

Columbus Police Division Directive	EFFECTIVE	NUMBER
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<b>Bureau Annual and Workload Assessment Reports</b>		



***Cross Reference: 9.11, 10.03***

***Supervisor's Manual: 13.00***

## **I. Policy Statements**

- A. ***Each bureau commander/manager shall generate an annual report*** 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 31 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. Facilities/equipment review
  7. Standard operating procedures (SOP) review
  8. Items as directed by the Chief of Police
  9. 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
- C. ***Each bureau commander/manager shall complete a workload assessment every four years for all units/personnel under his or her command and include it with their annual report.***

***Note: With the approval of the Chief of Police, a workload assessment conducted by a consulting firm or outside entity may be used in lieu of an internal workload assessment.***

## II. Procedures

### A. Bureau Commander/Manager

1. Complete your bureau's annual report.
  - a. **Include a completed** Facilities/Equipment Report, form A-10.115.
  - b. Complete **an** SOP manual review. If major changes to the SOP manual are recommended, note those in the annual report.
2. Forward the bureau annual report both electronically and via a hard copy through the chain of command for approval.
3. **Complete a workload assessment report every four years for all units/personnel under your command, unless approved by the Chief of Police to use a workload assessment conducted by a consulting firm or outside agency.**

Note: The workload assessment ensures that Division personnel are appropriately allocated and deployed to serve the City's citizens, neighborhoods, and infrastructure.

a. **The following information should be included** in the workload assessment report:

- (1) Current number of personnel in each unit
- (2) Explain deviation from authorized personnel strength by unit
- (3) Span of control
- (4) Analysis of overtime usage (chart/graph)
- (5) Analysis of total leave usage
- (6) Changes affecting the workload over the past year
- (7) Special events requiring a response, if applicable

b. **For** Patrol, obtain CAD data to analyze the following information by day, precinct, and shift:

- (1) Total number of incidents **to include** self-initiated **runs** and calls for service (CFS)
- (2) Total number of incidents/CFS by cruiser district
- (3) Total number of runs for each cruiser
- (4) Analysis of factors **related** to dispatch times
- (5) Response times
- (6) Average time spent on CFS
- (7) Average time spent on self-initiated incidents
- (8) Priority 1 and 2 CFS

### B. Subdivision Deputy Chief

1. By May 1, review and analyze **the** information forwarded by the bureau commanders/managers in their annual reports.

**a. Every four years, as designated by the Chief of Police, review the included workload assessment.**

2. Forward a letter with your recommendations and priorities to the Chief of Police and the Accreditation Unit.

**3. Forward requests to use a workload assessment conducted by a consulting firm or outside entity to the Chief of Police.**

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.

**6. Approve or disapprove requests to use a workload assessment conducted by a consulting firm or outside entity.**

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.