

Columbus Police Division Directive	EFFECTIVE	NUMBER
	Oct. 30, 1998	3.80
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	Jun. 30, 2010	3
Division-Wide Workload Assessment Reports		



Cross Reference:

I. Policy Statement

In order to utilize assigned personnel efficiently, to identify and document the need for additional personnel, and to equalize workloads as much as possible, a Workload Assessment Report shall be prepared for each organizational component within the Division of Police.

II. Procedures

A. Patrol Subdivisions

1. Research and Development Unit ***shall complete the Patrol Workload Assessment once every three years beginning in 2012.***

- a. By March 15th, forward a detailed report outlining the following patrol data from the previous year to the Patrol Subdivisions Deputy Chiefs.

- (1) Total number of incidents per precinct.
- (2) Total number of incidents per precinct per shift.
- (3) Total number of incidents per precinct by cruiser district.
- (4) Total number of incidents by day of week by shift.**
- (5) Total number of runs for each cruiser per precinct.
- (6) Total number of runs for each cruiser per shift.
- (7) Average time required to handle an incident for each shift.

Detailing the average time spent on calls for service by cruiser number and average time spent on self-initiated runs.

- (8) Relief factors established for cruiser assignments based on days off, vacation, sick time, Personal Emergency Leave (PEL), in-service training, and special assignments.
- b. Assign a Research and Development Unit officer to an advisory position on the Patrol Workload Assessment Committee.
2. Patrol Subdivisions Deputy Chiefs
 - a. By April 1st, establish a Patrol Workload Assessment Committee to review and analyze information forwarded by the Research and Development Unit.
 - b. By June 1st, review the Patrol Staffing Report received from the Patrol Workload Assessment Committee and forward a letter with recommendations to the Chief of Police ***and the Accreditation Unit.***

3. Patrol Workload Assessment Committee
 - a. Review and analyze information forwarded by the Research and Development Unit, as well as any other information supplied by the Chief of Police or Patrol personnel.
 - b. Based on this review, prepare the Patrol Staffing Report detailing the manpower needs.
 - c. By May 15th, forward copies of the completed Patrol Staffing Report, along with any recommendations, to the Patrol Subdivisions Deputy Chiefs.
5. Chief of Police
 - a. Review each Patrol Subdivisions Deputy Chief's letter with recommendations.
 - b. Approve or disapprove requests for additional personnel or for cruiser district boundary changes.
 - c. Prioritize the approved requests.
 - d. By **July 1st**, forward a letter summarizing the completed Workload Assessment and Patrol Staffing Reports to the Director of Public Safety for final approval and funding considerations.
6. Accreditation Unit

Maintain a copy of the Patrol Staffing Report for three years.
- B. Administrative, **Homeland Security**, Investigative, and Support Services Subdivisions
 1. Accreditation Unit ***shall distribute and review the non-patrol Workload Assessment Report once every three years beginning in 2012.***
 - a. By March 15th, distribute Workload Assessment Reports to each bureau commander.
 - b. By June 15th, review each bureau's completed Workload Assessment Reports and the deputy chiefs' letters with recommendations, complete a summary outlining the needs of the Division and forward it to the Chief of Police.
 - c. Maintain a file of all completed ***non-patrol*** Workload Assessment Report packages and a copy of the letter forwarded by the Chief of Police to the Director of Public Safety for three years.
 2. Unit Sergeant/Civilian Supervisor

By April 15th and upon receipt of the blank Workload Assessment Report from the section lieutenant, complete the report and return it to the section lieutenant.
 3. Section Lieutenant
 - a. Within 7 days of receipt of the blank Workload Assessment Report from the bureau commander, meet with each unit supervisor and review the report applicable to that unit.

- b. By April **25th**, review each completed Workload Assessment Report for completeness and accuracy. **Prepare a letter summarizing the Workload Assessment Reports and forward it along with the completed reports to the bureau commander.**
4. Bureau Commander
 - a. Within 7 days of receipt of the blank Workload Assessment Report from the Accreditation Unit, forward the reports to the appropriate section lieutenant.
 - b. By **May 15th**, review all Workload Assessment Reports and prepare a letter summarizing them. Include justification for maintaining, increasing, or decreasing personnel levels. **Forward the completed Workload Assessment Reports, along with the summary letter, to the Subdivision Deputy Chief.**
5. Subdivision Deputy Chief
 - a. Review each bureau's completed Workload Assessment Reports.
 - b. Prepare a letter with recommendations to the Chief of Police summarizing the subdivision's personnel needs, prioritizing requests for additional personnel, and indicating any need to decrease personnel levels.
 - c. By June 1st, forward the letter and each bureau's completed Workload Assessment Reports to the Accreditation Unit.
6. Chief of Police
 - a. Review the deputy chiefs' letters and approve or disapprove additional requests for personnel.
 - b. Prioritize the approved requests.
 - c. By July 1st, forward a letter summarizing the completed Workload Assessment Reports to the Director of Public Safety for final approval and funding considerations.