

Columbus Police Division Directive	EFFECTIVE	NUMBER
	Oct. 30, 1998	10.10
	REVISED	TOTAL PAGES
	Dec. 30, 2014	2
Bureau Annual and Workload Assessment Reports		



I. Policy Statements

- A. An annual report shall be generated by each bureau commander/manager in conjunction with an annual review of all Division resources under his or her command. The report shall be a review of all personnel, equipment, facilities, and policies and procedures listed for all sections and units within each bureau. The report will be reflective of the previous calendar year.
- B. The bureau annual report shall be documented in a formal report by March 31st of each year and include the following bureau information:
 1. Mission statement
 2. Organizational structure/chart
 3. Strategic/upcoming year's goals
 4. Highlights/accomplishments
 5. Outreach/community interaction
 6. Workload assessment report
 7. Facilities/equipment review
 8. Standard operating procedures (SOP) review
 9. Items as directed by the Chief of Police
 10. Bureau recommendations are based on the following factors:
 - a. Expected outcome(s)
 - b. Expected benefit(s)
 - c. Steps already taken
 - d. Potential risk(s)
 - e. Legal requirements
 - f. Tasks required prior to implementation

II. Procedures

- A. Bureau Commander/Manager
 1. Complete a workload assessment report for all units/personnel under your command as part of your bureau's annual report.
Note: The workload assessment ensures that Division personnel are appropriately allocated and deployed to serve the City's citizens, neighborhoods, and infrastructure.
 2. Include in the workload assessment report:
 - a. Current number of personnel in each unit
 - b. Explain deviation from authorized personnel strength by unit

- c. Span of control
 - d. Analysis of overtime usage (chart/graph)
 - e. Analysis of total leave usage
 - f. Changes affecting the workload over the past year
 - g. Special events requiring a response, if applicable
3. Patrol Commanders obtain CAD data to analyze the following information by day, precinct, and shift.
 - a. Total number of incidents: self-initiated and calls for service (CFS)
 - b. Total number of incidents/CFS by cruiser district
 - c. Total number of runs for each cruiser
 - d. Analysis of factors relating to dispatch times
 - e. Response times
 - f. Average time spent on CFS
 - g. Average time spent on self-initiated incidents
 - h. Priority 1 and 2 CFS
 4. Complete a Facilities/Equipment Report, form A-10.115, as part of your bureau's annual report.
 5. Complete a SOP manual review as part of your bureau's annual report and note as such. If major changes to the SOP manual are recommended, note those in the annual report.
 6. Forward the bureau annual report both electronically and via a hard copy through the chain of command for approval.
- B. Subdivision Deputy Chief**
1. By May 1st, review and analyze information forwarded by the bureau commanders/managers in their annual reports.
 2. Forward a letter with your recommendations and priorities to the Chief of Police and the Accreditation Unit.
- C. Chief of Police**
1. Review each subdivision's recommendations.
 2. Approve or disapprove requests for additional personnel or changes.
 3. Prioritize the approved requests.
 4. Assign a designee to follow through on approved requests.
 5. Forward a summary to the Public Safety Director for any applicable funding considerations and send a copy to the Accreditation Unit.
- D. Bureau Commander/Manager**
1. Implement approved changes as directed.
 2. Ensure the bureau's annual report is placed on the Division's Intranet under the Division Reports tab.
 3. Be prepared to present your findings and recommendations when requested.