



Municipality of Anchorage
ANCHORAGE POLICE DEPARTMENT



**OFFICER DRUG- and ALCOHOL-RELATED WORKLOAD
DAILY ACTIVITY LOG**

USER'S GUIDE

Prepared for

Anchorage Police Department

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Introduction

The *Officer Drug- and Alcohol-related Workload Daily Activity Log* represents an attempt to capture the extent to which Anchorage patrol officer activities are the result of, or are in some way associated with, drugs and/or alcohol. *Daily Log* forms will be completed by all APD patrol officers for a period of **7 days**, beginning on August 21, 2002. The information that is collected is **ANONYMOUS**, with only UAA Justice Center researchers granted access to *Activity Log* information, in either paper or electronic form.

Naturally, those incidents that are considered “criminal” are of significant importance not only to police, but to all members of the criminal justice system as well, and the public-at-large. However, this study attempts to go *beyond* an analysis of officer workload dedicated to the enforcement of criminal laws. As police officers around the world are well aware, police work consists of much more than enforcing the law, as citizens request assistance from police for a wide variety of tasks, many of which have little or no relation to crime *per se*.

For example, a patrol officer may be dispatched to handle a citizen call for “loud noise” that will *generally* not result in any criminal law enforcement action, but rather will require the officer to negotiate the needs and rights of all those involved to arrive at a suitable solution. Additionally, patrol officers are very frequently tasked with taking a proactive approach to police work that requires them to initiate action directed at non-crime problems. The Anchorage Police Department has as part of its mission a mandate to assure that inebriates are taken into custody for their own protection, especially during winter. Finally, much police work is related to duties that are technically “law enforcement,” but which consist in monitoring compliance with non-criminal municipal codes such as traffic laws. The point to be made here is that police work is characterized by much more than criminal

investigation. As a matter of fact police work is often only *tangentially* related to what is commonly referred to as “crime fighting.” Instead, much of the work done by police is to find solutions to a wide variety of common disputes and social problems. By including *all* incidents of police activity, not just those related to crime, this study will provide a much more detailed and *realistic* analysis of police officer workload that is dedicated to drugs and/or alcohol in some way.

The *Officer Drug- and Alcohol-related Workload Daily Activity Log* has been designed as an information collection instrument for Anchorage patrol officers to document their daily activities in a way that allows for the detection of some critical elements of officer workload, primarily the proportion of time allotted to different activities that are drug- and/or alcohol-related. The form also collects demographic information on patrol officers, some information on the use of weapons in incidents, man-hour information and finally the address of each incident. The specific rationale for each of the pieces of information will be described below. Of course, the form’s design is not perfect; no data collection form can achieve perfection. The goal is that the form will collect the information sought in a manner that is efficient and accurate.

The form consists largely of **check-boxes** that allow reporting officers to quickly summarize the characteristics of incidents. Some fields within the log form require that officers provide **hand-written responses**, but these are limited in number and scope of information required. Finally, the log form provides a space for **additional comments** to be added. Officers are encouraged to use this space to record information that is thought to be important for understanding the “totality of circumstances” surrounding an incident. With the addition of a comments field the study should be able to recover some of the nuance and texture that is lost by providing primarily check-boxes for incident characteristics.

What follows are brief descriptions for each piece of information asked for in the *Officer Drug- and Alcohol-related Workload Daily Activity Log* form. If at any time an officer cannot recall what is meant by a particular field question reference should be made to this document.

1.0 A SHORT COMMENT ON DATA SECURITY

It should be pointed out that *identifying information is not requested from patrol officers*. The information that is reported is anonymous; in no way can any log form, or the information contained within it, be connected to its author. Officers participating in the study can be assured that numerous safeguards are taken to ensure that all information provided for the *Officer Drug- and Alcohol-related Workload Study* will be protected and kept in the strictest confidentiality.

Log forms will be deposited in a **secure drop-box**, located in the squad room, at the end of each shift. Research personnel from the UAA Justice Center will collect *Activity Logs* daily during each of the 7 days of the study. *Only Justice Center personnel will have access to the drop box!* Police administrators will not have direct access to the log forms. Once collected, all *Activity Logs* will be placed in a **secure cabinet**, accessible only to research personnel involved with the study, which is located in a **locked room**. *After all data has been entered into a computerized database the Activity Logs will be destroyed*

2.0 DEMOGRAPHIC INFORMATION

The *Officer Drug- and Alcohol-related Workload Daily Activity Log* form asks officers to report their age, sex/gender, race/ethnicity, total years spent with the APD and total years spent with other police departments. This information will allow for a comparison of responses across different groupings of patrol officers. For example, do women and men demonstrate a divergent pattern of responses? Do years of police experience make a difference in the perceptions of incidents, or does officer age have a more profound effect, if at all? These are the sorts of questions that can be addressed by demographic information.

2.1 Age

Record the **number of birthdays** having already occurred.
Do not record age to the “nearest year.”

2.2 Sex/Gender

Record the sex/gender that you feel best describes you.

2.3 Race/Ethnicity

Record the racial group or ethnicity that you feel best describes you.

2.4 Years with APD

Record the **total number of complete years** employed by the APD, including time you may have been employed in a non-sworn position.

2.5 Years with Other Police Departments

Record the **total number of complete years** employed by **police departments *other than*** the APD, including time you may have been employed in a non-sworn position.

3.0 PATROL DUTY INFORMATION

3.1 Day of Week

Write out DAY of week, using **three-letter abbreviation** as outlined below:

Sun	Sunday	Wed	Wednesday	Sat	Saturday
Mon	Monday	Thu	Thursday	Sun	Sunday
Tue	Tuesday	Fri	Friday		

3.2 Month

Write out MONTH of year, using **three-letter abbreviation** as outlined below:

Jan	January	May	May	Sep	September
Feb	February	Jun	June	Oct	October
Mar	March	Jul	July	Nov	November
Apr	April	Aug	August	Dec	December

3.3 Day

Write out the **numeric** day of the month. For example, the study begins on August 21st, so you would enter “21” in the “Day” space.

3.4 Year

“Year” information is **already entered** (2002).

3.5 Begin Shift

Using **military time**, record the time that your shift is scheduled to begin (whether or not you actually begin your shift at that time).

3.6 End Shift

Using **military time**, record the time that your shift actually ended. If an officer works beyond their regularly scheduled shift end-time, *that is not scheduled over-time or special-duty* (see 3.7 below), the time when work ceases for the day should be recorded here.

3.7 Special Duty

If an officer is working during any shift *above and beyond* their regular schedule, “Yes” should be marked. Duties such as **regularly scheduled overtime**, special **DWI** patrol and **seatbelt enforcement** would all require “Yes” to be checked. (See 3.7.1 below).

If an officer is patrolling in accordance with their regularly scheduled shift, “No” should be marked.

3.7.1 *Please specify duty*

Use only if “Yes” to “Special Duty”. Officers should record the special duty to which they are assigned when responding to an incident. There is no particular format for this entry; officers must use their own discretion in entering this information. However, entries should include enough information to accurately record the special duty. For example, if an officer is logging an incident while assigned

to a special DWI patrol, recording “DWI” or “DWI patrol” would be sufficient; however, simply recording “D patrol” would not.

4.0 INCIDENT INFORMATION

Incident-level information consists of three different dimensions: a) time/location information; b) drug-/alcohol-related determination, and; c) nature of incident. Each dimension is briefly discussed below.

4.0.1 *Incident Number*

The incident number represents the unique identification number assigned to an incident by central dispatch. When dispatch assigns an incident number (or “case number”) officers **MUST** record the number in this space.

If no incident number is given by dispatch, officers should number each incident sequentially *for that day*, beginning with the number “1” and proceeding sequentially for as many incidents are encountered for a shift period.

4.1 Time/Location information

4.1.1 *Time dispatched*

“Time dispatched” represents first, for those incidents in which an officer is formally dispatched via radio, the **time that the dispatch call is received**, in military time. For those situations (“incidents”) in which an officer is not formally dispatched but undertakes action in an official capacity, for example when an officer self-initiates a field interrogation, the **time that such action was initiated** should be recorded, using military time.

4.1.2 *Time 10-08*

This code is intended to signal the effective “**end**” of an **incident**. The fact that incidents often do not “end” when an officer leaves the scene is recognized. However, the accurate documentation of the total time spent on any one incident

beyond the immediate interaction between the officer and involved parties is very difficult to measure, and at the very least is beyond the means and scope of this study. Therefore, for the purposes of this study of officer workload as it relates to drugs and alcohol, an incident will “end” when the patrol officer reports that she (or he) is *back in service* – able to respond to another call.

4.1.3 *Location*

For location, officers should record **as complete an address as possible** for each incident. It is expected, however, that many incidents, such as field interrogations, will not occur at any specific address. When this occurs, record the **nearest road intersection** to where the incident occurred. The analysis of *Activity Logs* will consist not only of time analyses (such as that above), but spatial analyses as well. Because incidents occur across *space* as well as in time, accurate recording of location information is also very important for the study.

4.2 **Drug-/Alcohol-related Determination**

Ultimately this study seeks to understand that proportion of a typical Anchorage patrol officer’s workload that is dedicated to incidents that s/he deems to be related directly or indirectly to drugs and/or alcohol. Therefore, this section is of paramount importance and must be read carefully to aid in timely, yet accurate, data collection. There are no “right” or “objective” answers for making a determination. *Record your assessment of the incident.* Remember, all information is anonymous, and by law, kept strictly confidential.

4.2.1 *Drug-related*

Check either “**Yes**” or “**No**” for *every incident*. The response you record is based on your professional assessment, born of training and experience, and does not necessarily rely on “evidence” that would be used in a court of law or other criteria. Incidents can be both drug and alcohol related!
If you check “Yes” be sure to complete the section “How

did you know incident was...” on the left-hand portion of each incident log (see 4.2.3 below).

4.2.2 *Alcohol-related*

Check either “**Yes**” or “**No**” for *every incident*. Again, the response you record is based on your professional evaluation, born of training and experience, and does not necessarily rely on “evidence” that would be used in a court of law or other criteria. Incidents can be both drug and alcohol related!

If you check “Yes” be sure to complete the section “How did you know incident was...” on the left-hand portion of each incident log (see 4.2.3 below).

4.2.3 *How did you know incident was...Drug-/Alcohol-related?*

For each set of responses (Drug-related and Alcohol-related) be sure to **check all that apply**. Certainly, there can be more than one indication that an incident is drug-/alcohol-related.

4.2.3.1 *Observed drugs*

Check this box if you **physically see** either drugs or alcohol at the incident. Be sure to include both legal as well as illicit drugs if, in your view, the legal drugs played a role in the incident. In addition, an officer may *observe* drugs/alcohol without that incident necessarily being considered drug- or alcohol-related, although this is not expected to be likely – particularly in the case of drugs.

4.2.3.2 *Visible impairment*

Check this box if any party to the incident that is being responded to is, in your view, impaired. This can include, but is not limited to the dilation of an individual’s eyes, slurred speech, or difficulty walking correctly (not due to physical injury).

4.2.3.3 *Detectable odor*

Quite often a person that has been drinking alcohol has a

detectable odor about them, giving their activity away (i.e., “beer breath”). In addition, the use of some drugs produces a distinct, detectable odor. Of commonly used drugs, marijuana has perhaps the most pronounced odor detectable by humans. If you personally could detect a distinct odor due to alcohol or drugs, this box should be checked.

4.2.3.4 Third-party information

Third-party information consists in a scenario where an officer responds to a call, there are no observable drugs or alcohol on the scene, nor is there a suspect, but is told by complainants that the person responsible (now gone) was “wasted” or “drunk.” If an officer believes this information to be credible, then this box should be checked on the *Activity Log* – even if a suspect is never located.

4.2.3.5 Prior knowledge of involved party

This category attempts to tap those situations in which there is a certain familiarity with those involved in an incident, whether or not there is an “offender” or “victim.” An incident may arise involving a person which an officer is very familiar with and “knows” to be dependent on, or a frequent abuser of alcohol or drugs, but is not at the scene when an officer arrives.

4.2.3.6 Paraphernalia present

This category is straightforward. If an officer comes upon an incident that is absent any alcohol or drugs, yet finds items used for the consumption of alcohol or drugs (e.g., bongs), and this is a factor leading the officer to believe that the incident was drug- or alcohol-related, this box should be checked.

4.2.3.7 Admission of involved party

Check this box if any party involved in the incident admits

to the use, possession, or sale of drugs and/or alcohol.

4.2.3.8 Breath test (alcohol only)

Check this box if a breath test (whether an in-field test or test administered at the police station) was administered to any party involved in the incident and the test indicated the presence of alcohol. (This box should not be checked for incidents which were drug-related only.)

4.3 Nature of Incident

This section of the *Activity Log* collects various kinds of information on each incident, from whether or not violence was used to inquiring if there was a theft. In addition to gaining insight into time spent on drug- or alcohol-related situations, the data contained in this section will also be used as a method for gaining perspective of Anchorage patrol officers' workloads dedicated to various *criminological* phenomena.

4.3.1 Any violence?

If the incident responded to and reported in the *Activity Log* involved the use of physical force on the part of *any person except the responding officer* this should be marked "Yes." The *Activity Log* is not intended as a gauge of police use of force; rather, the instrument is intended to capture the use of violence by parties to an incident to which an officer responds. The use of violence need not occur in the presence of the officer if there is reliable physical evidence or information indicating that violence was used in the event being investigated.

4.3.2 Sexual violence?

If any party suffered violence that was sexual in nature, this should be marked "Yes." For the purposes of this study, "sexual" violence is conceive in broad terms, including the use of violence *in pursuit of sexual ends*. Thus, sexual violence includes the use of physical force by a perpetrator in the pursuit of sexual goals, regardless if those goals

are achieved. In the present operational definition then, an *attempted* sexual assault/rape would still be coded as including sexual violence.

4.3.3 *Weapons present?*

This field should be marked “Yes” if any party to the incident to which the officer is responding to possessed any physical object which could “reasonably” be used against another person to inflict injury or coerce into action. Instruments such as knives, clubs, sticks, firearms, chains and rocks would definitely qualify as weapons. However, the use of one’s body to inflict injury or coerce action would not be considered the use of a weapon, and as such a person would not be considered to be in possession of a weapon if they used their fists in a fight. Each officer will have to use their own guided discretion in deciding whether or not a weapon was or was not present in the incident.

4.3.4 *Weapons used?*

This field should be marked “Yes” if any party to the incident to which the officer is responding to used any physical object which could “reasonably” be used against another person to inflict injury or coerce into action. Instruments such as knives, clubs, sticks, firearms, chains and rocks would definitely qualify as weapons. However, the use of one’s body to inflict injury or coerce action would not be considered the use of a weapon. Each officer will have to use their own guided discretion in deciding whether or not a weapon was or was not present in the incident. An officer need not be present when a weapon was used in an incident in order to code this field “Yes.” If there is reliable physical evidence or information that a weapon was used, leading the officer to conclude that, in fact, a weapon *was* used this should be marked “Yes.”

4.3.5 *Injury or Death?*

If any party to an incident dies or is injured as a result of actions taken during the course of the event, this field

should be marked “Yes.” In those cases where a seriously injured person is taken from the scene to a hospital or other location and later dies from injuries sustained in the present incident, the incident will NOT be coded as death due to the incident “ending” when the officer registers with dispatch as “back in service.” This is an information shortcoming that is recognized.

4.3.6 *Involve a family member?*

If any two parties involved in an incident recorded by an officer are considered to be family, this should be coded as “Yes.” For the purposes of this study, the concept of “family” does not rely on a legal definition, nor is it limited to what is commonly known as the “traditional nuclear family” characterized by the presence of a father/mother/children. “Family” is conceived as a close, intimate, on-going (“committed”) relationship between at least two people that has a structured stability to the inter-relationships involved. Therefore, gay or lesbian couples would be considered as family members, as would heterosexual couples not married but which consider themselves to be in a long-term, committed relationship. Similarly, foster children and their foster family would, for the purposes of this study, be considered “family.”

4.3.7 *Involve a Minor < 18?*

If the incident had any participants less than 18 years of age, this box should be marked.

4.3.8 *Unlawful entry?*

If an incident consists of someone entering a structure without legally prescribed permission to do so, the incident should be coded “Yes” with regard to this item.

4.3.9 *Theft (including attempt) of property?*

If an incident involved any party attempting to take, or completing a theft, of another’s property, this should be

marked “Yes.”

4.3.10 *Theft from business?*

By definition, “Theft (including attempt) of property” must be marked if this item is marked. If it is determined that there is a theft of property involved in the incident and if the incident *also* involved the theft of property from a business, including cash or property, then this box should be marked “Yes.”

4.3.11 *Financial theft?*

By definition, “Theft (including attempt) of property” must be marked if this item is marked. Unlike the definitions described in 4.3.9 and 4.3.10, “Financial theft” is conceived as the fraudulent taking of money from people or business. Some examples of this sort of theft would be telemarketing “scam,” mail fraud or a good old-fashioned con game.

4.3.12 *General disturbance?*

Conceptually, “General disturbance” is probably the most “fuzzy.” In general, this term is meant to capture those incidences that require or attract some sort of police intervention, but which do not necessarily involve illegal or criminal activity. In general, calls for service relating to loud noises or altercations would be described as “general disturbances.” As a practical matter, officers should use their own judgment in deciding whether or not an incident is, in their view, accurately described as a “general disturbance.”

4.3.13 *Field interview?*

If an incident consisted in part, or in its entirety, as a routine field interview, this box should be checked as “Yes.”

4.3.14 *Traffic?*

Incidents that involve motor vehicles (collisions, moving violations, etc...) should be marked “Yes.” In other words, incidents that require attention in the course of traffic duties

should be coded as such.

4.3.15 *Was an arrest made?*

If a person is taken into custody and booked into jail, the incident must be coded as an arrest. If a person is merely detained for questioning, even if temporarily restrained, it would NOT be considered an arrest for the purposes of this study, even though this would constitute official custody.

4.3.16 *Anchorage Jail booking number*

IF AN ARREST IS MADE THE BOOKING NUMBER MUST BE RECORDED HERE. Officers should write out the full booking number assigned to an arrestee by the Anchorage jail booking officer.

4.4 **Comments/Miscellaneous**

Officers should use this area to note any information that they feel should be included in logging the incident. This information will be carefully examined and all information pertinent to the analyses presented will be included. It is in this space that officers can **contextualize** the incident and provide substance to “sterile” check-boxes that make-up most of the *Activity Log*. Officers are *encouraged* to use this space for recording incident-relevant information.

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