

**September / December 2007 Staffing Plan**  
**2 - Sergeants 12 Hour / 1- Sergeant "5/8" Staffing Plans**  
**(All Officers "4/10" Staffing Plan – (2 days / 4 days off)**

**Week "1"**

**Week "2"**

Shift	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours
<b>Three Sergeants</b>															
Sgt. Escobar 0600-1400	OFF	W	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	80
Sgt. Khan (1) 1400-0200	W	W	OFF	OFF	OFF	OFF	W	W	W	1400-2200	OFF	OFF	OFF	W	80
Sgt. Hull (2) 1400-0200	OFF	OFF	W	W	W	1400-2200	OFF	OFF	OFF	OFF	W	W	W	off	80
<b>Six Officers</b>															
Shift 1 0600-1600	W	W	W	W	OFF	OFF	OFF	OFF	W	W	W	OFF	OFF	W	80
Shift 2 0600-1600	OFF	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	OFF	80
Shift 3 1000-2000	W	W	W	W	OFF	OFF	OFF	OFF	W	W	W	OFF	OFF	W	80
Shift 4 1000-2000	OFF	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	OFF	80
Shift 5 2000-0600	W	W	W	W	OFF	OFF	OFF	OFF	W	W	W	OFF	OFF	W	80
Shift 6 2000-0600	OFF	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	OFF	80
<b>Schd..Ofrs</b>	4	5	5	8	5	5	4	4	5	5	8	5	5	4	

**Scheduled Staffing (Sergeants and Officers)**  
**Supervisory Coverage is Shaded**  
**(Sergeants 12 & 8 hour plans / Officers a 4/10 plan)**

**Week "1"**

**Week "2"**

<i>Hour</i>	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
0000	2	2	2	2	3	2	1	2	2	2	1	3	2	2
0100	2	2	2	2	3	2	1	2	2	2	1	3	2	2
0200	1	1	1	1	2	1	1	1	1	1	1	2	1	1
0300	1	1	1	1	2	1	1	1	1	1	1	2	1	1
0400	1	1	1	1	2	1	1	1	1	1	1	2	1	1
0500	1	1	1	1	2	1	1	1	1	1	1	2	1	1
0600	1	2	2	3	2	2	1	1	2	2	3	2	2	1
0700	1	2	2	3	2	2	1	1	2	2	3	2	2	1
0800	1	2	2	3	2	2	1	1	2	2	3	2	2	1
0900	1	2	2	3	2	2	1	1	2	2	3	2	2	1
1000	2	3	3	5	3	3	2	2	3	3	5	3	3	2
1100	2	3	3	5	3	3	2	2	3	3	5	3	3	2
1200	2	3	3	5	3	3	2	2	3	3	5	3	3	2
1300	2	3	3	5	3	3	2	2	3	3	5	3	3	2
1400	3	3	3	5	3	3	3	3	3	3	5	3	3	3
1500	3	3	3	5	3	3	3	3	3	3	5	3	3	3
1600	2	2	2	3	2	2	2	2	2	2	3	2	2	2
1700	2	2	2	3	2	2	2	2	2	2	3	2	2	2
1800	2	2	2	3	2	2	2	2	2	2	3	2	2	2
1900	2	2	2	3	2	2	2	2	2	2	3	2	2	2
2000	2	2	2	3	2	2	2	2	2	2	3	2	2	2
2100	2	2	2	3	2	2	2	2	2	2	3	2	2	2
2200	2	2	2	3	2	1	2	2	2	1	3	2	2	2
2300	2	2	2	3	2	1	2	2	2	1	3	2	2	2
<b>Total Hours</b>	<b>42</b>	<b>50</b>	<b>50</b>	<b>74</b>	<b>56</b>	<b>49</b>	<b>39</b>	<b>42</b>	<b>50</b>	<b>49</b>	<b>71</b>	<b>56</b>	<b>50</b>	<b>42</b>

**Administrative Analyst / Aid  
Job Description and Allocation of Duties**

<b>Job Assignment</b>	<b>Description of Assignment</b>	<b>% of Time Hours</b>	<b>Police Service %</b>	<b>Service District %</b>
Emergency Planning	<ul style="list-style-type: none"> <li>Develop Emergency Plan, (Disaster / Pandemic), Community Coordination, Regional Coordination, Maintain and Update Plan, Participate in Planning Exercises</li> </ul>	15% 6 hours per week	15%	0%
Community Outreach	<ul style="list-style-type: none"> <li>Media Relations, (PIO) Web Site Maintenance / Liaison, Program Marketing, (e-waste, police outreach programs) Presentations, (service clubs, schools, seniors, neighborhood groups) Neighborhood Watch Coordination</li> </ul>	15% 6 hours per week	10%	5%
Records Management / Property & Evidence Management	<ul style="list-style-type: none"> <li>Records and Statistical Management of Police Activity. Federal, State UCR, State Traffic (SWITERS) and local monthly statistical Reporting. Case Report Management and Purging. Crime lab / D.A. deliveries, P &amp; E Room Audits, destruction disposal of property</li> </ul>	25% 10 hours per week	25%	0%
Grants Management	<ul style="list-style-type: none"> <li>Federal, State, and Private Foundation Grants Research, Application, and Management. Proactive Profile. (Police – COPS, DUI, Seat Belt) (CSD – Parks, Environmental, Recreation)</li> </ul>	10% 4 hours per week	5%	5%
Special Projects	<ul style="list-style-type: none"> <li>Special Projects / Research as Assigned. <u>Specific</u> “Short Term” Project Management, (Major Park Refurbishments, Facility Repairs, etc.) Long Term Projects (i.e. County Road Repair, Refuse &amp; Recycling Surveys)</li> </ul>	5% 2 hours per week	0%	5%
Regional Program Management	<ul style="list-style-type: none"> <li>West County CAD / RMS Operations Advisory Group, Solid Waste “Local Advisory Committee” (Subordinate to the MOU “Solid Waste &amp; Recycling Coordinating Committee). LAFCO Liaison,</li> </ul>	15% 6 hours per week	10%	5%
Staff Back-up Support	<ul style="list-style-type: none"> <li>Back-Up Support for District Secretary / Park Administrator / Police Personnel Administration. Front Counter, Director / District Meeting Management, Park Rental Facility Management. Break, Lunch, Vacation Customer Service Support</li> </ul>	15% 6 hours per week	10%	5%
<b>WEEKLY TOTALS</b>		<b>100% 40 HOURS</b>	<b>75% 24 Hrs.</b>	<b>25% 16 Hrs.</b>

### Kensington Police Department Attrition Table 1999 Through 2006

Year Month	Officers On Payroll	Officers In Training	Officers Available for Street Duty	Officers Not Available for Street Duty by Month	Comments
					<ul style="list-style-type: none"> <li>• Officers Resigned / Retired</li> <li>• Officers Hired</li> </ul>
99-1	8	0	8	2	
2	8	0	8	2	
3	8	0	8	2	
4	9	1	8	2	• Officer with Prior Service Hired – Entered FTO Program for 3 Months
5	9	1	8	2	
6	9	1	8	2	
7	10	1	9	1	• Officer with Prior Service Hired – Entered FTO Program for 4 Months
8	10	1	9	1	
9	10	1	9	1	
10	10	1	9	1	
11	9	0	9	1	• Officer is “Medically Retired”
12	9	0	9	1	
Total Average	9.1	7 Months	8.5	18 Months	
00-1	9	0	9	1	
2	9	0	9	1	
3	9	0	9	1	
4	10	1	9	1	• Officer with Prior Service Hired – Entered FTO Program for 4 Months
5	10	1	9	1	
6	10	1	9	1	
7	10	1	9	1	
8	10	0	10	0	
9	10	0	10	0	
10	10	0	10	0	
11	10	0	10	0	
12	10	0	10	0	
Total Average	9.8	4 Months	9.4	7 Months	

Year Month	Officers On Payroll	Officers In Training	Officers Available for Street Duty	Officers Not Available for Street Duty by Month	Comments • Officers Resigned / Retired • Officers Hired
01-1	10	0	10	0	
2	10	0	10	0	
3	10	0	10	0	
4	10	0	10	0	
5	10	0	10	0	
6	10	0	10	0	
7	10	0	10	0	
8	10	0	10	0	
9	10	0	10	0	
10	10	0	10	0	
11	10	0	10	0	
12	10	0	10	0	
Total Average	10	0 Months	10	0 Months	
02-1	10	0	10	0	
2	10	0	10	0	
3	10	0	10	0	
4	10	0	10	0	
5	10	0	10	0	
6	10	0	10	0	
7	10	0	10	0	
8	10	0	10	0	
9	10	0	10	0	
10	10	0	10	0	
11	10	0	10	0	
12	10	0	10	0	
Total Average	10	0 Months	10	0 Months	

Year Month	Officers On Payroll	Officers In Training	Officers Available for Street Duty	Officers Not Available for Street Duty by Month	Comments
					<ul style="list-style-type: none"> <li>• Officers Resigned / Retired</li> <li>• Officers Hired</li> </ul>
03-1	10	0	10	0	
2	10	0	10	0	
3	10	0	10	0	
4	10	0	10	0	
5	10	0	10	0	
6	10	0	10	0	
7	10	0	10	0	
8	10	0	10	0	
9	10	0	10	0	
10	10	0	10	0	
11	10	0	10	0	
12	10	0	10	0	
Total Average	10	0 Months	10	0 Months	
04-1	10	0	10	0	
2	10	0	10	0	
3	10	0	10	0	
4	10	0	10	0	
5	10	0	10	0	
6	9	0	9	1	• Officer Resigned Per Mutual Agreement
7	9	0	9	1	
8	9	0	9	1	
9	10	1	9	1	• Officer with Prior Service Hired – Entered FTO Program for 4 Months
10	10	1	9	1	
11	10	1	9	1	
12	8	1	7	3	<ul style="list-style-type: none"> <li>• Officer Retired</li> <li>• Officer Resigned to Take a Position as Sergeant with Another Agency</li> </ul>
Average	9.6	4 Mon	8.4	9 Mon	

Year Month	Officers On Payroll	Officers In Training	Officers Available for Street Duty	Officers Not Available for Street Duty by Month	Comments
					<ul style="list-style-type: none"> <li>• Officers Resigned / Retired</li> <li>• Officers Hired</li> </ul>
05-1	8	0	7	3	• Officer on Medical Leave for One Year Through 1/06
2	9	1	7	3	• Officer with Prior Service Hired – Entered FTO Program for 4 Months
3	9	1	7	3	
4	10	2	7	3	• Officer with Prior Service Hired – Entered FTO Program for 4 Months
5	10	2	7	3	
6	10	1	8	2	
7	10	1	8	2	
8	10	0	9	1	
9	10	1	8	2	<ul style="list-style-type: none"> <li>• Officer Resigned to Join the CCCo. S.O. With Department for 12 Months</li> <li>• Recruit Officer Hired and Sent to the Basic Academy</li> </ul>
10	10	1	8	2	
11	10	1	8	2	
12	10	1	8	2	
Total Average	9.7	12 Months	7.7	28 Months	
06-1	10	2	8	2	<ul style="list-style-type: none"> <li>• Officer on Medical Leave for all of 2005 Removed From Pay Status</li> <li>• Officer with Prior Service Hired – Entered FTO Program for 4 Months</li> </ul>
2	9	2	7	3	• Officer Resigned to Join BART. With Department for 1 Yr. (2/05-2/06)
3	9	2	7	3	• Academy Officer Out of Basic Academy – Entered 4.5 Month FTO Program
4	9	2	7	3	
5	8	1	6	4	<ul style="list-style-type: none"> <li>• Officer Resigned Citing Hostile Work Environment</li> <li>• Officer Starts Workers Compensation Leave (Chief)</li> </ul>
6	9	2	5	5	<ul style="list-style-type: none"> <li>• Officer Placed on Administrative Leave</li> <li>• Officer Hired – Completed Basic Academy – Enters 4 Month FTO Program</li> </ul>
7	10	2	5	5	• Interim Police Chief Starts
8	10	1	6	4	
9	11	1	6	4	• Officer Hired – Completed Basic Academy – Enters 4 Month FTO Program
10	11	1	7	3	
11	11	1	7	3	
12	11	1	7	3	
Average	9.8	20 MON	6.5	41 MON	

