" form (PD-009) shall be completed and forwarded to Mobile Police Department Payroll within the first pay period of the transfer. The PD-009 shall be used to:*

- *Report a new assignment, if on special assignment or light duty.*
- *Report the change of your assignment upon a transfer. This includes transfers that occur within the same command (e.g. from Squad 1 to Squad 2).*

Completion of PD-009 is the responsibility of the transferee's new supervisor. The supervisor will need to provide the change in shift hours (e.g. 12-hours to 8-hours), new location of assignment, and the new supervisor's name.

16.2.5 EXPIRATION OF TRANSFER REQUEST

All requests for transfer will expire automatically on October 1st of each year or sooner upon a member's request. If the member wishes to renew the request or to request a transfer to a different command, the member shall submit the request in writing following the steps above. No member shall have more than one pending transfer request at any given time. When a member no longer desires a requested transfer, it must be cancelled in writing immediately on the Transfer Request form. Failure to cancel the Transfer Request may result in the transfer being made.

16.2.6 **COMMANDS NOT SUBJECT TO TRANSFER REQUEST**

The following commands and/or special assignments are not subject to the transfer rule. Members desiring a transfer to one of the below cited assignments shall submit an interdepartmental request, complete with résumé, to the Office of the Chief of Police:

1. Internal Affairs Unit
2. Intelligence **Section*
3. Chief's Staff
4. Administrative Services Section
5. FBI, DEA, ATF **or other Federal Task Force*
6. Narcotics, Liquor, Gambling, and Vice Unit
7. The new formation of units or sections

16.2.7 **FORMATION OF NEW UNITS OR SECTIONS**

When a new unit or section within the Department is anticipated, an announcement will be made for the new unit/section outlining the functions and objectives of the job as it relates to the knowledge, training, skills, and length of experience required to perform the duties of the job along with an announcement for the submitting of written résumés. After the interviewing of members, a transfer list shall be formalized according to standards set out in the interview process. All new units/sections will follow the mandates of this order for any future openings.

Generally, any member who is in a probationary status will not be allowed to submit a Transfer Request unless authorized by the Chief of Police.

16.2.8 **FORMALIZED REVIEW**

Responsibility for the evaluation of personnel assigned to duties within the departmental structure shall be that of the Division Commanders. Such evaluations shall be conducted on a regular basis (monthly, quarterly, bi-annual, annual) at the direction of the Chief of Police.

The Chief of Police shall have final authority in all matters pertaining to the assignment or transfer of departmental personnel.

16.4.1 **AGENCY AUXILIARY PROGRAM**

- A. The agency utilizes civilian volunteers in a part-time capacity to assist in law enforcement related community service functions. Auxiliaries are not sworn officers and are not used in positions requiring one.
- B. Auxiliary personnel may be utilized in agency civilian positions, if not of a sensitive nature, and only in those positions not requiring a sworn officer. The **Commander* of Support Services Division shall administer the Auxiliary and **Explorer Programs*, the Commander of the Special Operations Division **shall administer* the Mounted Auxiliary Program. Volunteers are trained on assigned duties and responsibilities commensurate with the Rules and Regulations of the Department **and* the Standard Operating Procedure (SOP) of the Unit or Detail assigned.

16.5.1 **SPECIFIED CIVILIAN POSITIONS**

Positions not requiring the skills, knowledge or abilities of a sworn officer will ordinarily be staffed by civilians. This directive does not apply to the temporary assignment of sworn personnel to these positions in the event of emergencies, familiarization training, or for career broadening.

Civilian employees shall be hired and assigned by the Chief of Police in support positions related to the police function. Such employees shall fill any of the listed positions for which they qualify according to the procedures and practices of the Mobile County Personnel Board. These employees shall be hired from eligible lists provided by the Personnel Board on request from the Chief of Police, in compliance with the Merit System and set forth by the Personnel Board. The Chief of Police shall, at his discretion, assign civilian employees to various divisions and work areas as their particular qualifications allow. Civilian employees are subject to the rules and regulations, the code of conduct set forth in the General Orders; and all other applicable Department orders and directives. Civilian employees shall be subordinate to the Commander or other designated officer or supervisor to whom they are assigned. Civilian employees shall be assigned duties that meet the job classification in accordance with Rules and Regulations of the Mobile County Personnel Board. However the Chief of Police may assign an individual to a job as needed to meet the goals and objectives of the Department.

By order of:

A handwritten signature in black ink, appearing to read "Lawrence L. Battiste IV". The signature is written in a cursive style with a large initial "L".

Lawrence L. Battiste IV
Chief of Police

