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| <b>University of Pennsylvania Police Department</b><br>4040 Chestnut Street, Philadelphia, Pa 19104 |   |   |
| <b>Directive:</b><br>23   | <b>Subject:</b><br>Allocation and Distribution of Personnel | <b>Effective Date:</b><br>08/01/1997  |
| <b>Order of:</b> Gary Williams, Chief of Police   |   | <b>Amended Date:</b><br>08/01/2023  |

### I. Purpose

The purpose of this directive is to establish guidelines for the allocation and distribution of personnel to the various components within the University of Pennsylvania Police Department (UPPD).

### II. Policy

The Chief of Police is responsible for the overall allocation and distribution of personnel to the various components of the UPPD. This is accomplished based upon workload assessments to determine the number of personnel necessary to complete the tasks and objectives of the UPPD.

### III. Scope

This directive shall affect all employees of the UPPD.

### IV. Definitions

- A. Special Unit: Detective Unit, Emergency Response Team (ERT), and other units as created by UPPD management.
- B. Special Assignment: Assignment to Bicycle Patrol, Field Training Officer, administrative duty, Firearms Instructor, and other assignments as created by UPPD management.

### V. Procedures

#### A. Allocation of Personnel

1. The UPPD will maintain a staffing table (See **Directive 20, "Organization and Administration"**) that reflects the following information:
  - a. total number and type of each position as authorized by the University of Pennsylvania Division of Human Resources and the UPPD;

- b. location of each position within the UPPD organizational structure; and
- c. position status information, whether filled or vacant, for each authorized position within the UPPD.

## B. Reassessing Personnel Allocation And Distribution

- 1. At least once during a CALEA assessment period, at the direction of the Chief of Police, the allocation and distribution of personnel within organizational components of the UPPD will be assessed. Activity across all shifts shall be measured and documented to determine proper staffing levels. Additional personnel authorizations will be submitted as part of the UPPD annual budget.

## C. Specialized Assignments

### 1. Announcement of Specialized Assignments

- a. Anticipated special unit assignment openings will be advertised by written announcement. Special assignments (non-special unit assignments) may be advertised by written announcement depending on type and length of assignment. For example, openings for assignments as Bicycle Patrol Officer, Motorcycle Officer, and Emergency Response Team (ERT) member would be announced. Daily assignments of bicycle patrol officers to Bike Beats would normally be at the discretion of UPPD supervisors. Plainclothes assignments would not be posted in writing.

### 2. Criteria for Selection

- a. The Chief of Police will develop criteria for assignment to special units and assignments. Criteria will be based on skills, knowledge, and abilities required for the assignment. Posted criteria should include job description, formal education requirements, and length of experience required.

### 3. Duration of Assignment

- a. The duration of assignment to special units/assignments shall be at the discretion of the Chief of Police. The operational requirements of the UPPD will be the paramount determinant regarding the creation and termination of special units/assignments and the duration of assignment of personnel.

### 4. Reviewing Special Assignments

- a. Special assignments will be reviewed at least annually by the Chief of Police or designee to determine if they should be continued.
- b. The review will address the following areas:

- 1) a listing of the department's specialized assignments;
- 2) statement of purpose for each listed assignment; and
- 3) the evaluation of the initial problem or condition that required the implementation of the specialized assignment.

#### D. Civilians

##### 1. Civilian Positions

- a. Positions not requiring sworn officers will be specified as civilian positions and staffed accordingly. These positions include, but are not limited to:

- 1) Administrative Assistants
- 2) Civilian Dispatchers
- 3) Records Clerks, and
- 4) Secretaries

- b. Civilians should receive training appropriate to the duties anticipated by the UPPD.

- c. Civilians will not perform law enforcement duties and will not wear official police uniforms. All civilians, who wear uniforms, will wear uniforms clearly distinguishable from sworn officers.

##### 2. Review of Sworn/Non-Sworn Positions

- a. In conjunction with the development of the **annual** budget, **the Chief of Police** will assess which positions, if any should be reclassified and designated as civilian. Any reclassification of positions must be in accordance with **Directive 25, "Classification and Delineation of Duties and Responsibilities"** and the current Collective Bargaining Agreement. The Chief of Police must approve any reclassification of position or assignment prior to implementation.

#### E. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

#### F. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

#### G. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.