



# Ripon Police Department

## Minimum Staffing Levels



Department Order: # 216-01

Effective Date: July 13, 2016

Index as: Minimum Staffing Levels

Internal Review: Annual

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### **I. POLICY AND PURPOSE**

The purpose of this policy is to ensure that proper supervision is available for all shifts. 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.

### **II. MINIMUM STAFFING LEVELS**

Minimum staffing levels should result in the scheduling of [REDACTED] supervisor and [REDACTED] patrol officers on duty whenever possible. Minimum staffing levels may be reduced to [REDACTED] between [REDACTED] each day of the week and between [REDACTED] on the weekends due to time off, training, or other staffing issues.

### **III. SUPERVISION DEPLOYMENT**

In order to accommodate training and other unforeseen circumstances, a Field Training Officer may be used as the Officer-In-Charge in place of a Sergeant.

With prior authorization from the Lieutenant, an officer may act as the Watch Commander for a limited period of time when a Sergeant or Field Training Officer is unavailable.

### **IV. ACCOUNTABILITY**

Every employee who receives a written directive, *new or revised*, will acknowledge

electronically that he or she has received, reviewed, and understands the directive.

**V. PROPONENT**

Administration Unit.

**VI. CANCELLATION**

Cancellation of an issued directive will be made by the Chief of Police.

By the order of:

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Signature of Agency Authority/Title