

<b>Policy Name:</b>	<b>ALLOCATION OF PERSONNEL</b>		
<b>Policy #:</b>	AD 1.3	<b>Last Updated:</b>	2022-03-03
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

*AD 1.2 Organization and Authorized Strength*

**1. PURPOSE**

1.1 To ensure Surrey Police Service (SPS) has appropriate allocation of personnel.

**2. SCOPE**

2.1. This policy applies to all SPS Employees (Personnel).

**3. POLICY**

3.1. Each organizational component and function within the SPS will have a designated position and identify the Personnel assigned that are accountable and responsible for that position.

3.2. The Employee Services Section (ESS) is responsible for maintaining a list of all Personnel and their current assignments.

**4. PROCEDURE**

4.1. Personnel will be allocated at the discretion of the Chief Constable to organizational components or functions in accordance with:

- i. the total authorized personnel strength for SPS; and

- ii. the current and anticipated workload demands of the organizational components or functions, reassessed annually.

4.2. Anticipated openings or vacancies in functions or specialized assignments will be advertised in writing, subject to policies and procedures, with the following exceptions:

- i. vacancies for covert or similar assignments need not be advertised for security reasons;
- ii. temporary, short-term secondments need not be advertised; and
- iii. exceptions identified in any collective agreements.

4.3. ESS will maintain a personnel list that identifies:

- i. total authorized Personnel strength;
- ii. total actual Personnel strength; and
- iii. the number of Personnel, by rank and job title, assigned to each organizational component or function.

4.4. The allocation of Personnel may be temporary altered from time to time:

- i. to respond to emergency assignments; or
- ii. to respond to requests for temporary assistance by other policing agencies.

4.5. Where Personnel from different components or functions are engaged in a single operational or administrative situation, there will be a clearly established and defined protocol to clarify reporting responsibilities that will be understood by all personnel involved.

## **APPENDIX A: DEFINITIONS**

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Personnel” means an SPS Employee.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

## **APPENDIX B: REFERENCES**

British Columbia Provincial Policing Standards – Addendum 1: *Interim Continuation of Policing Standards Established by the Former British Columbia Police Commission (BCPC), B6.1 Allocation of Personnel.*

*Police Act, R.S.B.C. 1996, c. 367*