

# CITY OF COLUMBUS, OHIO DIVISION OF POLICE



## INTERNAL AFFAIRS BUREAU 2023 ANNUAL REPORT

Prepared by:  
Commander Kyle Scholl #5058  
Internal Affairs Bureau Commander

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## Mission Statement of the Internal Affairs Bureau

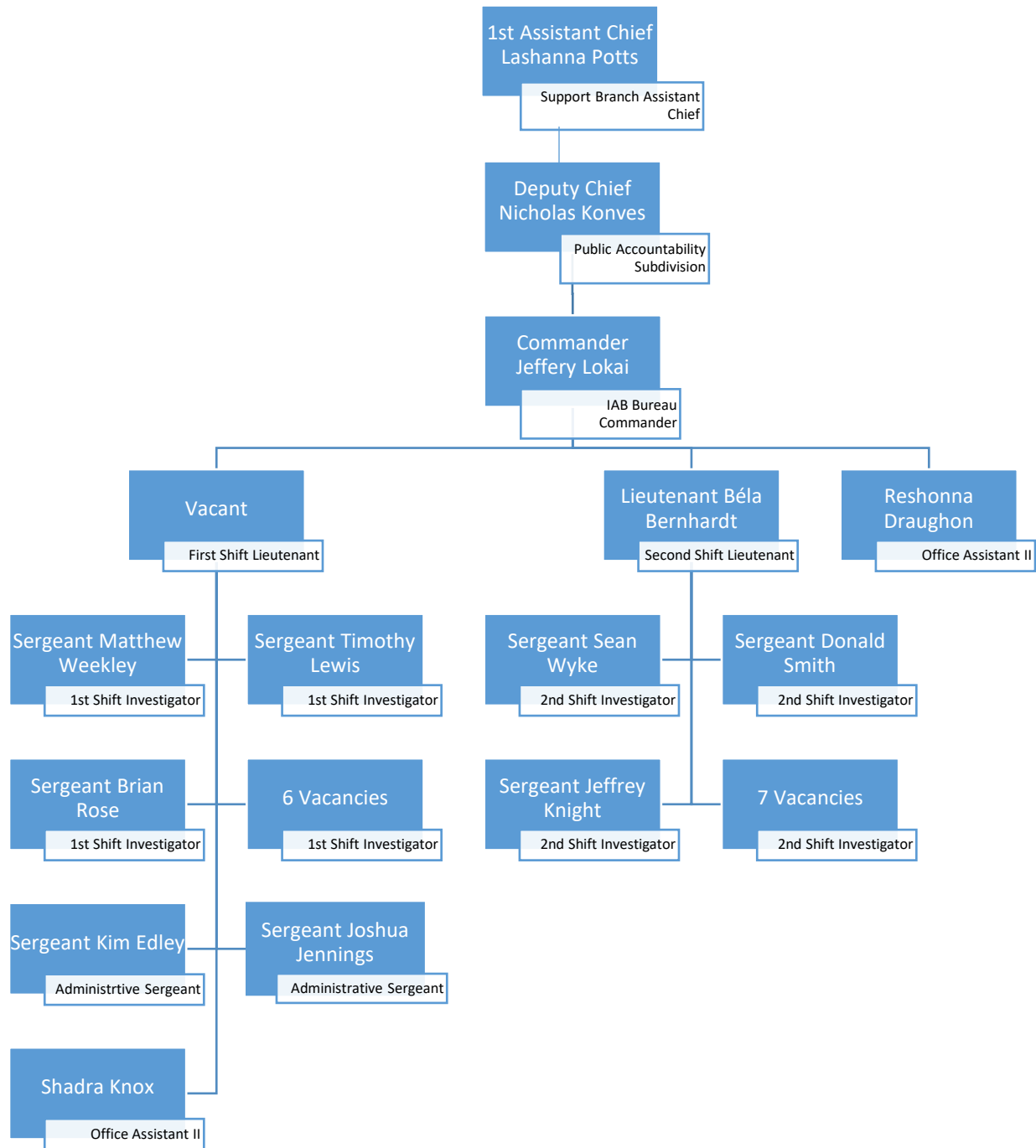
Internal Affairs Bureau personnel will uphold the integrity of the Columbus Division of Police by conducting unbiased, thorough investigations of alleged employee misconduct while seeking the truth, safeguarding rights and ensuring all persons involved are treated with dignity and respect.

## Vision Statement

The Internal Affairs Bureau serves as a foundation for building transparency, accountability, and public trust within the community. Through continuous growth and innovative practices, Internal Affairs Bureau personnel strive to exemplify the highest standards of fairness, objectivity, and professionalism.



# Organizational Structure



## 2023 Major Events

In July 2022, the duties of receiving and investigating sworn citizen complaints were transferred from the Internal Affairs Bureau (IAB) to the Department of Inspector General (DIG). The Internal Affairs Bureau continues to act as the liaison for the Division of Police and the Department of Inspector General.

In 2023, one IAB sergeant was promoted to the rank of lieutenant. Upon promotion, he was assigned to another area of the Division. The Internal Affairs Bureau congratulates the following lieutenant and wishes him great success in his new role:

- Lieutenant Joshua Van Dop

## SOP Review

The Standard Operating Procedures (SOP) for the Internal Affairs Bureau are currently being updated to reflect the transfer of some bureau responsibilities to the Department of Inspector General in July 2022. The SOP continues to undergo extensive changes as IAB navigates its duties in relation to the DIG.

## Facilities and Equipment Review

In following recommended best practices, the Internal Affairs Bureau is separated from the operational components of the Columbus Division of Police. The Internal Affairs Bureau is located at 1185 East Broad Street. This building is in excellent shape and it provides sufficient space for IAB personnel. This location is also convenient to public transportation, has ample parking, and is easily accessible to the public.

IAB has sufficient equipment to meet its current operational needs. The bureau fleet is adequate and it provides personnel with the ability to conduct interviews, respond to scenes, appear at hearings, and attend meetings.



## Staffing Analysis

The Internal Affairs Bureau consists of dedicated men and women who work within the mission statement to achieve the bureau's vision while exemplifying the highest standards of fairness, objectivity, and professionalism. At the end of 2023, the Internal Affairs Bureau was staffed as follows:

- One commander
- One first shift lieutenant (vacant)
- Three first shift investigative sergeants (+ six vacancies)
- One first shift administrative sergeant (+ one vacancy)
- One second shift lieutenant
- Three second shift investigative sergeants (+ seven vacancies)
- One second shift administrative sergeant (+ one vacancy)
- Two Office Assistant IIs

The investigative sergeants have variable hour assignments and the lieutenant has multi-shift responsibilities. Therefore, the overtime related to the completion and review of investigations remains relatively low.

The two administrative sergeant positions have fixed-hour assignments that are designed to maximize coverage at the intake desk. The intake desk is staffed from 6:00 AM until 10:00 PM Monday through Friday. These duty hours overlap with the operating hours of the Department of Inspector General. During these hours, the administrative sergeants are able to communicate with DIG investigators, complete DIG records requests, and answer questions in a prompt and efficient manner.

Sworn overtime in 2023 was \$17,521.32 as compared to \$76,008.24 in 2022, which was a decrease of \$58,486.92 (77%). The reduction in overtime can primarily be attributed to the responsibilities of receiving and investigating citizen complaints being shifted from the Internal Affairs Bureau to the Department of Inspector General. Overtime reductions also occurred when staffing levels in the bureau were significantly reduced due to retirements and promotions. At this time, the staffing levels at IAB are sufficient for investigative sergeants. The administrative sergeants could use one more sergeant to assist with those responsibilities.

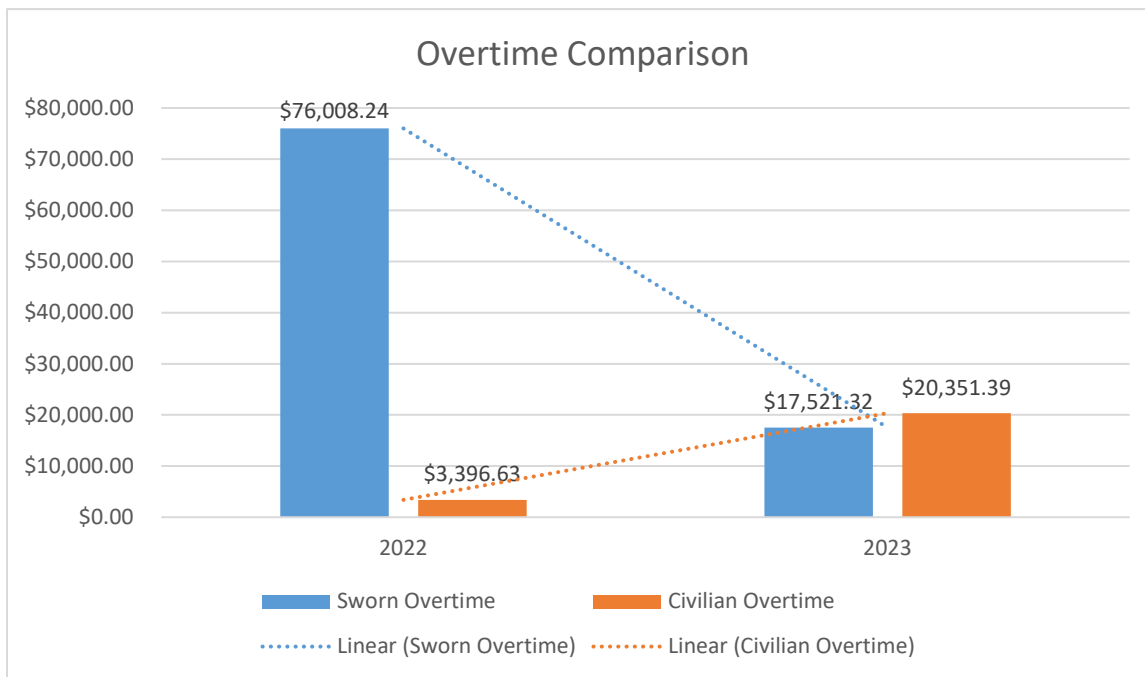
Civilian overtime in 2023 was \$20,351.39 as compared to \$3,396.63 in 2022. The \$16,954.76 increase (83%) is attributed to an increase in the workload of civilian personnel. In 2023, IAB received several complex cases that required civilian personnel to create lengthy transcripts and complete other administrative tasks.

The total amount of leave time for the bureau as a whole in 2023 was 4,281 hours (~535 days total; ~53 days per person). This time encompassed all leave types to include, vacation, compensatory, sick, training, and holiday. The command staff in the bureau used approximately 653 hours (~81 days). The office assistants used approximately 635 hours (~80

days total; ~40 days per person). The administrative sergeants used approximately 895 hours (~112 days total; ~56 days per person). The investigative sergeants used approximately 2,098 hours (~262 days total; ~52 days per person).

The span of control is sufficient. One commander supervises one lieutenant who supervises eight sergeants. The commander and lieutenant each supervise one Office Assistant II.

The Bureau Recommendations section below will discuss recommendations related to staffing issues.



## Bureau Recommendations

As we move forward into 2024, there are two recommendations for the Internal Affairs Bureau:

- Staffing for the investigative sergeants at IAB is sufficient for the current workload. As long as the workload remains consistent and other responsibilities are not added to the unit, the investigative sergeants could even be reduced by one sergeant. It is recommended this position be reallocated through attrition once the next sergeant retires.
- It is recommended the investigative sergeant position that is reduced by one through attrition be reallocated to the administrative sergeant position. It is recommended the administrative sergeants increase from one first shift and one second shift sergeant to one first shift, one day-midwatch, and one second shift sergeant. With the implementation of the Department of Inspector General, the workload for the

administrative sergeants has increased while the workload for the investigative sergeants has decreased.

## 2024 Projects and Goals

In addition to our goal of preserving the integrity of the Division of Police and preparing high quality investigations, we seek the following goals:

1. Upgrade the current Internal Affairs Bureau records management system (RMS) to one that is user-friendly and adaptable. The current RMS is antiquated and it does not meet the current needs of IAB.
2. Seek more outside training opportunities for IAB personnel in order to maintain a highly-trained group of investigators who use current “best practices” while conducting investigations.
3. Work in collaboration with the Department of Inspector General to streamline communication between that office and the Division of Police.
4. Upgrade the transcription software to utilize voice to text capabilities to streamline the time spent transcribing interviews.

## Workload Assessment: Complaints Received by Internal Affairs

Due to the implementation of the Department of Inspector General, IAB only receives citizen complaints on sworn personnel if the DIG forwards the complaint to IAB for investigation or review of criminality. IAB received 14 total citizen complaints from the Department of Inspector General in 2023.

The administrative sergeants at IAB are responsible for liaising with the Department of Inspector General. These sergeants processed 231 Department of Inspector General investigations in 2023. They assist the Department of Inspector General in the collection of relevant materials for ongoing DIG investigations. The administrative sergeants receive investigations from the Department of Inspector General, enter the information into the IAB database, create coversheets to send investigations to the Chains of Command, ensure all attachments have been received, and then process the investigations once they return from the Chains of Command to send back to the Department of Inspector General.

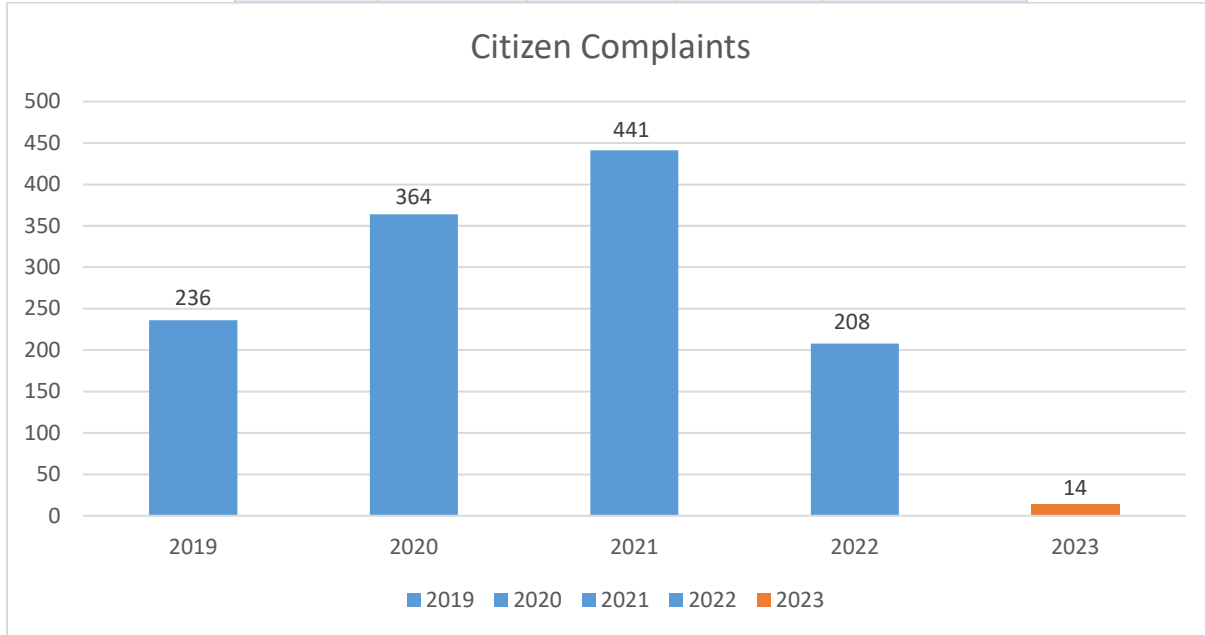
The investigative sergeants were assigned a total of 45 cases in 2023. The breakdown of those cases will be identified in the Internal Investigations section of this report.

IAB has two office assistants assigned to the bureau. The office assistants are responsible for creating transcripts of interviews and logging administrative files that were forwarded to IAB by the Chains of Command. Collectively, the two office assistants logged 1,718 administrative files in 2023. Although the OAI's accrued more overtime in 2023, that year had many transcriptions and complex cases to log. If the number of transcriptions reduce in 2024, so will the overtime.



## Total Citizen Complaints Received in 2023

| 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Year to Date |
|-------------|-------------|-------------|-------------|--------------|
| 3           | 3           | 4           | 4           | 14           |



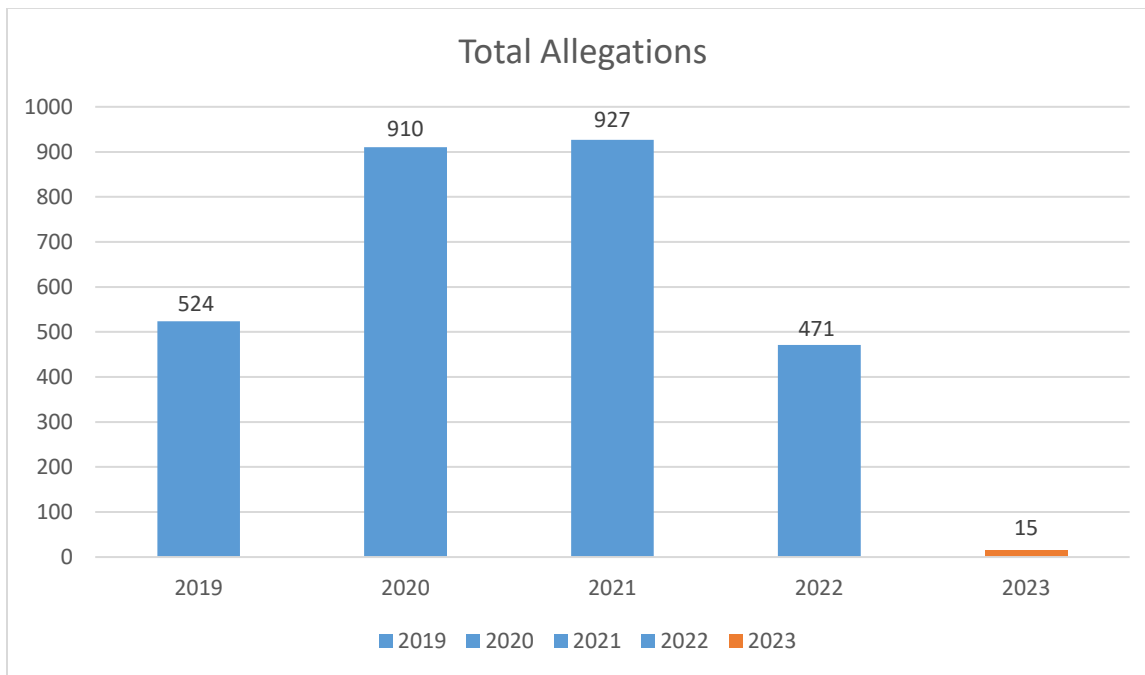
From 2019 to 2021 there was an 86% increase in citizen complaints (from 236 to 441).

In 2022 the number of citizen complaints through July 10<sup>th</sup> (208) was on track to equal that of 2021. On July 11, 2022, the Department of Inspector General took over the receiving and investigation of citizen complaints against sworn personnel.

In 2023, the Department of Inspector General forwarded 14 citizen complaints to IAB to review and ascertain if any of the alleged misconduct was criminal in nature. The workload at IAB in regards to investigating citizen complaints reduced by 93% (from 208 to 14).

## Total Number of Allegations in Completed Citizen Complaints Forwarded from the Department of Inspector General to IAB for Investigation

| 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Year to Date |
|-------------|-------------|-------------|-------------|--------------|
| 3           | 4           | 4           | 4           | 15           |



A single complaint can have multiple allegations of misconduct. This is why there are more allegations of misconduct than there are total number of complaints.

From 2019 to 2021 the number of allegations rose dramatically, increasing by 77% (from 524 to 927).

In 2022 the number of allegations through July 10<sup>th</sup> (471) was on track to equal that of 2021. On July 11, 2022, the Department of Inspector General took over the receiving and investigation of citizen complaints against sworn personnel.

In 2023, the Department of Inspector General forwarded 14 citizen complaints with a total of 15 allegations to IAB to investigate and ascertain if any of the alleged misconduct was criminal in nature. The total number of allegations investigated by IAB in regards to citizen complaints reduced by 97% (from 471 to 15).

## Most Frequent Type or Nature of Allegations in Citizen Complaints Forwarded from the Department of Inspector General to IAB for Investigation

| <b>2023</b>               | <b>#</b> | <b>%</b> |
|---------------------------|----------|----------|
| Criminal Charge           | 9        | 60.0%    |
| Actions Taken / Not Taken | 2        | 13.3%    |

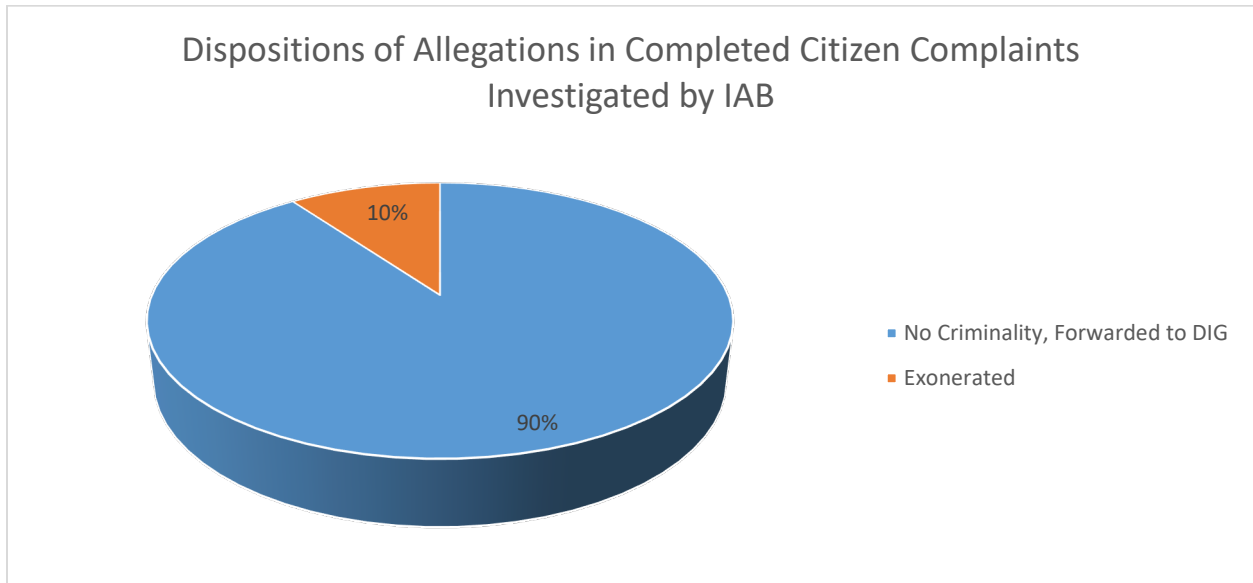
|                                  |   |       |
|----------------------------------|---|-------|
| Investigative Actions – Criminal | 1 | 6.7%  |
| LEADS Usage                      | 2 | 13.3% |
| OHLEG Usage                      | 1 | 6.7%  |

*These five categories represent all citizen complaint allegations forwarded from the Department of Inspector General to IAB for review of criminality in 2023.*

## Dispositions of Allegations in Completed Citizen Complaints Forwarded from the Department of Inspector General to IAB for Investigation

| Disposition                      | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Year to Date |
|----------------------------------|-------------|-------------|-------------|-------------|--------------|
| Exonerated                       | 1           | 0           | 0           | 0           | 1            |
| No Criminality, Forwarded To DIG | 0           | 3           | 4           | 2           | 9            |
| <b>Total</b>                     | <b>1</b>    | <b>3</b>    | <b>4</b>    | <b>2</b>    | <b>10</b>    |

There are five pending allegations from 2023.



## Disagreement between the Recommended Findings from the Department of Inspector General and CPD Chains of Command

In 2023, the Chains of Command ruled on 569 allegations from citizen complaints investigated by the Department of Inspector General. Of these, the Chains of Command disagreed with 13.5% of the findings recommended by the Department of Inspector General.

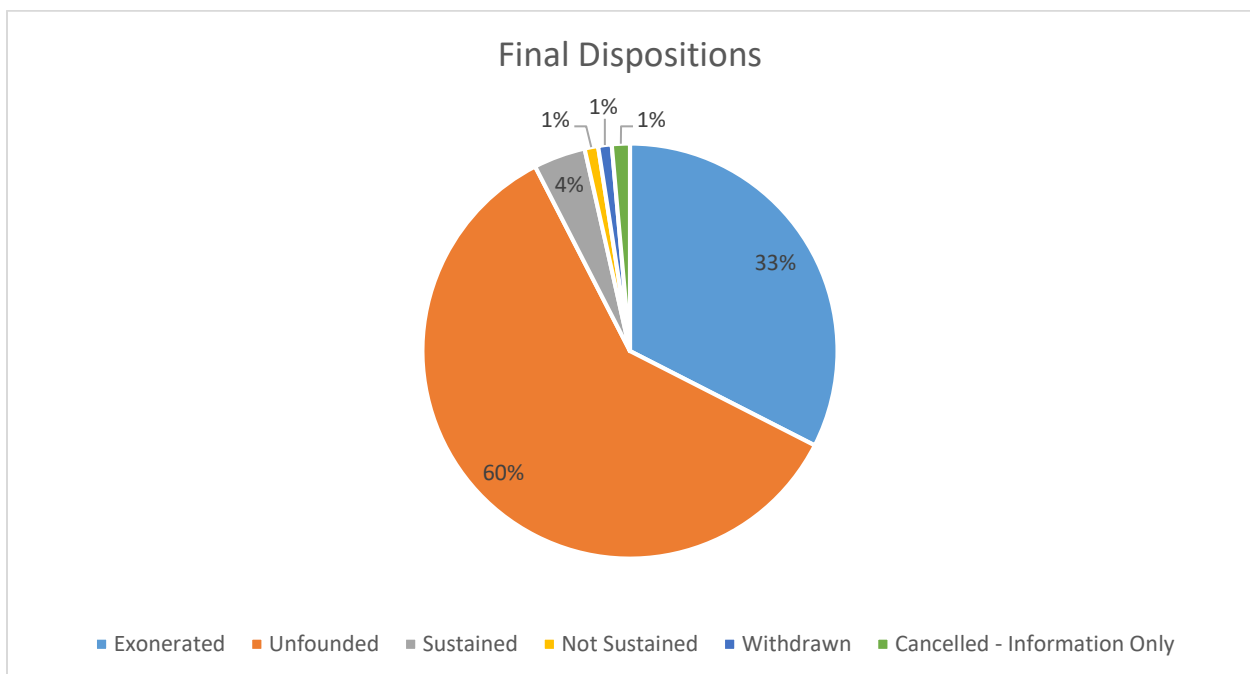
| Change of Finding                 | Count | Percentage |
|-----------------------------------|-------|------------|
| <b>Exonerated to Unfounded</b>    | 55    | 71.4%      |
| <b>Unfounded to Exonerated</b>    | 10    | 13.0%      |
| <b>Not Sustained to Unfounded</b> | 4     | 5.2%       |
| <b>Sustained to Unfounded</b>     | 3     | 3.9%       |
| <b>Sustained to Exonerated</b>    | 2     | 2.6%       |
| <b>Sustained to Not Sustained</b> | 2     | 2.6%       |
| <b>Cancelled to Unfounded</b>     | 1     | 1.3%       |
|                                   | 77    |            |

The most prevalent change of finding was from Exonerated to Unfounded (71.4%). The majority of the reasons for the change from Exonerated to Unfounded was a conflict in how the allegations were written and the definition of the finding. The nature of allegations where the Chains of Command disagreed with the recommendations from the Department of Inspector General were Force, Investigative Actions – Criminal, Actions Taken / Not Taken, Rude or Discourteous Actions or Language, Failure to Provide Name / Badge Number, and Other.

| Exonerated to Unfounded                       | Count | Percentage |
|---|-------|------------|
| <b>Force</b>                                  | 18    | 32.7%      |
| <b>Investigative Actions – Criminal</b>       | 10    | 18.2%      |
| <b>Actions Taken / Not taken</b>              | 8     | 14.5%      |
| <b>Rude or Discourteous</b>                   | 6     | 11.0%      |
| <b>Failure to Provide Name / Badge Number</b> | 4     | 7.3%       |
| <b>All Others – 6 Categories</b>              | 9     | 16.3%      |
|   | 55    |            |

## Final Dispositions of Citizen Complaints Investigated by the DIG and Ruled on by the Chains of Command

| Disposition of Finding       | Total Number for 2023 | Percentage |
|------------------------------|-----------------------|------------|
| Exonerated                   | 185                   | 33%        |
| Unfounded                    | 341                   | 60%        |
| Sustained                    | 23                    | 4%         |
| Not Sustained                | 6                     | 1%         |
| Withdrawn                    | 6                     | 1%         |
| Cancelled – Information Only | 8                     | 1%         |



## Internal Investigations

Internal administrative investigations, which have no contractual timelines for completion, are completed in timelines delineated in the Standard Operating Procedures (SOP) Manual.

The SOP evaluates cases based on specified criteria, and cases are assigned a level which establishes recommended target completion dates. Internal investigations continue to require significant investigative effort and completion times are often contingent on outside factors beyond the control of the investigator, such as scheduled leave time and new information. Due to the various external factors impacting the time needed to complete internal investigations, those investigations held in abeyance as the result of a corresponding criminal investigation are often delayed for several months pending a criminal outcome. Additionally, the adjudication of an internal administrative investigation may be further delayed once forwarded to the chain of

command for several reasons including (1) chains of command review and evaluate investigations at different rates, and (2) a chain of command review often requires review by numerous supervisors and multiple chains of command.

While the dynamics of an investigation can alter the anticipated completion times for administrative investigations, the following are the identified case levels and target completion dates:

#### **Level 0**

Level 0 investigations are those that are investigated by a unit outside IAB and are sent to IAB for filing only. They do not require any further investigation or processing by IAB.

#### **Level I**

Level I investigations place emphasis on expediency, accuracy, and conciseness. The recommended target completion date is 45 days to allow for additional review and further investigation. The expected completion date is 90 days. Level I investigations normally include:

- Sworn Citizen Complaints (Completed by the DIG)
- Internal Investigations designated by IAB supervision as capable of being completed within these timelines

#### **Level II**

Level II investigations are more detailed and involved than Level I investigations. The expected completion date is 120 days, unless delayed due to a criminal investigation. Level II investigations normally include:

- Citizen complaints requiring more investigation (Completed by DIG)
- Allegations by Division personnel against other Division personnel
- Joint investigations with other agencies
- Investigations involving sexual harassment, discrimination, or EEO (Completed by the Department of Public Safety EEO Director)
- Use of Force investigations forwarded to IAB for further investigation

#### **Level III**

Level III investigations are investigated by a unit outside of IAB, but assigned to IAB only for the preparation and processing of Departmental Charges. The completion dates are established by the applicable contract(s).

#### **Level IV**

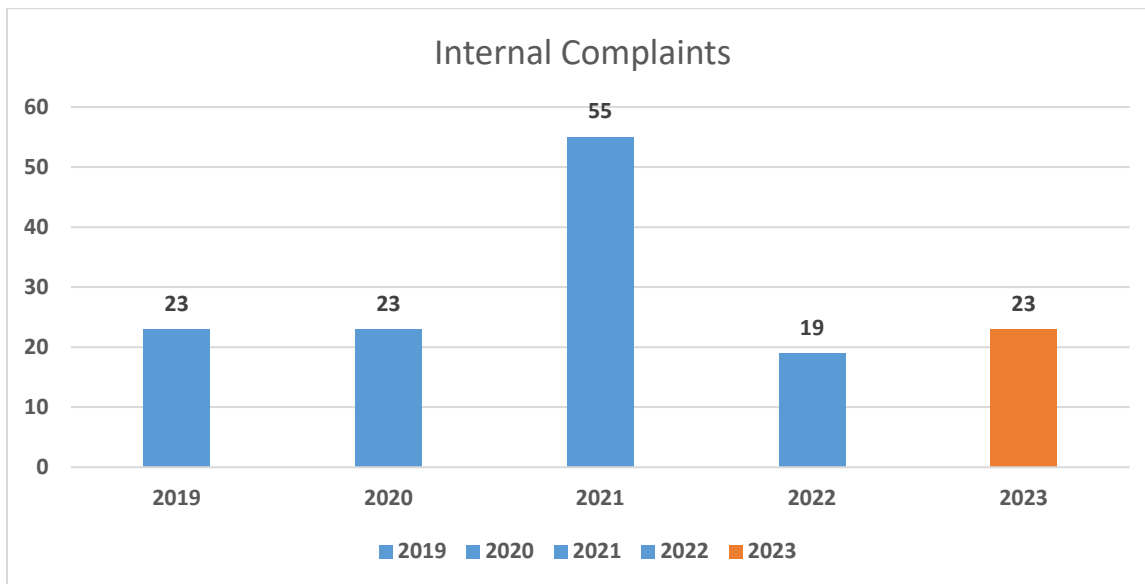
Level IV investigations are citizen complaints against civilian personnel. Timelines are established by the applicable contract (within 50 days investigation must be completed, reviewed by COC, and outcome determined).

### **Criminal**

Criminal investigations are those that involve allegations that, if true, would be a violation of law. Criminal investigations will be completed within 120 days unless otherwise approved by the IAB Commander.

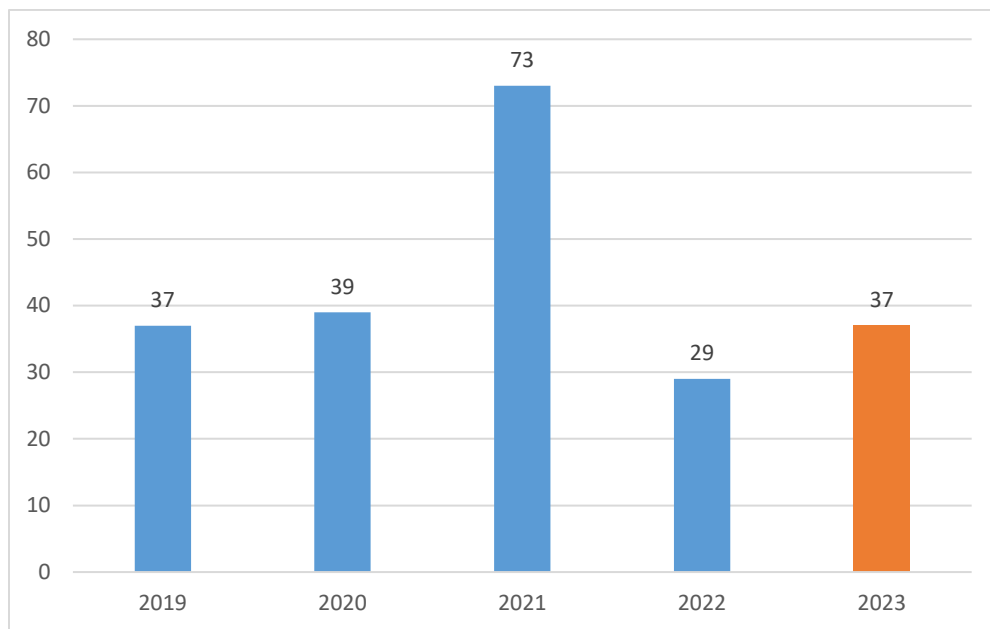
## Internal Complaints

In 2023, the investigative sergeants were assigned 45 cases. Of these, 23 were internal investigations, 14 were investigations forwarded from the Department of Inspector General to determine criminality, seven were Equal Employment Opportunity violations (Assisting the Department of Public Safety EEO Director, who conducts these investigations), and one was a citizen complaint against a civilian employee.



Internal complaints increased by 17.4% from 2022 to 2023 (from 19 to 23), however, internal complaints in 2023 remained fairly consistent as in previous years with the exception of 2021.

## 2023 Level 2 and Criminal Investigations Assigned for Investigation





# Workload Assessment Worksheets

Attached



# Columbus, Ohio Division of Police

## Workload Assessment Report for:

Internal Affairs Bureau Commander

## Prepared By:

Commander Kyle Scholl #5058

# Part I: Organizational Component General Information

Report for Year: 2023

Subdivision: Public Accountability

Bureau: Internal Affairs

Section: Internal Affairs

Unit: Internal Affairs

| Sworn/Civilian Classifications Assigned | Authorized Strength * | Current Strength |
|---|-----------------------|------------------|
| Police Commander                        | 1                     | 1                |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |

\* Authorized strength level as listed in the General Assignment Manual.

Report Prepared By: Commander Kyle Scholl #5058

Approved By:

Section Lieutenant: \_\_\_\_\_

Bureau Commander: \_\_\_\_\_

Subdivision Deputy Chief: \_\_\_\_\_

## **PART II: Workload Assessment Questionnaire**

Answer the following questions. Explain in detail the rationale for each answer. Consider the nature and number of tasks as well as the complexity, location, and time required for completion. Attach the explanation to this report. Also attach any activity reports or supporting documentation.

1. Based on this unit's mission, prior year unit activities, calculations from the Workload Assessment Worksheets, and any other relevant information, is the current staffing level for this unit sufficient to carry out all activities assigned to this unit for the remainder of this year?

**Yes:** [  ]

**No:** [  ]

2. Based upon the response listed in question #1, is the current workload evenly distributed in each personnel classification assigned to this unit?

**Yes:** [  ]

**No:** [  ]

3. Are additional personnel needed for this organizational component?

**Yes:** [  ]

**No:** [  ]

If yes, justify the exact number you need including days off and duty hours. Utilize information from the Workload Assessment Worksheets and any other additional supporting documentation.

# WORKLOAD ASSESSMENT WORKSHEET

Organizational Component: Internal Affairs Bureau

Job Classification Reviewed: Commander

| Job Task (A)               | WORKLOAD   |       | Avg. Time (C) | = | Total Hrs. (D) |
|----------------------------|------------|-------|---------------|---|----------------|
|                            | Number (B) | Times |               |   |                |
| Organize Bureau Activities | 12         | 1     | 1             | = | 12.00          |
| Work with other sections   | 12         | 4     | 4             | = | 48.00          |
| Review Investigations      | 30         | 8     | 8             | = | 240.00         |
| Prepare Annual Budget      | 1          | 8     | 8             | = | 8.00           |
| Prepare reports            | 3          | 8     | 8             | = | 24.00          |
| Review SOP                 | 1          | 16    | 16            | = | 16.00          |
| Brief Executive Staff      | 12         | 1     | 1             | = | 12.00          |
| Attend Community Meetings  | 0          | 0     | 0             | = | 0.00           |
| Training                   | 12         | 8     | 8             | = | 96.00          |
| Phone Calls                | 300        | 0.25  | 0.25          | = | 75.00          |
| Computer Usage             | 209        | 4     | 4             | = | 836.00         |
| General Staff              | 12         | 1     | 1             | = | 12.00          |
| Commander Meetings         | 45         | 2     | 2             | = | 90.00          |
| Meetings - Internal        | 25         | 2     | 2             | = | 50.00          |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |
|                            |            | X     |               | = | 0.00           |

**Personnel Needs**

|                           |                           |                          |                         |                             |
|---------------------------|---------------------------|--------------------------|-------------------------|-----------------------------|
| Total Hours/<br>Hours (E) | Man Days/<br>Work-day (F) | Avg. Days<br>of Work (G) | Avg. Days<br>on Job (H) | Total Manpower<br>Needs (I) |
| 1519.00                   | 8                         | = 189.88                 | 209                     | = 0.91                      |

|                          |                            |                     |
|--------------------------|----------------------------|---------------------|
| Total Manpower Needs (I) | Current Staffing Level (J) | Personnel Needs (K) |
| 0.91                     | 1                          | = -0.09             |

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Columbus, Ohio Division of Police

## Workload Assessment Report for:

Internal Affairs Bureau Lieutenant

## Prepared By:

Commander Kyle Scholl #5058

# Part I: Organizational Component General Information

Report for Year: 2024

Subdivision: Public Accountability

Bureau: Internal Affairs

Section: Internal Affairs

Unit: Internal Affairs

| Sworn/Civilian Classifications Assigned | Authorized Strength * | Current Strength |
|---|-----------------------|------------------|
| Police Lieutenant                       | 2                     | 1                |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |

\* Authorized strength level as listed in the General Assignment Manual.

Report Prepared By: Commander Kyle Scholl #5058

Approved By:

Section Lieutenant: \_\_\_\_\_

Bureau Commander: \_\_\_\_\_

Subdivision Deputy Chief: \_\_\_\_\_

## **PART II: Workload Assessment Questionnaire**

Answer the following questions. Explain in detail the rationale for each answer. Consider the nature and number of tasks as well as the complexity, location, and time required for completion. Attach the explanation to this report. Also attach any activity reports or supporting documentation.

1. Based on this unit's mission, prior year unit activities, calculations from the Workload Assessment Worksheets, and any other relevant information, is the current staffing level for this unit sufficient to carry out all activities assigned to this unit for the remainder of this year?

**Yes:** [  ]

**No:** [  ]

2. Based upon the response listed in question #1, is the current workload evenly distributed in each personnel classification assigned to this unit?

**Yes:** [  ]

**No:** [  ]

3. Are additional personnel needed for this organizational component?

**Yes:** [  ]

**No:** [  ]

If yes, justify the exact number you need including days off and duty hours. Utilize information from the Workload Assessment Worksheets and any other additional supporting documentation.



# WORKLOAD ASSESSMENT WORKSHEET

Organizational Component: Internal Affairs Bureau

Job Classification Reviewed: Lieutenant

| WORKLOAD                     |            |       |               |                  |
|------------------------------|------------|-------|---------------|------------------|
| Job Task (A)                 | Number (B) | Times | Avg. Time (C) | = Total Hrs. (D) |
| Email                        | 3000       | x     | 0.15          | = 450.00         |
| Telephone Calls              | 2000       | x     | 0.25          | = 500.00         |
| Training                     | 96         | x     | 8             | = 768.00         |
| Assignment of Investigations | 50         | x     | 0.25          | = 12.50          |
| Review IAB Investigations    | 100        | x     | 0.5           | = 50.00          |
| Review Audio Recordings      | 100        | x     | 0.5           | = 50.00          |
| Review Case Status           | 520        | x     | 1             | = 520.00         |
| Meetings - Internal          | 26         | x     | 2             | = 52.00          |
| Meetings - External          | 5          | X     | 3             | = 15.00          |
| Executive Staff Briefings    | 12         | X     | 0.75          | = 9.00           |
| General Functions            | 209        | X     | 1             | = 209.00         |
| Prepare Reports              | 25         | X     | 2             | = 50.00          |
| SOP Review                   | 1          | X     | 72            | = 72.00          |
| Assist Outside Agencies      | 10         | X     | 1             | = 10.00          |
| Provide Training/Instruction | 5          | X     | 2             | = 10.00          |
| Process DIG Investigations   | 250        | X     | 0.25          | = 62.50          |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |
|                              |            | X     |               | = 0.00           |

**Personnel Needs**

|                           |                            |                          |                         |                             |
|---------------------------|----------------------------|--------------------------|-------------------------|-----------------------------|
| Total Hours/<br>Hours (E) | Man Days/<br>Work-day (F)  | Avg. Days<br>of Work (G) | Avg. Days<br>on Job (H) | Total Manpower<br>Needs (I) |
| 2840.00                   | 8                          | = 355.00                 | 209                     | = 1.70                      |
|                           |                            |                          |                         |                             |
| Total Manpower Needs (I)  | Current Staffing Level (J) | Personnel Needs (K)      |                         |                             |
| 1.70                      | 1                          | = 0.70                   |                         |                             |

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Columbus, Ohio Division of Police

## Workload Assessment Report for:

Internal Affairs Bureau - Administrative Sergeant

## Prepared By:

Commander Kyle Scholl #5058

# Part I: Organizational Component General Information

Report for Year: 2023

Subdivision: Public Accountability

Bureau: Internal Affairs

Section: Internal Affairs

Unit: Internal Affairs

| Sworn/Civilian Classifications Assigned | Authorized Strength * | Current Strength |
|---|-----------------------|------------------|
| Administrative Sergeant                 | 4                     | 2                |
|   |                       |                  |
|   |                       |                  |
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\* Authorized strength level as listed in the General Assignment Manual.

Report Prepared By: Commander Kyle Scholl #5058

Approved By:

Section Lieutenant: \_\_\_\_\_

Bureau Commander: \_\_\_\_\_

Subdivision Deputy Chief: \_\_\_\_\_

## PART II: Workload Assessment Questionnaire

Answer the following questions. Explain in detail the rationale for each answer. Consider the nature and number of tasks as well as the complexity, location, and time required for completion. Attach the explanation to this report. Also attach any activity reports or supporting documentation.

1. Based on this unit's mission, prior year unit activities, calculations from the Workload Assessment Worksheets, and any other relevant information, is the current staffing level for this unit sufficient to carry out all activities assigned to this unit for the remainder of this year?

Yes: [  ]

No: [  ]

2. Based upon the response listed in question #1, is the current workload evenly distributed in each personnel classification assigned to this unit?

Yes: [  ]

No: [  ]

3. Are additional personnel needed for this organizational component?

Yes: [  ]

No: [  ]

If yes, justify the exact number you need including days off and duty hours. Utilize information from the Workload Assessment Worksheets and any other additional supporting documentation.

The administrative sergeants have acquired data entry and tracking of citizen complaint cases from the Department of Inspector General. Based on the Workload Assessment, this job classification would benefit from one more sergeant to assist in processing all needed tasks.

# WORKLOAD ASSESSMENT WORKSHEET

Organizational Component: Internal Affairs

Job Classification Reviewed: Administrative Sergeant

| Job Task (A)  | WORKLOAD   |       | Avg. Time (C) | = | Total Hrs. (D) |
|---|------------|-------|---------------|---|----------------|
|   | Number (B) | Times |               |   |                |
| Monitor IAB Telephone Lines   | 260        | X     | 8             | = | 2080.00        |
| Assist with Walk-in Citizens Document/Log IAB Correspondences, Actions, & Activity              | 50         | X     | 0.33          | = | 16.50          |
| Receive and Process Correspondences   | 1000       | X     | 0.13          | = | 130.00         |
| Write Formal Complaints   | 8100       | X     | 0.21          | = | 1701.00        |
| Research/Retrieve information for IAB Personnel using Division Systems, Databases and Resources | 57         | X     | 1             | = | 57.00          |
| Point of Contact for IAB Records Inquiries from COC, FOP, DIG, etc.                             | 250        | X     | 0.5           | = | 125.00         |
| Review/Maintain Facilities, Technology, Fleet   | 225        | X     | 0.25          | = | 56.25          |
| Provide Building Security and Monitor Security Cameras  | 260        | X     | 0.33          | = | 85.80          |
| Receives Records from DIG and Processes Accordingly   | 260        | X     | 1             | = | 260.00         |
| Liaison to DIG (Answers Questions, Provides explanations)                                       | 361        | X     | 0.5           | = | 180.50         |
| Investigates Referrals from DIG and Processes Accordingly                                       | 25         | X     | 0.13          | = | 3.25           |
| Receives Completed Investigations from DIG and Updates IAB Database                             | 20         | X     | 1             | = | 20.00          |
| Track and Monitor DIG Cases through Chain of Command and Documents CoC Findings                 | 201        | X     | 0.75          | = | 150.75         |
| Compile Reports (EARS, PACE, etc.)  | 201        | X     | 0.23          | = | 46.23          |
| Training  | 66         | X     | 1             | = | 66.00          |
|   | 35         | X     | 6             | = | 210.00         |

|  |  |   |  |   |      |
|--|--|---|--|---|------|
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |
|  |  | X |  | = | 0.00 |

**Personnel Needs**

|                           |                            |                          |                         |                             |
|---------------------------|----------------------------|--------------------------|-------------------------|-----------------------------|
| Total Hours/<br>Hours (E) | Man Days/<br>Work-day (F)  | Avg. Days<br>of Work (G) | Avg. Days<br>on Job (H) | Total Manpower<br>Needs (I) |
| 5188.28                   | 8                          | 648.54                   | 209                     | 3.10                        |
| Total Manpower Needs (I)  | Current Staffing Level (J) | Personnel Needs (K)      |                         |                             |
| 3.1                       | 2                          | 1.1                      |                         |                             |

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Columbus, Ohio Division of Police

## Workload Assessment Report for:

Internal Affairs Bureau - Investigative Sergeant

## Prepared By:

Commander Kyle Scholl #5058

# Part I: Organizational Component General Information

Report for Year: 2023

Subdivision: Public Accountability

Bureau: Internal Affairs

Section: Internal Affairs

Unit: Internal Affairs

| Sworn/Civilian Classifications Assigned | Authorized Strength * | Current Strength |
|---|-----------------------|------------------|
| Investigative Sergeant                  | 19                    | 6                |
|   |                       |                  |
|   |                       |                  |
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\* Authorized strength level as listed in the General Assignment Manual.

Report Prepared By: Commander Kyle Scholl #5058

Approved By:

Section Lieutenant: \_\_\_\_\_

Bureau Commander: \_\_\_\_\_

Subdivision Deputy Chief: \_\_\_\_\_



## **PART II: Workload Assessment Questionnaire**

Answer the following questions. Explain in detail the rationale for each answer. Consider the nature and number of tasks as well as the complexity, location, and time required for completion. Attach the explanation to this report. Also attach any activity reports or supporting documentation.

1. Based on this unit's mission, prior year unit activities, calculations from the Workload Assessment Worksheets, and any other relevant information, is the current staffing level for this unit sufficient to carry out all activities assigned to this unit for the remainder of this year?

**Yes:** [  ]

**No:** [  ]

2. Based upon the response listed in question #1, is the current workload evenly distributed in each personnel classification assigned to this unit?

**Yes:** [  ]

**No:** [  ]

3. Are additional personnel needed for this organizational component?

**Yes:** [  ]

**No:** [  ]

If yes, justify the exact number you need including days off and duty hours. Utilize information from the Workload Assessment Worksheets and any other additional supporting documentation.

# WORKLOAD ASSESSMENT WORKSHEET

Organizational Component: Internal Affairs

Job Classification Reviewed: Investigative Sergeant

## WORKLOAD

| Job Task (A)                 | Number (B) | Times | Avg. Time (C) | = | Total Hrs. (D) |
|------------------------------|------------|-------|---------------|---|----------------|
| Conduct Interviews           | 33         | X     | 0.85          | = | 28.05          |
| Type Reports                 | 64         | X     | 56            | = | 3584.00        |
| EEO Assists                  | 2.2        | X     | 6             | = | 13.20          |
| Coordinate w/ Other Agency   | 4.2        | X     | 14.2          | = | 59.64          |
| Disciplinary Hearings        | 1.6        | X     | 1.4           | = | 2.24           |
| Court Proceedings            | 0.8        | X     | 1.6           | = | 1.28           |
| Update RMS w/ Case Status    | 139        | X     | 0.37          | = | 51.43          |
| Training                     | 28.6       | X     | 9.2           | = | 263.12         |
| Prepare False Alleg. Charges | 0          | X     | 0             | = | 0.00           |
| Internal Meetings            | 63.4       | X     | 0.7           | = | 44.38          |
| External Meetings            | 7          | X     | 1             | = | 7.00           |
| Phone Calls                  | 167.6      | X     | 0.18          | = | 30.17          |
| Emails                       | 3831.2     | X     | 0.43          | = | 1647.42        |
| Case Development/Research    | 9          | X     | 24.1          | = | 216.90         |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |
|                              |            | X     |               | = | 0.00           |

### Personnel Needs

|                           |                           |                          |                         |                             |
|---------------------------|---------------------------|--------------------------|-------------------------|-----------------------------|
| Total Hours/<br>Hours (E) | Man Days/<br>Work-day (F) | Avg. Days<br>of Work (G) | Avg. Days<br>on Job (H) | Total Manpower<br>Needs (I) |
| 5948.82                   | 8                         | = 743.60                 | 209                     | = 3.56                      |

|                          |                            |                     |
|--------------------------|----------------------------|---------------------|
| Total Manpower Needs (I) | Current Staffing Level (J) | Personnel Needs (K) |
| 3.56                     | 6                          | = -2.44             |

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Columbus, Ohio Division of Police

## Workload Assessment Report for:

Internal Affairs Bureau Office Assistant II

## Prepared By:

Commander Kyle Scholl #5058

# Part I: Organizational Component General Information

Report for Year: 2023

Subdivision: Public Accountability

Bureau: Internal Affairs

Section: Internal Affairs

Unit: Internal Affairs

| Sworn/Civilian Classifications Assigned | Authorized Strength * | Current Strength |
|---|-----------------------|------------------|
| Civilian Office Assisnat II             | 3                     | 2                |
|   |                       |                  |
|   |                       |                  |
|   |                       |                  |
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\* Authorized strength level as listed in the General Assignment Manual.

Report Prepared By: Commander Kyle Scholl #5058

Approved By:

Section Lieutenant: \_\_\_\_\_

Bureau Commander: \_\_\_\_\_

Subdivision Deputy Chief: \_\_\_\_\_

## **PART II: Workload Assessment Questionnaire**

Answer the following questions. Explain in detail the rationale for each answer. Consider the nature and number of tasks as well as the complexity, location, and time required for completion. Attach the explanation to this report. Also attach any activity reports or supporting documentation.

1. Based on this unit's mission, prior year unit activities, calculations from the Workload Assessment Worksheets, and any other relevant information, is the current staffing level for this unit sufficient to carry out all activities assigned to this unit for the remainder of this year?

**Yes:**  **]**

**No:**  **]**

2. Based upon the response listed in question #1, is the current workload evenly distributed in each personnel classification assigned to this unit?

**Yes:**  **]**

**No:**  **]**

3. Are additional personnel needed for this organizational component?

**Yes:**  **]**

**No:**  **]**

If yes, justify the exact number you need including days off and duty hours. Utilize information from the Workload Assessment Worksheets and any other additional supporting documentation.

# WORKLOAD ASSESSMENT WORKSHEET

Organizational Component: Internal Affairs

Job Classification Reviewed: Office Assistant II

| Job Task (A)                         | WORKLOAD   |       |               | = | Total Hrs. (D) |
|--------------------------------------|------------|-------|---------------|---|----------------|
|                                      | Number (B) | Times | Avg. Time (C) |   |                |
| Emails                               | 55         | X     | 0.17          | = | 9.35           |
| Telephone Calls                      | 30         | X     | 0.1           | = | 3.00           |
| Training                             | 11         | X     | 0.17          | = | 1.87           |
| Transcriptions                       | 31         | X     | 100           | = | 3100.00        |
| Distribute Incoming Mail             | 209        | X     | 0.17          | = | 35.53          |
| Data Entry of Reports                | 454        | X     | 0.33          | = | 149.82         |
| Image Documents into RMS             | 454        | X     | 0.05          | = | 22.70          |
| File Original Documents              | 400        | X     | 0.33          | = | 132.00         |
| Receive/Process Records Requests     | 50         | X     | 0.21          | = | 10.50          |
| Prepare Case files for Warehouse     | 2          | X     | 72            | = | 144.00         |
| Prepare Use of Force Packets for DTU | 1          | X     | 60            | = | 60.00          |
|                                      |            | X     |               | = | 0.00           |
|                                      |            | X     |               | = | 0.00           |
|                                      |            | X     |               | = | 0.00           |
|                                      |            | X     |               | = | 0.00           |
|                                      |            | X     |               | = | 0.00           |
|                                      |            | X     |               | = | 0.00           |
|                                      |            | X     |               | = | 0.00           |
|                                      |            | X     |               | = | 0.00           |
|                                      |            | X     |               | = | 0.00           |
|                                      |            | X     |               | = | 0.00           |
|                                      |            | X     |               | = | 0.00           |
|                                      |            | X     |               | = | 0.00           |

**Personnel Needs**

|                          |                            |                       |                      |                          |
|--------------------------|----------------------------|-----------------------|----------------------|--------------------------|
| Total Hours/ Hours (E)   | Man Days/ Work-day (F)     | Avg. Days of Work (G) | Avg. Days on Job (H) | Total Manpower Needs (I) |
| 3668.77                  | 8                          | = 458.60              | 209                  | = 2.19                   |
| Total Manpower Needs (I) | Current Staffing Level (J) | Personnel Needs (K)   |                      |                          |
| 2.19                     | 2                          | = 0.19                |                      |                          |

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_