

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		P&P-D-113
Personnel Allocation and Distribution		
Effective Date: 08-13-13 Supersedes: 05-19-11	Approval: Sheriff	Number of Pages: 2
References:	Reevaluation Date: Annually	Standards: CALEA 16.1.2, 21.2.1 COM 3.1.2, 3.1.3

I. POLICY

The Sheriff's Office shall maintain on file, a written job description and a comprehensive classification of all jobs. These will be made available to all employees.

II. JOB DESCRIPTION

Each job description shall be reviewed annually. The review and maintenance of job descriptions, available to all personnel, shall be the responsibility of Professional Standards, in conjunction with the County Human Resources Department.<COM 3.1.3>

III. JOB CLASSIFICATION PLAN

The County's job classification plan is included in the County Compensation Plan, created by the County Human Resources Director. This plan is presented to the County Manager and, once approved, presented for approval to the Board of County Commissioners. The County Human Resources Department maintains the information contained within the job classification plan, which includes: <COM 3.1.3>

- A. The grouping of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements.<COM 3.1.2a><21.2.1a>
- B. Class specifications for every job within a class.<COM 3.1.2b><COM 3.1.3><21.2.1b>
- C. Provisions for relating compensation to classes.<COM 3.1.2c><21.2.1c>
- D. Provisions for reclassification.<COM 3.1.2d><21.2.1d>

The Sheriff's Office shall review the job classification plan and the classification of each of its employees, and forward to the County Human Resources Department any recommended revisions for action by the Personnel Board.<COM 3.1.3>

V. ALLOCATION OF PERSONNEL AND WORKLOAD ASSESSMENT

The Sheriff's Office shall ensure that all personnel are legally employed in accordance with its authorized budget, allocated and distributed in accordance with documented workload assessments, and assigned to ensure the effective, efficient daily operation of each component of the Sheriff's Office. In order to ensure that each employee is legally employed, and that positions are filled in accordance with budgeted authorizations, the Business Office shall maintain and administer the position management system.

Personnel shall be allocated to, and distributed within, each component of the Sheriff's Office in accordance with documented workload assessments. Position status information, whether filled or vacant, for each authorized position shall be included.

Every three (3) years, each division captain and supervisors shall analyze and document the workload demands of each component under his supervision. The workload assessment shall be utilized in the budget preparation process, in determining the allocation of personnel to each component of the Sheriff's Office, and in properly distributing allocated personnel in each component. At least every three (3) years, the allocation and distribution of all personnel shall be reviewed, to include determining what positions are designated as sworn / non-sworn, and staffed accordingly.<16.1.2>

VI. TEMPORARY ASSIGNMENTS

Temporary assignments are of an unspecified duration. A temporary assignment may be made to any area of the Sheriff's Office, and is made at the discretion of the Sheriff. The duration of a temporary assignment is determined by the nature of the task(s) to be performed or expertise to be achieved.

VII. JOB ANNOUNCEMENTS

Written notification shall be posted throughout the Sheriff's Office and on the intranet of any job postings. The notification shall include a list of all positions for which a selection process will be conducted, the minimum requirements for each position, and any special requirements or restrictions.

In order to participate in a selection process, an employee must be eligible and meet any special requirements or restrictions by the closing date of the notification. Employees interested and qualified will submit a letter of intent through their chain of command listing all experiences, training and education.

By Order of the Sheriff