



## CHAPTER 16 – ALLOCATION AND DISTRIBUTION OF PERSONNEL AND ALTERNATIVES

---

*The Directives in this chapter relate to the allocation and deployment of personnel based upon service needs and demands, the means for governing specialized assignments.*

### 16.1 Allocation and Distribution of Personnel

#### 16.1.1 Position Management System

The University Police Department maintains an organizational chart which depicts authorized positions within the agency which are approved by the University's Office of Administration and Finance.

- A. The basis for allocation of personnel requires knowledge of the current status of the organization which shall be displayed by an organizational chart and made available to all individuals involved in the planning process. Any 5000305 494.35 Tm(437 482.11 Tm(e)-7(s)-6(s)5(. )-11 TmI46 Tm(0494.35 Tm)-4(al).

## 16.2 Specialized Assignment

### 16.2.1 Review of Specialized Assignments

The Chief of Police, or his designee, shall conduct an annual review of each specialized assignment held within the agency for the purpose of determining whether this assignment, designated to address public safety needs and/or support departmental initiatives, should be continued. The review shall include:

- A. A listing of the agency's specialized assignments;
- B. A statement of purpose for each listed assignment; and
- C. The evaluation of the initial problem or condition that required the implementation of the specialized assignment.

### 16.2.2 Selection Process for Specialized Positions

When a vacancy is anticipated or occurs within the agency, an announcement shall be posted, for a minimum of 10 days, on the Squad Room bulletin board and disseminated to all personnel. Each specialized assignment announcement shall include a job description, necessary training, skills, knowledge, abilities, qualifications or length of service necessary to apply for the position. Vacancies will be filled by the Chief of Police after receiving recommendations from Division Commanders concerning the qualifications of each candidate.

*In the event internal personnel are neither interested, qualified or through specific demonstrated work performance are not proficient in fulfilling the duties required of the specialized position as indicated in 16.2.3, the Chief of Police may seek external candidates for the position. External candidates will be selected through the process outlined in 32.1.1.*

Specialized assignments within the agency include:

- A. Criminal Investigator
- B. Crime Prevention Officer

Refer to 16.2.3

### 16.2.3 Temporary Assignment Sworn Personnel

Temporary and/or rotating job assignments afford officers an opportunity for professional and personal growth as well as improved job satisfaction and performance. When an opportunity becomes available, the Division Commander under whose command the assignment falls will:

- A. Identify the specialized position available;
- B. The approximate duration of the assignment;
- C.

Specialized Assignments include:

1. Criminal Investigator

16.3 Reserves

16.3.1 Reserve Officer Program

*thru*

16.3.9

The University Police Department does not utilize reserve officers in any capacity.

16.4 Auxiliaries

16.4.1 Auxiliary Officer Program

The University Police Department does not utilize auxiliary (volunteer) officers in any capacity.

---

Edwin L. Lashley  
Chief of Police