

ILLINOIS STATE POLICE DIRECTIVE

ORG-005, SWORN PERSONNEL ALLOCATION AND DISTRIBUTION

RESCINDS: ORG-005, 2014-045, revised 05-23-2014.	REVISED: 10-24-2017 2017-075
RELATED DOCUMENTS: ORG-004	RELATED CALEA STANDARDS: 15.1.3, 16.1.1, 16.1.2, 41.1.1, 41.1.2, 81.2.5

I. POLICY

The Illinois State Police (ISP) will maximize and equalize use of available personnel resources where possible. The Department has the final authority to assign officers to shifts and patrols in order to provide effective coverage.

II. DEFINITIONS

- II.A. Assignment/availability factor - a ratio of the total potential person-days available compared to actual person-days available.
- II.B. Identified reporting areas - includes counties, townships, and highway milepost boundaries.
- II.C. Patrol area - the physical boundaries on a map composed of identified reporting areas.
- II.D. Patrol assignment - the territory to be covered by one car, composed of one or more patrol areas that may change frequently based upon the operational needs of the Department/District.

III. PROCEDURES

III.A. The Department will:

- III.A.1. Use assignment/availability factors to readily calculate the number of persons required to fill an assignment on a 24-hour per day basis.
- III.A.2. Effect any sworn work shift or days off system change in accordance with pertinent collective bargaining agreement.
- III.A.3. Base assignments upon workload assessments, reassessed at least annually, and revised when necessary.
- III.A.4. Equalize, to the extent possible, the workload based upon operational needs of the Department/District.
- III.A.5. Reassess, at least quarterly, patrol assignments and revise when necessary.
- III.A.6. Construct patrol areas from one identified reporting area or a combination of reporting areas.

III.B. Each District Communications Center, or other visibly accessible area within the District Headquarters, will maintain maps identifying reporting areas and patrol areas.

III.C. Distribution of personnel on patrol assignments.

- III.C.1. The number of patrol assignments on each shift will be proportionate to the workload occurring on each shift.
- III.C.2. Distribution will take into account:
 - III.C.2.a. The number of incidents - when counting incidents for measuring external workload, weigh:
 - III.C.2.a.1) External demands, i.e. calls for service, in preference to measures of internally generated activity, e.g. the number of citations written, warnings issued, forms completed, etc.

III.C.2.a.2) Each incident by the number of units necessary to handle the incident

- III.C.2.b. The average time needed to handle a typical incident
- III.C.2.c. Incident locations
- III.C.2.d. Predictable variations in workload
- III.C.2.e. The percent of time an officer has available during a shift, as well as time off-duty (see availability factor)
- III.C.2.f. Geography, including natural boundaries, response time, etc.
- III.C.2.g. Temporal concerns, such as hour of day, day of week, and time of year when incidents occur
- III.C.2.h. Any other factor deemed appropriate, based upon operational needs of the Department/District

NOTE: Distribution will also provide for policing and patrolling needs to the extent external workload and staffing permit.

III.D. Deployment of personnel assigned specifically to traffic enforcement details.

III.D.1. The District should deploy personnel to areas having the greatest concentration of crashes and crash-related calls for service and at those times the records show crashes are most likely to occur.

III.D.2. The five most recent years of crash data must be used. Weighting of data, seasonal adjustment, weather factors, population changes, etc., may be used.

III.E. The District should document distribution and assignment methodology, preferably in the District procedures manual, to include at least the following:

III.E.1. The number of employees a supervisor controls normally should not exceed ten in a direct supervisory structure

III.E.2. Identification of sources and source documents for data on incidents and personnel

III.E.3. Equipment needed (other than basic equipment assigned to all division personnel)

III.E.4. Procedures for:

III.E.4.a. Implementation and operation of the system

III.E.4.b. Assigning officers to shifts, including shift rotation, if rotation is used

III.E.4.c. Assigning officers to specific patrol assignments including rotation, if rotation is used

III.E.4.d. Determining days off for patrol officers and first-line patrol supervisors

| Indicates new or revised items.

-End of Directive-