

Etico Solutions, Inc. Presents:

# POLICE RESOURCE ALLOCATION & DEPLOYMENT

A Four-Day Hands-On Workshop For Law Enforcement Managers

ALBANY POLICE DEPARTMENT - COMMUNITY ROOM  
2600 PACIFIC BLVD SW, ALBANY, OR

JANUARY 25-28, 2021  
8:00 AM - 5:00 PM

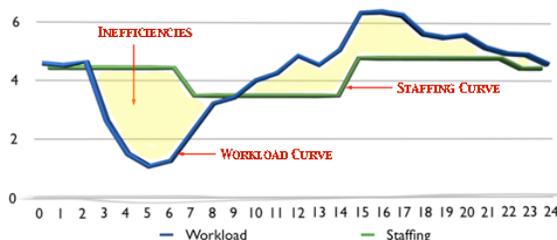
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## Budget Reductions? Employee Layoffs? Reductions in Authorized Positions? How do you effectively justify your staffing needs to stop the bleeding?

It is no surprise to anyone in public service that we are in unprecedented economic times. Cities, counties, and states are forced to operate on less general revenue while the cost of operations (fuel, insurance, equipment, etc) continues to increase. For most law enforcement agencies, personnel salary and overtime costs represent the largest line items in the budget and are often the first areas to be scrutinized and decreased. If a police administrator does not have a good understanding of the workload within their agency, it becomes very difficult to justify the need for their staff when budget cuts hit.

Good decisions require good data, and good data does not appear all by itself. This course is designed to focus police administrators on the issue of workload within their agency. How to identify workload, how to capture workload, how to explain workload, and how to convert workload to necessary staff is all covered in depth to help today's administrators effectively convey their need to either increase staff or maintain current positions.

In addition to workload, this course covers the crucial topic of schedule optimization. For many agencies, overtime budgets are increasing due to inefficient work schedules, not solely due to staff shortages. Too many agencies operate on antiquated schedules that no longer fit the agency's workload curve. Overstaffing in the early morning hours leads to short staffing in the afternoon hours when call loads are at their highest. This course provides a methodology to staff your agency in a way that is most attuned to the agency's workload curve.



### What To Expect...

This is a hands-on workshop which combines short topical lectures with hands-on programming in Microsoft Excel. Throughout the four-day course, students will build a seven page Excel workbook containing all the necessary formulas to conduct a staffing study at their home agency. This is not a typical police conference course requiring only passive listening, you will be actively engaged throughout the course. To get the most out of this class, be prepared to focus your complete attention on the content. Prior exposure to Microsoft Excel is beneficial but not required.



Workshop Instructor:  
**Timothy J. Freesmeyer**  
Office: 309-333-4906  
Email: [tim@eticosolutions.com](mailto:tim@eticosolutions.com)

Tim Freesmeyer has taught Resource Allocation and Deployment to thousands of law enforcement managers across the country over the last 25 years and is passionate about improving the operational efficiency and professionalism of law enforcement agencies.

After ten years as an officer, detective, and supervisor in a mid-sized municipal police agency, Tim changed his career focus to that of an educator and trainer. Tim spent five years as an adjunct instructor for Northwestern University's "School of Police Staff and Command" and then a final year as a full-time faculty member serving as the Director of Management Training. After leaving Northwestern, he taught 5-10 workshops per year for the next seven years for the International Association of Chiefs of Police (IACP) in the discipline of Resource Allocation, Deployment, and Scheduling.

Tim founded Etico Solutions, Inc. in 2004 based on an overwhelming demand for education and consulting services in resource allocation, deployment, and scheduling. He has taught routinely in various law enforcement command programs in the states of Michigan, Missouri, Texas, Wisconsin, and Illinois as well as sponsored workshops throughout the country. Tim also conducts numerous police staffing studies each year for law enforcement agencies and assists agencies in determining efficient scheduling and deployment strategies.

Tim holds a Bachelor of Science degree in Physics and a Masters degree in Business Administration, both from Illinois State University.

### What To Bring...

Participants are required to bring a laptop computer, preloaded with Microsoft Excel. Some participants in the past have attempted the course with other spreadsheet applications and have found that some formulas do not translate directly. Please be sure that you have tested your installation of Excel prior to arrival to ensure full functionality.

It is highly suggested that participants bring an external mouse. Touch pads and joy sticks on laptop computers can quickly become cumbersome when working in Excel. Participants may also wish to bring a flash drive to store their final spreadsheet and to share their work with others in the class.

### Course Topics Include...

- How to organize and conduct a workload study using various internal and external quantifiable drivers.
- Critical thinking about the data collection methods in place within the participant's agency and what changes may need to take place.
- How to calculate minimum staffing needs and performance staffing needs to reach a targeted level of efficiency and service.
- How to calculate a shift relief factor based on agency data to determine the total staff size required to maintain daily staffing levels.
- How to calculate the necessary deployment of line officers by day of week, time of day, and geographic location.
- How to evaluate different scheduling configurations for efficiency and effectiveness.
- The conditions that must be met when changing shift lengths to maintain their current total staff size.

### Recommended Accommodations ...

- Holiday Inn Express  
105 Opal Ct. NE  
Albany, OR 97322  
Reservations: 541-928-8820
- Comfort Suites  
100 Opal Ct. NE  
Albany, OR 97322  
Reservations: 541-497-7782

COVID Precautions: Masks are required upon entering the building. Temperatures will be taken each morning. Once seated, masks can be removed. We provide 6ft social distancing, masks, gloves and hand sanitizer.

### How To Enroll...

Enrollment is limited to 34 seats for this course. Tuition cost is \$500 per seat and includes all handouts and Excel templates. To register, call Etico Solutions at (309) 333-4906 or register online at [www.eticosolutions.com](http://www.eticosolutions.com). Once your registration is complete, an invoice and confirmation of attendance will be sent. Substitutions are allowed but cancellations must be made before January 1, 2021 for a refund of tuition.