

Staffing Levels

205.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

205.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least one regular supervisor on duty whenever possible.

205.3 SUPERVISOR'S INABILITY TO ACT

The Department is committed to the presence of not less than one Shift Supervisor on duty for any watch. In any case where there is no Shift Supervisor available to perform that duty effectively, due to injury or prolonged necessary absence from the City where such inability occurs during the tour of duty, the Supervisor shall designate the officer of his/her choice to serve as interim Shift Supervisor. He/she shall then notify the Deputy Chief and Patrol Division Commander and immediately call in another supervisor to assume command of the shift. This preferably is a supervisor from an adjoining shift but given the emergency nature of such a situation, any supervisor may be called and ordered to duty. If the Shift Supervisor is dead, unconscious, missing or otherwise unable to make this designation, the officer on duty having the most seniority shall assume interim command of the operational shift. He/she shall notify the Patrol Division Commander, Deputy Chief and/or the Chief of Police.

205.4 MINIMUM STAFFING LEVELS FOR PATROL OFFICERS

Minimum staffing levels should result in the scheduling of at least [REDACTED]

At least [REDACTED].

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This minimum staffing level is over and above any officers from a specialized unit who may be working at the time.

All command officers and officers shall be familiar with sections 13.6 of the FOP Labor Contract which governs the call back of officers. Call back overtime for minimum staffing shall be done pursuant to that procedure.

All command officers and officers shall be familiar with and abide by section 13.7 of the FOP Labor Contract, entitled, "Special Details."

Urbana Police Department

Policy Manual

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205.5 MINIMUM STAFFING FOR FRONT DESK

The front desk must be staffed 18 hours per day, from 0500 to 2300. Police Services Representatives are required to provide this staffing at a minimum of 18 hours per day, except on holidays, when they are only required to staff the desk for a minimum of 16 hours, from 0700-2300 with the hours of 0500-0700 being optional, but not required. Four hours of the minimum coverage may be covered by a part-time PSR and count towards the minimum hours of coverage required. This minimum staffing level is not used to determine the number of PSRs allowed off on vacation or compensatory time. Scheduling of approved leave for PSR's is dealt with in the Scheduled Approved Leave policy .

Procedures on how to do call back for support services can be located in the Minimum Staffing and Callback Procedures section of the Front Desk Manual