



NEW CANAAN POLICE DEPARTMENT

SUBJECT: ALLOCATION & DISTRIBUTION OF PERSONNEL

GENERAL ORDER NUMBER: 91-7-95

FILE: ADM 2

Organization & Management

I PURPOSE/POLICY

It is the policy of the New Canaan Police Department to annually assess its deployment of personnel. This information is the basis for determining staffing levels within the Patrol and Investigative Sections. This information will also be used to determine the establishment, or continuation of specialized assignments and tasks that may be more efficiently performed by civilian employees.

The purpose of this general order is to establish procedures and policies regarding the allocation and distribution of departmental personnel.

II RESPONSIBILITY

It is the responsibility of all department personnel to adhere to this general order. It is the additional responsibility of the Commanders of Operations and Staff Services to ensure compliance.

III PROCEDURES (ALLOCATION/DISTRIBUTION OF PERSONNEL)

A The New Canaan Police Department maintains a staffing table, known as the Organizational Structure (re: General Order 87-5-40, Organization). Information revealed in the Organizational Structure includes:

- 1.** The total personnel strength authorized by the Town of New Canaan, and
- 2.** The number of personnel, by rank or job title, within each organizational component, including civilians
- 3.** The status of each position within the organization; vacant or filled

B The Chief of Police shall, with input from both the Commanders of the Operations and Staff Services Divisions, be responsible for reassessing the demands of the personnel under his/her command on an annual basis. This assessment shall be accomplished in December of each year as part of the final determination of officers bid assignments and in accordance with the current Collective Bargaining Agreement.

C The Commanders of the Operations and Staff Services Divisions shall be responsible for recommending changes in the distribution of personnel assigned to the organizational components under their command as needed.

IV PROCEDURES (SPECIALIZED ASSIGNMENT)

A Personnel may be placed in a specialized assignment outside of their normal duties. When the need for a specialized assignment is recognized, the following procedures will be implemented.

1. Formal Request for Specialized Assignment - The Chief of Police, Commander of the Operations Division, or the Commander of the Staff Services Division may request that a specialized assignment be created. Prior to formalizing the request, an evaluation of the problem or condition that justifies the request will be conducted.

a. Included in the evaluation will be information concerning:

- 1) How the specialized position will address the problem or condition.
- 2) The rank and/or individual talents necessary to best fill the position.
- 3) Any impact the position may have on other organizational components of the staffing table.
- 4) The anticipated length of time of the assignment.
- 5) The benefits gained by staffing the assignment.
- 6) Any costs which may be incurred by staffing the assignment.

b. This evaluation will be conducted annually. The completed evaluation will be forwarded to the Chief of Police, who will either recommend or deny the request.

2. Any specialized assignments that remain staffed beyond a period of one year from the date of assignment, will be re-evaluated on an annual basis using the aforementioned criteria. The Chief of Police will decide whether to continue or discontinue the position after review of the re-evaluation.

3. When a specialized assignment has been recommended by the Chief of Police, a department notice will be posted advertising the position. Included in the notice will be information concerning:

a. A job description of the of the position.

b. The criteria used to select personnel for the position, including:

- 1) educational requirements and/or special training required
- 2) length of experience needed.
- 3) individual talents that may be required or beneficial to possess

c. The projected length of time for the assignment.

Note: This procedure may be eliminated by the Chief of Police if he deems that advertising the assignment would have adverse impact on the assignment due to time constraints or security concerns.

4. Although staffing of Specialized Assignments will on an as needed basis, such assignments may include;
 - a. School Resource Officer
 - b. Traffic Enforcement Officer (TEO)
 - c. Motorcycle Officer (MO)
 - d. Special Response Team (SRT)
 - e. K-9 Officer
 - f. Accident Reconstructionist
 - g. Bike Patrol
 - h. Investigations
 - i. T.R.I.A.D.
 - j. Accreditation
 - k. Honor Guard
 - l. Business Liason Officer
 - m. Safety Seat Technician
 - n. Firearms Instructor
 - o. Domestic Violence Coordinator

5. The Captain of Staff Services is responsible for an annual written review of all specialized assignments. The review shall include the following:
 - a. A list of all specialized assignments.
 - b. A statement of purpose for each listed assignment.
 - c. An evaluation of the success of the specialized assignment in relation to resolving the initial problem or condition that necessitated establishing the specialized assignment.

V PROCEDURES (CIVILIAN PERSONNEL)

- A Departmental positions that have been designated as civilian positions are identified in the staffing table.
 1. Sworn personnel may be temporarily assigned to assist civilian personnel in their duties due to urgent need, injury, field training or other demonstrated need.

- B** Civilian positions, when vacated, will not be permanently replaced by sworn personnel, unless the job description or duties have changed, and such changes justify staffing the position with sworn personnel.
- C** An annual review will be conducted of all departmental positions to determine whether any positions currently staffed by sworn officers should be designated as civilian positions. Such review will be a part of the annual workload assessments conducted by the Commanders of the Operations and Staff Services Divisions (Reference Section IV, E of this general order).

VI DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network and/or the PowerDMS program . Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

VII EFFECTIVE DATE

This general order approved by the Police Commission on November 20, 1991 and is effective January 1, 1992.

Revised July 2000
Revised June 2009
Revised January 2011
Revised March 2015

Per Order,

Leon Krolikowski
Chief of Police