

Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against its need and inherent managerial right to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet the operational requirements of the Department.

206.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in scheduling at least two operations supervisors on-duty whenever possible. Shift Supervisors will ensure that at least one field supervisor is deployed during each shift, in addition to the Shift Supervisor.

a. Patrol allocation and distribution

In order to maintain proper staffing, and to ensure efficiency and effectiveness, the Louisville Police Department will assign personnel in accordance with workload assessments. This will be accomplished through annual workload assessments. These assessments differ depending on the overall job tasks performed. The workload assessment for patrol will include, but is not limited to:

1. Number of incidents handled by patrol personnel during the specified period.
2. Average time required handling a call, by call type.
3. Calculation of the percent of time, on the average, that should be available to the patrol officer for handling incidents during a specified period of time.
4. Time lost through days off, holidays, and other leave, compared to the total time required for each patrol assignment.
5. Calculation of the average number of officers fielded per day. The average number of officers fielded per day is a ratio representing the total potential person days available (number of personnel multiplied by 365), as compared to actual person days (less time lost through days off, leave, holidays, training, special details, etc.).
6. The number of two officer calls and when these calls occur most frequently.

Minimum patrol staffing levels will be based upon the above procedures, and will be in accord with:

- (a) Officer safety concerns; and
- (b) Efficient operations and prompt response to calls.

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b. Authorized Staffing

The Louisville Police Department maintains a list related to department staffing. This list is used in establishing the department's annual personnel budget, and includes:

- (a) The number and type of each position authorized in the current budget.
- (b) Location of each authorized position within the organizational structure.
- (c) Status of each position (filled or vacant).

206.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and other circumstances, a corporal may be used as a field supervisor in place of a field sergeant.

With prior authorization from the Operations Division Commander, an officer may also act as the Shift Supervisor for a limited period of time.

