



Cincinnati Police Department STAFF NOTES

May 8, 2012

James E. Craig, Police Chief

I N S I D E

Policy and Procedure Unit

- [Revisions to Procedure 12.537, Mobile Video/Digital Video Recording Equipment, Procedure 19.140, Outside Employment, Form 606, Digital Video/Audio Records Request, Form 669, Report of Inspection, Form MVR1, In-Car Camera Disk Log, Form MVR2, In-Car Camera Spare Disc Log, Form MVR3, DVR Disc Custody Log, and Form MVR4, Supervisor's Review of DVR or Video File](#)
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1. **REVISIONS TO [PROCEDURE 12.537](#), MOBILE VIDEO/DIGITAL VIDEO RECORDING EQUIPMENT, [PROCEDURE 19.140](#), OUTSIDE EMPLOYMENT, FORM 606, DIGITAL VIDEO/AUDIO RECORDS REQUEST, FORM 669, REPORT OF INSPECTION, FORM MVR1, IN-CAR CAMERA DISC LOG, FORM MVR2, IN-CAR CAMERA SPARE DISC LOG, FORM MVR3, DVR DISC CUSTODY LOG, AND FORM MVR4, SUPERVISOR'S REVIEW OF DVR OR VIDEO FILE**

Procedure 12.537, Mobile Video/Digital Video Recording Equipment, Procedure 19.140, Outside Employment, Form 669, Report of Inspection, Form MVR1, In-car Camera Disc Log, Form MVR2, In-car Camera Spare Disc Log, Form MVR3, DVR Disc Custody Log, and Form MVR4, Supervisor's Review of DVR or Video File, have been revised to reflect the immediate termination for the requirement of shift supervisors to inspect one outside employment detail and one randomly selected DVR or Video File per shift.

Based on a suggestion by Lieutenant John Cordova and a discussion by the senior command staff, the Police Chief has approved revisions to Department procedures requiring completion of the aforementioned inspections from one per shift, to one per week.

Inspecting supervisors are still responsible for completing the requisite reports (Form 669 and Form MVR4) documenting their inspections. Districts and sections are still required to ensure the inspections are done and the forms are completed and routed. These inspections are important. The primary reason the Department has very few violations discovered during these inspections is due to the importance of the outside employment details and MVR recordings. It is well known that these activities are monitored and personnel genuinely strive to adhere to Department policy and procedure. This change is reflective of the Department's desire to minimize the "busywork" and paperwork placed upon supervisors, while maintaining focus on aspects of the profession that are important. Lieutenant Cordova is deserving of recognition for his initiative and a good suggestion.

Additionally, revisions have been made throughout the above referenced procedures and forms to update the titles of sections and units to correspond with the most recent publication of the Department Organizational Chart.

These revisions are effective immediately. Personnel should review the revised procedures in their entirety. The revised procedures are available on the Department intranet and web page. The revised forms are available in the CPDFORMS folder on the "H" drive of Department computers.

2. **CITING INDIVIDUALS FOR CINCINNATI MUNICIPAL CODE 506-16**

The City Prosecutor's Office reminds all officers when citing an individual for a violation of Cincinnati Municipal Code (CMC) 506-16, Construction Zones, Signs and Penalties, on the new Ohio Multi-Count Uniform Traffic Ticket (MUTT), officers must check the construction zone box, and write in "FINES DOUBLED - 506-16."

The original offense and section number such as: speed violations, should be placed in the box applicable for the offense.

3. COURT HOLIDAY – MEMORIAL DAY

The Hamilton County Municipal Court will observe the Memorial Day holiday on Monday, May 28, 2012. Room “A” will be open in the morning only; all other courtrooms will be closed. Juvenile Court will also be closed.

Police Officers are reminded to not issue citations requiring a court appearance on this date.

4. STRESS IDENTIFICATION AND MANAGEMENT TRAINING

Training Unit will host an 8-hour course, conducted by Dr. James Daum, Ph.D., titled *Stress Identification and Management*. The training will be held at the Police Academy on Friday, June 1, 2012, from 0800 to 1600 hours. Both sworn and civilian Department personnel are encouraged to attend.

Personnel interested in attending the training must submit a Form 17, through the chain of command to their bureau commander, no later than Monday, May 21, 2012. Bureau commanders are requested to submit to the Training Unit a prioritized list of personnel approved to attend, no later than Thursday, May 24, 2012. Personnel may attend on-duty with the approval of their supervisor. No overtime will be provided for personnel attending this training. Attendees may wear casual business attire or the operational uniform. Questions regarding this training should be directed to Administrative Specialist James Hendricks, Training Unit, at 357-7552.

5. POLICE MEMORIAL DAY

Police Memorial Day will be observed on Thursday, May 17, 2012. Department personnel are reminded to wear the **dress uniform** for the parade and services. The dress uniform consists of the Ike jacket for specialists/police officers, blouses for supervisors, white long sleeve shirts, clip tie, and the uniform hat and wreath.

Buses will be available for transportation from District One to Fountain Square beginning at 1000 hours. The ceremony at Fountain Square will begin at 1100 hours, followed by the Police Memorial Parade at 1130 hours. The parade will terminate at the Police Memorial site, located on Ezzard Charles Drive across from District One, at which time there will be a service remembering those officers who have made the ultimate sacrifice. The day's events will conclude with a cookout adjacent to the Police Memorial.

6. COMPSTAT INFORMATION

[Attached](#) to these Staff Notes is the most current COMPSTAT Information. Department personnel are directed to review this information to ensure they remain familiar with crime patterns and trends occurring within the City and their areas of responsibility.

7. THANK YOU LETTERS

[Attached](#) to these Staff Notes are letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department, specifically the following personnel:

James E. Craig, Police Chief
Lieutenant Joseph Williams
Sergeant Kara Graves
Police Specialist Lewis Egner
Police Officer Eddie Hawkins
Police Officer Sandra Johnson
Police Officer Alisha Harley
Police Officer Mark Peters
Police Officer Kevin Broering
Police Officer Jeffrey Ruberg
Police Officer Mark McChristian

Captain Paul Broxterman
Sergeant Richard Antwine
Police Specialist Gwendolyn Dean
Police Officer Anthony Mitchell
Police Officer Princess Davis
Police Officer Laura Sadowski
Police Officer Rosa Chatman
Police Officer Daniel Kreider
Police Officer Brandon Connley
Police Officer Nicholas Hageman

8. EMPLOYEE INJURY REPORTING GUIDE

[Attached](#) to these Staff Notes is a guide to reporting employee injuries. All supervisors investigating an employee injury should use this guide when completing an injury investigation. The guide also includes a convenient checklist to ensure that no step in the process is overlooked.

12.537 MOBILE VIDEO/DIGITAL VIDEO RECORDING EQUIPMENT

References:

Procedure 12.205, Traffic Enforcement

Procedure 12.235, Operating a Vehicle Under the Influence (OVI): Processing & Arrest

Procedure 12.535, Emergency Operation of Police Vehicles and Pursuit Driving

Procedure 12.715, Property and Evidence: Confiscation, Accountability, Processing, Storage, and Release

Purpose:

Establish a policy regarding the use of Digital Video Recording (DVR) equipment in Department vehicles.

Establish a policy regarding the storage, release, and retention of mobile videotapes, digital discs, and video files.

Policy:

Hard drives and original Digital Video Recorder (DVR) disks will not leave the custody of the Police Department. The Department will retain and preserve discs, and video files for at least 90 days, or as long as necessary for an incident subject to investigation. Discs and video files held as evidence will be held for the required retention period. Requests for duplicates of the held disc or video file will be forwarded to the district/section/unit holding the disc or video file.

The Eyewitness ION DVR system features Clear Comm transmitters which are equipped with a mute function located on the top of the transmitter. Transmitters vibrate indicating the mute function has been activated. Officers are **not** to use this function. All audio will be recorded in its entirety.

Officers who fail to use DVR equipment as required or fail to report damage to the equipment are in violation of the Manual of Rules and Regulations and Disciplinary Process for the Cincinnati Police Department.

Information:

Utilizing DVR equipment facilitates the Department's objectives to collect evidence for criminal prosecution, provide an administrative inspection function, and assist in training officers to improve safety and tactics.

DVR discs and video files are the property of the Cincinnati Police Department and are not to be duplicated and/or used without authorization from the Police Chief or his designee.

The DVR relies completely on the police vehicle's battery as its power supply. When the battery goes dead or is disconnected, the date, time, and the disc or hard drive counter may no longer be accurate.

The date and time will also be incorrect for criminal or administrative investigations. The DVR time, date, and counter must be checked for accuracy but should reset on its own.

When the DVR is activated, the thirty seconds prior to activation will be captured on the recording.

A supervisor will set the video resolution on all DVR units to BEST. The BEST setting allows for digital enhancement of captured data when necessary. Steps to complete this setting can be found on the Department Intranet under Manuals; Digital Eyewitness Reference Manual, page 4-9 (4 dash 9).

Incidents exceeding one hour in length will need to be copied to more than one CD.

Officers may use DVR equipment to record the reason for current or planned enforcement action, to record the circumstances at crime and accident scenes or other events such as the confiscation and documentation of evidence or contraband.

DVR microphones will not record conversations while stored in the docking station.

The Eyewitness ION DVR system features a hard drive which stores audio/video recordings transmitted from the In-car camera. Hard drives are inserted in the "vault" which is mounted in patrol vehicles between the driver and passenger seat. Hard drives must be removed from the vault and downloaded to the district/section/unit server. The server organizes recordings into video files which can then be duplicated for investigatory and or evidentiary purposes.

Duplicate video files required for external presentations will be created using the "create a CD or DVD Data Disk" feature of the Digital Eyewitness Media Manager. Video files can only be duplicated utilizing the workstation connected to the server. The duplicate video file can be played on any computer using Media Player.

Video files which must be retained for longer than 90 days (i.e., "best evidence" for an investigation by Homicide Unit, Internal Investigations Section, Inspections Section, or Traffic Unit) must be "flagged" for retention purposes.

Steps to complete this process can be found in the Digital Eyewitness Media Manager Operations Manual, section 4.10.

Technology and Systems Section will set the video resolution on all Eyewitness ION DVR systems to MPEG2 at Best Quality. This setting allows for video enhancement and watermarking of the video file to ensure video integrity.

Eyewitness ION DVR systems are equipped with "Clear Comm" wireless transmitters which vibrate once when removed from the docking station indicating the transmitter is recording audio sound. Transmitters vibrate twice indicating the transmitter is out of recording range (during a foot pursuit an officer may not become aware of the vibration). Transmitters vibrate when back in range.

A flashing red LED on the front of the video camera indicates video images are being recorded without audio sound. A solid red LED light indicates recording of both audio and video.

Procedure:

A. Operating and Utilizing DVR Equipment

1. DVR equipment installed in a vehicle is the responsibility of the officer assigned to that vehicle and will be operated according to manufacturer's recommendations.
 - a. All officers operating DVR equipped vehicles will wear the microphone or wireless transmitter supplied with each system.
2. Prior to leaving the district/section/unit, the officer must ensure his/her DVR equipment is working satisfactorily, including date and time.
 - a. The officer will check the DVR by recording himself/herself standing in front of the vehicle and giving a test count.
 - 1) DVR systems have two Sure Talk microphones; both must be checked with a test count to ensure they are functioning properly.
 - 2) Eyewitness ION DVR systems have two "Clear Comm" transmitters; both must be checked with a test count to ensure they are functioning properly.
 - b. After recording, the officer will review the video to verify the audio and video test recorded properly.

- c. Immediately notify a supervisor of any problems.
 - d. The officer will complete the "In-car Camera" portion of the Form 436A, Daily Activity Record.
 - e. The officer will check the amount of space left on the DVR disc, or hard drive to ensure there is an adequate amount of recording time available for the duration of the shift.
 - 1) The disc/hard drive counter in DVR equipped vehicles appears on the overhead console after initial start up and will continue to be displayed while the unit is running. The counter indicates the amount of recording time remaining on the disc/hard drive.
 - a) The maximum amount of space on a DVR disc set to "Best" is 5 hours and 20 minutes (shown as 5.20).
 - 1] When the disc counter shows 30 minutes or less, the officer will notify a supervisor who will change the disc.

NOTE: DVR counters start at the maximum number of hours and minutes available for each disc, i.e., 5.20.
 - b) The maximum amount of space on an Eyewitness ION DVR hard drive is 16 hours when set to MPEG2 at Best Quality.
 - 1] When the hard drive counter shows approximately 1 hour, the officer will notify a supervisor who will change the hard drive (hard drive counter starts at the maximum number of hours).
 - f. If the DVR reaches the maximum count during the shift, the officer will inform a supervisor of any recorded sequences that may be of value for training purposes.
 - g. If during the officer's tour of duty the DVR or audio equipment malfunctions, the officer must notify a supervisor.
3. When turned on, DVR equipment will automatically activate when the vehicle's emergency lights are activated.

- a. The camera must be positioned and adjusted to record events appropriately. On a DVR equipped vehicle, the correct camera position will allow viewing of the push bumpers in the bottom and middle of the screen.
 - b. The wireless microphone/transmitter turns on automatically with a DVR when removed from the docking station.
 - 1) When a second Sure Talk microphone from a DVR system is used to record audio inside a vehicle, the second microphone must be removed from the docking station and manually activated by pressing the ACT button until it remains lit. Place the microphone in a section of the driver's compartment capable of recording audio from the rear passenger compartment.
 - c. Vehicles equipped with an Eyewitness ION DVR system have a third microphone permanently installed in the rear passenger compartment around the rear window. To record audio inside a vehicle, the In-car Microphone (ICM) must be manually activated by pressing the ICM button located on the left panel of the overhead console.
 - d. The equipment may be manually deactivated during non-enforcement activities such as protecting accident scenes from other vehicular traffic.
 - e. The officer must notify a supervisor if they become aware a traffic stop or pursuit was not recorded.
4. The officer will use DVR equipment to record all portions of the following incidents:
- a. Responding to calls for service in emergency mode.
 - b. Traffic pursuits.
 - c. Traffic stops, including the investigation of a vehicle and occupants already stopped or parked.
 - 1) The officer on a traffic stop will continue to record until the stopped vehicle departs or until they leave the scene.
 - 2) Officers assisting on a traffic stop will continue to record until the stopped vehicle departs or until they leave the scene.

- d. The transporting of all persons physically arrested and being transported to an appropriate location: district, detention facility, medical facility, etc., until relieved of custody of the prisoner. The camera will be turned to face the rear seat for recording purposes.
 - 1) This includes physical arrests from traffic stops; prisoners requiring transportation which are picked up from districts, outside agencies, private security, etc.; and all original arrests which were not part of an above incident requiring initial recording of the incident.
 - e. **All** requests for consent to search without a warrant, including searches of persons, buildings, or vehicles, will be recorded. Both audio and video recordings will be made of the request and consent when practical. Requests involving incidents beyond the camera will still be recorded by audio if within range of the recording device. Recording is intended to enhance a documented consent; it does not replace a signed Form 601, Consent to Search Without a Warrant, when requesting a search.
 - f. Requests for searches and deployments of drug-detection canines involving vehicles, when practical.
- 5. Officers will only use DVR discs, or hard drives issued by the Department.
 - a. Officers will not erase, alter, or tamper with DVR discs, or hard drives.
 - 6. Each DVR equipped vehicle must have a warning posted on the interior of the divider, facing rearward, which advises rear seat passenger(s) their actions and conversations will be recorded.
- B. DVR Disc Control and Management
- 1. Except as indicated below, DVR discs will be stored at the district/section/unit.
 - 2. Access to DVR discs is restricted to supervisors only.
 - a. District/section/unit commanders can designate a non-supervisory person to have access to discs only when necessary.

3. All original DVR discs will be stored for 90 days following the last day of use.
4. Duplicates of DVR discs will be made by the district commander's designee.
5. DVR discs will be stored and separated in the following categories:
 - a. Assigned DVR Discs:
 - 1) Each DVR equipped vehicle will have 30 discs assigned to it, labeled with the equipment number and disc number (e.g.: 04300-1.....04300-30). Do not write directly on the disc.
 - 2) Each vehicle will have a Form MVR1, In-car Camera Disc Log, to track disc changes and 90-day retention dates. The log must be kept secured with the discs.
 - 3) Discs will be changed when:
 - a) The DVR disc counter reads 30 minutes or less.
 - c) The disc needs to be removed for viewing or copying purposes.
 - d) There is a malfunction of the disc.
 - e) Battery power is lost or the date and time are incorrect. The DVR time and the Mobile Data Computer (MDC) time will be the same.
 - f) Directed by a supervisor.
 - b. Spare DVR Discs
 - 1) Each district/section/unit will have 20 spare DVR discs available, labeled with the disc number (e.g.: Spare-1 – Spare-20).
 - 2) Spare discs are to be used in place of an "Assigned Disc" when the 90-day retention period has not been met.

- 3) A Form MVR2, In-car Camera Spare Disc Log, will be completed to track the use of spare discs and their retention dates. The log must be kept secured with the discs.

C. Hard Drive Control and Management

1. Hard drives will be retained at the district/section/unit of assignment.
2. Access to hard drives is restricted to supervisors.
 - a. District/section/unit commanders can designate a non-supervisory person to have access to hard drives only when necessary.
3. All video files will be stored for 90 days upon being downloaded to the server.
 - a. Duplicates of the video files will be made by the district commander's designee.
 - b. Spare hard drives.
 - 1) Each vehicle equipped with an Eyewitness ION DVR system has two hard drives assigned.
 - 2) Hard drives will be labeled beginning with the district/section/unit designation, then the corresponding number in sequence.

Example: Hard Drive One assigned to District Two is: 2-1.
Hard Drive Two assigned to District Two is: 2-2.

- a) Hard drives are not assigned to specific vehicles and can be inter-changed among all vehicles assigned to a district/section/unit.
- 3) Form DVR-HD, DVR Hard Drive Log, will be completed each time a hard drive is changed to track the use of hard drives. The log must be secured with the hard drives.

D. Court/Evidentiary Discs or Video Files

1. When DVR discs or video files are held for court/evidentiary purposes, the officer or supervisor will submit a Form 606, Mobile Video/Audio Recording Records Request, before the end of the tour of duty.
 - a. One duplicate of the DVR disc or video file will be made and processed as normal evidentiary material in accordance with Procedure 12.715, Property and Evidence: Confiscation, Accountability, Processing, Storage and Release.
 - b. Duplicates of DVR discs/video files will consist of the file containing the specific incident.
 - c. Retain the Form 606 at the district/section/unit to track duplicate discs or video files.
 - d. The officer will mark all related documents with Automated Control of Evidence ("ACE") to alert the prosecutor or investigator a duplicate of a DVR disc or video file is available. "ACE" will be indicated only when the officer holds a duplicate disc or video file as evidence.
2. Anytime a DVR equipped police vehicle is involved in an auto accident where the DVR is recording, or a DVR captures a police vehicle involved in an auto accident, the supervisor who completes the 90S, Supervisor's Review of Vehicle Crash, will also complete a Form 606. Forward a duplicate of the disc or video file along with the auto accident paperwork, i.e., 90S, BMV3303, etc., through the chain of command to the Fleet Management Unit. The Solicitor's Office will have access to these DVR discs or video files as needed for lawsuits.
 - a. The Fleet Management Unit will maintain a computer database and act as a liaison with the City Solicitor's Office.
 - b. Fleet Management Unit is responsible for final disposition of DVR discs or video files submitted as part of an auto accident not needed after 2 years.
3. Anytime a DVR equipped police vehicle is involved in a stop where an individual is arrested for Operating a Vehicle Under the Influence (OVI):

- a. A duplicate of the OVI incident captured on discs or hard drives of all units at the scene will be held as evidence. Clearly mark the Form 527, Arrest Report, and Ohio Multi-count Traffic Tag (MUTT), with "ACE". Also, mark "yes" in the specific block on the Form 495, Intoxication Report.
- b. Complete a Form 606 and process the duplicate of the DVR disc or video file as evidence held for court (See Procedure 12.715). Mark duplicate discs with the date and OVI number. Discs must be marked with a label. Do not write directly on the disc.
- c. If the incident is captured on a DVR disc or hard drive, a second duplicate will be made and routed, with the OVI paperwork, to the Prosecutor's Office. This disc will be labeled with the arrestee's name, OVI number, and the incident date/time.

E. Request for Discs or Video Files

1. Any request for a disc or video file must be made prior to the end of the 90-day retention period.
2. Requests for duplicates of discs, or video files originating from within the Department must be submitted on a Form 606 to the district/section/unit where the disc or video file is assigned or stored.
 - a. Original DVR discs must be retained at the district/section/unit of assignment, except when needed as "best evidence" for an investigation by Homicide Unit, Internal Investigations Section, Inspections Section, or Traffic Unit. These units will notify the Officer in Charge (OIC) if a disc is taken for evidence.
 - 1) The shift OIC will document discs taken as best evidence on Form MVR3, DVR Disc Custody Log, at the district/section/unit of assignment.
 - 2) A best evidence DVR disc will not be returned to the district of assignment. The district/section/unit taking custody is responsible for its final disposition.
 - 3) Label a blank disc with the same equipment and disc number and put back into rotation.
 - b. Eyewitness ION DVR hard drives will be retained at the district/section/unit of assignment. Video files needed as "best evidence" will be downloaded from the hard drive to the server.

Duplicates of video files from the server will be made by or at the direction of the requesting district/section/unit.

- 1) The district/section/unit receiving the Form 606 will ensure Form DVR-HD, DVR Hard Drive Log, is completed.
 - 2) A best evidence video file will not be returned to the district of assignment. The district/section/unit taking custody is responsible for its final disposition.
- c. Officers requesting duplicates of discs or video files for personal use must submit their request through Records Section.
3. Outside requests must also be submitted on a Form 606 through Records Section to the district/section/unit maintaining the original disc or video file. OVI recorded events will only be released with the approval of the prosecutor.
 - a. When a request for a disc or video file is made from outside of the Department, a second copy of the disc or video file will be made and maintained in a file at the district for one year.
 4. Duplicate discs or video files will be made with the approval of the district/section/unit commander.
 5. Additional blank discs can be obtained at the Supply Unit.
 6. Requests from the Prosecutor's Office for "ACE" Discs or Video Files.
 - a. The Prosecutor's Office will contact the Court Property Unit and request a copy of an "ACE" disc or video file.
 - b. Court Property Unit will complete and file the Form 606, make a copy of the disc or video file and arrange for delivery to the Prosecutor's Office.
 7. Requests from the Prosecutor's Office for duplicates of all other discs or video files.
 - a. The Prosecutor's Office will contact a district/section/unit administrative assistant or supervisor to determine if a disc or video file of the incident in question exists.
 - b. If a disc or video file exists, follow section D.1.a. Make an extra copy for the Prosecutor's Office and arrange for the delivery of the disc.

- 1) Indicate on the Form 606 that an extra copy was made and delivered to the Prosecutor's Office.
 - c. If no disc or video file exists, the administrative assistant or supervisor will notify the Prosecutor's Office and advise them no disc or video file exists.
8. Media requests for discs or video files will be referred to and handled by the Public Information Office (PIO). Districts will release a duplicate of discs or video files to PIO upon request.

F. Supervisory Responsibilities

1. All district supervisors will:
 - a. Ensure officers follow established procedures for the use and maintenance of DVR equipment, discs, and hard drives, and the completion of DVR documentation.
 - b. Ensure the 90-day retention period has been met before installing the next sequential disc.
 - 1) If the DVR disc is available for use, it must be completely erased before re-installing into the recorder.
 - a) Place an entry on the Form MVR1, In-car Camera Disc Log, or Form MVR2, In-car Camera Spare Disc Log, completely and accurately each time a disc or spare disc is changed.
 - 2) If the 90-day retention period has not been met, the next sequential spare disc must be used instead.
 - 3) Hard drives with video files downloaded to the server are automatically available for immediate re-use.
 - a) Video files held in the server are retained for 90 days.
 - c. Ensure hard drive video files are successfully downloaded to the server.
 - 1) Removed hard drives unable to be downloaded before the end of the shift, due to exigent circumstances, must be placed in a property locker.

- a) Make a blotter entry documenting the reason the download could not be performed.
- 2) Place an entry on the Form DVR-DH, DVR Hard Drive Log, completely and accurately each time a hard drive is changed.
- d. Assign police vehicles with faulty or no DVR equipment as a last resort.
 - 1) Supervisors will note in their rounds why equipment without functioning DVR equipment was used.
- e. Each relief OIC will ensure a supervisor randomly selects a DVR disc or video file to review once per week. During that review, a specific incident will be identified and reviewed in its entirety and the results will be documented on Form MVR4, Supervisor's Review of DVR or Video File. These reviews will be conducted for training and integrity purposes.
 - 1) Supervisors will not review incidents known to have been previously reviewed. Supervisors will not include the review of any incident occurring during their current shift which was reviewed in accordance with procedure, e.g., vehicle pursuits, use of force, etc.
 - 2) Supervisors conducting these reviews will file the Form MVR4 in a separate logbook maintained by the affected district/section/unit.
 - 3) Supervisors will conduct periodic and random inspections of DVR equipment to confirm it is in proper working order.
2. Each district/section/unit will designate one supervisor to be in charge of DVR equipment, disc, and hard drive log maintenance. The DVR supervisor will ensure:
 - a. Every 30 days, an audit of the DVR log, spare DVR log, and Hard Drive log is conducted. Ensure all DVR discs, and hard drives assigned to a district/section/unit are accounted for. Bring discrepancies to the attention of the district/section/unit commander.
 - 1) Any DVR disc found during the audit that has been retained for more than 90 days will be manually erased and returned to the disc rotation.

- a) Video files not flagged for review will be automatically erased from the server after 90 days.
 - b. Damaged or nonfunctional DVR equipment is tracked and sent for repair or replacement.
 - c. Assigned DVR discs and hard drives are replaced as necessary to maintain video/audio clarity.
 - 1) If the DVR disc is not clear or causes any malfunction, do not use it. Replace it with a new disc. DVR discs used for more than ten rotation cycles will be checked to ensure video and audio clarity.
3. During monthly vehicle inspections, the Vehicle Inspection Supervisor will inspect DVR equipment to ensure the correct date and time are displayed on the monitor.
 - a. Each January 1 and July 1, email a current list of DVR serial numbers to Fleet Management Unit for tracking purposes. Serial numbers are located on vaults which house the DVR disc, or hard drive (DVR vaults are located in the trunk of the vehicle. ION DVR hard drive vaults are mounted between the driver and passenger seats).
4. Each relief OIC will review one randomly selected DVR disc or video file per week for training issues. A minimum of 3 incidents per DVR disc or video file will be reviewed. Results will be noted in their rounds.
5. Supervisors will review the DVR discs or hard drives in all cars of all officers listed in any Department report regarding any incident involving:
 - a. Injury to Prisoners
 - b. Use of Force
 - c. Injury to Officers
 - d. Vehicle Pursuits
 - e. Police Officer Needs Assistance Runs
 - f. Citizen Complaints

6. All reports submitted that are related to the above incidents should include copies of the DVR or hard drives of all cars in which the incident is captured on video.

G. Maintenance, Repair, and Replacement

1. Take malfunctioning DVR equipment to the Radio Shop at 1106 Bates Avenue for repair. This service is available Monday through Friday, from 0830 to 1630 hours.
2. The Radio Shop is the liaison with the DVR vendors. The Radio Shop will conduct all repair and replacement of DVR equipment.
3. The storage, distribution, tracking, and repair of DVR equipment will be designated in the district/section/unit Standard Operating Procedures.

19.140 OUTSIDE EMPLOYMENT

Reference:

FOP/City Labor Agreement
 Manual of Rules and Regulations - 1.05, 1.08, 1.12
 Personnel Policies and Procedures 2.3
 Procedure 19.105, Sick/Injured With Pay and Special Leaves
 Procedure 19.107, Family Medical Leave Act
 Procedure 19.130, Limited Duty Personnel
 City of Cincinnati Special Events Policies and Procedures
 Fair Labor Standards Act
 Ordinance No. 463-2010

Definitions:

Outside Employment: Any employment, whether or not in exchange for a fee or other service. Outside employment does not include military duty or volunteer charity work unless the volunteer charity work is an extension of police services.

Outside Employment Extension of Police Service Details: The off-duty use of enforcement powers and training as provided to Department members by the City. In the case of extension of police service employment, the employer hires not the individual, but the uniform, badge, gun, and authority of the officer. This activity must remain closely regulated. All rules, regulations, policies, procedures, and directives applicable to officers in an on-duty status also apply to officers engaged in extension of police service outside employment.

Non-City Sponsored Outside Employment Extension of Police Service Details: Outside Employment Extension of Police Service Details which are not sponsored by the City. Department members working these details receive payment directly from the outside employer.

City Sponsored Outside Employment Extension of Police Service Details: Outside Employment Extension of Police Service Details which are sponsored by the city. Department members working these details receive payment from the City on their City paycheck.

Outside Employment Not Police-Related: Any employment not requiring the use of law enforcement powers, training, or equipment by an off-duty officer.

District Detail Coordinator: A member of the Department, assigned by the district commander in each of the five districts, who will be responsible for processing all open/blanket permit outside employment extension of police service details within that district.

Private Detail Coordinator: A member of the Department who is responsible for closed private employer outside employment extension of police service details. This coordinator will be the highest-ranking officer in charge of the outside employment extension of police service detail.

Policy:

The Department prohibits employment that presents a potential conflict of interest or reflects an abuse of official position that could give rise to illegal or unethical practices.

The FLSA (Fair Labor Standards Act) forbids officers to volunteer extension of police services. If an officer desires to perform police-related services for a charitable or religious institution, a work permit must still be obtained and payment for services provided must be tendered, based on the hourly amount currently in effect. If the officer wishes to donate the proceeds earned back to the charitable or religious organization, it is solely the decision of the affected officer. Officers desiring to follow this course of action must consider the tax consequences involved.

Personnel are expected to perform all lawful and reasonable duties and tasks related to their detail assignment. Any disputed duties or tasks must be brought to the attention of a supervisor as soon as practical for resolution. Substantiated complaints of unsatisfactory performance may result in disciplinary action and/or detail suspension as deemed necessary by the Police Chief.

Prohibitions include, but are not limited to, the following:

1. Department members are not permitted to sign up for, or otherwise indicate they are available to work, any more than one outside employment detail scheduled for a specific date and time. Department members are not permitted to sign up for, or otherwise indicate they are available to work, outside employment details if the working hours of the details overlap.
2. Sworn personnel, whether on-duty or working a detail, may not handle currency or deposit bags. Sworn personnel are limited to escorting a responsible business employee.
3. Employment or interest in any vending machine company or service. This does not prohibit sworn or non-sworn personnel from purchasing, renting, or leasing vending machines from vending machine companies.
4. Employment of sworn or non-sworn personnel by a business to investigate or collect accounts, including repossession of automobiles and collection of debts.

5. Pre-employment investigations by sworn or non-sworn personnel for private industry. For this procedure, pre-employment polygraph examinations are not considered pre-employment investigations.
6. Any type of work by sworn or non-sworn personnel related to bail bonding.
7. Work by sworn personnel as a chauffeur for a limousine-for-hire company.
8. Any employment of sworn or non-sworn personnel which assists, in any manner, the case preparation for the defense in any criminal action or proceeding.
9. Any type of work by sworn personnel for, interest in, or ownership of a liquor permit premise where alcoholic beverages are sold by the glass. In the interest of public safety, the Police Chief may approve blanket permits for liquor permit premises on a case by case basis.
10. Plainclothes shoplifting details by sworn personnel. Exceptions may be made by the Police Chief for extenuating circumstances on a case by case basis.
11. Personnel in covert, undercover assignments may work uniformed, police-related outside employment details with prior authorization from the requesting officer's bureau commander. All officers working these detail assignments will comply with Department uniform and grooming standards.

Procedure:

A. Outside Employment Approval

1. All employees must obtain the Police Chief's written approval before engaging in outside employment. The employee requesting permission to work outside employment must verify via Detail Coordination Unit (DCU) that their request has been approved prior to working the outside employment.
 - a. Employees will complete a Form 668, Outside Employment Work Permit, for all outside employment requests and submit them through their district/section/unit commander.
 - 1) Forms 668 must include the employer's state workers' compensation number.

- a) The only exception is outside employment, not police-related, where the Department employee is a sole proprietor or partner. Sole proprietors and partners without employees have the option of carrying workers' compensation insurance.
2. A Form 668A, Acknowledgment by the Secondary Employer, must be completed or renewed:
 - a. Annually, on or about January 1, for permanent secondary employers.
 - b. Once per calendar year for temporary secondary employers.
3. After review and approval, the district/section/unit commander will forward the Form 668, and Form 668A when necessary, through the bureau commander to DCU.
 - a. If a detail is in a district other than the unit of assignment, the requesting officer will obtain his unit commander's approval and then the affected district commander's approval before obtaining his bureau commander's approval.
 - b. If police-related services are to be rendered in another police jurisdiction, the requesting officer must obtain a letter of approval from the "chief law enforcement official" of that agency. Submit the letter to the Police Chief with the work permit. The Police Chief will consider each request on a case by case basis.
 - c. A unit/shift OIC (officer in charge) may approve requests for police-related outside employment of an urgent nature pending the immediate processing of the necessary forms.
4. DCU will review all outside employment forms for completeness and compliance with procedure. After review, DCU will forward the forms to the Police Chief.
5. Once approved, DCU will file the original Forms 668 and 668A in the master work permit file.
 - a. DCU will make additional copies and route them, if necessary.
 - b. Officers must submit any changes to the Form 668 by completing a new Form 668 and sending it to DCU.

- 1) DCU will forward the new Form 668 to the Police Chief for approval.
6. Employees or detail coordinators may cancel an outside employment work permit by submitting a Form 17 through the chain of command to DCU.
- B. Blanket Permits
1. Blanket permit details require the completion of Forms 668 and 668A. These forms will cover all assigned personnel who work the detail.
 - a. The district/section/unit responsible for administering blanket detail permits will complete Forms 668, 668A, and 668B, Detail Assignment Roster.
 - b. DCU will complete Forms 668, 668A, and 668B for the blanket detail permits under their control.
 2. A monthly negative report listing all inactive permits is required for each reporting period, or permits will be canceled.
- C. Position Vacancy Overtime (PVO)
1. Districts/sections/units will provide DCU with a copy of the report listing all PVO worked during a calendar month. Submit the report to DCU by the 5th of the following month.
- D. Detail Coordinators
1. Each police-related outside employer detail must have a detail coordinator. If only one officer works the detail, that officer is the detail coordinator.
 - a. District Detail Coordinator Job Responsibilities:
 - 1) Each district detail coordinator will follow the district SOP for their position.
 - 2) Processing will include, but is not limited to, receiving, posting, selecting, scheduling, assigning officers, and entering each outside employment extension of police service detail into the DCU database prior to the detail being worked by the assigned officer.

- 3) The district detail coordinator will complete an accurate, typed Form 668B for all blanket permit details, whether worked or not, and submit to DCU by the 5th of the following month.
- b. Private Detail Coordinator Job Responsibilities:
- 1) The private detail coordinator's responsibility will consist of scheduling and assigning officers to work the outside employment extension of police service detail.
 - 2) The private detail coordinator will provide DCU with a monthly schedule of the dates, times, location and the names of the officers assigned to the outside employment detail by the first of the month.
 - 3) The private detail coordinator will complete an accurate, typed Form 668B, in chronological order, listing the names of personnel who actually worked the detail and indicate the number of hours paid. This also includes the detail coordinator's hours.
 - 4) Submit the 668B to DCU by the 5th of the following month.
- c. The highest ranking officer working the detail must be the coordinator.
- 1) No detail coordinator may assign an employee of a higher rank to work a detail. Specialists and police officers will be considered equal in rank for purposes of this requirement.
- d. Officers scheduled to work details are responsible for notifying the detail coordinator of changes to the scheduled detail hours, including the extending or shortening of the detail, on a Form 17DC, Change in Detail Assignment. Detail coordinators will ensure the accurate recording of hours on the monthly Form 668B that is submitted to DCU.
2. Employees working outside employment extension of police service details are under the supervision of the on-duty district OIC.
 3. Employees will immediately notify the detail supervisor, if one is working, or the on-duty supervisor of the district of occurrence or closest district, and report on a Form 17 any incidents arising from their outside employment which might adversely affect the Department or its personnel.

E. Probationary Officers

1. The district commander may grant a probationary officer permission to work an outside employment extension of police service detail once the probationary officer receives approval to operate as a single patrol unit.
 - a. The probationary officer may only work details requiring two or more officers. One of the officers must be a non-probationary officer.

F. Assignment and Scheduling of Outside Employment Extension of Police Service Details

1. DCU is responsible for assigning personnel for all overtime details paid on the City check, except PVO. Detail coordinators are responsible for assigning and scheduling all other details.
2. For scheduling purposes, each district/section/unit, needing no more than 20 personnel on an overtime basis, will notify DCU of the number needed at least two weeks in advance. Any detail requiring more than 20 personnel will notify DCU of the number needed at least one month in advance.
 - a. The district/section/unit OIC may choose, with the affected bureau commander's approval, specific personnel due to the nature of the detail (e.g., knowledge of a specific geographical area).
3. Department personnel who want to work overtime details will submit a completed Form 668C, Overtime Availability Form, to DCU.
 - a. Submit a new Form 668C any time the information on a previously completed Form 668C changes.
4. DCU will assign details to personnel according to the total hours previously worked. If officers work an equal number of hours, seniority will be the deciding factor.
5. The Form 17DC, Change in Detail Assignment, must be filled out each time a change in detail occurs. It is the responsibility of the officer who was assigned the detail and is requesting a change to complete the Form 17DC. The receiving detail officer will sign the form accepting responsibility for the detail.

- a. The Form 17DC will be used only for legitimate reasons, which include illness/injury, emergency or scheduling conflict. Emergency and scheduling conflicts will need an explanation. A supervisor will sign and date the form after reviewing it for legitimacy.
 - b. Immediately fax the Form 17DC to DCU and submit the completed form to the detail coordinator. The Form 17DC will be filed at DCU by the date of the detail.
6. Personnel who are unable to work a scheduled detail due to illness/injury, emergency, or other legitimate reason will find a replacement officer. If a replacement officer cannot be found the assigned officer will:
- a. Notify an on-duty supervisor, an on-duty detail coordinator in the affected district, or a representative of DCU, if during regular business hours. The supervisor, detail coordinator, or DCU representative will select a replacement and document, via Form 17DC, listing the detail name, date, time, person originally assigned, and the person who worked the detail.
 - b. Immediately fax the Form 17DC to DCU prior to the detail being worked.
7. Officers are not permitted to change a detail in order to work another detail.
8. Upon completion of a City time and a half detail, personnel will have an authorized representative of the company employing the detail sign a completed Form 68P, Overtime and Court Appearance Report.
- a. Officers are to immediately fax a copy of Form 68P to the DCU office and route the original through the chain of command to their respective timekeepers.
 - 1) DCU will complete a Form 435, Paid Overtime Report, listing all the hours worked by the officer.

G. Compensation

1. The Police Chief will set the minimum outside employment hourly pay rate.
 - a. Pay rates apply except as provided by ordinance, statute, or agreement entered into by the City.

- b. Department employees may not work an outside employment extension of police service detail for less than the scheduled rank pay.
 - 1) Except with the Police Chief's permission, new detail requests reserved for supervisors will require payment at the supervisory rate.
 - c. A higher pay rate must be approved via the permit process and submitted through the chain of command for review and approval.
- 2. A district commander may determine the number of officers, equipment, and supplies necessary to perform police-related outside employment details.
 - 3. An agency must hire and pay a supervisor when more than three specialists or officers simultaneously work a detail at one location.
 - a. Supervisors do not have to be compensated at the supervisor's rate if filling a position intended for a specialist/police officer.
 - 1) Supervisors will be compensated at the supervisory rate if filling a position intended for a supervisor.
 - b. Supervisors may not work at the specialist/police officer rate of pay when specialists/police officers are assigned to the detail.
 - c. In instances where details involve multiple supervisors working in lieu of specialists/police officers, only the ranking supervisor needs to be compensated at the supervisory rate, following the manpower standards listed above, except as indicated in Section G.1.b.1).
 - d. Supervisors may continue to work those private single officer details which are currently paid at the specialist/police officer rate if supervision of subordinate personnel does not become a factor.
 - 1) New requests of this nature will be considered on a case by case basis.
 - 4. Officers working outside employment extension of police service details will receive a minimum of two hours pay for outside employment of less than two hours duration.

- a. Employers who cancel during the detail will pay for a minimum of two hours or for the time actually worked, whichever is greater.
 - b. An employer who cancels a detail must notify the detail officer at least two hours before the start of the detail. If the employer fails to provide the officer two hours notice, the detail officer will receive a minimum of two hours pay, paid by the employer.
 - c. If the detail is a City time-and-a-half detail, the officer must be off-duty for the full time of the actual payment.
5. Court time compensation resulting from outside employment extension of police service details is the responsibility of the outside employer.
- a. If an officer takes enforcement action due to his status as a police officer, and in circumstances which do not directly benefit the outside employer, the officer, with permission of a supervisor, may be compensated by the City.
 - 1) Examples:
 - a) An officer is working a detail and takes enforcement action off the premises of the outside employer in an incident not related to the employer.
 - b) An officer is working an outdoor detail and assists with or disregards an on-duty unit on a radio run where enforcement action is taken and that action is unrelated to the outside employer (e.g., Highway Maintenance, church festival, etc.).
 - c) Anytime a police officer takes enforcement action completely unrelated to the detail.
 - b. The supervisor approving the City paid compensation will note on the arrest slip or citation the action was not related to the detail.
 - c. The officer will present a copy of the arrest slip or citation and the supervisor's notation to Court Control Unit personnel when checking in for court.

- d. The Court Control Unit supervisor will document perceived inconsistencies on the Court Control Unit supervisor's daily report.
6. No sworn employee will receive lump sum payments for disbursement to officers working outside employment extension of police service details. The outside employer must pay each detail officer directly or through the City payroll.
7. Secondary employers are required to document cash payments to officers working outside employment extension of police service details. An officer receiving a cash payment must sign for the cash payment.
8. Payment for outside employment from more than one employer for the same date and time, regardless of circumstances, is prohibited.
9. It is City policy to recover Department expenses incurred for providing services to other City departments.
10. For City agency or City sponsored/co-sponsored events (Octoberfest, Taste of Cincinnati, etc.), or work done by an outside employer for the City, County, or State (expressway repair) the following guidelines apply:
 - a. Officers will complete a Form 68P. The pay rate is time-and-one-half on the regular City payroll.
 - b. Fiscal Affairs Section will bill the affected City agency unless specifically exempt by the City Manager or City Council. The billing will include:
 - 1) Time-and-a-half the officer's salary
 - 2) Fringe benefits
 - a) Retirement
 - b) Accrued liability
 - c) Workers' compensation
 - d) Unemployment compensation

- c. Complete a Form 55, Letter of Understanding, or Form 56, Police Escort Letter of Understanding, and forward it to the Fiscal Affairs Section for billing. Copies of the memorandum are available at DCU.

11. Outside agencies

- a. Complete a Form 55 whenever an outside employer performs work for the City where contracts or permits require a police detail. The overtime rate will apply.
 - 1) If an outside employer performs work for the City and wishes to hire a police detail at his own option, he may pay the officer directly, at the current outside employment rate.
 - a) If an outside employer hires a police detail at his own option and wishes to pay for services rendered through the City payroll, the overtime rate will apply. Complete a Form 55 or Form 56.
 - 2) Complete a Form 56 whenever an employer requests an on-duty police escort of minimal duration, normally one to two hours. Use on-duty personnel only for these escorts. Direct requests for this type of escort to DCU.
 - 3) If the outside employer's work is not performed for the City (e.g., convenience store security, church festivals, etc.), the outside employer will pay the outside employment hourly rate directly to the officer(s).

12. Police vehicles used on outside employment extension of police service details require vehicle compensation paid to the City at the current hourly rate.

- a. Complete a Form 55 covering vehicle compensation and forward the completed paperwork to the Fiscal Affairs Section for billing.
- b. Any waiver of fees requires the Police Chief's or bureau commander's written approval.

H. Work Hours

- 1. Employees will ensure there is at least a 15-minute separation between their tour of duty and outside employment, and between successive outside employment details if the starting location for the next detail is different from the ending location of the previous detail.

- a. The 15-minute separation period is not necessary if the outside employment detail starts in the same location the on-duty work stopped.
 2. The Police Department may review the on-duty work performance of any officer who works greater than 64 combined hours of work for the City and work in outside employment extension of police service details within a regular work week (Sunday through Saturday). The purpose of this review is to determine whether the officer's outside employment has had an adverse effect on the officer's performance of his official police duties. Working combined hours greater than 16 hours in any 24-hour period is prohibited.
 - a. Exception to the 16-hour rule: An officer works a scheduled detail and due to an extraordinary circumstance beyond the officer's control (e.g., rain delay at a baseball game) the detail is extended. The officer is required to obtain verbal permission from a supervisor to continue working the detail.
 3. Employees may not engage in any type of outside employment while working in an on-duty assignment.
- I. Exterior or Parking Lot Details at Liquor Permit Premises
1. District commanders may submit a blanket permit for an exterior or parking lot detail at a liquor permit premise where the primary business is the sale of liquor for consumption on the premises.
 - a. Each detail is open to all sworn personnel, except probationary officers.
 - b. The Department prohibits private work permits for parking lot details at a liquor permit premise.
 2. DCU schedules all exterior or parking lot details.
 - a. DCU will forward sign-up sheets to the districts on the fourth Tuesday of the month for the second coming month.

Example: On March 23, DCU will send out sign-up sheets for May. The sign-up sheets will be due by the second Tuesday of the following month.

- b. The final detail roster of selected personnel will be posted in districts by Friday of the second week. A posting date and due date will be noted on each sign-up sheet. Once the sign-up sheets are recalled from the districts, DCU will not accept late sign up requests over the phone. DCU will not release the names of selected personnel until the lists are posted in the districts. Once the final picks have been posted in the districts, any officer interested in filling a vacant detail slot must contact DCU to sign up for the detail.
 - c. Personnel assigned to the district where the bar is located will receive first preference for parking lot details at liquor permit premises. DCU will select officers from other districts/sections/units for any remaining dates.
 - d. Personnel who sign up for exterior or parking lot details at liquor permit premises must include their name, badge number, and unit of assignment. If any of the information is missing, the officer may not be selected for the detail.
 - e. It is a violation of Department policy to sign up for more than one detail at the same time. Officers who violate this policy will not be selected by DCU to work either detail. This is in addition to any other necessary corrective action.
3. District commanders may cancel or deny an exterior or parking lot detail at a liquor permit premise when they:
 - a. Recommend a liquor license not be renewed.
 - b. Determine a potential conflict of interest could arise between officers working the blanket permit detail and officers enforcing liquor violations.
 4. Officers are not permitted to enter the liquor permit premise except for emergency situations. Officers will not check identification or act as bouncers.
 5. Officers will enforce all laws, preserve public order, and provide necessary police service in and around their area of assignment.

J. Strikes

1. Employees holding outside employment work permits with a company affected by a strike will suspend employment with that company during the strike.

- a. The detail coordinator must report this action on a Form 17 to the Police Chief.
- b. Upon termination of the strike, the affected detail coordinator will request, via Form 17, reinstatement of the permit by the Police Chief.

K. Detail Notification

1. The officer working an outside employment extension of police service detail is responsible to ensure the detail is:
 - a. Properly entered in the Computer Aided Dispatch (CAD) system. This information includes the officer's name, badge number, radio number, date, detail name, address of the detail, hours of the detail, number of officers assigned and whether uniform or non-uniform.
 - b. Logged off the CAD system at the end of the detail.
 - 1) Details will not be entered or secured from the CAD system by radio.
2. Emergency Communications Center (ECC) is not responsible for the accuracy of detail entries or for logging off such entries.
3. The officer working the detail may go in person to the CAD terminal or contact the district desk officer to enter or log off the detail. Detail information will not be relayed by radio.
4. The Mobile Data Computer (MDC) may be utilized to enter detail information and to log the detail off CAD.
5. Shift supervisors will review, via MDC or CAD terminal, details worked during their tour of duty. They are responsible for ensuring details are properly secured in a timely manner.
6. ECC will broadcast information when details will have city-wide impact (road closures, etc.).

L. Prisoners

1. Officers who make an original arrest while working a police-related detail will:

- a. Accompany the prisoner to the appropriate facility for processing.
 - 1) A district supervisor may make exceptions if a detail officer cannot leave a post.
 - b. Call for an on-duty officer for transportation back to the detail site upon completion of processing.
 - 2. If the arrest process and necessary Departmental reports (i.e., use of force, chemical irritant, etc.) are not completed by the scheduled ending time of the detail, the officer(s) involved will:
 - a. Be compensated by the Department at the time and a half rate from the scheduled ending time of the detail until the reports are completed.
 - 1) Be compensated at the normal pay rate for completion of the reports for any period of time that extends into the officer's regular duty hours.
- M. Outside Employment While on Light Duty, Injured With Pay Status, or Off-Duty Sick Status
- 1. Officers may not work a police-related detail while on light duty, in an off-duty injured with pay status, in **any** off-duty sick status, or off-duty due to any Family Medical Leave Act (FMLA) approved time.
 - 2. Officers may engage in outside employment, not police-related, while on light duty or in an off-duty injured with pay status, if the work does not exceed the officer's light duty or injured with pay limitations.
 - 3. Employees will not work any other employment while on sick with pay status with the City.
 - 4. Officers must physically report for work after being off duty while injured, sick, or taking FMLA approved time before working a police-related detail.
 - a. Officers who call their workplace and report themselves on-track are not eligible to work an outside employment extension of police service detail prior to reporting for their next scheduled tour of duty.
- N. Mounted and Canine Squads

1. Outside employment requests for the Mounted Squad will be directed to the Special Events Unit. Special Events Unit personnel will coordinate these details with the affected district commander.
 2. Outside employment requests for a Police Canine team(s) will be directed to the Special Operations Section. Special Operations Section personnel will coordinate these details with the affected district commander.
 3. The hourly rate for use of the animal is \$25.00 per hour, with a four hour minimum. Detail time will include sufficient time to prepare, transport, and secure the animal after the detail.
 - a. The hourly rate for the officer will be in addition to the cost of the animal and equipment, and will correspond with the current compensation schedule.
 4. Police vehicles used for transporting the animals are billed at the current rate.
 5. Any waiver of fees will require the Police Chief's or bureau commander's written approval.
 6. Department guidelines for canine and mounted use apply to all outside employment details.
- O. Detail Inspections
1. The DCU Commander will conduct random inspections of outside employment extension of police service details and will report the results of those inspections to the bureau commander.
 2. Field supervisors inspecting details can access a continuous seven day listing of scheduled details throughout the City via the "Outside Employment" link on the Department computer desktop.
 3. All on-duty shift supervisors, as part of their regular duties, will inspect a minimum of one outside employment detail, per week, during their shift. Document any violation of Department rules, regulations, or procedures, including Procedure 19.140 on a Form 669, Report of Inspection. The inspection will include attention to the following:
 - a. Officer's appearance and fitness for duty.
 - b. Whether the officer(s) is(are) attending to required duties.

- c. Whether the officer(s) who signed up for the outside employment extension of police service detail is(are) working the detail.
 - d. Whether the officer(s) is(are) logged on with ECC.
4. The supervisor will forward the Form 669 to Inspections Section through the chain of command.
 5. District supervisors are responsible for inspection of DCU details and details scheduled and coordinated by district/section/unit coordinators.
 6. If, during the course of the week, there are no details worked during a supervisor's shift, no Form 669 is required.
- P. Corrective/Disciplinary Action and Suspension from Details
1. Personnel are subject to progressive corrective/disciplinary action and/or suspension from all outside employment extension of police service details for the following:
 - a. Violation of any provision of this procedure
 - b. Failure to report for an assigned outside employment detail
 - c. Tardiness
 - d. Lack of proper equipment
 - e. Unacceptable appearance, performance, or conduct
 2. DCU will be the central repository for all employee records relating to corrective/disciplinary action and suspension from outside employment extension of police service details.
 - a. Supervisors will report all instances of absenteeism, tardiness and/or any violations of Procedure 19.140 to DCU via a Form 17DP.
 - b. DCU will forward all disciplinary recommendations through the bureau commander to the Police Chief for approval.
 3. PVO and department overtime will not be affected by outside employment extension of police service detail suspensions. Officers may work PVO and department overtime while on a detail suspension.

Q. Detail Audit

1. Upon notification of a detail violation (100 hours rule, conflicting times, etc.) a supervisor will complete a Form 17DA, Report of Detail Audit.
2. The Form 17DA will be routed to Inspections Section through the chain of command.
3. Inspections Section will conduct an audit of the Forms 17DA on January 15, and July 15, of each year.

**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/01/2012 - 04/28/2012**

POPULATION: 296,943 AREA: 77 SQ. MILES 2011 VIOLENT CRIMES PER 1000: 10.2 2011 PART I CRIMES PER 1000: 81.6	CHIEF OF POLICE  JAMES E. CRAIG	TOTAL SWORN PERSONNEL <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2" rowspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE</td> <td>787</td> <td>77.2%</td> <td>522</td> <td>236</td> <td>29</td> <td>787</td> </tr> <tr> <td>% of Total Males</td> <td></td> <td></td> <td>66.3%</td> <td>30.0%</td> <td>3.7%</td> <td></td> </tr> <tr> <td>FEMALE</td> <td>232</td> <td>22.8%</td> <td>154</td> <td>74</td> <td>4</td> <td>232</td> </tr> <tr> <td>% of Total Females</td> <td></td> <td></td> <td>66.4%</td> <td>31.9%</td> <td>1.7%</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>1019</td> <td></td> <td>676</td> <td>310</td> <td>33</td> <td>1019</td> </tr> <tr> <td>% of Total Sworn</td> <td></td> <td></td> <td>66.3%</td> <td>30.4%</td> <td>3.2%</td> <td></td> </tr> <tr> <td>Total Sworn in Districts</td> <td>666</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>% of Total Sworn in Districts</td> <td>65.4%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">Source: Personnel Unit</p>		GENDER		RACE			TOTAL	WHITE	BLACK	OTHER	MALE	787	77.2%	522	236	29	787	% of Total Males			66.3%	30.0%	3.7%		FEMALE	232	22.8%	154	74	4	232	% of Total Females			66.4%	31.9%	1.7%		TOTAL	1019		676	310	33	1019	% of Total Sworn			66.3%	30.4%	3.2%		Total Sworn in Districts	666						% of Total Sworn in Districts	65.4%					
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CRIME STATISTICS for week ending 04/28/2012												
	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	03/04/12 TO 03/31/12	02/05/12 TO 03/03/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
VIOLENT CRIMES												
HOMICIDE*	4	2	100%	2	3	-33%	14	24	-42%	14	20	-30%
RAPE	11	14	-21%	14	19	-26%	64	81	-21%	64	69	-7%
ROBBERY	111	119	-7%	119	95	25%	499	529	-6%	499	590	-15%
AGGRAVATED ASSAULTS	58	61	-5%	61	42	45%	255	283	-10%	255	285	-11%
TOTAL VIOLENT	184	196	-6%	196	159	23%	832	917	-9%	832	964	-14%
PROPERTY CRIMES												
BURGLARY	440	409	8%	409	324	26%	1756	1766	-1%	1756	1739	1%
THEFT FROM AUTO	243	227	7%	227	233	-3%	1016	1436	-29%	1016	1174	-13%
PERSONAL/OTHER THEFT	613	577	6%	577	547	5%	2444	2350	4%	2444	2584	-5%
AUTO THEFT	83	101	-18%	101	71	42%	NA	NA	N/C	NA	NA	N/C
TOTAL PROPERTY	1379	1314	5%	1314	1175	12%	5216	5552	-6%	5216	5497	-5%
TOTAL PART 1	1563	1510	4%	1510	1334	13%	6048	6469	-7%	6048	6461	-6%

ARREST STATISTICS for week ending 04/28/2012												
	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	03/04/12 TO 03/31/12	02/05/12 TO 03/03/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
ARRESTS												
HOMICIDE	2	7	-71%	7	0	N/C	15	30	-50%	15	14	7%
RAPE	5	1	400%	1	2	-50%	14	26	-46%	14	17	-18%
ROBBERY	18	39	-54%	39	46	-15%	161	183	-12%	161	193	-17%
AGGRAVATED ASSAULTS	42	46	-9%	46	25	84%	155	209	-26%	155	171	-9%
BURGLARY	73	50	46%	50	49	2%	274	224	22%	274	260	5%
THEFT	158	202	-22%	202	232	-13%	836	929	-10%	836	885	-6%
AUTO THEFT	21	25	-16%	25	21	19%	84	85	-1%	84	83	1%
TOTAL VIOLENT	67	93	-28%	93	73	27%	345	448	-23%	345	395	-13%
TOTAL PART 1	319	370	-14%	370	375	-1%	1539	1686	-9%	1539	1623	-5%

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

N/C - Not Calculable

**Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted.
Arrest statistics are based on charges, meaning each charge in an arrest is counted.**

**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/01/2012 - 04/28/2012**

<p align="center">PATROL BUREAU COMMANDER</p>  <p align="center">LT. COL. JAMES L. WHALEN</p>	 <p align="center">AREA: 4.5 SQ. MILES</p>	<p align="center">DISTRICT 1 CAPTAIN</p>  <p align="center">GARY LEE</p>	DISTRICT 1 SWORN PERSONNEL																																																					
			<table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th></th> <th></th> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE</td> <td>81</td> <td>82.7%</td> <td>54</td> <td>25</td> <td>2</td> <td>81</td> </tr> <tr> <td>% of Total Males</td> <td></td> <td></td> <td>66.7%</td> <td>30.9%</td> <td>2.5%</td> <td></td> </tr> <tr> <td>FEMALE</td> <td>17</td> <td>17.3%</td> <td>10</td> <td>7</td> <td>0</td> <td>17</td> </tr> <tr> <td>% of Total Females</td> <td></td> <td></td> <td>58.8%</td> <td>41.2%</td> <td>0.0%</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>98</td> <td></td> <td>64</td> <td>32</td> <td>2</td> <td>98</td> </tr> <tr> <td>% of Total Sworn</td> <td></td> <td></td> <td>65.3%</td> <td>32.7%</td> <td>2.0%</td> <td></td> </tr> </tbody> </table>				GENDER		RACE			TOTAL			WHITE	BLACK	OTHER	MALE	81	82.7%	54	25	2	81	% of Total Males			66.7%	30.9%	2.5%		FEMALE	17	17.3%	10	7	0	17	% of Total Females			58.8%	41.2%	0.0%		TOTAL	98		64	32	2	98	% of Total Sworn			65.3%
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Source: Personnel Unit

CRIME STATISTICS for week ending 04/28/2012												
VIOLENT CRIMES	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	03/04/12 TO 03/31/12	02/05/12 TO 03/03/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
HOMICIDE*	1	0	N/C	0	0	N/C	1	5	-80%	1	3	-67%
RAPE	8	1	700%	1	4	-75%	0	12	-100%	0	11	-100%
ROBBERY	21	16	31%	16	13	23%	75	95	-21%	75	71	6%
AGGRAVATED ASSAULTS	2	8	-75%	8	7	14%	30	51	-41%	30	44	-32%
TOTAL VIOLENT	32	25	28%	25	24	4%	106	163	-35%	106	129	-18%
PROPERTY CRIMES	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	03/04/12 TO 03/31/12	02/05/12 TO 03/03/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
BURGLARY	20	21	-5%	21	15	40%	86	102	-16%	86	87	-1%
THEFT FROM AUTO	20	28	-29%	28	22	27%	101	112	-10%	101	115	-12%
PERSONAL/OTHER THEFT	49	35	40%	35	48	-27%	180	199	-10%	180	241	-25%
AUTO THEFT	0	0	N/C	0	0	N/C	NA	NA	N/C	NA	NA	N/C
TOTAL PROPERTY	89	84	6%	84	85	-1%	367	413	-11%	367	443	-17%
TOTAL PART 1	121	109	11%	109	109	0%	473	576	-18%	473	572	-17%

N/C - Not Calculable

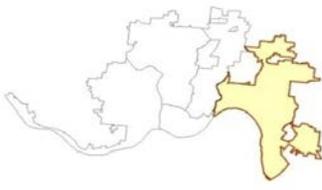
REPEAT CFS LOCATIONS for week ending 04/28/2012			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	400 W 9TH ST / TOTAL OF 33	416 W 9TH ST / TOTAL OF 27	835 POPLAR ST / TOTAL OF 8
SINGLE FAMILY	426 W LIBERTY ST / TOTAL OF 4	1116 DAYTON ST / TOTAL OF 2	1125 FORT VIEW PL / TOTAL OF 2
COMMERCIAL	30 E LIBERTY ST / TOTAL OF 13	901 W 8TH ST / TOTAL OF 11	800 W 8TH ST / TOTAL OF 9

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

**There are arrests that currently do not receive district values: 45 for last 28 days, 75 for previous 28 days, 56 for earlier 28 days, 263 for 2011 YTD, 160 for 2010 YTD, and 0 for 2009 YTD

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**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/01/2012 - 04/28/2012**

PATROL BUREAU COMMANDER  LT. COL. JAMES L. WHALEN	 AREA: 24.9 SQ. MILES	DISTRICT 2 CAPTAIN  PAUL BROXTERMAN	DISTRICT 2 SWORN PERSONNEL <table border="1"> <thead> <tr> <th rowspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE</td> <td>89</td> <td>76.1%</td> <td>49</td> <td>34</td> <td>6</td> <td>89</td> </tr> <tr> <td>% of Total Males</td> <td>55.1%</td> <td>38.2%</td> <td>6.7%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>FEMALE</td> <td>28</td> <td>23.9%</td> <td>18</td> <td>9</td> <td>1</td> <td>28</td> </tr> <tr> <td>% of Total Females</td> <td>64.3%</td> <td>32.1%</td> <td>3.6%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>117</td> <td></td> <td>67</td> <td>43</td> <td>7</td> <td>117</td> </tr> <tr> <td>% of Total Sworn</td> <td>57.3%</td> <td>36.8%</td> <td>6.0%</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p align="right">Source: Personnel Unit</p>	GENDER	RACE			TOTAL	WHITE	BLACK	OTHER	MALE	89	76.1%	49	34	6	89	% of Total Males	55.1%	38.2%	6.7%				FEMALE	28	23.9%	18	9	1	28	% of Total Females	64.3%	32.1%	3.6%				TOTAL	117		67	43	7	117	% of Total Sworn	57.3%	36.8%	6.0%			
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VIOLENT CRIMES												
HOMICIDE*	1	0	N/C	0	0	N/C	1	2	-50%	1	0	N/C
RAPE	0	1	-100%	1	1	0%	7	7	0%	7	13	-46%
ROBBERY	8	13	-38%	13	13	0%	49	51	-4%	49	59	-17%
AGGRAVATED ASSAULTS	5	7	-29%	7	3	133%	26	35	-26%	26	29	-10%
TOTAL VIOLENT	14	21	-33%	21	17	24%	83	95	-13%	83	101	-18%
PROPERTY CRIMES												
BURGLARY	81	79	3%	79	64	23%	343	318	8%	343	312	10%
THEFT FROM AUTO	42	49	-14%	49	58	-16%	214	274	-22%	214	187	14%
PERSONAL/OTHER THEFT	98	103	-5%	103	80	29%	408	397	3%	408	409	0%
AUTO THEFT	15	12	25%	12	9	33%	NA	NA	N/C	NA	NA	N/C
TOTAL PROPERTY	236	243	-3%	243	211	15%	965	989	-2%	965	908	6%
TOTAL PART 1	250	264	-5%	264	228	16%	1048	1084	-3%	1048	1009	4%

N/C - Not Calculable

REPEAT CFS LOCATIONS for week ending 04/28/2012			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	1732 SUTTON AV / TOTAL OF 16	6011 MADISON RD / TOTAL OF 10	2843 CYPRESS WY / TOTAL OF 8
SINGLE FAMILY	4707 WINONA TE / TOTAL OF 5	4169 EASTERN AV / TOTAL OF 4	5724 CAROTHERS ST / TOTAL OF 4
COMMERCIAL	4825 MARBURG AV / TOTAL OF 19	3250 VICTORY PY / TOTAL OF 17	1501 MADISON RD / TOTAL OF 8

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

**There are arrests that currently do not receive district values: 45 for last 28 days, 75 for previous 28 days, 56 for earlier 28 days, 263 for 2011 YTD, 160 for 2010 YTD, and 0 for 2009 YTD

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**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/01/2012 - 04/28/2012**

PATROL BUREAU COMMANDER  LT. COL. JAMES L. WHALEN	 AREA: 20 SQ. MILES	DISTRICT 3 CAPTAIN  RUSSELL A. NEVILLE	DISTRICT 3 SWORN PERSONNEL <table border="1"> <thead> <tr> <th rowspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE</td> <td>128</td> <td>78.0%</td> <td>86</td> <td>39</td> <td>3</td> <td>128</td> </tr> <tr> <td>% of Total Males</td> <td></td> <td></td> <td>67.2%</td> <td>30.5%</td> <td>2.3%</td> <td></td> </tr> <tr> <td>FEMALE</td> <td>36</td> <td>22.0%</td> <td>27</td> <td>9</td> <td>0</td> <td>36</td> </tr> <tr> <td>% of Total Females</td> <td></td> <td></td> <td>75.0%</td> <td>25.0%</td> <td>0.0%</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>164</td> <td></td> <td>113</td> <td>48</td> <td>3</td> <td>164</td> </tr> <tr> <td>% of Total Sworn</td> <td></td> <td></td> <td>68.9%</td> <td>29.3%</td> <td>1.8%</td> <td></td> </tr> </tbody> </table> <p align="right">Source: Personnel Unit</p>	GENDER	RACE			TOTAL	WHITE	BLACK	OTHER	MALE	128	78.0%	86	39	3	128	% of Total Males			67.2%	30.5%	2.3%		FEMALE	36	22.0%	27	9	0	36	% of Total Females			75.0%	25.0%	0.0%		TOTAL	164		113	48	3	164	% of Total Sworn			68.9%	29.3%	1.8%	
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VIOLENT CRIMES												
HOMICIDE*	1	1	0%	1	0	N/C	3	5	-40%	3	6	-50%
RAPE	1	4	-75%	4	3	33%	12	22	-45%	12	15	-20%
ROBBERY	26	29	-10%	29	19	53%	123	101	22%	123	180	-32%
AGGRAVATED ASSAULTS	21	17	24%	17	7	143%	67	72	-7%	67	81	-17%
TOTAL VIOLENT	49	51	-4%	51	29	76%	205	200	3%	205	282	-27%
PROPERTY CRIMES												
BURGLARY	150	136	10%	136	91	49%	554	599	-8%	554	650	-15%
THEFT FROM AUTO	48	56	-14%	56	50	12%	221	274	-19%	221	283	-22%
PERSONAL/OTHER THEFT	189	177	7%	177	178	-1%	756	776	-3%	756	808	-6%
AUTO THEFT	23	27	-15%	27	24	13%	NA	NA	N/C	NA	NA	N/C
TOTAL PROPERTY	410	396	4%	396	343	15%	1531	1649	-7%	1531	1741	-12%
TOTAL PART 1	459	447	3%	447	372	20%	1736	1849	-6%	1736	2023	-14%

N/C - Not Calculable

REPEAT CFS LOCATIONS for week ending 04/28/2012			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	2400 HARRISON AV / TOTAL OF 29	1990 WESTWOOD NORTHERN BV / TOTAL OF 21	2000 WESTWOOD NORTHERN BV / TOTAL OF 16
SINGLE FAMILY	2512 SARVIS CT / TOTAL OF 11	2776 LAFEUILLE AV / TOTAL OF 9	1237 BLANCHARD AV / TOTAL OF 8
COMMERCIAL	2322 FERGUSON RD / TOTAL OF 28	3609 WARSAW AV / TOTAL OF 21	6150 GLENWAY AV / TOTAL OF 16

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**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/01/2012 - 04/28/2012**

<p>PATROL BUREAU COMMANDER</p>  <p>LT. COL. JAMES L. WHALEN</p>	 <p>AREA: 11.7 SQ. MILES</p>	<p>DISTRICT 4 CAPTAIN</p>  <p>ELIOT ISAAC</p>	<p>DISTRICT 4 SWORN PERSONNEL</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE</td> <td>125</td> <td>80.6%</td> <td>71</td> <td>50</td> <td>4</td> <td>125</td> </tr> <tr> <td>% of Total Males</td> <td></td> <td></td> <td>56.8%</td> <td>40.0%</td> <td>3.2%</td> <td></td> </tr> <tr> <td>FEMALE</td> <td>30</td> <td>19.4%</td> <td>13</td> <td>16</td> <td>1</td> <td>30</td> </tr> <tr> <td>% of Total Females</td> <td></td> <td></td> <td>43.3%</td> <td>53.3%</td> <td>3.3%</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>155</td> <td></td> <td>84</td> <td>66</td> <td>5</td> <td>155</td> </tr> <tr> <td>% of Total Sworn</td> <td></td> <td></td> <td>54.2%</td> <td>42.6%</td> <td>3.2%</td> <td></td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">Source: Personnel Unit</p>	GENDER	RACE			TOTAL	WHITE	BLACK	OTHER	MALE	125	80.6%	71	50	4	125	% of Total Males			56.8%	40.0%	3.2%		FEMALE	30	19.4%	13	16	1	30	% of Total Females			43.3%	53.3%	3.3%		TOTAL	155		84	66	5	155	% of Total Sworn			54.2%	42.6%	3.2%	
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VIOLENT CRIMES												
HOMICIDE*	1	0	N/C	0	3	-100%	7	6	17%	7	8	-13%
RAPE	0	2	-100%	2	8	-75%	15	21	-29%	15	13	15%
ROBBERY	30	29	3%	29	28	4%	130	136	-4%	130	133	-2%
AGGRAVATED ASSAULTS	17	14	21%	14	12	17%	71	74	-4%	71	67	6%
TOTAL VIOLENT	48	45	7%	45	51	-12%	223	237	-6%	223	221	1%
PROPERTY CRIMES												
BURGLARY	89	79	13%	79	76	4%	352	310	14%	352	299	18%
THEFT FROM AUTO	67	39	72%	39	56	-30%	217	366	-41%	217	246	-12%
PERSONAL/OTHER THEFT	134	120	12%	120	101	19%	505	454	11%	505	475	6%
AUTO THEFT	16	25	-36%	25	16	56%	NA	NA	N/C	NA	NA	N/C
TOTAL PROPERTY	306	263	16%	263	249	6%	1074	1130	-5%	1074	1020	5%
TOTAL PART 1	354	308	15%	308	300	3%	1297	1367	-5%	1297	1241	5%

N/C - Not Calculable

REPEAT CFS LOCATIONS for week ending 04/28/2012			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	518 HALE AV / TOTAL OF 22	2500 KEMPER LN / TOTAL OF 17	3652 READING RD / TOTAL OF 14
SINGLE FAMILY	703 E MITCHELL AV / TOTAL OF 6	3508 VINE ST / TOTAL OF 6	987 BURTON AV / TOTAL OF 5
COMMERCIAL	7759 READING RD / TOTAL OF 33	1 W CORRY ST / TOTAL OF 20	2139 AUBURN AV / TOTAL OF 18

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 COMPSTAT MEETING PROFILE
 CITY WIDE, REPORTING PERIOD: 04/01/2012 - 04/28/2012**

PATROL BUREAU COMMANDER  LT. COL. JAMES L. WHALEN	 AREA: 18 SQ. MILES	DISTRICT 5 CAPTAIN  PAUL NEUDIGATE	DISTRICT 5 SWORN PERSONNEL <table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>MALE</th> <th>FEMALE</th> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td></td> <td>109</td> <td>28</td> <td>71</td> <td>37</td> <td>1</td> <td>109</td> </tr> <tr> <td>% of Total Males</td> <td></td> <td></td> <td>65.1%</td> <td>33.9%</td> <td>0.9%</td> <td></td> </tr> <tr> <td>% of Total Females</td> <td></td> <td></td> <td>57.1%</td> <td>39.3%</td> <td>3.6%</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>137</td> <td></td> <td>87</td> <td>48</td> <td>2</td> <td>137</td> </tr> <tr> <td>% of Total Sworn</td> <td></td> <td></td> <td>63.5%</td> <td>35.0%</td> <td>1.5%</td> <td></td> </tr> </tbody> </table> <p align="right"><small>Source: Personnel Unit</small></p>		GENDER		RACE			TOTAL	MALE	FEMALE	WHITE	BLACK	OTHER		109	28	71	37	1	109	% of Total Males			65.1%	33.9%	0.9%		% of Total Females			57.1%	39.3%	3.6%		TOTAL	137		87	48	2	137	% of Total Sworn			63.5%	35.0%	1.5%	
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CRIME STATISTICS for week ending 04/28/2012												
	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	03/04/12 TO 03/31/12	02/05/12 TO 03/03/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
VIOLENT CRIMES												
HOMICIDE*	0	1	-100%	1	0	N/C	2	6	-67%	2	3	-33%
RAPE	1	6	-83%	6	3	100%	13	19	-32%	13	15	-13%
ROBBERY	18	24	-25%	24	20	20%	91	117	-22%	91	110	-17%
AGGRAVATED ASSAULTS	12	13	-8%	13	13	0%	57	47	21%	57	59	-3%
TOTAL VIOLENT	31	44	-30%	44	36	22%	163	189	-14%	163	187	-13%
PROPERTY CRIMES												
BURGLARY	94	88	7%	88	76	16%	397	408	-3%	397	374	6%
THEFT FROM AUTO	49	37	32%	37	27	37%	154	261	-41%	154	228	-32%
PERSONAL/OTHER THEFT	107	101	6%	101	90	12%	427	359	19%	427	518	-18%
AUTO THEFT	17	19	-11%	19	8	138%	NA	NA	N/C	NA	NA	N/C
TOTAL PROPERTY	267	245	9%	245	201	22%	978	1028	-5%	978	1120	-13%
TOTAL PART 1	298	289	3%	289	237	22%	1141	1217	-6%	1141	1307	-13%

N/C - Not Calculable

REPEAT CFS LOCATIONS for week ending 04/28/2012			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	5660 WINTON RD / TOTAL OF 14	21 W MCMILLAN ST / TOTAL OF 12	1500 GROESBECK RD / TOTAL OF 9
SINGLE FAMILY	5804 GLENVIEW AV / TOTAL OF 7	768 BEECHWOOD AV / TOTAL OF 6	4521 SPRING GROVE AV / TOTAL OF 6
COMMERCIAL	5804 HAMILTON AV / TOTAL OF 14	4777 KENARD AV / TOTAL OF 12	7631 DALY RD / TOTAL OF 7

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

**There are arrests that currently do not receive district values: 45 for last 28 days, 75 for previous 28 days, 56 for earlier 28 days, 263 for 2011 YTD, 160 for 2010 YTD, and 0 for 2009 YTD

**Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted.
 Arrest statistics are based on charges, meaning each charge in an arrest is counted.**

**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/01/2012 - 04/28/2012**

<p>PATROL BUREAU COMMANDER</p>  <p>LT. COL. JAMES L. WHALEN</p>	 <p>AREA: 1 SQ. MILE</p>	<p>CBS CAPTAIN</p>  <p>KIM FREY</p>	<p>CBS SWORN PERSONNEL</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2" rowspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE</td> <td>33</td> <td>70.2%</td> <td>26</td> <td>4</td> <td>3</td> <td>33</td> </tr> <tr> <td>% of Total Males</td> <td></td> <td></td> <td>78.8%</td> <td>12.1%</td> <td>9.1%</td> <td></td> </tr> <tr> <td>FEMALE</td> <td>14</td> <td>29.8%</td> <td>11</td> <td>3</td> <td>0</td> <td>14</td> </tr> <tr> <td>% of Total Females</td> <td></td> <td></td> <td>78.6%</td> <td>21.4%</td> <td>0.0%</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>47</td> <td></td> <td>37</td> <td>7</td> <td>3</td> <td>47</td> </tr> <tr> <td>% of Total Sworn</td> <td></td> <td></td> <td>78.7%</td> <td>14.9%</td> <td>6.4%</td> <td></td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">Source: Personnel Unit</p>		GENDER		RACE			TOTAL	WHITE	BLACK	OTHER	MALE	33	70.2%	26	4	3	33	% of Total Males			78.8%	12.1%	9.1%		FEMALE	14	29.8%	11	3	0	14	% of Total Females			78.6%	21.4%	0.0%		TOTAL	47		37	7	3	47	% of Total Sworn			78.7%	14.9%	6.4%	
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VIOLENT CRIMES												
HOMICIDE*	0	0	N/C	0	0	N/C	0	0	N/C	0	3	-100%
RAPE	1	0	N/C	0	0	N/C	3	0	N/C	3	2	50%
ROBBERY	8	8	0%	8	2	300%	30	29	3%	30	37	-19%
AGGRAVATED ASSAULTS	1	2	-50%	2	0	N/C	4	4	0%	4	5	-20%
TOTAL VIOLENT	10	10	0%	10	2	400%	37	33	12%	37	47	-21%
PROPERTY CRIMES												
BURGLARY	6	6	0%	6	2	200%	24	28	-14%	24	17	41%
THEFT FROM AUTO	17	18	-6%	18	19	-5%	108	149	-28%	108	115	-6%
PERSONAL/OTHER THEFT	37	41	-10%	41	53	-23%	173	170	2%	173	188	-8%
AUTO THEFT	2	3	-33%	3	2	50%	NA	NA	N/C	NA	NA	N/C
TOTAL PROPERTY	62	68	-9%	68	76	-11%	305	347	-12%	305	320	-5%
TOTAL PART 1	72	78	-8%	78	78	0%	342	380	-10%	342	367	-7%

REPEAT CFS LOCATIONS for week ending 04/28/2012			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	601 RACE ST / TOTAL OF 5	621 E MEHRING WY / TOTAL OF 4	322 W 4TH ST / TOTAL OF 3
SINGLE FAMILY	NONE / TOTAL OF NONE	NONE / TOTAL OF NONE	NONE / TOTAL OF NONE
COMMERCIAL	118 W 4TH ST / TOTAL OF 14	1005 GILBERT AV / TOTAL OF 13	151 W 5TH ST / TOTAL OF 11

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides. N/C - Not Calculable
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CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/22/2012 - 04/28/2012



7 DAY							
CRIME	CITY	DST 1	DST 2	DST 3	DST 4	DST 5	CBS
Homicide	0	0	0	0	0	0	0
Rape	2	1	0	0	0	1	0
Robbery	28	1	2	6	14	4	1
Agg Assault	16	0	1	5	7	2	1
Burglary	98	3	23	36	20	16	0
TFA	62	5	4	19	12	16	6
OTHER THEFT	144	8	22	42	32	28	12
AUTO THEFT	24	3	4	6	3	7	1

The START WITH PRAYER Organization

Second National Building - 830 Main Street, Suite 604 - Cincinnati, Ohio 45202

May 1, 2012

The Honorable Mark Mallory
Mayor of Cincinnati
801 Plum Street
Cincinnati, Ohio 45204

Dear Mr. Mallory,

In September of 2011, the START WITH PRAYER Organization in partnership with the Cincinnati Police Activities League (CPAL) developed a mentoring program for Cincinnati Police Officers expressing an interest in positive youth development.

From January through April 2012, Cincinnati Police Officers held weekly meetings and engaged in various character building activities designed to encourage dialogue and strengthen interpersonal relationships with youth participants of the program.

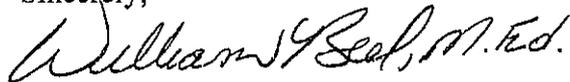
The activities included orchestrating the collection of new socks for donation to the Drop Inn Center, a presentation by the University of Illinois, and field trips to Kroger, Miami University, Ohio State University, The Center for Science and Industry, The Muhammad Ali Center, and The Louisville Slugger Factory.

Through these activities, Cincinnati Police Officers addressed the necessity of education, financial literacy, affirmative decision making, personal safety, recognizing beneficial opportunities, event planning, and the importance community outreach.

The achievements of this program would have been difficult to obtain without the support of Police Chief James Craig and the involvement of Lieutenant Joseph Williams, Sergeant Richard Antwine, Sergeant Kara Graves, Specialist Gwendolyn Dean, Officer Anthony Mitchell, Officer Eddie Hawkins, Officer Princess Davis, Officer Sandra Johnson, Officer Laura Sadowski, Officer Alisha Harley, and Officer Rosa Chatman.

Members of the Cincinnati Police Department left a favorable impression with the youth participants and their families. Their actions are greatly appreciated and we wish to acknowledge their role in the success of this mentoring program.

Sincerely,



William Bell, M.Ed., Director
The START WITH PRAYER Organization





JOSEPH T. DETERS
HAMILTON COUNTY PROSECUTING ATTORNEY

CRIMINAL DIVISION
230 EAST NINTH STREET, SUITE 4000
CINCINNATI, OHIO 45202-2151
PHONE: 513 946-3050
FAX: 513 946-3105
WWW.HCPROS.ORG
WRITER'S DIRECT DIAL NUMBER
946-3126

April 25, 2012

Chief James E. Craig
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Chief Craig:

Yesterday a violent criminal, William Arruda, was convicted in the Hamilton County Court of Common Pleas and sentenced to ten years in prison. Officers in your department were instrumental in securing this conviction and protecting the citizens of Cincinnati and Hamilton County from further violence by this criminal.

In one case, Arruda and an unknown accomplice attacked a pizza parlor employee in the parking lot of a Colerain Township bank as she arrived to make a bank deposit. Off-duty police officer Dan Kreider, #P-846, happened to be at the bank doing some personal banking when he heard the victim's cries and raced around the corner to see the beating in progress. In an act of bravery, he chased the perpetrators away from the victim, saving her from severe injury or worse, and apprehending Arruda in the process.

In another case, Arruda and two other perpetrators posed as Duke Energy employees to gain entry into a home in Northside where they attempted to rob the resident. Although the perpetrators got away, one left behind a knit hat which your officers recovered and submitted for DNA analysis. A DNA hit on the hat came back to Jack Ashby, who admitted his involvement, and implicated Arruda as well. The officers in this case were Kevin Broering, #P-262, Brandon Connley, #P-408, Jeff Ruberg, #P-626, and Nick Hageman, #P-119.

It is gratifying to work with such dedicated police officers. The citizens of Cincinnati are fortunate to have these professionals serving and protecting them.

Sincerely

Richard G. Gibson
Assistant Prosecuting Attorney



Dear Officer McChristian,

On behalf of the children at Three Rivers Co-operative Preschool, I would like to thank you for taking the time to bring Otto to our school. Your presentation to the children was very age-appropriate –you immediately put them at ease, they were quite interested and they really loved interacting with Otto. It was evident how much you care for him and also how well he is trained! Not only were the children impressed by his training, but the adults as well. The opportunity to see the inside of a police car and hear the different sirens was also exciting for the children. This is one “Community Helper” visit that they will long remember!

Again, thank you for coming to our school.

Sincerely,

Jeanne Frede

Teacher

Mr. Egner,

You may recall me as the "Bumbling Bank Robber", last August on 4th & Elm.

I got out of River City today.

I found and started a job while there and I am on my way to get my life back in order.

I just stopped by to thank you and Mr. Peters for your assistance and intervention. My family and I owe you, and appreciate what you did.

Again my thanks!

Kenneth Martin

To Police Chief's Office.

Attached is a "Thank You" letter written by a convicted bank robber to Detective Lewis Egner, P5388 and Detective Mark Peters, P519.



New Mission Missionary Baptist Church

4809 Ravenna Street, Cincinnati (Madisonville), Ohio 45227

Website: www.newmissionbaptist.org / Fax: 513-271-4733

Rev. Tracy E. Ventus, Pastor

Chris White, Charm. Of Deacons

Dale Neblett, Charm. Of Trustees

"Building With God's Purpose Into Future Generations"

Captain Broxterman
Cincinnati Police Department, District 2
3295 Erie Avenue
Cincinnati, Ohio 45208

April 25, 2012

Attention Captain Broxterman,

We, the church family of the New Mission Missionary Baptist Church of which Reverend Tracy E. Ventus is pastor, sends a letter of gratitude to you and the entire department of District 2.

On, Friday, April 20, 2012 we requested a two man detail for a funeral service that was being held at our church. However, the morning of due to certain frightening circumstances that surrounded this service, we telephoned with our concern for the safety of individuals in attendance and your response was 'fantastic'.

You heard our plea for safety and covered us not only around Ravenna Street but for a complete city block, your escorts to Kerr Cemetery, Loveland, Ohio was unbelievable and upon arrival at grave site you had already paved the way for our protection there as well.

We just want to say thank you so very much for your protection and genuine concern shown to us; and we pray that God will protect your police officers as you serve the citizens of City of Cincinnati.

Sincerely,

Rev. Tracy E. Ventus, Pastor

Capt. Brothman

April 23, 2014

To the Commanding Officers:

I wanted to take a moment to send a word of thanks to the Commanding Officer at District Two. On April 20th our church, New Mission Missionary Baptist Church, held the funeral services for a young man who was slain in the Madisonville area. His name was Marcus Daniels. The police response to our distress during this time of bereavement was nothing short of miraculous. Our members, friends, and family felt safe and protected upon entering and leaving. The overwhelming concern for our entire community and most especially, church family, that District Two demonstrated was not heart-felt but memorable. Thank you again for your overwhelming response to our needs and for extending a healing hand to a community in need.

Torri and Rodney Cook

Injury Reporting Guide

**NOTE: This guide is intended for employees who are reporting an injury and who are seeking medical treatment. If the employee wants to report an injury, but does not want to receive medical treatment, only complete the Form 91-S and fax to Risk Management and Matrix Claims Management, Inc. (Matrix).*

- All injuries must be reported to employee's supervisor within 24 hours after the shift in which the injury occurred.
- Provide injured worker, who is seeking medical care, with the Matrix Workers' Compensation Injury Packet. The Matrix identification card included in the handbook, along with the BWC *First Report of an Injury, Occupational Disease or Death (FROI)*, *BWC Authorization to Release Medical Information (C-101)*, and the BWC Physician Reports (C-9 and MEDCO-14) are given to the employee for use and workers' compensation coverage if treatment is necessary.
- Within 24 hours of the injury, the supervisor completes the *Form 91-S Supervisor's Investigation of Employee Injury/Illness* form. If possible the employee should sign it (the signature is not required for initial submittal). Fax the Form 91-S immediately to Risk Management, Matrix, and Employee Health Service (EHS). If the FROI was completed, this is also faxed to Matrix.
- For severe injuries, emergency treatment should be sought at the nearest medical facility. Employees may seek treatment at any medical facility, however, the medical provider must be BWC certified. Failure to obtain treatment from a certified provider may result in the employee being responsible for all treatment expenses.
- For non-emergency injuries, the employee should be sent to the EHS. Supervisors must schedule an appointment by calling 513.352.3074 before sending the injured employee. If this is not feasible, the employee can be treated at the nearest medical facility that is BWC certified. If initial treatment is received at a facility other than EHS, **employees must be sent to EHS for evaluation** as promptly as possible. (For AFSCME employees, please refer to Article 24 of the Labor-Management Agreement.)
- After the employee is evaluated at EHS the City Physician will issue a *City Physician Report (Form 96)* listing the employee's work restrictions, if any. EHS will send the original copy of the Form 96 immediately to the department. Part B of this form is to be completed by the department any time a form is issued. This should be completed and faxed to EHS within 24 hours. (EHS will forward this form to Matrix)

Quick Guide For Processing Injuries Requiring Medical Treatment:

- Has injured employee been given a Matrix Workers' Compensation Injury Packet with the identification card?
- Has a copy of the Form 91-S been completed and faxed to Risk Management (Fax 513.352.3761), Matrix (Fax 513.842.8010), and EHS (Fax 513.352.1486)?
- Has the *First Report of an Injury* (FROI) been completed by the employee and faxed to Matrix (Fax 513.842.8010)?
- Has BWC Authorization to Release Medical Information (Form C-101) been signed by employee and faxed to Matrix (Fax 513.842.8010)?
- Has EHS been contacted (Phone 513.352.3074) to schedule an appointment for the employee?
- After EHS evaluation, has Part B of the Form 96 been completed and faxed back to EHS (Fax 513.352.1486)?