



Police Department

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DEPARTMENT GENERAL ORDER 23-03

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 07-04

DATE: January 31, 2023

STAFFING LEVELS

I. PURPOSE.

To establish staffing level guidelines for the various departmental bureaus and divisions.

II. GENERAL.

Each bureau and division within the department will attempt to maintain a prearranged staffing level established to coincide with the current requirements for police services. Staffing levels will vary from bureau to bureau and during various hours and days of the week. Supervisors and commanders shall maintain a close watch on staffing levels to ensure that the correct number of personnel are available for duty. However, bureau, platoon and/or division commanders shall have discretionary authority to occasionally drop below the minimum staffing level to accommodate specific personnel needs or other circumstances.

III. DAY WATCH STAFFING.

A. Field Operations Bureau

The Field Operations Bureau shall maintain a minimum of six patrol officers and a supervisor during the day watch, Monday through Friday. Staffing shall be five patrol officers and a supervisor on Saturday and Sunday.

The Administrative Specialist assigned to RCCEEG will generally work Monday through Friday during day watch hours

Holiday coverage, except for President's Day, and the day after Thanksgiving, shall be four patrol officers and a supervisor. The two holidays listed herein will require a minimum of five patrol officers and a supervisor.

B. Criminal Investigations Division

The Criminal Investigation Division will maintain a minimum of two detectives and a supervisor during the day watch, Monday through Friday, except in those instances where circumstances preclude desired manpower levels. There will be no active coverage on Saturday or Sunday, but a detective will be on-call to respond as needed.

The School Resource Officers and the Training Officer will generally work Monday through Friday and will not count toward daily staffing requirements.

The Data Analyst will generally work the day watch, Monday through Friday.

Holiday coverage will be at the direction of the Division Commander.

C. Administrative Division

The Administrative Division will generally be staffed by an Administrative Supervisor, PA Assistant/Police Clerk and commander during the day watch, Monday through Friday. A part-time Records Clerk will additionally work approximately five hours each day, Monday through Friday.

There will be no coverage on holidays, and requests for service during these dates will be directed to ECDC.

D. Office of the Chief of Police

The Chief of Police will generally work those hours consistent with the normal business day. However, he shall have full flexibility to adjust his schedule in accordance with his duties and responsibilities.

The Administrative Specialist attached to the office will generally work the day watch, however, the actual hours worked may vary according to the needs of the department.

The Community Services/Public Information Officer will generally work Monday through Friday and will not count toward daily staffing requirements.

IV. EVENING/NIGHT WATCH STAFFING.

A. Field Operations Bureau

The Field Operations Bureau shall maintain a minimum of five patrol officers and a supervisor during the night watch each day of the week.

B. Criminal Investigations Division

The Criminal Investigations Division will maintain a minimum of two detectives and a supervisor during the evening watch, Monday through Friday, except in those instances where circumstances preclude such a staffing level.

There will be no active coverage on Saturday or Sunday, but a detective will be on-call to respond as needed.

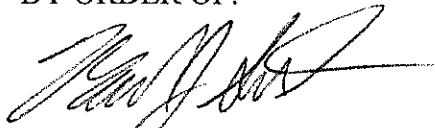
C. Administrative Division

Administrative personnel will terminate their regular duty shifts in late afternoon or early evening. There will be no active coverage after 1700 hours Monday through Friday, nor throughout the weekend or on holidays. Requests for service after these hours will be directed to ECDC.

V. EXCEPTIONS TO STAFFING LEVELS.

The Chief of Police (or their designate) may, at their discretion, direct changes be made in staffing levels to address a specific event, emergency, organizational need, or some other type of circumstance. Such changes may involve either an increase or decrease in assigned staffing, or a temporary reallocation of personnel.

BY ORDER OF:



MARK J. SMITH
Chief of Police

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