

Overview of the Operations of the Arcanum Police Department

Submitted by Chief Marcus Ballinger
September 2020

1. Background

The Arcanum Police Department currently has four full-time officers and three part-time officers. The chain of command is the Chief, one Sergeant, and patrol officers. The department also has a full-time School Resource Officer 25% of the time for road patrol. The department has been staffed with three full-time road officers for the past several years. Between 2000 to date, the Chief of Police has served a dual role as police chief and patrol officer; this leaves the Sergeant and a Patrol Officer to cover patrol duties with assistance from part-time officers.

2. Relief Factor

At current patrol staffing, the agency may schedule one officer per shift 24/7/365 part of the time. Since January 2020, 424 hours or 53 days have not been covered. Therefore, there is only single coverage or no coverage when an officer takes leave for vacation, training, sick, bereavement, or injury/disability. When a full-time officer takes leave for those mentioned above, the shifts are adjusted, resulting in overtime, no coverage, or an adjustment to their shifts. Part-time officers work shifts when available from their full-time jobs, and most of the part-time staff are currently on military reserves, which drastically diminishes their availability. A large percentage of the time, officers are provided very little notice that they will need to work overtime or have their shifts adjusted. The police department is the only village department that schedules operations 24/7/365, so scheduling is a tedious and critical factor throughout the year. Different relief formulas could be used; however, this particular formula looks at the workforce in covering 24/7/365 without taking into account calls for service. The following industry patrol standard relief formula is used: The relief factor indicates how many Officers are required to fill a single job position for a single shift.

Taking into account vacation, military, sick, regular days off, bereavement, and training. Three full-time road officers are scheduled a five day/7 hour day schedule, and the SRO fills in during summer months, depending on leave. There was a **combined total** of 60 days of vacation, a **combined total** of 35 sick days used (between June 2019- June 2020), and a **combined total** of 111 days of military leave. There was a **combined total** of 16 training days in the year for all officers, in full 222 days in the year that need to be covered for leave. Each full-time officer has two regular days off per week on a 5x2 schedule, which equates to a combined total of 416 regular days off for four officers in a year, not counting holidays. A total of 638 days off are needed for the entire department, including all leave, training, and regular days off (excluding holidays)). When divided by four officers, 160 days off per officer per year are needed leaving

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205 working days per year for each officer. Divide 365 days in a year to find the relief factor, divide the number of days in a year by the number working days (205). Our relief factor is 1.7

Industry Standard Patrol Relief Formula: 60 days vac/35 sick/16 training/416 regular days off = 638 days. 4 officers=160 days off per officer. 365days-160 days=205 days. 365days/205 days equals 1.7.

3. BJS Ratio Data

In addition to the industry standard relief factor, the United States Bureau of Justice Statistics (BJS) shows the following police officer to the population served ratio.

The Bureau of Justice Statistics (BJS), within the Office of Justice Programs (OJP), within the United States Department of Justice (DOJ), publishes **Local Police Departments** report every three to four years. This report contains excellent and highly reliable data on state and local police personnel throughout the U.S. One aspect of this report is the average ratio of full-time officers per 1,000 residents.

The estimated 2017 population of Arcanum, Ohio, according to city-data.com, is 2,036 residents. During peak hours in Arcanum, Ohio, there are 1,200 students in the Arcanum-Butler Schools and 120 staff members. The remaining businesses in Arcanum, Ohio, during peak time, include an additional 500 employees (Greenville and Park Bank, All American Clothing, Brumbaugh Fruit Farm, Dollar General, Troutwine, and Others). In the short future, we also will be in the midst of a growth spurt with new housing set to start in November and possibly new business/warehouses. Including traveling motorists, the approximate peak population served in Arcanum, Ohio, is 4,000 individuals. Using BJS population served ratio, this equates to 8.7 full-time officers. This is in line with the industry patrol standard formula of 8.7 officers for patrol staffing recommendations.

Population Served

* Full-time officers Per 1,000 population served

250,000 or more	2.5	10,000 to 24,999	2.0
100,000 to 249,999	1.9	2,500 to 9,999	2.2
50,000 to 99,999	1.8	1,000 to 2,499	2.6
25,000 to 49,999	1.8	All Sizes	2.5

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4. Closing

According to City-data.com, the national U.S. crime index ratio is 247.0; the crime index ratio for Arcanum is 78.2. This is of no coincidence. Due to the hard work of all the officers involved. Each officer is tasked day-to-day with responding to calls for service, doing their part in community policing, and investigating their cases. Neighboring police departments have more personnel and offer more in salaries than our agency, so the amount of work officers of this agency completes is bar none. However, the turnover ratio in our agency is high due to personnel issues (staffing and scheduling) and fewer monies available for salaries. Agencies that can provide equipment, training, salaries, and staffing are known to be the most progressive and well-respected agencies. The Arcanum Police Department has taken great strides to improve salaries and available equipment; if personnel issues were addressed, the turnover ratio could be reduced tremendously and aide in making the Arcanum Police Department a destination and not a stepping stone.

It would be unrealistic for the police department to double its size in a year, and when compared to our current call load, it doesn't demand the standard staffing. The Police Department's goal is to maintain a staffing level that ensures all shifts are covered 24/7/365. Solely looking at this from a shift coverage point of view, it would be reasonable for the Police Department to grow by two full-time officers, bringing the full-time staff from 4 to 6. The agency could hire one additional full-time officer and apply for federal funding via the CHP Cops Grant to add the sixth officer. Increasing staff will enable us to legitimately cover our community with full-time dedicated officers and make Arcanum their priority instead of a second job. Also, allow our part-time officers to become secondary backup officers as in a standard operating agency.

Arcanum Police Department Mission Statement

We will provide our community with a well-trained Police Department that exhibits professionalism at all times. We will continually seek interaction and involvement from our citizens to ensure we provide them with the safety and security they deserve for the quality of life they desire.

Update: 01/01/2021

After this Overview Report to the Village Council, it was approved to hire one full-time officer for the year 2021 and apply for federal funding to add the sixth and final full-time officer to staff.