



Ripon Police Department

Minimum Staffing Levels



Department Order: #216-01

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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 and adequate coverage 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 [REDACTED] supervisor and [REDACTED] patrol officers on duty whenever possible. Minimum staffing levels may be reduced to [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. PROPOSER

Administration Unit.

VI. CANCELLATION

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

By the order of:

Daniel Sauer, Chief of Police

Signature of Agency Authority/Title