

## **16.0 ALLOCATION AND DISTRIBUTION OF PERSONNEL AND PERSONNEL ALTERNATIVES FOR PATROL, JUDICIAL AND DETENTION**

**POLICY:** The Washington County Sheriff's Office strives for maximum efficiency of its personnel resources through allocation of manpower based on a combination of factors, including specific needs versus available resources.

### **16.1 Allocation and Distribution of Personnel**

#### **16.1.1 Position management system**

The Department maintains a position management system, which provides the following information:

- A. Number and type of each position as authorized by the county government in the departmental budget.
- B. Location of each authorized position within the department's organizational structure.
- C. Position status information as to whether authorized positions are filled or are vacant.

#### **16.1.2 Distribution of Personnel across Organizational Components**

The Departmental will allocate personnel to organizational components based upon documented workload assessments. The workload assessment will be conducted every three years. Information to be considered during assessments in deciding allocations include, but are not limited to:

- A. Number of incidents
- B. Type of incidents
- C. Time required by incidents
- D. Geographic location of incidents

### **16.2 Specialized Assignments**

#### **16.2.1 Written Directive**

- 1. The commander in charge of the specialized assignment will prepare a written annual review of each specialized assignment for the purpose of determining whether it should be continued. The review will include:

- A. The title of the specialized assignment
  - B. An evaluation of the purpose of the assignment to see if the problem or condition, which initially required the program, still exists, and if so, to what extent.
  - C. The cost of continuing the specialized assignment.
2. Specialized positions include:
- A. Criminal Investigation
  - B. Narcotics Task Force
  - C. Canine Unit
  - D. Training Coordinator
  - E. Crime Prevention Deputy
  - F. Instructor
  - G. Booking Officer
  - H. Programs Officer
  - I. Compliance Officer
  - J. Hearing Officer
3. The statement of purpose for each specialized position shall be found in the job description for each position.
4. These reports will be forwarded up the chain of command to the bureau chief with endorsements added at each level. The bureau chiefs will consider these reports when formulating budget proposals for the following fiscal year; and will include a copy of each report in the annual report package submitted to the Chief Deputy.

#### **16.2.2 Agency Announcements**

1. Specialized assignment openings will be advertised within the department in writing, excepting any sensitive assignment such as undercover work. Criteria required for specialized positions will be stated in the announcement. The extent to which stated criteria are met along with the last two evaluations will be considered in making selections.

## **16.4 Auxiliaries**

### **16.4.1 Program Administration**

- A. The Crime Prevention Unit shall administer Law Enforcement civilian volunteer programs in the Operations Bureau. They shall be responsible for the recruitment, screening, and training of prospective volunteers.

The Detention Division Programs Supervisor shall act as the administrator for civilian volunteers operating within the Detention Center. The Programs Supervisor shall be responsible for the recruitment, screening, orientation and any necessary training Volunteers may require. The Programs Coordinator shall be responsible for the overall management of Volunteer-related functions to include appropriate documentation and records organization and retention.

- B. Law Enforcement Civilian Volunteer Program Coordinator
  - 1. A Law Enforcement volunteer may be appointed by the Community Services Section to assume the position of Civilian Volunteer Program Coordinator. The Sheriff shall approve the selection of the Law Enforcement Civilian Volunteer Program Coordinator.
  - 2. The Law Enforcement Civilian Volunteer Coordinator will be responsible for the following tasks:
    - a. Assist in the areas of recruitment, orientation and training.
    - b. Assist in the establishment of program goals, organizational changes, operating procedures, preparation of written materials and other assigned tasks.
    - c. Assist in the development and modification of participant assignment descriptions.
    - d. Act as a liaison with other public and private organizations in recruitment efforts.
    - e. Monitor the performance of volunteers and offer suggestions to the Community Services Section regarding personnel.
    - f. Issue and collect volunteer identification cards.

- C. Utilization of Civilian Volunteers
  - 1. Civilian Volunteers do not have sworn status, are not authorized, and shall not participate in any activities that require sworn status. The following descriptions are examples of positions or duties that

have been identified within the Sheriff's Office that may be performed by Civilian Volunteers.

- a.      Civilian Volunteer Crime Analyst  
These civilian volunteers will extract information from police reports and other documents, i.e., computerized records, to assist in crime information dissemination. Other duties may include maintenance of pin maps, charts, and other clerical functions.
- b.      Civilian Volunteer Clerical Assistance  
These civilian volunteers will perform various clerical duties which may include typing, word processing, data entry, searching files, writing reports, library maintenance, and receptionist duties.
- c.      Civilian Finger Print Clerk  
These civilian volunteers will perform printing of the public for checks through various police agencies.
- d.      Chaplains
  - 1)      Detention Center Chaplain  
The Detention Center Chaplain assists the Programs Supervisor in managing religious programs and services within the Detention Center.
  - 2)      Patrol Chaplain  
The Patrol Chaplain assists with officer deaths, death notifications and other sensitive issues
- e.      Substance Abuse Programs Volunteers  
These volunteers conduct Alcoholics Anonymous and Narcotics Anonymous programs within the Detention Center.
- f.      Professional Volunteers  
Professional Volunteers are professional persons affiliated with community agencies who conduct specialized programs within the Detention Center such as Creative Anger Solutions, Healthy Start, AIDS Awareness, Storybook Project, etc.

D.      Training of Civilian Volunteers

- 1.      All civilian volunteers will receive orientation, to include a general outline of the program's description as well as duties and responsibilities of the civilian volunteer.

2. All civilian volunteers shall receive "on the job" training as directed by the Crime Prevention Unit or Detention Division Programs Supervisor.
3. Law Enforcement Volunteer Training shall be coordinated through the Training Unit to include but not be limited to: traffic direction and control, fingerprinting, crime/prevention/ detection, emergency first aid, neighborhood watch programs, AIDS and blood borne pathogens.)
4. Detention Division Civilian Volunteer Training shall be coordinated through the Programs Supervisor and will include training on any specific aspects of their duties not covered during Civilian Volunteer Orientation.
5. All civilian volunteers shall receive training pertaining to working conditions, and regulations, and will include specific tasks to be performed within a designated assignment.
6. All civilian volunteers will adhere to and comply with office policy and procedures.

E. Fire Police Volunteers

1. Fire Police Volunteers serve as unpaid volunteers in support of law enforcement services, specifically in the area of traffic control at fire, accident, or other emergency scenes.
2. The Public Safety Article, Section 7-302 of the Annotated Code of Maryland, empowers the Sheriff of Washington County to designate a specified number of fire company members as having authority to exercise the power of Fire Police, but only as necessary to perform their duties while going to, functioning at, or coming from fires, accidents, or other emergency sites, or other services as conducted by volunteer firemen. However, Fire Police will not be assigned to duties requiring sworn personnel and are not certified law enforcement officers.

**16.4.2 Volunteers** will receive classroom or on the job training to relating to their authorized or assigned duties.

**16.4.3 Law Enforcement Volunteers may wear uniforms;** if they wear a uniform it will be clearly distinctive from those of local law enforcement agencies. They will not be armed.