

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Boards and Committees		



A current roster of all committee members is available on the Division Intranet.

I. Academic Advisory Board

Assists in the selection of personnel to attend special training courses offered throughout the country.

Board Members

- Administrative Subdivision Deputy Chief (Chairperson)
- Homeland Security Subdivision Deputy Chief
- Investigative Subdivision Deputy Chief
- Patrol North Subdivision Deputy Chief
- Patrol South Subdivision Deputy Chief
- Support Services Subdivision Deputy Chief
- Training Bureau Commander (Advisory Member)

II. Assignment and Transfer Committee

Reviews requests for changes to the Job Description Manual and recommends approval or disapproval to the Labor Relations Committee.

Committee Members

- Two sworn members appointed by the Chief of Police
- One sworn member appointed by the FOP President

Committee members will elect one member as Chairperson.

III. Aviation Safety Board

Advises the Chief of Police on matters involving aviation safety, including acquisition of aviation assets and matters pertaining to safety and maintenance.

Reviews accidents or incidents involving Division helicopters operated by Division personnel and makes recommendations to the Chief of Police.

Board Members

- Special Services Bureau Commander (Chairperson)
- Support Section Lieutenant
- First Shift Helicopter Unit Sergeant*
- EMW Helicopter Unit Sergeant*
- Helicopter Unit Relief Sergeant*

Helicopter Unit Safety/Training Officer
Helicopter Unit Officer*

Sworn members of the Division who hold a current rotorcraft certified flight instructor rating and who have had service in one of the helicopter units, but are not currently assigned to a helicopter unit, may be appointed by the Chief of Police for an indefinite term.

- * When an accident or incident is under review, the sergeant who regularly supervises the personnel involved is not permitted to vote on the disposition of the accident or incident, and the Helicopter Unit Officer must be selected from a different shift than the involved personnel.

IV. Employee Action Review System (EARS) Committee

Meets semi-annually to review the uses of force and citizen complaints of sworn personnel in order to locate patterns of conduct that warrant further review by the chain of command.

Committee Members

One Commander (Chairperson, non-voting member)

Two Lieutenants

Four Sergeants

Ten Officers

Two alternates (Sergeant(s) or Officer(s))

One Training Bureau Liaison Member (non-voting member)

Members of this committee below the rank of commander are appointed by the Chief of Police for three-year terms. Commanders are appointed by the Chief for indefinite terms. Members cannot hold assignments in the Internal Affairs Bureau or the Professional Standards Bureau.

V. Facility Security Committee

Identifies security issues, develops recommendations, conducts or assists with drills and training, provides planning resources, and meets semi-annually. The Chairperson will forward a recommendation to the Chief after the meeting.

Committee Members

Support Operations Bureau Commander (Chairperson)

Patrol Administration Section Lieutenant (Vice Chairperson)

Homeland Security Section Lieutenant

Industrial Hygienist

Patrol Administration Sergeant – two shifts represented if possible

Events Management Unit Sergeant and Staff

A representative of the Investigative Subdivision located in headquarters

Staff Inspections Section Lieutenant

A representative of each bureau located outside of headquarters

VI. Firearms/Police-Involved Death Review Board

Reviews completed investigations of police-involved uses of firearms and of deaths occurring under circumstances involving a police action, excluding vehicular accidents. The Board renders a finding whether the use of a firearm/police action was within Division policy.

Board Members

Deputy Chief appointed by Chief of Police (Chairperson)

Six Commanders

Three Commanders (Alternates)

Terms of service on this board are for three years, and members can be reappointed for an additional three-year period. The vice-chairperson is designated by the Chairperson.

VII. Fleet Safety Committee

Examines, reviews, and makes final disposition on all traffic crashes involving on-duty sworn personnel. The Committee recommends defensive driver training for accident-prone sworn personnel.

Committee Members

Deputy Chief appointed by Chief of Police (Chairperson)

Traffic Bureau Commander (Vice Chairperson)

Patrol Zone Commander - rotated among the Patrol Commanders

Robbery/Support Section Lieutenant

Administrative Support Lieutenant (Fleet Coordinator, non-voting member)

Freeway Patrol Unit Sergeant

Missing/Exploited Children Unit Sergeant

Patrol Administration Unit Sergeant

Officer - The attending Patrol Zone Commander will randomly select an on-duty officer to sit on the committee as a voting member. A different officer will be selected for each meeting.

Administrative Secretary - Recording Secretary (non-voting member)

Special Events Unit Officer (non-voting member)

Note: Six voting members are required to be present in order to make dispositions binding.

VIII. Oral Board

Conducts interviews of Division applicants and forwards recommendations to the Director of the Department of Public Safety.

Board Members

Background Investigation Unit Supervisor (Administrator)

Board members are drawn from a pool of police officers, sergeants, lieutenants, and commanders who have received prior training in oral board techniques.

Board members will elect one member as Chairperson.

IX. Police Awards Committee

Reviews nominations for awards and forwards recommendations to the Chief of Police. The Awards Committee Coordinator keeps a list of sworn personnel who have requested to serve on this committee and contacts them regarding their availability to attend the next scheduled meeting.

Committee Members

- Deputy Chief appointed by the Chief of Police (Chairperson)
- Commander appointed by the Chief of Police
- Patrol Lieutenant
- Sergeant (Uniformed assignment)
- Patrol North Subdivision Officer
- Patrol South Subdivision Officer
- Administrative, Homeland Security, Investigative, or Support Services Subdivision Officers (2 selected)
- Awards Committee Coordinator (non-voting member)

X. Police Flower Fund Committee

Oversees the administration of the Flower Fund, which is used for sending flowers upon the deaths of active or retired Division personnel, the deaths of family members of active Division personnel, or the hospitalizations for more than seven days of Division personnel injured in the line of duty. Committee members are appointed by the Chief of Police.

Committee Members

- Deputy Chief (Chairperson)
- Commander (Treasurer)
- Lieutenant (Secretary)
- Administrative Secretary
- Officer

XI. Promotional Assessment/Career Evaluation (PACE) Board

Reviews and evaluates candidates for promotion whose performance or records indicate an area of concern and forwards recommendations to the Chief of Police.

Board Members

- Administrative Subdivision Deputy Chief (Chairperson)
- Homeland Security Subdivision Deputy Chief
- Investigative Subdivision Deputy Chief
- Patrol North Subdivision Deputy Chief
- Patrol South Subdivision Deputy Chief
- Support Services Subdivision Deputy Chief

XII. Pursuit Review Committee

Reviews completed investigations of vehicular pursuits, stopping tactics ***other than vehicle swoops and road spikes***, and Precision Immobilization Technique (PIT) incidents, and renders a finding whether the pursuit, use of stopping tactic, or PIT was within Division policy.

Reviews the annual vehicular pursuit analysis report and makes recommendations on policy, training, and reporting for vehicular pursuits and stopping tactics.

Committee Members

Patrol Deputy Chief appointed by the Chief of Police (Chairperson)

Commander appointed by the Chairperson (Vice Chairperson)

Note: The Vice Chairperson cannot be the PSB Commander.

Patrol Deputy Chief's Secretary (Pursuit Recording Secretary)

Patrol Administration Lieutenant (Pursuit Analysis Report)

Reviewing Members:

Patrol Zone One Commander

Patrol Zone Two Commander

Patrol Zone Three Commander

Patrol Zone Four Commander

Patrol Zone Five Commander

Strategic Response Bureau (SRB) Commander

Traffic Bureau Commander

XIII. Recognition Dinner Committee

Oversees the organization of the Recognition Dinner, which is held to provide Division personnel with official recognition upon retirement or receipt of a Division medal.

Committee Members

Deputy Chief appointed by the Chief of Police (Chairperson)

Commander

Administrative Secretary

Honor Guard Commander

Awards Committee Coordinator

Print Shop Supervisor

Reserve Police Major

Retired Officers Association President

XIV. Recognition Foundation

Oversees the administration of the Recognition Fund, which is used to provide recognition to Division personnel upon retirement, and to purchase various awards and appreciation gifts for Division personnel and citizens. Committee members are selected by the chairperson.

Committee Members

Deputy Chief appointed by the Chief of Police (Chairperson)
Commander (Treasurer)
Lieutenant (Secretary)

XV. Training Committee

Assesses Division of Police, subdivision, bureau, and unit training needs and evaluates existing training.

Committee Members

Training Bureau Commander (Chairperson)
Patrol Zone Commander
Crimes Against Persons Bureau Commander
Advanced Training Section Lieutenant
Human Resources Bureau Manager
Homeland Security Section Lieutenant
Patrol North Subdivision Lieutenant
Patrol South Subdivision Lieutenant
Advanced Training Operations Unit Sergeant
Division Legal Advisor
FOP Representative (non-voting)

Committee members assigned to the Patrol Subdivisions should be representative of different zones.

XVI. Training Coordinators Committee

Helps to formulate training schedules and coordinates individualized training for Division work groups and employees.

Committee Members

Training Bureau Commander (Chairperson)
Advanced Training Section Lieutenant
Advanced Training Operations Unit Sergeant
Defensive Tactics Unit Sergeant
Ordnance Unit Sergeant
FTO Unit Sergeant
Patrol Administration Section Lieutenant

Patrol Precinct Sergeant

At least one employee designated by the commander of each bureau other than the Training Bureau and patrol zones.

XVII. Uniform Committee

Researches, discusses, and makes recommendations concerning Division uniforms. Reviews alleged violations of the Division's Tattoo Policy for sworn personnel and makes recommendation to the Chief of Police.

Committee Members

Patrol Subdivision Deputy Chief (Co-Chairperson)

Support Services Deputy Chief (Co-Chairperson)

Commander

Lieutenant

Sergeant

Officer (FOP Representative)

Patrol Subdivision Officer-uniformed female

Patrol Subdivision Officer-uniformed male

Investigative Subdivision Officer (non-uniform)

Property Management Section Lieutenant (Advisory Member)

Property Control Unit Fiscal Assistant (Advisory Member)

XVIII. Victim/Witness Assessment Committee

Assesses victim/witness assistance services utilized by the Division.

Committee Members

Assault/Homicide Section Lieutenant (Co-Chairperson)

Family Crimes Section Lieutenant (Co-Chairperson)

Community Liaison Section Lieutenant

Patrol Lieutenant

Public Information Unit Sergeant

Division Grant Coordinator

Division Legal Advisor

Columbus City Prosecutor's Office Representative

Franklin County Prosecutor's Office Representative

XIX. Field Training Board

Ensures Field Training Officers' (FTO) availability and approves all FTO applicants, training curriculum, and retention of FTOs. Makes recommendations on probationary terminations during Field Training.

Board Members

Patrol Zone One Commander

Patrol Zone Two Commander

Patrol Zone Three Commander
Patrol Zone Four Commander
Patrol Zone Five Commander
Training Bureau Commander
Basic Training Section Lieutenant (non-voting member)
FTO Coordinator (non-voting member)
FTO Assistant Coordinator (non-voting member)

The senior Patrol Commander will act as Chairperson.

XX. Field Training Committee

Assists with overseeing that all FTO materials are current; assists with the application process; and reviews packets, training, and implementation changes to the program.

Committee Members

Senior FTO from Zone 1

Senior FTO from Zone 2

Senior FTO from Zone 3

Senior FTO from Zone 4

Senior FTO from Zone 5

FTO Coordinator

FTO Assistant Coordinator

XXI. Teams

Teams consist of Division personnel with regular assignments throughout the permanent organization. These specially-trained personnel are redeployed when needed, often on an emergency basis. All teams ultimately report to the Chief of Police. **The temporary chains of command are as follows:**

A. Columbus Police Honor Guard

1. With its Columbus Police and Fire Pipes and Drums contingent, members participate in funeral services for active and retired police officers and civilian Division personnel, parades, public ceremonies and functions, and similar services approved by the Chief of Police or designee.
2. Sworn personnel who wish to become members submit written requests through their chain of command to the Patrol North Deputy Chief, who selects the most qualified candidates with the final approval of the Chief of Police. The Honor Guard **Commander** and **Executive Officer** are appointed by the Chief of Police. An executive board consisting of president, vice president, secretary, treasurer, and pipe major is elected annually by incumbents. Memberships may be terminated by the chain of command with the approval of the Chief of Police.

3. Assigned chain of command
 - Patrol North Deputy Chief
 4. Volunteer chain of command
 - a. Police Lieutenant (Honor Guard Commander)
 - b. Police Lieutenant (Executive Officer)
 - c. Executive board
- B. Columbus Police Explorer Post**
1. Post advisors are sworn volunteers that serve as advisors and organizers of the Police Explorer Post.
 2. Assigned chain of command
 - a. Administrative Subdivision Deputy Chief
 - b. Training Bureau Commander
 - c. Basic Training Section Lieutenant
 3. Volunteer chain of command
 - Sworn supervisor
- C. Crisis Intervention Team (CIT)**
1. Sworn members ***participate*** following a selection process and after receiving the CIT Core Training Course.
 2. Assigned chain of command
 - a. Patrol South Subdivision Deputy Chief
 - b. CIT Coordinator (lieutenant or higher who has been charged by the Chief of Police with administering the CIT)
- D. Critical Incident Response Team (CIRT)**
1. Sworn members must have prerequisite specialized training and experience in homicide/death investigations.
 2. Assigned chain of command
 - a. Investigative Subdivision Deputy Chief
 - b. Crimes Against Persons Bureau Commander
 - c. Assault/Homicide Section Lieutenant
 - d. Homicide Cold Case Unit Sergeant
- E. Driving Impaired Criminal Enforcement (DICE) Program***
1. ***Sworn members serve following the completion of requisite training and an oral-board selection process.***
 2. ***The program includes the Drug Recognition Expert (DRE) selection for officers who have completed the certification course and maintain their certification.***
 3. ***Assigned chain of command***
 - a. ***Homeland Security Subdivision Deputy Chief***
 - b. ***Traffic Bureau Commander***

c. Traffic Operations Section Lieutenant

d. Freeway Patrol Sergeant (DICE/DRE Coordinator)

F. Emergency Operations Center (EOC) Staff

1. **Events** Management Unit Staff
2. Sworn and civilian personnel who have received basic EOC training
3. Communications Technicians
4. Personnel from other departments, divisions, and agencies
5. Assigned chain of command
 - a. Deputy chief named upon mobilization
 - b. Commander named upon mobilization
 - c. **Events** Management Unit Sergeant or other trained EOC supervisor

G. Helicopter Relief Tactical Flight Officers and Relief Pilots

1. Relief tactical flight officers and pilots are sworn volunteers who receive specialized training. Relief pilots must also meet the criteria detailed in the Support Section SOP and all FAA certification prerequisites.
2. Assigned chain of command
 - a. Homeland Security Subdivision Deputy Chief
 - b. Special Services Bureau Commander
 - c. Support Section Lieutenant
 - d. On-duty Helicopter Unit Sergeant

H. Hostage Negotiating Team

1. Hostage negotiators serve following an oral-board selection process and after receiving specialized training.
2. Assigned chain of command
 - a. Homeland Security Subdivision Deputy Chief
 - b. Special Services Bureau Commander
 - c. SWAT Section Lieutenant
3. Volunteer chain of command
Sworn team leader

I. Officer Support Team

1. **Sworn** members with prerequisite experience in traumatic incidents serve after receiving specialized training.
2. Assigned chain of command
 - a. **Investigative** Subdivision Deputy Chief
 - b. Sworn chairperson's Bureau Commander
3. Volunteer chain of command
Sworn chairperson

J. Peer Assistance Team (PAT)

- 1. Sworn personnel who voluntarily provide assistance in times of either personal or professional crisis to minimize the effects of stress. PAT members serve after receiving specialized training.**
- 2. Volunteer chain of command**
 - a. Deputy Chief appointed by the Chief of Police (Chairperson)**
 - b. Core Team Members/Steering Committee**

K. Underwater Search and Recovery Unit

1. Police divers are volunteers who possess the requisite diver certifications.
2. Assigned chain of command
 - a. Homeland Security Subdivision Deputy Chief
 - b. Special Services Bureau Commander
 - c. Administrative Dive Lieutenant
3. Volunteer chain of command
Sworn divemaster

L. Bicycle Coordination Unit

- 1. Team members with the prerequisite of successfully completing one or more of the following:**
 - a. The Division's Instructor Development Course**
 - b. The Division's Bicycle Maintenance Course**
 - c. Those who currently work in or have worked in a bicycle assignment**
- 2. Assigned chain of command**
 - a. Patrol South Deputy Chief**
 - b. Training Bureau Commander**
 - c. Patrol Bureau Lieutenant as designated by the Chief of Police**
 - d. Sergeants as selected by the Chief of Police for the following aspects:**
 - (1) Bicycle training program**
 - (2) Bicycle fleet maintenance and management**
 - (3) Bicycle community involvement**
- 3. Sworn personnel are chosen by the Bicycle Coordination Unit chain of command.**