Staffing Levels

215.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper police officer and staff coverage and supervision is maintained. 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.

215.2 MINIMUM STAFFING LEVELS

Parking and Traffic personnel should be on-duty during all primary school hours; however, staffing levels vary and there are no minimum staffing requirements for these positions.

215.2.1 SUPERVISION DEPLOYMENTS

The department does not have a supervisor on-duty for each and every shift. In cases where there is no on-duty supervisor, an on-call supervisor or officer-in-command is available for contact. In absence of a supervisor, an officer may be used as officer in command (OIC). With prior authorization from the Chief of Police or the Administrative Lieutenant, and consistent with District policy, an officer may be assigned to work out-of-class as a supervisor for a limited period of time (e.g., training, extended vacations, unforeseen absences).