

Patrol Staffing

Index Code: 1602

Effective Date: 11/01/02 (Revised 01/12/16)

I. Purpose

The purpose of this directive is to establish patrol staffing levels for the Field Operations Division of the Queen Anne's County Office of the Sheriff.

II. Policy

It is the policy of the Queen Anne's County Office of the Sheriff to maintain an adequate staffing level at all times in order to provide safe, effective and timely services.

III. Patrol Schedule

The work schedule for deputies assigned to the patrol function of the Field Operations Division is divided into two "shifts," an early shift and a late shift. The early shift begins at 0600 hours and ends at 1800 hours. The late shift begins at 1800 hours and ends at 0600 hours. However, the Commander of the Field Operations Division may adjust the shift hours or personnel to temporarily meet specific needs. Deputies will work a rotation which allows for an eighty (80) hour bi-weekly schedule.

IV. Patrol Assignments

A. First-line supervisors are responsible for assigning deputies to patrol sectors. They are given flexibility in order to achieve the best utilization of resources in providing coverage. Supervisors will consider the following criteria when making assignments:

1. Experience
2. Performance
3. Preference
4. Seniority
5. Special skills
6. Training needs

B. Deputies are typically to patrol sectors for a sufficient period of time to enable them to learn the area by becoming familiar with businesses, citizens, local offenders and geography. The Sheriff reserves the right to modify or change assignments at any time and for any reason in order to meet changing needs. However, the transfer of deputies for disciplinary

reasons will be made in full respect of the Law Enforcement Officers Bill of Rights.

V. Minimum Staffing

In order to adequately protect and serve the public, and provide a reasonable measure of safety for deputies responding to calls for service, a minimum of five (5) deputies will be assigned to patrol at all times. In the event the number of deputies on patrol drops below the minimum five, the Duty Officer and/or the Commander of the Field Operations Division will assume responsibility for working one of the patrol sectors if manpower cannot otherwise be obtained.

VI. Span of Control for Supervisors

First-line supervisors are normally restricted to a maximum of seven (7) full-time employees to oversee. However, the Commander of the Field Operations Division may adjust the span of control temporarily to meet specific needs.

VII. CALEA References: None

VIII. Proponent Unit: Field Operations

IX. Cancellation: This directive cancels Index Code 1602 dated 01/01/07.

Sheriff Gary Hofmann