

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 20, 2006	NUMBER 601
SUBJECT Distribution and Allocation of Personnel and Resources Related to Position Management		
REVISED		
REFERENCE SCLEA 6.1.1	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 2

A. Purpose:

To describe the number and type of each position authorized by the City of Anderson Police Department, the location of the position in the department's organizational structure, and the status of the position, whether filled or vacant.

B. Policy:

It is the policy of the City of Anderson Police Department to allocate and distribute its authorized personnel in the most effective and efficient manner possible and encourage the equalization of individual workload among and within organizational components.

C. Procedure:

1. PERSONNEL MANAGEMENT

a. Authorized Positions

1. All sworn and civilian positions within the Police Department are authorized by the City Manager and approved by the City Council. The Department

will utilize only the number and type of positions that are authorized in the city budget. (SCLEA 6.1.1)

2. All proposed new positions will receive prior approval and funding before being filled on more than a short-term, temporary basis.
3. The Chief of Police is authorized, as the Department Head, to utilize personnel who are currently filling an authorized, budgeted position outside the scope of their normal day-to-day assignment in order to fill an existing need in furtherance of meeting the Department's goals and objectives
4. All allocated positions, as indicated in the city budget, will be represented on the organizational chart located in the Chief's office. (SCLEA 6.1.1)
5. The status of each authorized position - whether filled or vacant – will be maintained via personnel budget records. (SCLEA 6.1.1)

By order of:



Martin D. Brown, Chief of Police

3-15-2006
Date