December 11, 2002

DEPARTMENT MEMORANDUM NO. 02-30

SUBJECT: Table of Organization

An audit of the department's Table of Organization (T/O) was conducted to ensure that there are no discrepancies between the number of budgeted law enforcement positions and the T/O. The purpose of this department memorandum is to establish guidelines for monitoring and making changes to the T/O.

Whenever the T/O of an element(s) is increased without added funding, the T/O of another element(s) **must** be decreased by the same number. Bureau commanders will, however, be permitted to use their discretion when making changes within their respective bureau T/O, as long as the total T/O of the bureau does not increase or decrease. If more than one bureau is affected with additions or subtractions to the T/O, the Chief of Police must give final approval to any changes. Since the Budget Preparation and Control Section is responsible for verifying the departments T/O equals the budgeted strength, bureau commanders will notify the section in writing of any change to their respective bureau T/O.

Each bureau will be responsible for submitting monthly staffing reports to the Budget Preparation and Control Section. The Budget Preparation and Control Section will verify that the department's total T/O has not changed without the appropriate change in budgeted strength.

The Budget Preparation and Control Section will notify the Chief of Police and all bureau commanders, through their chain of command and in writing, of any changes to the total budgeted strength. Included will be specific positions that were affected by changes in grants or any other funding sources.

Richard D. Easley
Chief of Police

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