

Supervision Staffing Levels

207.1 VERSION

Agency Content

Review Date	Effective Date	Approving Authority
03/08/19	07/09/18	Eric D. English, Chief of Police

207.2 POLICY AND PURPOSE

Discretionary **MODIFIED**

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Department and employees throughout all Bureaus. The needs of its employees should be balanced with the needs of the Department for flexibility and discretion in assigning employees to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Department.

207.3 ACCOUNTABILITY STATEMENT

Agency Content

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

207.4 DEFINITIONS

Agency Content

Essential Personnel - City employees who, except when specifically exempted, shall continue to perform their assigned duties regardless of existing inclement weather or emergency conditions. Essential employees will be designated as such by their respective department director or the City Manager, or their designee.

Non-Essential Personnel - City employees not designated as essential personnel.

Liberal Leave - An employee does not have to request the leave in advance, as per city policy; they can elect to use leave without prior approval.

207.5 MINIMUM SUPERVISION STAFFING LEVELS

Discretionary

Minimum staffing levels should be established by the Commanders for each Bureau and work group. The supervision staffing levels should support proper supervision, span of control,

Harrisonburg Police Department

Policy Manual

Supervision Staffing Levels

compliance with any City rule or policy, and activity levels to meet the needs of members and the goals of the Department.

207.5.1 MINIMUM STAFFING- PATROL OPERATIONS

Agency Content

Minimum staffing for Patrol shifts will be one supervisor and six officers (i.e., 1 Sergeant and 6 officers; 1 Sergeant, 1 Corporal and 5 officers, etc.)

Patrol staffing levels will be examined periodically to ensure they fit the needs of the Department and community.

207.5.2 TEMPORARY SUPERVISORS

Discretionary

In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary supervisor in place of a regularly assigned supervisor.

207.6 ESSENTIAL/NON-ESSENTIAL PERSONNEL

Agency Content

Notwithstanding these directives, the Chief of Police reserves the right to call in any and all personnel deemed operationally necessary to carry out the Department's mission.

207.6.1 ADMINISTRATIVE CLOSINGS/HOLIDAYS/LIBERAL LEAVE

Agency Content

(a) Essential Personnel

1. When city offices operate under Administrative Closing (all day, early closing, or delayed opening) only essential personnel will report to work or remain at work as scheduled.
2. When city offices operate under Liberal Leave, essential personnel will report to work as scheduled.
3. For the purpose of inclement weather closings and late openings, the following personnel are designated as essential:
 - (a) Those who would work on a holiday closure (see below).
 - (b) Bureau Commanders and the Chief of Police
 - (c) Chief of Police may deem certain personnel essential, as needed.
4. For the purpose of observed holidays, the following personnel are designated as essential and given advance holiday leave hours:
 - (a) All scheduled Operations Bureau personnel who rank below Division Commanders including:
 1. Sworn Traffic Officers
 2. Downtown Resource Officer
 - (b) All 12 hour scheduled Records Unit personnel.

Harrisonburg Police Department

Policy Manual

Supervision Staffing Levels

- (c) All personnel designated as essential must report to work as scheduled.
- (b) Non-essential personnel
 1. When city offices operate under Administrative Closing (all day, early closing, or delayed opening), all non-essential personnel do not report to work during the hours of the closing.
 2. When city offices operate under Liberal Leave, non-essential employees may choose to use paid leave and not report to work, or to leave work early.

207.6.2 PERSONNEL SHORTAGE ASSIGNMENTS

Agency Content

- **Hold over:** When a personnel shortage is known to exist for a shift which is about to begin duty, an on-duty supervisor shall request that an officer currently on duty hold over to work a portion of the following shift. If no officer volunteers, the personnel shortage call-out procedure will be followed.
- **Call-In:** When a personnel shortage exists and no one from the on-duty shift volunteers to hold over, a supervisor from the on-coming shift shall call an off-duty officer who is assigned to the shift which is experiencing the shortage. If no one from the affected shift can be contacted, the supervisor shall call out any available off-duty officer.
- **Consideration:** When an officer is held over or called out to work, an effort will be made to allow that officer to make arrangements to handle personal matters which may be pending.