



WEBER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES
PERSONNEL ALLOCATIONS AND DISTRIBUTIONS

EFFECTIVE DATE: 10/07/03
 AMENDS/SUPERCEDES: 11.2
 STANDARD NUMBER: 16.1.2

REVIEW DATE: 07/21/08
 REVISION DATE: 07/21/08
 APPROVED: _____

Sheriff Signature

11.2.1 Purpose

To allocate agency personnel and distribute them within all organizational components in accordance with documented workload assessment.

11.2.2 Rationale

Proper allocation of personnel can have a significant influence on the efficiency and effectiveness of the agency.

11.2.3 Policy

- A. The Sheriff's Office will deploy the appropriate staffing levels based upon service demands and services delivered as determined by work load assessments and authorized personnel, within budget constraints.
- B. Bureau commanders will be responsible for the justification of the number of personnel assigned to work units within their Bureaus. An assessment will be conducted at least every three years to determine staffing needs.
 1. Statistical data based upon Sheriff's Office sources incorporated into the Sheriff's Office reporting system should be used in these justifications.
 2. The main sources of statistical information used should be calls for service data, case loads, and employee time usage data.
- C. Work load assessments for Bureau sections may take into account, but are not limited to, any of the following criteria, if applicable:
 1. The number of incidents handled by each deputy during a shift.
 2. The average time required to handle each incident.
 3. The time lost through days off, holidays, sick, etc.
 4. Geographic distribution of incidents.

5. Community Policing requirements/strategies.
6. Contract Service Provisions (contract cities, special event requirements etc.)