

**ANALYSIS OF PATROL OPERATIONS DIVISION PAPERWORK REQUIREMENTS**

Itemized Paperwork:	Frequency of Document Preparation	Division Commander	Administrative Lieutenant		Administrative Sergeant		Watch Commander		Station Sergeant		FTO Sergeant		Field Sergeant		TOTAL HOURS	
<b>MONTHLY:</b>		Numbers reflect hours spent per MONTH, per position generating, processing, or approving each doc.														
Monthly Activity Summary	Monthly	R	0.20	A	0.10	G	2.50	G	0.20	G	1.00	G	0.10	G	1.20	5.30
Personnel Inspection Report	Monthly	R	0.10	P	0.10	P	0.20	A	0.20	G	0.30	G	0.00	G	0.00	0.90
Directed Patrol Review	Monthly	R	0.10	P	0.10	P	0.10	A	0.15	G	0.50		0.00	G	0.10	1.05
Monthly Parks Activity	Monthly	R	0.10	A	0.10	R	0.10	P	0.05	G	0.17	G	0.13	G	0.30	0.95
Monthly Time Audit Report	Monthly		0.00	A	0.10	R	0.20	A	0.13	G	2.67		0.00		0.00	3.10
Sick Time Report	Monthly		0.00	A	0.10	R	0.10	P	0.07	G	1.00		0.00		0.00	1.27
Station Sergeant Checklist	Monthly		0.00	A	0.10	R	0.10	P	0.10	G	1.15		0.00		0.00	1.45
Sector Sergeant Checklist	Monthly		0.00	A	0.10	R	0.10	P	0.10	G	0.7		0.00	G	0.23	1.23
Strength Reports-CAPS (w/o PI #'s)	Monthly	R	0.30	R	0.10	G	1.73		0.00	G	0.33	G	0.07		0.00	2.53
Emergency Call Lists	Monthly	R	0.15	A	0.10	G	0.23	P	0.05	P	0.93		0.00		0.00	1.46
Seniority Lists	Monthly	R	0.10		0.00	R	0.23	P	0.07	G	0.37	G	0.03		0.00	0.80
Court Lists (no integration)	Monthly	R	0.00		0.00	G	0.23	P	0.03	G	0.40		0.00		0.00	0.66
Crime Initiatives	Monthly	R	2.25	R	2.87	P	5.43	P	3.27	G	0.30		0.00	G	0.33	14.45
Council Briefing Reports	Monthly	R	2.25	R	0.10	G	4.67	P	0.17	G	0.17		0.00		0.00	7.36
Response Time Comparison	Monthly	R	2.20	R	1.30	R	1.27	P	0.41	G	0.33		0.00		0.10	5.61
<b>TOTALS:</b>	<b>Monthly</b>		<b>7.75</b>		<b>5.27</b>		<b>17.19</b>		<b>5.00</b>		<b>10.32</b>		<b>0.33</b>		<b>2.26</b>	<b>48.12</b>
<b>WEEKLY:</b>		Numbers reflect hours spent per WEEK, per position generating, processing, or approving each document.														
Direct Enforcement Action Plan (DEAP)	Weekly	R	1.05	R	0.33	P	0.27	G	0.23		0.00		0.00		0.00	1.88
Targeted Enforcement Activity Report = Hot Beats	Weekly	R	1.10	R	0.30	P	1.10	G	1.00	G	0.70		0.00	G	1.03	5.23
Injured Officer Status Report	Weekly	R	0.30	R	0.10	R	0.27	A	0.03	G	0.30		0.00		0.00	1.00
Min. Staffing Projection Form = Weekly Operation Plan	Weekly	R	0.05	P	1.47	G	0.20	A	0.03		0.00		0.00	G	0.10	1.85
Supervisors Weekly Observation Report	Weekly	R	0.10	R	0.43	G	0.20	A	0.23		0.00	G	1.00	G	0.57	2.53
Solicitation Enforcement	Weekly	R	0.20	R	0.70	P	1.10	A	0.07	G	0.40		0.00	G	0.07	2.54
Weekly Activity Summary = Manpower Report	Weekly	R	0.05	A	0.17	R	0.53	P	0.23		1.33		0.00		0.00	2.31
Shopping Cart Activity	Weekly	R	0.15	A	0.07	P	1.10	P	0.07	P	0.33	P	0.10	G	0.03	1.85
Overtime Summary = Code 77 Report	Weekly	R	0.35	R	1.10	G	0.13	P	0.17		0.00		0.00	G	0.17	1.92
Mayor's Briefing Packet	Weekly	G	2.25	R	0.57	P	0.87	G	1.67		0.00		0.00		0.00	5.36
Chief's Calendar	Weekly	G	0.35	R	0.07	G	0.33		0.00		0.00		0.00		0.00	0.75
Parking Reimbursement	Weekly		0.00		0.00	G	0.83		0.00	P	0.43	P	0.33		0.00	1.59
Watch Commanders Meetings	Weekly	G	1.25	R	2.17	G	0.97	P	1.17		0.00	P	0.67		0.00	6.23
Payroll Corrections & Supplements	Weekly	R	0.00	R	0.03	A	0.73	A	0.17	G	1.13		0.00		0.00	2.06
Unreceived Reports	Weekly	R	0.10	R	0.10	G	0.50	P	0.23	P	1.40		0.00	G	0.10	2.43
Reports returned for correction	Weekly	R	0.10	R	0.10	G	0.57	P	0.20	P	1.77		0.00	G	0.10	2.84
Accident Reports back for Correction-Reports/Traffic Div	Weekly	R	0.35		0.10	G	0.63	P	0.20	P	0.40		0.00	P	0.47	2.15
Fingerprint Memo	Weekly		0.00		0.00	A	0.10		0.00	G	0.03		0.00		0.00	0.13
<b>TOTALS:</b>	<b>Weekly</b>		<b>7.75</b>		<b>7.81</b>		<b>10.43</b>		<b>5.70</b>		<b>8.22</b>		<b>2.10</b>		<b>2.64</b>	<b>44.65</b>

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Itemized Paperwork:	Frequency of Document Preparation	Division Commander	Administrative Lieutenant	Administrative Sergeant	Watch Commander	Station Sergeant	FTO Sergeant	Field Sergeant	TOTAL HOURS
<b>DAILY:</b> Numbers reflect hours spent per DAY, per position generating, processing, or approving each document.									
City Council Service Request Responses	Daily	R	0.45	A 1.60	P 1.17	G 0.60	0.00	0.00	4.82
Daily Activity- one per officer	Daily		0.00	A 0.07	0.00	0.00	0.00	P 0.20	0.27
Daily Detail	Daily	R	0.15	A 0.17	R 0.10	A 0.20	G 0.90	0.00	1.75
Morning Report	Daily	R	0.10	R 0.20	R 0.17	P 0.07	G 0.47	0.00	1.04
Daily Strength/Activity Report	Daily	R	0.10	A 0.17	R 0.13	P 0.07	G 0.90	0.00	1.37
ENP Logs	Daily		0.00	A 0.03	R 0.03	0.00	P 0.50	0.17	0.80
Payroll Entries	Daily		0.00	0.00	R 0.13	0.00	G 1.00	0.00	1.13
Incoming Memorandums- misc.	Daily	R	0.70	P 1.13	R 0.63	P 6.67	0.33	0.00	9.56
Bulletins- informational	Daily	R	0.15	R 0.73	R 0.27	P 0.20	G 0.40	0.07	1.99
IAD Notifications	Daily		0.00	A 0.03	R 0.17	P 0.10	G 0.20	0.00	0.60
IAD Case- Referrals, Reviews, Discipline Recommendation	Daily	R	0.40	R 0.27	R 0.33	P 0.90	0.00	0.00	2.27
Rev officer daily citations & accident reports (pre-submit)	Daily		0.00	0.00	0.00	0.00	G 0.50	0.00	0.90
Application for Special Duty Assignments = Extra Job Card	Daily		0.00	A 0.17	G 0.27	A 0.37	G 0.43	0.00	1.41
Sergeant's Notebooks- Supporting docs & notes to justify review	Daily		0.00	0.00	P 0.03	0.00	P 0.07	0.00	0.20
Review Field Training Officers Daily Observation Report	Daily	R	0.15	A 0.10	P 0.03	P 0.10	0.00	G 0.83	1.48
Radio Checkout Log	Daily	R	0.05	A 0.03	P 0.03	P 0.03	G 0.60	0.00	0.74
Equipment Check sheet (One per car)	Daily		0.00	0.00	0.00	0.00	R 0.60	0.00	0.60
MVR System activities (tapes, logs, etc)	Daily		0.00	0.00	0.00	0.00	G 0.17	0.00	0.54
Written Communications/Logged Items	Daily	R	0.05	P 0.17	P 0.27	P 0.03	G 0.23	0.00	0.78
Shotgun log	Daily	R	0.05	R 0.03	P 0.03	P 0.03	G 0.30	0.00	0.44
Camera log	Daily		0.00	0.00	0.00	0.00	G 0.03	P 0.10	0.16
Training Schedules	Daily		0.00	0.00	0.00	0.00	G 0.37	G 0.67	1.21
311 Calls	Daily		0.00	0.00	G 0.70	0.00	G 0.17	0.00	0.87
Truancy/Curfew Reports	Daily	R	0.05	0.00	R 0.03	R 0.03	0.00	0.00	0.21
AVL Monitor/Log	Daily		0.00	R 0.07	0.00	P 0.10	P 0.33	0.00	1.5
<b>TOTALS:</b>	<b>Daily</b>		<b>2.40</b>	<b>4.97</b>	<b>4.52</b>	<b>9.50</b>	<b>8.50</b>	<b>1.84</b>	<b>36.64</b>
<b>AS NEEDED: (alphabetical order)</b> Numbers reflect hours spent per OCCURRENCE, per position generating, processing, or approving ea doc.									
Application for Salary Continuation	Varies		0.00	A 0.10	R 0.10	0.00	0.00	0.00	0.20
Bar Job Forms	Varies	P	0.10	R 0.20	R 0.10	P 0.20	0.00	0.00	0.70
Calls Holding Report	Varies	R	0.06	R 0.40	G 0.10	0.10	G 0.37	0.00	1.10
Chief's Updates	Varies	P	0.10	R 0.10	G 0.10	G 0.20	P 0.03	0.00	0.60
City Claim Recommendations Responses	Varies	P	0.13	R 0.13	R 0.13	P 0.23	R 0.50	0.00	1.55
Complaint Referral/Request for Control Number	Varies	P	0.40	R 0.23	R 0.37	G 0.67	G 1.17	0.00	3.67
Daily Minimum Staffing Form	Varies	R	0.05	0.10	G 0.10	G 0.10	P 0.10	0.00	0.45
Doctors Assessment of Essential Job Functions	Varies	R	0.10	R 0.10	G 0.13	0.10	P 0.10	0.00	0.60
Doctors Findings and Disposition	Varies	R	0.05	R 0.07	G 0.07	0.07	P 0.07	0.00	0.40
Documented Counseling	Varies	R	0.10	R 0.13	G 0.17	P 0.40	G 0.40	0.00	1.93
Drug House Notification	Varies	R	0.10	A 0.07	R 0.13	0.13	P 0.07	0.00	0.57
Employee Termination Checklist	Varies	R	0.10	R 0.10	R 0.10	P 0.13	R 0.17	0.00	1.07

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Itemized Paperwork:	Frequency of Document Preparation	Division Commander		Administrative Lieutenant		Administrative Sergeant		Watch Commander		Station Sergeant		FTO Sergeant		Field Sergeant		TOTAL HOURS
ETS Event Form	Varies	R	0.05	A	0.07	R	0.07		0.03		0.00		0.00	P	0.10	0.32
Excused Absence from Random Drug Test	Varies	P	0.10	P	0.10	G	0.10	A	0.13	G	0.50		0.00	P	0.13	1.06
Expungement Affidavits	Varies	P	0.10	R	0.10	R	0.20		0.10		0.00		0.00	P	0.10	0.60
Hazardous Address Notification	Varies	R	0.05	A	0.07	G	0.10		0.10	P	0.07		0.00	P	0.10	0.49
Holiday and Vacation Request	Varies	A	0.05	R	0.03	R	0.03	A	0.07	G	1.73		0.00	P	0.10	2.01
Hotel/Motel Association Notices	Varies	R	0.05	R	0.07	R	0.07		0.07	G	1.03		0.00	P	0.10	1.39
ICP Referral Card	Varies		0.00	R	0.03		0.00		0.03	P	0.03		0.00	R	0.13	0.22
Individual Officers Time Cards	Varies		0.00	R	0.03	R	0.27		0.00	G	0.83		0.00		0.00	1.13
Initial Workers Compensation report	Varies	R	0.10	R	0.10	G	0.17	P	0.23	P	0.13		0.00	G	0.63	1.36
Notification to Report for Random Drug Test	Varies		0.00	R	0.03	R	0.13	A	0.13	G	0.47		0.00	P	0.13	0.89
Officers Application for Family Medical Leave	Varies		0.00	R	0.07	R	0.13	P	0.07	G	0.77		0.00	P	0.13	1.17
Officers on Light Duty Report	Varies	R	0.10	R	0.10	R	0.10		0.00	G	0.33		0.00		0.00	0.63
Open Records Requests	Varies	R	0.13	R	0.13	P	1.27	P	0.17	G	1.67	G	0.73	P	0.33	4.43
Order for Medical Treatment	Varies		0.00	R	0.05	R	0.10	P	0.07	G	0.40		0.00	G	0.10	0.72
Pepper ball Utilization Document	Varies	R	0.20	R	0.10	D	0.13	P	0.10	P	0.07		0.00	G	0.30	0.90
Personnel Investigation Report (when not done by IAD)	Varies	R	0.25	R	0.27	R	0.37	P	0.30	G	4.33		0.00	G	2.33	7.85
Personnel Orders	Varies	R	0.15	R	0.17	R	0.23	P	0.07	G	1.06	P	0.13	G	0.47	2.28
Petition for Expungement	Varies	R	0.20	R	0.10	P	0.23	P	0.07		0.00		0.00		0.00	0.60
Police Pursuit Tracking Form	Varies	R	0.15	R	0.13	P	0.20	A	0.10	P	0.13		0.00	G	0.47	1.18
Prescription Drug Notification	Varies	R	0.05	R	0.03		0.00	P	0.03	G	0.37		0.00	P	0.03	0.51
Property Seizure and Receipt Form	Varies		0.00	R	0.03		0.00	P	0.03	P	0.03		0.00	G	0.03	0.12
Quartermaster Form	Varies	A	0.05	R	0.03	P	0.07	P	0.07	R	0.40	G	0.37	R	0.13	1.12
Release and Hold Harmless Agreement	Varies		0.00	R	0.03		0.00		0.00	P	0.03		0.00	P	0.03	0.09
Request for Extra Patrol (when received from citizen)	Varies	R	0.15	P	0.17	P	0.17	P	0.03	G	1.10	P	0.03	P	0.10	1.75
Request for Outside Employment Other Than Police Duty	Varies	R	0.10	A	0.13	P	0.23	P	0.07	R	0.43	P	0.03	R	0.13	1.12
Request for Personnel Change in Assignment Form	Varies	A	0.15	R	0.17	P	0.33	P	0.10	G	0.47	G	0.50	P	0.13	1.85
Request for Transfer- In or Out of Division	Varies	A	0.10	A	0.13	P	0.17	P	0.07	P	0.07		0.00	P	0.17	0.71
Request for Vehicular Repair	Varies		0.00	R	0.03		0.00		0.00	G	0.40	G	0.33	G	0.07	0.83
Request to Ride Observation	Varies	A	0.15	R	0.13	P	0.30	A	0.10	G	0.53		0.00	P	0.17	1.38
Request to Void Citation	Varies	A	0.10	R	0.07	G	0.13	A	0.10	R	0.13		0.00	R	0.17	0.70
Special Event Notifications- Parades, Walks, Runs	Varies	R	0.10	P	0.10	G	0.17	P	0.07	R	0.47		0.00	R	0.23	1.14
Special Events Permits	Varies	R	0.10	P	0.10	P	0.07	P	0.07	G	0.37		0.00	P	0.03	0.74
Subpoena Audit Reports (missed court)	Varies	R	0.15	R	0.13	D	0.37	P	0.13	P	0.43		0.00	P	0.60	1.81
Supervisor Change Action Form	Varies	R	0.05	A	0.03	R	0.10		0.00	G	0.10	G	0.20	P	0.07	0.55
Supervisors Investigation of Accident Packet	Varies	R	0.13	R	0.20	P	0.47	P	0.17	G	0.50	P	0.17	G	1.00	2.64
Supervisors Investigation of Injury Packet	Varies	R	0.20	R	0.17	G	0.20	P	0.17	G	0.67		0.00	G	0.83	2.24
Supervisors Report (White Copy)	Varies	R	0.15	R	0.13	P	0.23	P	0.07	G	0.57		0.00	G	0.57	1.72
Training: In service & travel requests	Varies	A	0.10	R	0.13	P	0.17	P	0.07	P	0.07	G	0.67	P	0.10	1.31
Vehicle Use Form for Off-Duty Employment	Varies	A	0.10	A	0.10	P	0.07	A	0.07	P	0.03		0.00	P	0.07	0.44
Wrecker Service Complaint	Varies		0.00	P	0.07		0.00		0.00		0.00		0.00	P	0.67	0.74

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Itemized Paperwork:	Frequency of Document Preparation	Division Commander		Administrative Lieutenant		Administrative Sergeant		Watch Commander		Station Sergeant		FTO Sergeant		Field Sergeant		TOTAL HOURS
Written Reprimands	Varies	P	0.35	R	0.13	P	0.13	P	0.17	G	0.73		0.00	G	1.07	2.58
<b>TOTALS:</b>			<b>5.25</b>		<b>5.72</b>		<b>8.88</b>		<b>5.76</b>		<b>24.43</b>		<b>3.16</b>		<b>14.96</b>	<b>68.16</b>

Notes: The time spent on each piece of paper represents averages estimated by personnel in 4 of the 6 Dallas Patrol Divisions.

While total time spent was fairly consistent across the divisions, the time spent by individual positions varied, as each patrol division assigned the paperwork to different positions.

Note: The letters indicate the type of time spent handling a specific document. These representations varied greatly by patrol division and should be considered a generalization only for this final summary.

<b>LEGEND:</b>	
A	Approving
R	Reviewing
G	Generating
P	Processing