	GAITHERSBURG POLICE DEPARTMENT	
	Personnel Allocation and Distribution	
	GENERAL ORDER 106.1	**Related CALEA Standards:**
	Effective Date 11/25/2013	**16.1.1**
Authorized by: Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE

I.   DEPARTMENT POLICY

The Department allocates personnel to patrol shifts and various functions within the Department in accordance with periodic workload assessments. The Department has four components – Operations, Special Operations, Administrative and the Office of the Chief of Police.   The Special Operations Bureau includes the investigative function, the Street Crimes Unit, Canine, Crime Analysis, Community Services and Traffic Enforcement. The Administrative Bureau includes the Accreditation Manager, Quartermaster, the Administrative Support Supervisor and civilian support staff. The Office of the Chief of Police includes the Emergency Management Coordinator, Internal Affairs and PIO functions.

II.   WORKLOAD ASSESSMENTS

A.   Conducted During Budget Preparation

1.   During the Department's budget preparation process, a workload assessment will be conducted and documented to determine and justify the need for additional personnel.

2.   Among other calculations and considerations, calls for service and the number of calls per-Police Reporting Area are tabulated on an annual basis to analyze workload.

III.   POSITION MANAGEMENT SYSTEM

A.   Position Management System

1.   The Department's *Position Management System* is comprised of organizational charts reflecting the functions and components of the Department.

2.   The Department's *Position Management System* includes the following information:

▪   The number and type of each position authorized in the Department's budget;

- The location of each authorized position within the Department's organizational structure; and

- Whether the position is currently filled or vacant.

B. **Components and Distribution**

1. The Department's *Position Management System* is depicted within charts on a display board located within the accreditation office. *The Position Management System* is updated as necessary.

2. Components of the *Position Management System* are included in the Department's Annual Report and in the City Budget.