



Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



1789

STAFFING TABLE
GENERAL ORDER NO: 2.6.05

Issue Date: May 3, 2017	Effective Date: March 1998
Revision Date: September 4, 2015	NYSLEAP: 2.4
Volume 2: Logistics	Chapter 6: Fiscal Management and Responsibility
Distribution: All Personnel	Page: 1 of 2
Issuing Authority: Chief Eric Hawkins	

PURPOSE: The purpose of this policy is to establish procedures for determining the most effective utilization of department personnel.

POLICY: It is the policy of the Albany Police Department to allocate and staff departmental components based upon periodic workload assessments.

I. POSITION MANAGEMENT SYSTEM

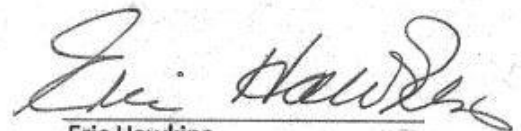
- A. The department’s position management system shall utilize a staffing table, which shall be reviewed and updated annually, and as needed throughout the fiscal year. The staffing table shall provide the following information:
 - 1. The number and type of each position authorized in the department’s budget;
 - 2. Location of each authorized position within the department’s organizational structure; and
 - 3. Position status information, whether filled or vacant, for each authorized position in the department.

- B. Information regarding the department’s staffing authorization and organization shall be maintained in the following locations:
 - 1. [General Order 1.1.05 - Organizational Chart](#);
 - 2. City of Albany annual budget; and
 - 3. Excel spreadsheet, maintained by the Chief Fiscal Officer.

II. WORKLOAD ASSESSMENTS

- A. The purpose of a documented workload assessment is to encourage the equalization of individual workloads among and within department’s organizational components to increase efficiency and effectiveness.
 - 1. This process allows the department to determine the overall number of personnel required to fulfill its objectives.

- B.** The allocation of personnel within all organizational components shall be based on documented workload assessments.
1. Such workload assessments shall be completed at least once every four (4) years by each unit commander, and shall be based on the nature or number of a particular component's tasks and their complexity, location, and time required for completion.
 - a. Unit Commanders or his/her designee shall be responsible for completing a documented workload assessment by December 31st 2015, and every four (4) years thereafter.
 - b. The results of this workload assessment shall be documented on an IDC and submitted to the Chief of Police.
- C.** The allocation of personnel shall take into account the following:
1. The number of incidents/tasks handled during a specified period;
 2. The average time required for handling incidents/tasks by using a sampling of cases worked;
 3. Calculation of time, on average that should be available to handle incidents/tasks; and
 4. Time lost through days off, holidays, and other leaves.
- D.** Patrol and Neighborhood Engagement Unit officers should be distributed in accordance with temporal and geographic distributions of incidents and/or in accordance with community policing strategies.
1. Information that can be used may consist of, but shall not be limited to the following:
 - a. Shift summary reports;
 - b. Activity logs;
 - c. Arrest data;
 - d. Crime statistics;
 - e. Citations issued;
 - f. Problem solving activities;
 - g. Quality of life initiatives;
 - h. Community presentations;
 - i. Crime prevention initiatives;
 - j. Crime Prevention Through Environmental Design applications;
 - k. Community needs; and
 - l. Job tasks.
- E.** The Chief of Police shall make the final determination for all reallocations of personnel among the department's organization components.


Eric Hawkins
Chief of Police