

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 7.02
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Duties and Responsibilities of Personnel		



I. Introduction

Law enforcement requires diverse responses to a variety of situations. No list of duties and responsibilities can be all-encompassing. The following duties and responsibilities reflect the minimum expectations for personnel in each level of the Division. It is incumbent upon all personnel to apply common sense to each task performed. The primary duties for all personnel are to uphold the law and to protect and serve the citizens of Columbus.

II. Policy Statements

- A. The Chief of Police shall ultimately be responsible for the performance of the Division of Police. To assist the Chief of Police in accomplishing the goals and objectives of the Division, personnel are delegated authority to perform the duties of their assignment.
- B. Division personnel shall be accountable for their performance and shall be responsible for the use or misuse of their delegated authority.
- C. Supervisors shall be held accountable for the performance of the personnel under their immediate supervision.
- D. Use of Discretion
 1. Except when prohibited by law, Division policy, or a lawful order by a superior, Division personnel shall have limited discretion in the performance of their duties.
 2. When practical, sworn personnel shall avoid direct enforcement action in situations in which they have a personal interest.
 3. The Division recognizes the need for limited use of discretion by its personnel. While the Division has written policies and procedures to promote a consistent and systematic approach to many situations, it is not possible to anticipate every type of situation an employee will encounter.
 - a. When in doubt, an employee should consult with his or her immediate supervisor or, if unavailable, another sworn Division supervisor for guidance.
 - b. If a sworn supervisor is not available, or if time and circumstances require immediate action, sworn personnel shall use their own discretion based upon the Mission and Vision Statements, Official Oath, and Code of Ethics to make a good faith effort to handle the situation appropriately.

4. Division personnel shall be prepared to justify any discretionary actions. Alleged improper use of discretion shall be reviewed by the involved employee's chain of command. Lack of justification may result in disciplinary action.

E. Reporting Times and Information

1. Duty hours and reporting locations are established by the bureau commander/manager with the approval of the respective deputy chief and the Chief of Police.
2. Informal variation of duty hours is prohibited unless the change has a direct benefit to the Division as determined by a bureau commander/manager or higher.
3. **All assignments, duty hours, and days off are permanent and are not rotated.**
4. Duty hours and assignment reporting locations may be temporarily altered in cases of unforeseen disasters or other emergencies. Upon becoming aware of an emergency situation, off-duty personnel should contact their immediate supervisor or bureau for information concerning possible changes.
 - a. Personnel shall not self-report to work without approval of their immediate supervisor or higher authority in emergency situations unless reporting for their regular tour of duty. Personnel should listen to media sources or the police radio for information and direction.
5. Personnel assigned a remote-parked or take-home vehicle shall not begin their duty hours until they arrive at their assigned reporting location.

Note: Marked units shall refer to their Standard Operating Procedures (SOP).

F. Personnel Accountability

1. Division personnel shall be held accountable for accurately reporting work hours and leave time and shall report any changes in their work schedule to an appropriate supervisor.

Note: The appropriate supervisor should be notified in advance of all schedule changes and leave time used. Any deviation from this requirement may require justification.

2. Division personnel should review their work schedule on the electronic timekeeping system during each shift and report or correct any inaccuracies. If the electronic timekeeping system is unavailable, an employee should complete the review at the earliest availability of the system and should ensure needed changes are made in a timely manner.
3. Supervisors shall be held accountable for ensuring work hours and leave time are accurately reported. Each shift, the on-duty supervisor shall ensure his or her unit's personnel are accounted for and verify the accuracy of each employee's schedule. Updates to employees' schedules

should be made daily unless the supervisor is off duty or the electronic timekeeping system is not available, but always by the end of each pay period.

4. For variable or multi-shift personnel, a supervisor should approve any deviation from regular duties, duty hours, or days off prior to the deviation.

G. Lunch Periods for Sworn Personnel

1. Lunch periods shall not exceed thirty minutes unless approved by a **bureau** commander/manager or higher.
2. Sworn personnel who work four hours or more on a particular shift may have a lunch period if duties permit.
3. A sworn employee's lunch period is not "personal time" and shall not conflict with any police duties or obligations.
4. On-duty personnel should only take their lunch periods at locations close enough to their assigned precinct to allow a prompt response to their duties.

H. Civilian personnel shall comply with their collective bargaining agreement (CBA) and their unit's SOP manual regarding their lunch period.

I. Administration of Grants

1. Personnel who apply for or are assigned oversight of a grant are responsible for coordinating with the Fiscal Administration Section to obtain the guidelines for the administration of the **grant** and **for** following the guidelines without exception.
2. All grant applications shall be submitted to the Administrative Subdivision Deputy Chief for approval.

III. Duties and Responsibilities

A. **Sworn** Personnel

1. Enforce and uphold the Constitution and laws of the United States of America, the State of Ohio, and the City of Columbus; the rules and regulations of the Division of Police; and the Oath of Office.
2. Protect life and property.
3. Preserve the peace.
4. Obey all legal orders.
5. Use the Mission and Vision Statements, the Division of Police Code of Ethics, and the Core Values of the Division as a guide for the conduct of Division business.
6. Strive for a harmonious relationship with personnel from other units within the Division and all other public and private agencies.
7. Maintain high ethical and moral standards at all times.
8. Respond appropriately, promptly, and courteously to requests from the public and other Division personnel.

9. Complete and forward all reports, letters, citations, and other written material as required by the assignment held. Ensure that all written materials are complete, correct, neat, legible, and include name(s) and badge/IBM number(s).
10. Conduct a thorough investigation of all offenses/incidents within the area of responsibility.
11. Properly use and maintain Division equipment and property and utilize it in the most efficient and economical manner possible.
12. Assume duties of a higher rank when necessary and in accordance with Division directives and current CBA.
13. Be truthful in all matters.
14. Report any serious breach of discipline, misfeasance, malfeasance, or nonfeasance to a supervisor of a higher rank. Initiate appropriate disciplinary measures when required by your position.
15. If in doubt as to an appropriate course of action, seek the advice of a supervisor of a higher rank.
16. Advise your immediate supervisor of all activities and/or conditions which may have a bearing upon the supervisor's duties or responsibilities.
17. Ensure that **private information**, such as Social Security numbers and credit card account numbers, do not appear on official Division reports.
- 18.** If assigned to a geographical area, be familiar with its natural and artificial boundaries; the zones, precincts, and cruiser districts; the main thoroughfares; any persons of interest; the primary offenders; and all other characteristics which may be of consequence to the assignment.
- 19.** Maintain a working knowledge of all other matters of consequence relating to the current assignment.
- 20.** Collect and preserve all items of evidentiary value.
- 21.** Disclose potentially exculpatory evidence to the Prosecutor's Office.
- 22.** Communicate all pertinent information relevant to the oncoming shift, **personnel** assigned to further investigate particular matters, and/or anyone who needs the information to efficiently complete his or her assignment.
- 23.** Perform all other applicable duties as assigned.

Note: The order of the above duties and responsibilities does not indicate their relative importance.

B. Civilian Personnel

1. Perform the above duties and responsibilities if applicable to your assignment.
2. Perform the duties and fulfill the responsibilities of the Civil Service classification to which you are assigned.

3. Advise your immediate supervisor as soon as practical if involved in an on-duty physical confrontation, or if you are the focus of any threat that relates to your employment.
4. Supervisors shall exercise the authority to relieve from duty civilian subordinates whose conduct seriously violates the Central Work Rules or Rules of Conduct, or who committed a felony or serious misdemeanor offense.

C. Police Sergeant

1. In addition to the above duties and responsibilities, perform the following:
 - a. Direct the work activities of all lower-ranking personnel assigned to your command.
 - b. Attempt to remedy any personal problem affecting assigned personnel if it adversely influences their work performance or the goals and mission of the Division.
 - (1) Offer assistance and support to those who are having personal difficulties, even if professional responsibilities are not yet affected.
 - (2) Maintain an awareness of programs designed to assist personnel with personal problems and provide such information when appropriate.
 - c. Conduct timely inspections of assigned personnel to include job knowledge and assigned equipment.
 - d. Ensure that assigned personnel are aware of changes in Division directives and orders, revisions of law, applicable court rulings, and all other matters necessary for the successful operation of the unit and the Division.
 - e. Conduct and review necessary investigations.
 - f. Examine assigned employees' reports, letters, citations, and other written or electronic materials for:
 - (1) Legibility
 - (2) Accuracy
 - (3) Clarity
 - (4) Completeness
 - (5) Conformity to authoritative instructions
 - (6) Grammar
 - (7) Spelling
 - (8) Punctuation
 - g. Refer those documents found to be unacceptable **back** to the originator for correction in a timely manner.
 - h. Strive to maintain the highest degree of morale possible.

- i. Take appropriate steps/actions to ensure personnel know, understand, and comply with all Division rules, policies, and procedures. When necessary, ensure that discipline, both positive and negative, issued from your level is administered fairly.
- j. Exercise the authority to relieve from duty/assignment those personnel whose conduct seriously violates the Rules of Conduct, City Work Rules, or who committed a felony or serious misdemeanor offense.

D. Police Lieutenant

1. In addition to the above duties and responsibilities, perform the following:
 - a. Conduct periodic inspections of the work environment of assigned personnel to include the physical structures in which they work. Initiate appropriate corrective action when necessary.
 - b. Formulate and execute programs to promote employee safety.
 - c. Use information gained by analyzing crime trends and patterns to ensure effective use of personnel and equipment.

E. Police Commander

In addition to the above duties and responsibilities, assign personnel in such a manner to best meet the demands of the assignment and the Division.

F. Police Deputy Chief

In addition to the above duties and responsibilities, perform all other duties as assigned by the Chief of Police.

G. Chief of Police

1. In addition to the above duties and responsibilities, perform the following:
 - a. Be responsible for all activities of the Division.
 - b. Perform other duties as required by the City Charter or the Director of Public Safety.