

1.420 ALLOCATION & DISTRIBUTION OF PERSONNEL

1.420.02 Position Management System

(16.1.1)

- A. The agency uses the Towson Classification System as its position management system.
- B. The classification system contains information that includes, but is not limited to the:
 - 1. Number and type of each position authorized in the agency's budget;
 - 2. Location of each authorized position within the agency's organizational structure; and
 - 3. Position status information, whether filled or vacant, for each authorized position in the agency.

1.420.04 Workload Assessments (16.1.2)

- A. The commander responsible for the human resources function, hereafter "human resources commander," will ensure a documented workload assessment of all organizational components in the agency is conducted within three years of initial accreditation of this agency and every three years thereafter in order to:
 - 1. Assess existing and anticipated workload levels based on current and projected service demands and size of the university community;
 - 2. Appropriately allocate and distribute currently available personnel to the various units and functions within the agency;
 - 3. Develop plans for any anticipated fiscal, capital, equipment, or personnel resources.
- B. Workload assessments may be based on:
 - 1. Data driven analyses using current and anticipated policing conditions; or
 - 2. Deliberations to establish the number of employees needed to complete specific tasks or to fulfill certain objectives.

1.420.06 Specialized Assignments

(16.2.1, 16.2.2)

- A. Officers assigned to specialized assignments serve at the pleasure of the Chief and can be reassigned to other assignments at the discretion of the Chief based on the needs, efficiency, and good order of the agency and the university.
- B. Vacancies in specialized assignments that are to be filled with officers below the rank of sergeant will be announced throughout the agency and filled by selection processes. Specialized assignment announcements will include:
 - 1. Job descriptions and performance requirements;
 - 2. Selection criteria and process descriptions; and
 - 3. Any required skills, knowledge, abilities, formalized education, and experience.
- C. The human resources commander is responsible for ensuring a yearly documented review is conducted of all specialized assignments to determine whether the assignments should be continued, modified, or eliminated. These reviews must contain information that includes, but is not limited to:
 - 1. Listings of all of the specialized assignments;
 - 2. Statements of purpose for each listed assignment; and
 - 3. Evaluations of the initial problems or conditions that necessitated implementing the specialized assignments.

1.420.08 Temporary Duty Assignments

(16.2.3)

- A. Any duty assignment within the agency may be staffed with current employees on a temporary, acting, or interim basis.
- B. The duties and responsibilities, selection criteria, and duration of temporary duty assignments will be based on the needs of the agency as determined by the Chief or designee.
- C. See also **1.421.20 Acting Capacity** and **USM VII-9.50 Policy on Temporary Assignments and Acting Appointments**.

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