

GENERAL ORDERS
CHAPTER 203
JOB CLASSIFICATIONS –DUTIES AND RESPONSIBILITIES

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Accreditation Standards: 21.2.4

ALLOCATION AND DISTRIBUTION OF PERSONNEL
G.O. 203.1

I. PURPOSE

To facilitate the deployment of personnel by determining service demands through the use of workload assessments and computer-based or manual methods of personnel allocation and distribution.

II. POLICY

To provide the most efficient and effective service to the community, the Maui Police Department shall allocate and distribute personnel to organizational components by conducting periodic workload assessments with the intent to equalize workloads within those components and to use civilian employees to staff positions that do not require sworn personnel.

III. DEFINITIONS

ALLOCATION: The number of employees assigned to an organizational component.

DEPLOYMENT: The assignment of sworn police officers by the commanding officer to specifically identified geographic areas or specialized assignments or details in an effort to achieve a specific police purpose.

IV. STAFFING TABLE

- A. The Administrative Services Section maintains a staffing table (organizational chart) and personnel roster that provides the total personnel strength as authorized by the County Council.
- B. The personnel roster presents the number of personnel by name, rank, PD number and position title within each organizational component of the Department.

V. REASSESSING PERSONNEL ALLOCATIONS

- A. Periodically, the Department will reassess the allocation of personnel in accordance with current workload demands. Factors to be considered in reassessing personnel allocations

shall include the type and number of tasks to be performed by a component during a specified period of time, the complexity of the tasks performed, and the time required to perform a particular task. The Research Analyst shall be responsible for conducting workload assessments.

- B. Element commanders and civilian supervisors may request that a workload assessment be conducted whenever needed, but no less than every three years. The request shall be submitted in a To/From to the Research Analyst via channels.
1. The completed workload assessment shall be forwarded to the Element Commander/Civilian Supervisor via channels with a copy submitted to the Chief of Police. The Research Analyst will also maintain a copy of the workload assessment.
- C. Based on the results of the workload assessment, element commanders and civilian supervisors shall make recommendations for the reallocation of personnel to their bureau commanders via the monthly report. If additional personnel are unavailable, the problem shall be addressed during the budgetary process.



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