

# **Descriptive Profile of the Columbus Division of Police**

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COLUMBUS, OHIO

**FINAL DRAFT**



March 8, 2019

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## 1. Introduction

The following descriptive profile outlines the organization, structure, and staffing of the Columbus Division of Police. The information contained in the profile has been developed through a number of interviews conducted within the Division at all levels of the organization, including managers, supervisors, and line-level staff.

It is also important to note that the primary objective of this profile is to review and confirm our current understanding of the Division. Consequently, no analysis or findings are contained in this document. Instead, the report focuses on outlining the following items:

- The organizational structure of each area of the Division.
- Descriptions of the main functions and work areas of each organizational component.
- The authorized (budgeted) and actual (currently filled) number of positions by rank or classification assigned to each unit.
- The roles, objectives, and responsibilities of each unit are provided, though a detailed description of each position is not.

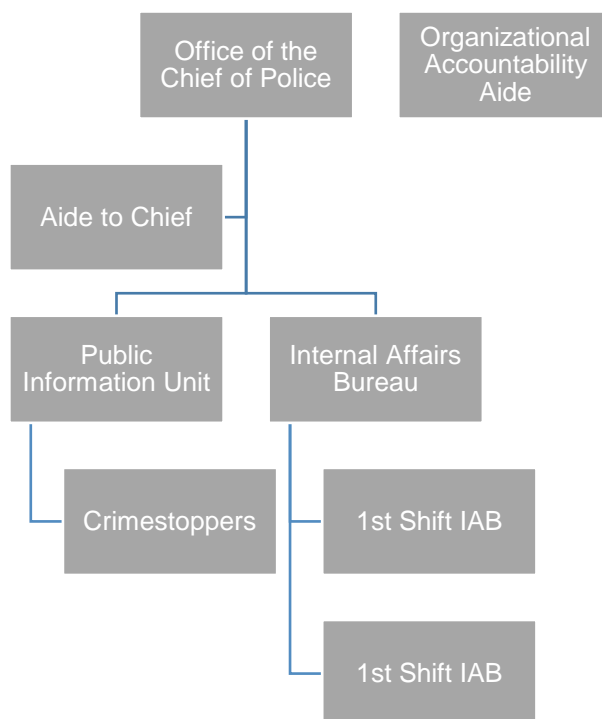
The profile is the first deliverable of this project, and should be considered a **final draft** document that will develop further as the project progresses. Once it is finalized, the profile will help serve as a foundation for our assumptions regarding staffing and organizational characteristics of each functional area included in the scope of the study.

## 2. Office of the Chief of Police

The Office of the Chief of Police includes the Chief's Office, various support personnel, the Public Information Unit and the Internal Affairs Bureau.

### (1) Organization

The following chart outlines the organization of the Office of the Chief of Police, which has one unit and a bureau directly reporting to the chief:



### (2) Staffing and Unit Descriptions

The following table provides current ("Curr.") and authorized/budgeted ("Auth.") staffing levels for each unit within the Office of the Chief:

Office of the Chief	1	1	Chief of Police	<ul style="list-style-type: none"> <li>The Chief of Police is the top executive of the agency.</li> <li>Organizational Accountability Lieutenant: created three years ago to ensure that 311 and other complaints were followed up on; also ensures that other timed commitments are met (e.g., policy reviews); and special projects from the Chief.</li> </ul>
	1	1	Organizational Accountability Lieutenant	
	1	1	Aide to the Chief	
	1	1	Admin. Secretary	

				<ul style="list-style-type: none"> <li>Aide – Sergeant: Administrative Officer to the Chief handles correspondence, meeting logistics, legal and legislative updates, facility issues, general enquiries to the Chief, etc.</li> </ul>
<b>Public Information</b>				
Public Information	1 1 1	1 1 1	Sergeant Public Relations Specialist II Crime Stoppers Coordinator	<ul style="list-style-type: none"> <li>Manages media relations for the Columbus Division of Police; prepares press releases and is the primary point of contact for the media.</li> <li>Manages the social media accounts of the Division, conducting outreach and communicating with the public on public safety issues.</li> <li>Manages the Crime Stoppers program – reviews and refers tips, coordinates tips with the media, including social media (and the Columbus Division of Police Public Information Officer (PIO), supports the Crime Stoppers Board.</li> </ul>
<b>Internal Affairs Bureau</b>				
Administration	1 0 1	1 1 1	Commander Administrative Lieutenant Office Assistant. II	<ul style="list-style-type: none"> <li>Manages the Internal Affairs Bureau (IAB), which reports directly to the Office of the Chief of Police.</li> <li>Although this multi-shift position has not been filled in recent years, this lieutenant position would supervise the administrative sergeants and civilian personnel, assigned to 1<sup>st</sup> shift. Additionally, this lieutenant would address PremierOne administrative functions.</li> <li>The office assistant performs tasks associated with data entry, filing, answering phones, stocking supplies, fulfilling public records requests, and transcription.</li> </ul>
<i>1<sup>st</sup> Shift Internal Affairs Bureau</i>	1 13 2	1 13 2	Lieutenant Sergeants Office Assistant II	<ul style="list-style-type: none"> <li>Lieutenant provides management and oversight of Unit and direct reports to this position.</li> <li>Personnel assigned to the unit primarily work from 7:00AM - 3:00PM with variable hours. 1<sup>st</sup> shift IAB follows a five-day, eight-hour schedule, with workdays varying based on needs.</li> <li>Two administrative sergeants work fixed hours of 2:00 PM – 10:00 PM, but are formally organized under 1<sup>st</sup> Shift IAB.</li> <li>IAB Sergeants progress all internal affairs cases, including those that originate from complaints, criminal allegations, and internal investigations.</li> <li>IAB Sergeants recommend findings at the conclusion of an IAB investigation, which are then</li> </ul>

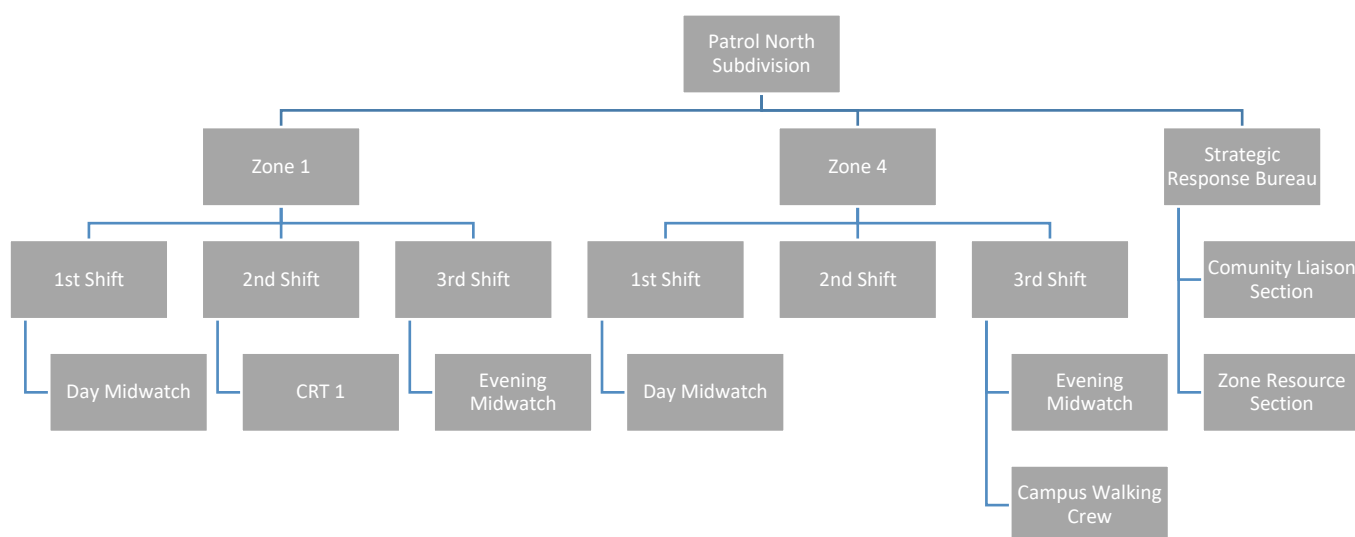
				<p>submitted to the involved personnel's chain of command for review.</p> <ul style="list-style-type: none"> <li>• Four Administrative Sergeants staff the complaint intake desk, serving as the first point of contact for complainants. Additionally, the Administrative Sergeants perform the following tasks: <ul style="list-style-type: none"> <li>• Answers the complaint line <ul style="list-style-type: none"> <li>◦ Returns complaint line calls</li> <li>◦ Receives in-person complaints</li> <li>◦ Enters complaints into the PremierOne database.</li> </ul> </li> <li>• Gathers all information necessary to start an investigation.</li> </ul> <p>Two of the four administrative sergeants work 2:00 PM – 10:00 PM</p> <ul style="list-style-type: none"> <li>• The remaining nine sergeants are the primary investigators for IAB cases, as described below. <ul style="list-style-type: none"> <li>• The office assistants perform clerical duties and transcribe interviews, in support of the unit.</li> </ul> </li> </ul> </li></ul>
<i>2<sup>nd</sup> Shift Internal Affairs Bureau</i>	1 10	1 11	Lieutenant Sergeants	<ul style="list-style-type: none"> <li>• Lieutenant provides management and oversight of Unit and direct reports to this position.</li> <li>• Personnel assigned to the unit have variable hours, but primarily work from 2:00PM - 12:00AM. 2<sup>nd</sup> Shift IAB follows a four-day, 10-hour schedule, with workdays varying, based on needs.</li> <li>• There are no Administrative Sergeants assigned to 2<sup>nd</sup> shift – all are responsible for conducting investigations, as assigned, interviewing witnesses, complainants and focus officers, writing recommended findings on policy violations, and attending chief and safety director hearings.</li> </ul>

### 3. Patrol North Subdivision

The Patrol North Subdivision is headed by a deputy chief, and contains two zones that are each led by a commander position. Additionally, the Patrol North Subdivision contains the Strategic Response Bureau, which includes the Community Liaison and Zone Resource Sections.

#### (1) Organization

The following chart outlines the organization of the two zones and the Strategic Response Bureau, within the Patrol North Subdivision, which largely mirrors the structure of its counterpart, the Patrol South Subdivision:



#### (2) Staffing and Unit Descriptions

The following table provides current (“Curr.”) and authorized/budgeted (“Auth.”) staffing levels for each unit within the subdivision. Please note that specific patrol assignments are detailed in the next section.

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
Administration	1	1	Deputy Chief	<ul style="list-style-type: none"> <li>The deputy chief is responsible for managing the subdivision and its assigned zones and sections.</li> <li>The administrative secretary supports the deputy chief and subdivision as a whole.</li> </ul>
	1	1	Administrative Secretary	

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
<b>Zone 1</b>				
Administration	1	1	Commander	<ul style="list-style-type: none"> <li>The commander is responsible for administration of the patrol zone and all assigned personnel.</li> <li>Commanders set overall crime strategy, and are a focal point for interfacing with the community.</li> </ul>
A Company	1 1 7 37	1 1 7 40	Lieutenant Relief Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to supervise A Company and DMW, and is responsible for watch command duties.</li> <li>The Zone 1 Relief Lieutenant performs watch command duties on the days off of the regular Zones 1 and 4 A Company Lieutenants.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>A Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 6:00AM or 7:00AM, based on assigned precinct.</li> </ul>
Day Midwatch	1 14	1 14	Sergeant Officers	<ul style="list-style-type: none"> <li>Midwatch sergeants have administrative authority over midwatch officers, while the regular precinct sergeants maintain operational authority over midwatch officers assigned to their precinct for the shift.</li> <li>DMW, is a patrol unit that operates on a four-day, 10-hour schedule, which begins at 9:00AM.</li> </ul>
B Company	1 1 6 51	1 1 6 55	Lieutenant General Relief Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to the shift, and is responsible for watch command duties.</li> <li>The Zone 1 General Relief Lieutenant performs watch command duties throughout the city, as needed. They often assume responsibilities of regular lieutenants who are off on leave, injury, or training. Further, they assist with administrative and operational tasks and planning and supervising zone events.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> </ul>



Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
				<ul style="list-style-type: none"> <li>B Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 2:00PM or 3:00PM, based on assigned precinct.</li> </ul>
CRT 1	1 10	1 10	Sergeant Officers	<ul style="list-style-type: none"> <li>The sergeant has operational and administrative authority over all Community Response Team (CRT) Officers.</li> <li>CRT units are proactive enforcement units, functioning in both uniformed and plain clothes capacities.</li> <li>Provides targeted enforcement in areas identified as hotspots, investigates drug house complaints, and other activity, as directed by the sergeant, lieutenant, and zone commander.</li> <li>CRT 1 works four 10-hour shifts from 2:00 PM – 12:00 AM, with the ability to vary their hours, based on operational needs.</li> <li>Originally funded through a COPS program grant, which has since expired.</li> <li>Officers must have or obtain Law Enforcement Bicycle Association (LEBA) Certification.</li> </ul>
C Company	1 7 40	1 8 44	Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to supervise C Company and EMW, and is responsible for watch command duties.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>C Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 10:00PM or 11:00PM, based on assigned precinct.</li> </ul>
Evening Midwatch	2 22	2 23	Sergeants Officers	<ul style="list-style-type: none"> <li>Midwatch sergeants have administrative authority over midwatch officers, while the regular precinct sergeants maintain operational authority over midwatch officers assigned to their precinct for the shift.</li> <li>EMW comprises two patrol units that operate on a four-day, 10-hour schedule, which begins at 7:00PM.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
<b>Strategic Response Bureau</b>				
Administration	1 1	1 1	Commander Office Assistant II	<ul style="list-style-type: none"> <li>The commander is responsible for administration of the Strategic Response Bureau and all assigned personnel.</li> <li>Commanders set overall crime strategy, and are a focal point for interfacing with the community.</li> <li>The office assistant performs general clerical duties.</li> </ul>
<b>Community Liaison Section</b>	1 2	1 2	Lieutenant Office Assistant I	<ul style="list-style-type: none"> <li>Manages Community Liaison Officer(s) (CLO) North and South, and the Mounted Unit.</li> <li>The office assistant I position works Monday through Friday from 7:00AM - 3:30PM.</li> <li>Both office assistants perform general clerical duties. In addition, one assistant addresses 311 complaints, and the other assists with payroll activities.</li> </ul>
<i>CLO North</i>	1 8	1 8	Sergeant Officers	<ul style="list-style-type: none"> <li>Each CLO is assigned to a patrol precinct.</li> <li>Officers coordinate abatements, organize neighborhood block watches, and perform outreach to elementary schools, as well as some middle schools.</li> <li>Officers also follow up on quality of life issues, such as loud music complaints, concerns raised over Nextdoor, a private communications platform for neighborhoods, and other issues.</li> <li>Officers work an eight-hour schedule with variable hours, which can be adjusted, as needed to attend community events.</li> </ul>
<i>CLO South</i>	1 10	1 10	Sergeant Officers	<ul style="list-style-type: none"> <li>Each CLO is assigned to a patrol precinct.</li> <li>Officers coordinate abatements, organize neighborhood block watches, and perform outreach to elementary schools, as well as some middle schools.</li> <li>Officers also follow up on quality of life issues, such as loud music complaints, concerns raised over Nextdoor and other issues.</li> <li>Officers work an eight-hour schedule with variable hours, which can be adjusted as needed to attend community events.</li> </ul>
<i>Mounted</i>	1 6	1 6	Sergeant Officers	<ul style="list-style-type: none"> <li>Hours are primarily 10:00AM–6:00PM or 8:00AM–4:00PM (varies by position), but are frequently</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
	1	2	Laborer (PT)	<ul style="list-style-type: none"> <li>adjusted and flexed, as needed to attend events, without using overtime.</li> <li>Maintains 11 horses at the city-owned facility.</li> <li>Deploys for crowd control uses, community events, special events, and schools, as needed.</li> </ul>
<b>Zone Resource Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>Manages the Juvenile Truancy, Recruiting, Crime Analysis, Zone Investigations, School Investigations, and High School Resource Units.</li> </ul>
<i>High School Resource</i>	2 20	2 20	Sergeants Officers	<ul style="list-style-type: none"> <li>There are two High School Resource Units, North and South, each with one sergeant and 10 officers.</li> <li>Each officer is assigned to one of 18 schools, with two officers functioning in a relief capacity.</li> <li>Officers assigned to the unit receive a weeklong training on relevant legal information, mental health crisis response, and other topics.</li> </ul>
<i>Juvenile Truancy</i>	4	9	Officers	<ul style="list-style-type: none"> <li>Recently reorganized under the High School Resource Unit.</li> <li>Enforces truancy laws, through complaint and proactive patrol.</li> <li>Works a five-day, 10-hour schedule that operates Monday through Friday from 8:30AM - 4:30PM.</li> <li>Officers assigned to the unit report directly to one of two High School Resource Unit Sergeants.</li> </ul>
<i>Recruiting</i>	1 4	1 4	Sergeant Officers	<ul style="list-style-type: none"> <li>Responsible for recruiting efforts, including attending job fairs, disseminating Division outreach information, and other activities relating to attracting police applicants.</li> </ul>
<i>Crime Analysis</i>	5	5	Crime Analyst I	<ul style="list-style-type: none"> <li>While the crime analysts are co-located, each is assigned to a specific zone, and is responsible for compiling statistics and providing analysis on emerging crime patterns.</li> <li>The crime analysts meet monthly in a crime strategies forum as part of a team with the commander, detectives, patrol supervisors, and other personnel.</li> <li>To develop familiarity with ongoing and emerging issues, crime analysts read reports from their zones.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
<i>Zone Investigations</i>	1 11	1 11	Sergeant Officers	<ul style="list-style-type: none"> <li>The sergeant supervises the school investigators.</li> <li>Officers investigate specific misdemeanor crimes, which may include, theft offenses, assault, menacing, trespassing, criminal damaging, telecommunications harassment, impersonating a police officer, and some bias/hate crimes.</li> <li>Each officer is assigned two precincts.</li> </ul>
<i>School Investigations</i>	2	2	Officers	<ul style="list-style-type: none"> <li>Investigates crimes, predominately felonies, that occur in schools, working with the High School Resource Unit, as needed.</li> <li>Cases are assigned by school.</li> </ul>
<b>Zone 4</b>				
Administration	1	1	Commander	<ul style="list-style-type: none"> <li>The commander is responsible for administration of the patrol zone and all assigned personnel.</li> <li>Commanders set overall crime strategy, and are a focal point for interfacing with the community.</li> </ul>
A Company	1 6 40	1 7 40	Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to supervise A Company and Day Midwatch (DMW), and is responsible for watch command duties.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>A Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 6:00AM or 7:00AM, based on the precinct assigned.</li> </ul>
Day Midwatch	1 12	1 12	Sergeant Officers	<ul style="list-style-type: none"> <li>Midwatch sergeants have administrative authority over midwatch officers, while the regular precinct sergeants maintain operational authority over midwatch officers assigned to their precinct for the shift.</li> <li>Day Midwatch, is a patrol unit that operates on a four-day, 10-hour schedule, which begins at 9:00AM.</li> </ul>
B Company	1 1 6	1 1 6	Lieutenant Relief Lieutenant Sergeants	<ul style="list-style-type: none"> <li>One lieutenant is assigned to the shift, and is responsible for watch command duties.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
	60	61	Officers	<ul style="list-style-type: none"> <li>The Zone 4 Relief Lieutenant performs watch command duties on the days off of the regular Zones 1 and 4 B Company Lieutenants.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>B Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 2:00PM or 3:00PM, based on precinct assigned.</li> </ul>
C Company	1 8 40	1 8 44	Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to supervise C Company and Evening Midwatch (EMW), and is responsible for watch command duties.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>C Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 10:00PM or 11:00PM, based on precinct assigned</li> </ul>
Evening Midwatch	2 23	2 23	Sergeants Officers	<ul style="list-style-type: none"> <li>Midwatch sergeants have administrative authority over midwatch officers, while the regular precinct sergeants maintain operational authority over midwatch officers assigned to their precinct for the shift.</li> <li>EMW comprises two patrol units that operate on a four-day, 10-hour schedule, with the shift beginning at 7:00PM.</li> </ul>
<i>Campus Walking Crew</i>	1 12	1 12	Sergeant Officers	<ul style="list-style-type: none"> <li>Patrols the University District, near the Ohio State University (OSU), responding to complaints and proactively addressing problems.</li> <li>Works a four-day, 10-hour shift from Wednesday to Saturday, beginning at 7:00PM. One OSU Police Department Officer is embedded within the unit (not listed).</li> </ul>

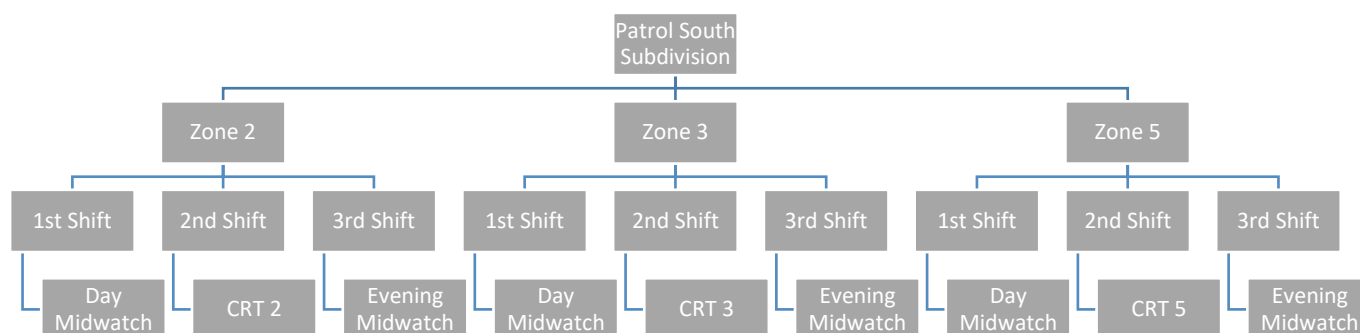
Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
				<ul style="list-style-type: none"><li>• As part of a joint initiative, OSU provides overtime funding for Columbus Division of Police Officers to address crime patterns in the University District.</li><li>• As a result of having the Campus Walking Crew, Zone 4 does not have a Community Response Team (CRT) assigned to it.</li></ul>

## 4. Patrol South Subdivision

The Patrol South Subdivision is headed by a deputy chief, and contains three zones that are each led by a commander position.

### (1) Organization

The following chart outlines the organization of the three patrol zones within the Patrol South Subdivision, which is similar to the structure of its counterpart, the Patrol North Subdivision:



### (2) Staffing and Unit Descriptions

The following table provides current (“Curr.”) and authorized/budgeted (“Auth.”) staffing levels for each unit within the subdivision. Please note that specific patrol assignments are detailed in the next section.

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
Administration	1	1	Deputy Chief	<ul style="list-style-type: none"> <li>The deputy chief is responsible for managing the subdivision and its assigned zones and sections.</li> </ul>
<b>Zone 2</b>				
Administration	1	1	Commander	<ul style="list-style-type: none"> <li>The commander is responsible for administration of the patrol zone and all assigned personnel.</li> <li>Commanders set overall crime strategy, and are a focal point for interfacing with the community.</li> </ul>
A Company	1 7 39	1 7 40	Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to supervise A Company and DMW, and is responsible for watch command duties</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
				<ul style="list-style-type: none"> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>A Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 6:00AM or 7:00AM, based on assigned precinct.</li> </ul>
Day Midwatch	1 12	1 13	Sergeants Officers	<ul style="list-style-type: none"> <li>Midwatch sergeants have administrative authority over midwatch officers, while the regular precinct sergeants maintain operational authority over midwatch officers assigned to their precinct for the shift.</li> <li>DMW is a patrol unit that operates on a four-day, 10-hour schedule, which begins at 9:00AM.</li> </ul>
B Company	1 1 0 6 54	1 1 0 6 62	Lieutenant Relief Lieutenant General Relief Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to the shift, and is responsible for watch command duties.</li> <li>The Zone 2 Relief Lieutenant performs watch command duties on the days off of the regular Zone 3 B Company Lieutenant.</li> <li>The Zone 2 General Relief Lieutenant, which is not a regular position, performs watch command duties throughout the city, as needed. They often assume responsibilities of regular lieutenants who are off on leave, injury, or training. Further, they assist with administrative and operational tasks and planning and supervising zone events.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>B Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 2:00PM or 3:00PM, based on assigned precinct</li> </ul>



Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
<b>CRT 2</b>	1 10	1 10	Sergeant Officers	<p>Sergeant has operational and administrative authority over all CRT Officers.</p> <p>CRT units are proactive enforcement units, functioning in both uniformed and plain clothes capacities.</p> <ul style="list-style-type: none"> <li>Provides targeted enforcement in areas identified as hotspots, investigates drug house complaints, and other activity, as directed by the sergeant, lieutenant, and zone commander.</li> <li>CRT 2 works five eight-hour shifts from 3:00 PM – 11:00 PM, with the ability to vary their hours, based on operational needs.</li> <li>Originally funded through a COPS program grant, which has since expired.</li> <li>Officers must have or obtain Law Enforcement Bicycle Association (LEBA) Certification.</li> </ul>
<b>C Company</b>	1 1 8 43	1 1 8 44	Lieutenant Relief Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to supervise C Company and EMW, and is responsible for watch command duties.</li> <li>The Zone 2 Relief Lieutenant performs watch command duties on the days off of the regular Zones 1, 2, and 4 C Company Lieutenants.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>C Company personnel assigned to units on the eight-hour schedule work five days per week, with the shift beginning at either 10:00PM or 11:00PM, based on assigned precinct.</li> </ul>
<b>Evening Midwatch</b>	2 24	2 24	Sergeants Officers	<ul style="list-style-type: none"> <li>Midwatch sergeants have administrative authority over midwatch officers, while the regular precinct sergeants maintain operational authority over midwatch officers assigned to their precinct for the shift.</li> <li>EMW comprises two units that operate on a four-day, 10-hour schedule, which begins at 7:00PM.</li> </ul>
<b>Zone 3</b>				
<b>Administration</b>	1	1	Commander	<ul style="list-style-type: none"> <li>The commander is responsible for administration of the patrol zone and all assigned personnel.</li> <li>Commanders set overall crime strategy, and are a focal point for interfacing with the community.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
A Company	1 1 7 39	1 1 7 40	Lieutenant Relief Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to supervise A Company and DMW, and is responsible for watch command duties</li> <li>The Zone 3 Relief Lieutenant performs watch command duties on the days off of the regular Zones 3 and 5 A Company Lieutenants.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>A Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 6:00AM or 7:00AM, based on assigned precinct.</li> </ul>
Day Midwatch	1 14	1 14	Sergeant Officers	<ul style="list-style-type: none"> <li>Midwatch sergeants have administrative authority over midwatch officers, while the regular precinct sergeants maintain operational authority over midwatch officers assigned to their precinct for the shift.</li> <li>DMW, is a patrol unit that operates on a four-day, 10-hour schedule, which begins at 9:00AM.</li> </ul>
Marine Park	2	4	Officers	<ul style="list-style-type: none"> <li>Patrols parks and waterways within the City of Columbus, principally Griggs Reservoir.</li> <li>Part of planning efforts for "Red, White and Boom" downtown, as well as boat races on the Scioto River.</li> <li>Interfaces with other agencies and private organizations to identify and address issues in the parks and waterways.</li> <li>The Marine Park Officers report to the 15 Precinct A Company Sergeant.</li> </ul>
B Company	1 6 60	1 6 65	Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to the shift, and is responsible for watch command duties.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>B Company personnel are assigned to units on the eight-hour schedule and work five days per</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
				week, with the shift beginning at either 2:00PM or 3:00PM, based on assigned precinct.
<b>CRT 3</b>	1 10	1 10	Sergeant Officers	<p>Sergeant has operational and administrative authority over all CRT Officers.</p> <p>CRT units are proactive enforcement units, functioning in both uniformed and plain clothes capacities.</p> <ul style="list-style-type: none"> <li>Provides targeted enforcement in areas identified as hotspots, investigates drug house complaints, and other activity, as directed by the sergeant, lieutenant, and zone commander.</li> <li>CRT 3 works five eight-hour shifts from 3:00 PM – 11:00 PM, with the ability to vary their hours, based on operational needs.</li> <li>Originally funded through a COPS program grant, which has since expired.</li> <li>Officers must have or obtain Law Enforcement Bicycle Association (LEBA) Certification.</li> </ul>
<b>C Company</b>	1 1 8 42	1 1 8 44	Lieutenant Relief Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to supervise C Company and EMW, and is responsible for watch command duties.</li> <li>The Zone 3 Relief Lieutenant performs watch command duties on the days off of the regular Zones 3 and 5 C Company Lieutenants.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>C Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 10:00PM or 11:00PM, based on assigned precinct.</li> </ul>
<b>Evening Midwatch</b>	2 23	2 26	Sergeants Officers	<ul style="list-style-type: none"> <li>Midwatch sergeants have administrative authority over midwatch officers, while the regular precinct sergeants maintain operational authority over midwatch officers assigned to their precinct for the shift.</li> <li>EMW comprises two units that operate on a four-day, 10-hour schedule, which begins at 7:00PM.</li> </ul>
<b>Zone 5</b>				
<b>Administration</b>	1	1	Commander	<ul style="list-style-type: none"> <li>The commander is responsible for administration of the patrol zone and all assigned personnel.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
				<ul style="list-style-type: none"> <li>Commanders set overall crime strategy, and are a focal point for interfacing with the community.</li> </ul>
A Company	1 7 40	1 7 42	Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to supervise A Company and DMW, and is responsible for watch command duties</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>A Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 6:00AM or 7:00AM, based on assigned precinct.</li> </ul>
Day Midwatch	1 12	1 12	Sergeant Officers	<ul style="list-style-type: none"> <li>Midwatch sergeants have administrative authority over midwatch officers, while the regular precinct sergeants maintain operational authority over midwatch officers assigned to their precinct for the shift.</li> <li>DMW is a patrol unit that operates on a four-day, 10-hour schedule, which begins at 9:00AM.</li> </ul>
B Company	1 1 6 62	1 1 6 67	Lieutenant Relief Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to the shift, and is responsible for watch command duties.</li> <li>The Zone 5 Relief Lieutenant performs watch command duties on the days off of the regular Zones 2, and 5 B Company Lieutenants.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>B Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 2:00PM or 3:00PM, based on assigned precinct.</li> </ul>
CRT 5	1 10	1 10	Sergeant Officers	<p>Sergeant has operational and administrative authority over all CRT Officers.</p> <p>CRT units are proactive enforcement units, functioning in both uniformed and plain clothes capacities.</p>

Unit/Section	Curr.	Auth.	Position	Unit Roles and Responsibilities
				<ul style="list-style-type: none"> <li>Provides targeted enforcement in areas identified as hotspots, investigates drug house complaints, and other activity, as directed by the sergeant, lieutenant, and zone commander.</li> <li>CRT 5 works five eight-hour shifts from 3:00 PM – 11:00 PM, with the ability to vary their hours, based on operational needs.</li> <li>Originally funded through a COPS program grant, which has since expired.</li> <li>Officers must have or obtain Law Enforcement Bicycle Association (LEBA) Certification.</li> </ul>
C Company	1 8 42	1 8 44	Lieutenant Sergeants Officers	<ul style="list-style-type: none"> <li>One lieutenant is assigned to supervise C Company and EMW, and is responsible for watch command duties.</li> <li>Patrol sergeants function as the first-line supervisors for patrol officers and review all reports they complete.</li> <li>Patrol officers and sergeants respond to emergency incidents and other calls for service, completing reports as needed.</li> <li>C Company personnel are assigned to units on the eight-hour schedule and work five days per week, with the shift beginning at either 10:00PM or 11:00PM, based on assigned precinct.</li> </ul>
Evening Mid-Watch	2 24	2 24	Sergeants Officers	<ul style="list-style-type: none"> <li>Midwatch sergeants have administrative authority over midwatch officers, while the regular precinct sergeants maintain operational authority over midwatch officers assigned to their precinct for the shift.</li> <li>Evening Mid-Watch comprises two units that operate on a four-day, 10-hour schedule, which begins at 7:00PM.</li> </ul>

### (3) Patrol Shift Schedule

The following table provides a detailed shift schedule of all regular patrol units, including assignment, start and end times, and the number of officers allocated (actual/filled positions):

#### Current Patrol Schedule and Assignments

Zone	Company	Team	Start	End	# Officers (Filled)	# Officers (Auth.)
Zone 1	A	1	7 AM	3 PM	10	10
		6	7 AM	3 PM	9	10
		17	6 AM	2 PM	10	10

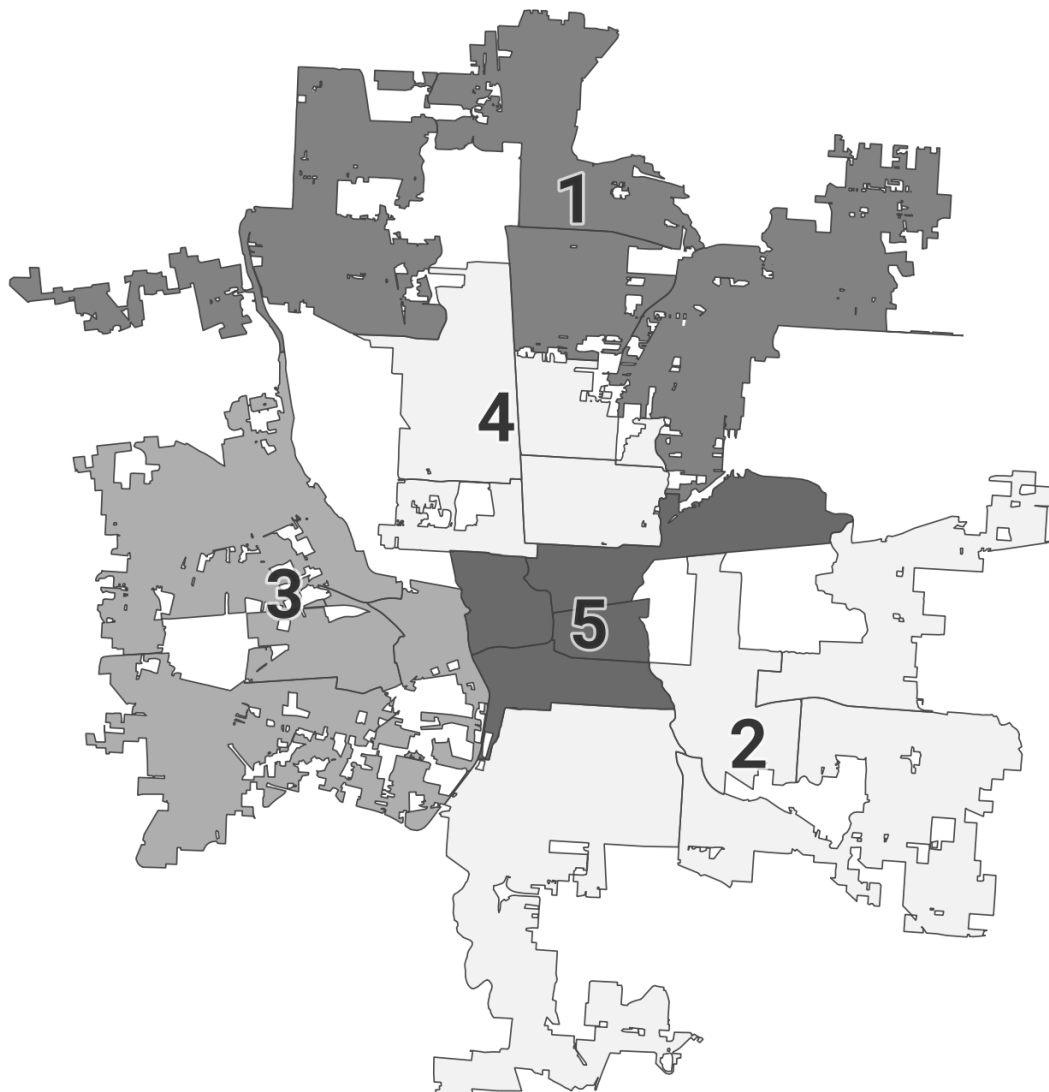
Zone	Company	Team	Start	End	# Officers (Filled)	# Officers (Auth.)
	<b>B</b>	18	6 AM	2 PM	8	10
		Day Mid	9 AM	7 PM	14	14
		1	3 PM	11 PM	12	13
		6	3 PM	11 PM	12	13
		17	2 PM	10 PM	11	13
	<b>C</b>	18	2 PM	10 PM	16	16
		1	11 PM	7 AM	11	11
		6	11 PM	7 AM	10	11
		17	10 PM	6 AM	11	11
		18	10 PM	6 AM	9	11
		Evening Mid (1)	7 PM	5 AM	12	12
		Evening Mid (2)	7 PM	5 AM	10	10
<b>Zone 4</b>	<b>A</b>	2	7 AM	3 PM	10	10
		3	7 AM	3 PM	10	10
		4	6 AM	2 PM	10	10
		5	6 AM	2 PM	10	10
		Day Mid	9 AM	7 PM	12	12
	<b>B</b>	2	3 PM	11 PM	15	15
		3	3 PM	11 PM	12	13
		4	2 PM	10 PM	16	16
		5	2 PM	10 PM	17	17
	<b>C</b>	2	11 PM	7 AM	10	11
		3	11 PM	7 AM	10	11
		4	10 PM	6 AM	9	11
		5	10 PM	6 AM	11	11
		Evening Mid (1)	7 PM	5 AM	12	12
		Evening Mid (2)	7 PM	5 AM	11	11
<b>Zone 5</b>		7	6 AM	2 PM	10	10
		11	7 AM	3 PM	10	10
		12	7 AM	3 PM	9	10
		16	6 AM	2 PM	10	10
		Day Mid	9 AM	7 PM	12	13
		7	2 PM	10 PM	15	17
		11	3 PM	11 PM	18	18
		12	3 PM	11 PM	11	13
		16	2 PM	10 PM	10	14

Zone	Company	Team	Start	End	# Officers (Filled)	# Officers (Auth.)
Zone 2	<b>C</b>	7	10 PM	6 AM	10	11
		11	11 PM	7 AM	11	11
		12	11 PM	7 AM	11	11
		16	10 PM	6 AM	11	11
		Evening Mid (1)	7 PM	5 AM	12	12
		Evening Mid (2)	7 PM	5 AM	12	12
	<b>A</b>	9	6 AM	2 PM	10	10
		13	6 AM	2 PM	9	10
		14	7 AM	3 PM	10	10
		20	7 AM	3 PM	10	10
		Day Mid	9 AM	7 PM	14	14
	<b>B</b>	9	2 PM	10 PM	17	17
		13	2 PM	10 PM	17	17
		14	3 PM	11 PM	12	14
		20	3 PM	11 PM	14	17
	<b>C</b>	9	10 PM	6 AM	11	11
		13	10 PM	6 AM	10	11
		14	11 PM	7 AM	10	11
		20	11 PM	7 AM	11	11
		Evening Mid (1)	7 PM	5 AM	10	13
		Evening Mid (2)	7 PM	5 AM	10	13
Zone 3	<b>A</b>	8	6 AM	2 PM	10	10
		10	6 AM	2 PM	10	10
		15	7 AM	3 PM	9	10
		19	7 AM	3 PM	12	12
		Day Mid	9 AM	7 PM	11	12
	<b>B</b>	8	2 PM	10 PM	17	17
		10	2 PM	10 PM	14	17
		15	3 PM	11 PM	16	17
		19	3 PM	11 PM	15	16
	<b>C</b>	8	10 PM	6 AM	10	11
		10	10 PM	6 AM	11	11
		15	11 PM	7 AM	10	10
		19	11 PM	7 AM	11	11
		Evening Mid (1)	7 PM	5 AM	12	12
		Evening Mid (2)	7 PM	5 AM	12	12

#### (4) Zone and Precinct Map

The following map provides an overview of the CPD deployment structure. All zones and corresponding precincts are color coded.

**CPD Patrol Zones and Precincts**



Each zone contains four precincts, for a total of 20 precincts across the entire city. The precincts are then further subdivided into cruiser districts, which form the smallest level of geographic accountability for patrol officers.





## 5. Investigative Subdivision

The Investigative Subdivision is headed by a deputy chief, and includes four major bureaus, as described below:

The ***Narcotics Bureau*** is led by a commander and consists of three sections, each led by a lieutenant. The three sections consist of the following:

- Operations Section
  - Investigative B Unit
  - Investigative C Unit
  - High Intensity Drug Trafficking Area (HIDTA) Task Force Unit
  - Drug Enforcement Agency (DEA) Task Force
  - Pharmaceutical Investigations Unit
- Investigative-Tactical (In-Tac) Section
  - In-Tac Administrative Unit
  - In-Tac Tactical Unit
  - Investigative D Unit
  - Investigative E Unit
- Vice Section
  - 1<sup>st</sup> Shift Vice Unit
  - EMW Vice Unit
  - Human Trafficking Task Force
  - Narcotics Administrative Unit

The ***Crimes Against Persons Bureau*** is led by a commander and consists of three sections, each led by a lieutenant. The two sections consist of the following:

- Assault/Homicide Section
  - 1<sup>st</sup> Shift Homicide Unit
  - 2<sup>nd</sup> Shift Homicide Unit
  - 3<sup>rd</sup> Shift Homicide Unit
  - Homicide Cold Case Unit
  - 2<sup>nd</sup> Shift Assault Unit
  - 3<sup>rd</sup> Shift Assault Unit
- Robbery/Support Section
  - 1<sup>st</sup> Shift Robbery Unit
  - 2<sup>nd</sup> Shift Robbery Unit
  - 3<sup>rd</sup> Shift Robbery Unit
  - Gun Crimes Unit
  - 1<sup>st</sup> Shift Crime Scene Search Unit (CSSU)
  - 2<sup>nd</sup> Shift CSSU
  - 3<sup>rd</sup> Shift CSSU

- Digital Forensics Unit
- Investigative/Administrative Section
  - Task Force Unit
  - Administrative Support Unit

The **Property Crimes Bureau** is led by a commander and consists of two sections, each led by a lieutenant. The sections consist of the following:

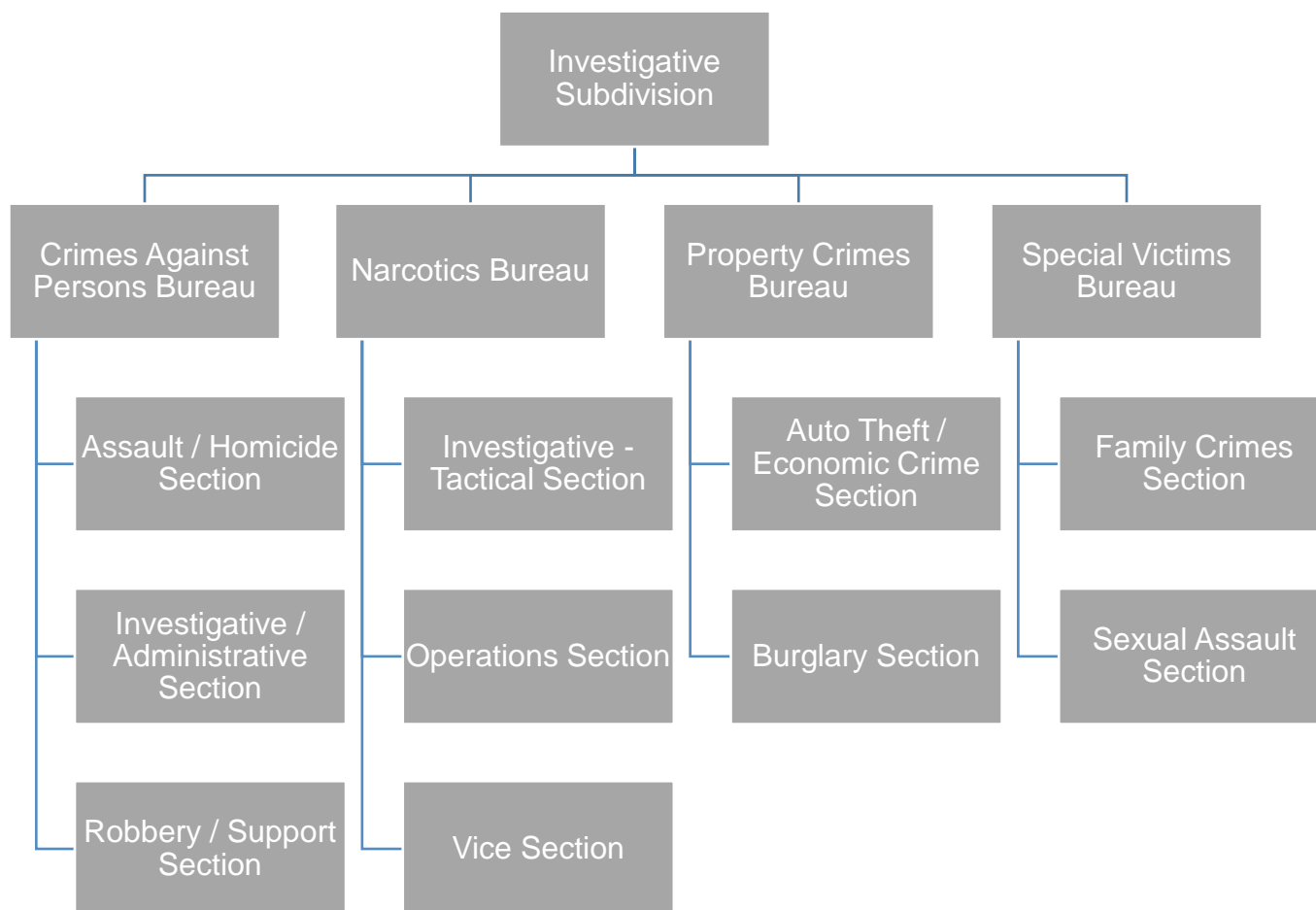
- Auto Theft/Economic Crime Section
  - 1<sup>st</sup> Shift Auto Theft Unit
  - Economic Crime Unit
  - 1<sup>st</sup> Shift Fraud/Forgery Unit
  - 2<sup>nd</sup> Shift Fraud/Forgery Unit
  - Organized Retail Crime Task Force
- Burglary Section
  - 1<sup>st</sup> Shift Burglary North Unit
  - 1<sup>st</sup> Shift Burglary South Unit
  - 2<sup>nd</sup> Shift Burglary North Unit
  - 2<sup>nd</sup> Shift Burglary South Unit
  - 3<sup>rd</sup> Shift General Property Crimes Unit
  - Property/Evidence Recovery Unit

The **Special Victims Bureau** is led by a commander and consists of two sections, each led by a lieutenant. The sections consist of the following:

- Family Crimes Section
  - Physical Child Abuse Unit
  - Exploited Children Unit
  - Missing Children Unit
  - Domestic Violence Unit
- Sexual Assault Section
  - Sexual Assault A Unit
  - Sexual Assault B Unit
  - Sexual Assault C Unit
  - Sexual Assault D Unit
  - Sexual Assault E Unit

## (1) Organization

The following chart outlines the organization of the Investigative Subdivision:



## (2) Staffing and Unit Descriptions

The following table provides current (“Curr.”) and authorized/budgeted (“Auth.”) staffing levels for each section and work unit in the Investigative Sub-Division.

Unit/Section	Curr.	Auth.	Position	Unit Description
Administration	1	1	Deputy Chief	<ul style="list-style-type: none"><li>• The deputy chief is responsible for managing the subdivision and its assigned bureaus.</li><li>• The administrative secretary supports the deputy chief and subdivision as a whole.</li></ul>
	1	1	Admin. Secretary	
Narcotics Bureau				

Unit/Section	Curr.	Auth.	Position	Unit Description
Administration	1	1	Commander	<ul style="list-style-type: none"> <li>Provides administrative oversight, leadership, advocacy, customer interface and field support.</li> <li>Supervises lieutenants who oversee functional sections.</li> <li>Provides policy, procedure and broader management oversight for proactive investigative crimes (e.g. narcotics).</li> </ul>
<b>Operations Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>One lieutenant oversees the Operations Section of Narcotics, which includes the High Intensity Drug Trafficking Area (HIDTA) Task Force and Pharmaceutical Unit, providing management and oversight.</li> </ul>
<i>Narcotics Investigative</i>	2 6 6	2 6 7	Sergeants Detective Unit B Detective Unit C	<ul style="list-style-type: none"> <li>Two sergeants provide direct supervision over narcotics investigative units.</li> <li>Unit B works 11:00 AM – 7:00 PM and Unit C works 6:00 PM – 2:00 AM. Both units regularly vary their hours to accommodate investigative activities.</li> <li>Investigates drug trafficking operations. Cases are generated by citizen complaints and information gathered from patrol personnel and confidential informants. Investigators interact with prosecutors to enhance cases and get additional information.</li> </ul>
<i>High Intensity Drug Trafficking Area (HIDTA) Task Force</i>	1 9	1 9	Sergeant Detectives Unit A	<ul style="list-style-type: none"> <li>This regional HIDTA Task Force is currently overseen by a sergeant, focuses on longer term drug related regional problems to include package interdiction, bulk cash, etc. This includes staff of four to five partnering agencies.</li> <li>Operations based on MOU with Ohio Bureau of Criminal Investigations.</li> <li>Columbus provides the unit supervisor for this task force.</li> </ul>
<i>Drug Enforcement Agency (DEA) Task Force</i>	4	4	Detectives	<ul style="list-style-type: none"> <li>Columbus Division of Police Detectives work in the capacity of Federal DEA Agents, under a signed memorandum of understanding to combat drug trafficking and seize assets from drug traffickers.</li> <li>Report to a DEA agent who acts as their operations supervisor.</li> <li>Works with other federal and local agencies, as well as with local and federal prosecutors.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Pharmaceutical</i>	1 6	1 6	Sergeant Detectives	<ul style="list-style-type: none"> <li>Unit operates on three shifts: 8:00 AM – 4:00 PM, 10:00 AM – 6:00 PM, and 2:00 PM – 10:00 PM,</li> <li>This unit provides support for hospital drug theft, false paper and electronic prescriptions and related support to patrol personnel. Unit operates on a split shift concept.</li> </ul>
<b>Investigative Tactical (In-Tac) Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>One lieutenant oversees the Investigative Tactical Section, which includes In-Tac (Tactical), Investigative D and E Units, and the In-Tac Administrative Unit.</li> </ul>
(In-Tac Tactical and Administrative)	2 20	2 20	Sergeants Detectives	<ul style="list-style-type: none"> <li>One sergeant provides tactical (field) oversight, and one sergeant provides administrative support for tactical action plans, etc. Operates 5:00 PM-1:00 AM but are on-call.</li> <li>Primary tasks are high-risk narcotics, dynamic entries into facilities and vehicle stops.</li> <li>Performs undercover officer oversight and protection, as well as surveillance.</li> </ul>
<i>Investigative</i>	2 6 6	2 6 6	Sergeants Detectives Unit D Detectives Unit E	<ul style="list-style-type: none"> <li>Two sergeants provide direct supervision over narcotics units operating on two shifts.</li> <li>Investigates, regularly based on complaint, proactively long-term mid-dealer narcotics crimes to include investigations, confidential informant (CI) use.</li> </ul>
<b>Vice Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>One lieutenant oversees the Vice Section, which includes the 1<sup>st</sup> Shift and EMW Vice Units, the Human Trafficking Task Force (HTTF), and the personnel assigned to Narcotics Administrative Unit.</li> </ul>
<i>Vice 1<sup>st</sup> Shift and EMW</i>	2 7 6	2 10 8	Sergeants Detectives 1 <sup>st</sup> shift Detectives Midwatch	<ul style="list-style-type: none"> <li>Two sergeants provide direct supervision over vice operations deploying on two shifts, 9:00 AM – 5:00 PM, and 7:00 PM – 3:00 AM.</li> <li>The current primary focus of this unit is to address nuisance abatement, liquor compliance, boot joints, street prostitution, and related efforts.</li> <li>The unit is undercover and also assists other Columbus Division of Police Units in undercover activities, as requested.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Human Trafficking Task Force(HTTF)</i>	1 4	1 4	Sergeant Detectives	<ul style="list-style-type: none"> <li>One sergeant acts as “Director” of the Human Trafficking Task Force (HTTF) and provides direct supervision over operations.</li> <li>The HTTF includes other partners, such as the Ohio Investigative Unit (OIU), the Franklin County Sheriff’s Office (FCSO), the Department of Homeland Security, an analyst from the Office of the Ohio Attorney General, and a Salvation Army advocate.</li> <li>The unit is designed to help remove at-risk youth from organized prostitution activities, providing necessary social services, as well as interdiction of perpetrators.</li> </ul>
<i>Narcotics Administrative</i>	1 2 1 1	1 2 1 1	Officer Manager Office Assistant II Fiscal Assistant Criminal Intelligence Analyst	<ul style="list-style-type: none"> <li>The Narcotics Administration Section is an eclectic grouping of services. Various work efforts and units include:</li> <li>One office manager, oversees administrative functions and related staff, and is composed of office and fiscal assistants. Further, the office manager programs identification cards, addresses building maintenance issues, assists with 311 and Crime Stopper information and entry, assigns and ensures maintenance of narcotics vehicles, and addresses Division cell phone issues.</li> <li>Office assistants field telephone calls, address 311 complaints and Crime Stopper tips, perform time keeping tasks, type search warrants, and assist with grand jury packets and other paperwork for the detectives.</li> <li>The fiscal assistant maintains bank accounts, completes expense letters, balances ledgers, and conducts audits of financial records.</li> <li>The criminal intelligence analyst disseminates information, collects and reviews information from various sources, enters information into appropriate databases, assists detectives in their investigative duties, and maintains a working relationship with other analysts throughout the Division.</li> <li>One criminal intelligence analyst is assigned directly to the commander, but also provides support throughout the various sections.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Crimes Against Persons Bureau</b>				
<b>Administration</b>	1	1	Commander	<ul style="list-style-type: none"> <li>Provides administrative oversight, leadership, advocacy, customer interface and field support.</li> <li>Supervises lieutenants who oversee functional sections.</li> <li>Provides policy, procedure and broader management oversight for crimes against persons (e.g. homicide) crimes.</li> </ul>
<b>Assault / Homicide Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>The Assault / Homicide Section is overseen by one lieutenant, and is composed of six separate units: 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> shift Homicide, 2<sup>nd</sup> and 3<sup>rd</sup> Shift Assault, and a Homicide Cold Case Unit. Each unit is supervised by a sergeant.</li> </ul>
<i>Homicide 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Shifts, and Cold Case</i>	4	4	Sergeants	<ul style="list-style-type: none"> <li>Three units are assigned 24/7 on 7:00 AM-3:00 PM (1<sup>st</sup> shift), 3:00 PM-11:00 PM, and 11:00 PM-7:00 AM shifts.</li> <li>The Cold Case Unit is assigned four detectives and investigates cold cases, based on the cold case scoring sheet.</li> <li>Investigates, homicides, suicides and suspicious deceased persons.</li> <li>Investigates with entire available shift, to include initial on-scene response by sergeant.</li> <li>12 homicide detectives serve on the Critical Incident Response Team (CIRT). Efforts include: "...to ensure a standardized and consistent investigation of all police-involved shootings, in custody deaths, and <b>other</b> investigations as ordered by the Crimes Against Persons Bureau Chain of Command, and to complete these investigations in an efficient and timely manner."</li> </ul>
	10	10	Detectives 1 <sup>st</sup> shift	
	5	10	Detectives 2 <sup>nd</sup> shift	
	10	12	Detectives 3 <sup>rd</sup> shift	
	4	4	Detectives Cold Case	



Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Assault DMW, 2<sup>nd</sup> and 3<sup>rd</sup> Shifts</i>	2 2 10 8	2 2 10 8	Sergeants Detectives DMW Detectives 2 <sup>nd</sup> shift Detectives 3 <sup>rd</sup> shift	<ul style="list-style-type: none"> <li>The DMW, 2<sup>nd</sup> and 3<sup>rd</sup> Shift Assault Units are overseen by one lieutenant, as noted above</li> </ul> <p>DMW works 9:00 AM – 5:00 PM, 2<sup>nd</sup> shift works 3:00 PM – 11:00 PM, and 3<sup>rd</sup> Shift works 11:00 PM – 7:00 AM.</p> <p>One sergeant is assigned DMW and 2<sup>nd</sup> shift personnel, while the other is assigned 3<sup>rd</sup> shift personnel.</p> <ul style="list-style-type: none"> <li>With the exception of domestic violence related incidents, detectives investigate all felonious assaults, discharged weapon offenses, and assault on police and fire personnel.</li> </ul> <p>Detectives provide periodic assistance to Homicide Units.</p> <ul style="list-style-type: none"> <li>Generally, investigates in teams of three or more, to include initial on-scene response by the sergeant.</li> </ul>
<b>Robbery/Support Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>The Robbery/Support Section is overseen by one lieutenant, and is comprised of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Shift Crime Scene Search Units (CSSU), the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Shift Robbery Units, the Gun Crimes Unit, and the Digital Forensics Unit. Each unit is supervised by a sergeant.</li> </ul>
<i>Robbery 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Shifts</i>	3 6 6 7	3 6 6 7	Sergeants Detectives 1 <sup>st</sup> shift Detectives 2 <sup>nd</sup> shift Detectives 3 <sup>rd</sup> shift	<ul style="list-style-type: none"> <li>The three Robbery Units are assigned 7:00 AM-3:00 PM, 3:00 PM-11:00 PM, and 11:00 PM-7:00 AM, including some mid-watch assignments for seven day coverage.</li> <li>Investigates all robberies and extortion—victim and business-related—that have any solvability, excluding banks (accomplished by task force officers).</li> <li>Detectives typically respond to the field to support patrol officers' robbery response.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Gun Crimes</i>	1 11 1 0	1 11 1 1	Sergeant Officers Prop. & Evid. Tech. Office Assistant II	<ul style="list-style-type: none"> <li>The Gun Crimes Unit of the Robbery / Support Section is overseen by one lieutenant, as noted above.</li> <li>Unit is 24/7 and assigned a midwatch shift.</li> <li>Investigates arrests by patrol, where the suspect was arrested for possession of a firearm, reviews gun packets and processes felony narcotics patrol arrests.</li> <li>Must process gun-related arrests within 10-days, per statute.</li> <li>Property and evidence technician provides support with respect to gun processing-serial # check, preliminary testing and preparation for lab firing.</li> </ul>
<i>Crime Scene Search Unit (CSSU) 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Shifts</i>	3 6 5 5	3 6 5 5	Sergeants CSSU Officers 1 <sup>st</sup> shift CSSU Officers 2 <sup>nd</sup> shift CSSU Officers 3 <sup>rd</sup> shift	<ul style="list-style-type: none"> <li>The CSSUs are overseen by one lieutenant, as noted above, and is composed of three separate CSSUs, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Shifts. Each unit is supervised by a sergeant.</li> <li>The three CSSUs are assigned 7:00 AM – 3:00 PM, 3:00 PM-11:00 PM, and 11:00 PM-7:00 AM.</li> <li>The CSSUs, consist of sworn staff who respond to homicides, felonious assaults police shootings and higher profile sexual assaults and robberies. They use various evidence collection techniques, including a product used to capture three dimensional measurements, manufactured by Leica.</li> </ul>
<i>Digital Forensics</i>	1 5	1 5	Sergeant Detectives	<ul style="list-style-type: none"> <li>The Digital Forensics Unit of the Robbery / Support Section is overseen by one lieutenant, as noted above.</li> <li>Digital Forensics Detectives process digital forensics found in cell phones (95% of work), computer, tablets, and other electronic devices.</li> <li>Digital Forensics staff identify investigative materials and provide raw data, as requested by investigators.</li> </ul>
<b>Investigative/Administrative Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>The Investigations Administration Section is an eclectic grouping of services overseen by one lieutenant who has various ancillary duties, such as fleet maintenance, juvenile tracking report, database manager, etc.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Task Force Officers</i>	6	7	Officers	<ul style="list-style-type: none"> <li>Six task force officers collaborate with the Bureau of Alcohol Tobacco and Firearms, the Federal Bureau of Investigations, FBI, and the United States Marshals Service to support regional efforts, related to crimes against persons.</li> </ul>
<i>Administrative Support Unit</i>	6 1 4 4 2	7 1 5 4 2	Task Force Officers Office Manager Office Assistant I Office Assistant II Criminal Intelligence Analysts	<ul style="list-style-type: none"> <li>One office manager overseeing administrative functions and related staff is composed of office assistant I and II positions.</li> <li>Office assistants field bureau telephone calls, provide transcription for homicide and assault (three allocated to assist), support gun crimes (one allocated to assist), perform time keeping efforts for the bureau, and related activities.</li> <li>Two criminal intelligence analysts assigned directly to the commander but provide support throughout the various sections.</li> </ul>
<b>Property Crimes Bureau</b>				
<b>Administration</b>	1	1	Commander	<ul style="list-style-type: none"> <li>Provides administrative oversight, leadership, advocacy, customer interface and field support.</li> <li>Supervises lieutenants who oversee functional sections.</li> <li>Provides policy, procedure and broader management oversight for property crimes (e.g. auto theft).</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Auto Theft/Economic Crime Section</b>	1 1 1	1 1 1	Lieutenant Office Assistant I Criminal Intel Analyst	<ul style="list-style-type: none"> <li>One lieutenant oversees the Auto Theft, Economic Crimes, and Fraud/Forgery Units, as well as the Officers assigned to the Central Ohio Organized Retail Crimes Task Force (COORCTF).</li> </ul> <p>The office assistant provides secretarial services for the Economic Crime Section, to include: typing, transcriptions, timekeeping, and other clerical tasks.</p> <p>The criminal intelligence analyst provides investigative assistance to both the Economic Crimes Section and the Burglary Section, to include: crime pattern analysis, suspect identification, extensive database usage, social media investigation, and other investigative assistance, upon request of sworn personnel.</p>
<i>Auto Theft</i>	1 13	1 13	Sergeant Detectives	<ul style="list-style-type: none"> <li>One sergeant provides direct supervision over the Auto Theft Unit operating on various hours from 6:00AM - 6:00PM.</li> <li>Auto Theft transitioned into a proactive unit composed of theft from bait vehicles, GPS tracking, etc.</li> <li>Three of 13 detectives are assigned vehicle identification number identification in the impound lot or unauthorized use of a motor vehicle investigation, or perform as back-up detective.</li> <li>Unit operates undercover and also manages tracking of stolen cars, and theft from auto. Six detectives assigned generally to motor vehicle theft; four to proactive theft from vehicle.</li> </ul>
<i>Economic Crime</i>	1 7	1 8	Sergeant Detectives	<ul style="list-style-type: none"> <li>One sergeant provides direct supervision over economic crimes.</li> <li>Investigates major (felony) economic crimes to include embezzlement, theft from the elderly, public corruption, mortgage fraud, and other "white collar" crimes, etc.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Fraud / Forgery</i> <b>1<sup>st</sup> and 2<sup>nd</sup> Shifts</b>	1 8 4	1 9 4	Sergeant Detectives 1 <sup>st</sup> shift Detectives 2 <sup>nd</sup> shift	<ul style="list-style-type: none"> <li>One sergeant provides direct supervision over fraud and forgery operating on two shifts.</li> <li>Investigates various fraud and forgery crimes with bank being victim typically and deciding on investigation. Sends checks to Task Force.</li> </ul>
<i>Organized Retail Crime Task Force</i>	3 See	3 Desc	Detectives Franklin County Sheriff's Deputy	<ul style="list-style-type: none"> <li>Three detectives report directly to the Lieutenant and provide support to the Retail Crime Task Force.</li> <li>Central Ohio Retail Crime Task Force (COORCTF) includes support from one Sheriff's Office detective. The COORCTF falls under the Ohio Organized Crime Investigations Commission.</li> <li>The task force investigates high-end repeat criminals passing bad checks, forging documents, etc. Typically, caseload is influenced by requests for assistance from retail establishments.</li> </ul>
<b>Burglary Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>One lieutenant oversees the operations of the Burglary Section, providing management and oversight.</li> </ul>
<i>Burglary</i> <b>1<sup>st</sup> and 2<sup>nd</sup> Shifts/ North and South</b>	4 14 13	4 14 15	Sergeants Detectives Burg North Detectives Burg South	<ul style="list-style-type: none"> <li>Four sergeants provide direct supervision over the burglary units. The sergeants are location based with two sergeants each covering a shift at their location.</li> <li>Location-based units operate on a four-day, 10-hour schedule on 1<sup>st</sup> and 2<sup>nd</sup> shifts.</li> <li>Cases are assigned by the shift in which they occur.</li> <li>Property-related felony crimes (e.g. burglary) are investigated by these units, based on a Category 1 through Category 3 rating.</li> </ul>
<i>General Property Crimes</i>	1 7	1 7	Sergeant Detectives Generalist	<ul style="list-style-type: none"> <li>The General Property Crimes Unit investigates overflow work from units without a 3<sup>rd</sup> shift, to include fraud, forgery, auto theft, etc. Also, investigates all felony property-crime "on-view" arrests by Patrol and occasional proactive pattern surveillance.</li> <li>Misdemeanor property crimes are investigated at the "Zone" level in Patrol.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Property and Evidence Recovery</i>	1 6 4	1 7 5	Sergeant Property & Evid. Tech. Detectives	<ul style="list-style-type: none"> <li>• One sergeant provides direct supervision over Property and Evidence (Recovery).</li> <li>• Civilian Property and Evidence Technicians recover property and related evidence from the field, including video evidence, processing scene (e.g. fingerprints).</li> <li>• Detectives review pawn shop prints (59 locations), to identify potential stolen property and open related cases. They use LEADS Online and NCIC.</li> </ul>
<b>Special Victims Bureau</b>				
<b>Administration</b>	1	1	Commander	<ul style="list-style-type: none"> <li>• Provides administrative oversight, leadership, advocacy, customer interface and field support.</li> <li>• Supervises lieutenants who oversee functional sections.</li> <li>• Provides policy, procedure and broader management oversight for special victims (e.g. sex assault) crimes.</li> </ul>
<b>Family Crimes Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>• The Family Crimes Section is overseen by one lieutenant, and is composed of four separate units: Physical Abuse, Exploited Children, Missing Persons, and Domestic Violence.</li> </ul>
<i>Physical Abuse</i>	1 7 6 1 1	1 7 6 1 2	Sergeant Detectives A Squad Detectives B Squad Criminal Intel Analyst Office Assistant I	<ul style="list-style-type: none"> <li>• The Physical Abuse Unit investigates both child and elder abuse cases, and mental health cases; many complaints for child abuse are generated by child protective services.</li> <li>• The criminal intelligence analyst is administratively and operationally assigned to the Family Crimes Section Lieutenant, but supports the entire Special Victims Bureau. However, this analyst provides the most assistance to the Exploited Children Unit. .</li> <li>• The office assistant positions (one vacant) screen and reconfirm physical abuse, order supplies and support the front detective desk. Transcription is performed by the vacant position.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Exploited Children</i>	1 3	1 3	Sergeant (supervises both the Exploited Children Unit and Missing Persons Unit Detectives)	<ul style="list-style-type: none"> <li>The Exploited Children Unit, is overseen by one lieutenant noted above.</li> <li>Three detectives focus on pandering, obscenity, pornography and malicious sexting. One position was abolished and that detective was assigned to the Internet Crimes Against Children Task Force.</li> </ul>
<i>Missing Person</i>	8	8	Detectives	<ul style="list-style-type: none"> <li>Seven detectives investigate missing person reports to include adults and children, but their focus is on runaways, group home departures, and Alzheimer departures.</li> <li>One detective is assigned to cold case missing persons.</li> </ul>
<i>Domestic Violence</i>	1 10	1 10	Sergeant Detectives	<p>The Domestic Violence Unit is overseen by one lieutenant noted above.</p> <ul style="list-style-type: none"> <li>The Domestic Violence Unit investigates felony domestic violence incidents, to include rider charges, such as felonious assault, kidnapping and violation of protection orders.</li> <li>Patrol officers investigate misdemeanor domestic violence incidents. If possible, Domestic Violence Unit Detectives assist with felony offenses.</li> <li>Two 1<sup>st</sup> shift detectives are dedicated exclusively to stalking cases.</li> <li>3<sup>rd</sup> Shift Domestic Violence covers for high-risk missing persons.</li> <li>The Domestic Violence Unit is housed in the Franklin County Municipal Courthouse to work directly with domestic violence advocates and prosecutors.</li> </ul>
<b>Sexual Assault Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>The Sexual Assault Section, overseen by one lieutenant, and is comprised of the A, B, C, D, and E, Sexual Assault Units.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Sexual Assault Units A, B, C, D, and E</i>	5	5	Sergeants	<ul style="list-style-type: none"> <li>B, D, E Units provide 24/7 coverage, 7:00 AM – 3:00 PM, 3:00 PM – 11:00 PM, and 11:00 PM – 7:00 AM, respectively.</li> <li>B, D, E Units investigate, including detective field response to all sex crimes with victims 16 years of age and older; caseload also includes public indecency, molestation, etc., to include misdemeanor or felonious crimes.</li> <li>A and C Units are located at the Center for Family Safety and Healing (CFSH) which is affiliated with Nationwide Children's Hospital. These detectives investigate, including detective field response to all sex crimes with victims younger than 16 years of age.</li> <li>Adult cold case sexual assaults are reviewed by two third shift detectives. This is done on an overtime basis.</li> <li>An office assistant II is assigned to the CFSH and reports directly to the Sexual Assault Section Lieutenant. An office assistant I is assigned to Police Headquarters and reports to the Sexual Assault B Sergeant. These office assistants answer phones, manage records, transcribe audio recording provided by detectives from the Special Victims Bureau and Robbery Detectives.</li> </ul>
	5	7	Detectives A Squad	
	5	5	Detectives B Squad	
	8	8	Detectives C Squad	
	6	7	Detectives D Squad	
	5	5	Detectives E Squad	
	1	1	Office Assistant II	
	1	1	Office Assistant I	



## 6. Homeland Security Subdivision

The Homeland Security Subdivision is headed by a deputy chief, and has three major bureaus as summarized below:

The **Special Services Bureau** is comprised of units that provide additional field support services for the Police Division and specialty support functions. The bureau is led by a commander and consists of four sections that are led by lieutenants. The four sections have work units as follows:

- Homeland Security Section
  - Joint Terrorism Task Force (JTTF)
  - Counter Terrorism Unit (CTU)
  - Mayor's Security
- Special Weapons and Tactics (SWAT) Section
  - Gold, Red and Green Teams
  - Training Unit
  - Canine Unit
- Aviation Section
  - 1st Shift Helicopter Unit
  - Midwatch Helicopter Unit
- Intelligence Section
  - Criminal Intelligence Unit A
  - Criminal Intelligence Unit B

The **Communications Bureau** is comprised of the 911 Emergency Communications Center taking all public safety calls for service from the City of Columbus and dispatching for the Columbus Division of Police.

The **Traffic Bureau** is comprised of the following:

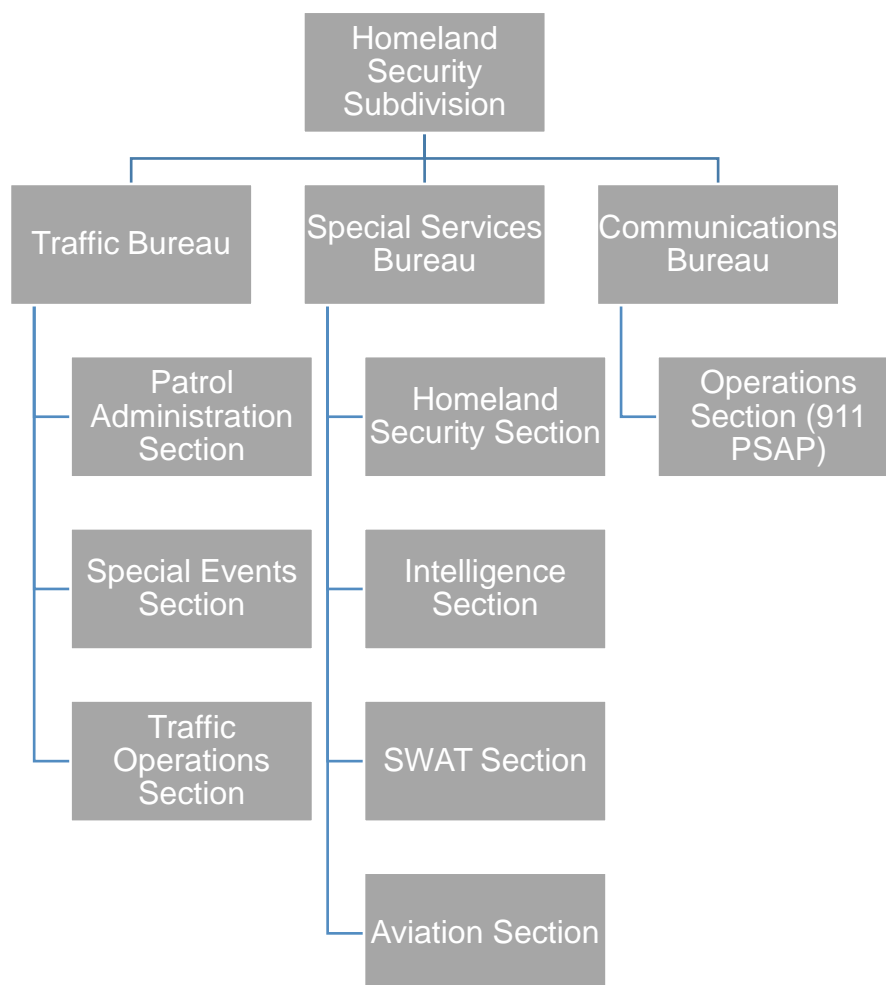
- Traffic Operations Section
  - Freeway Patrol 1<sup>st</sup> Shift
  - Freeway Patrol 2<sup>nd</sup> Shift
  - Freeway Patrol 3<sup>rd</sup> Shift
  - Motorcycles 1<sup>st</sup> Shift
  - Motorcycles DMV
- Special Events Section
  - Accident Investigation Unit
  - Special Events Office
  - Event Management Unit

Special Duty Office

- Patrol Administration Section
  - Patrol Administration Unit 1<sup>st</sup> Shift
  - Patrol Administration Unit 2<sup>nd</sup> Shift
  - Patrol Administration Unit 3<sup>rd</sup> Shift

## (1) Organization

The following chart outlines the organization of the Homeland Security Subdivision:



## (2) Staffing and Unit Descriptions

The following table provides current ("Curr.") and authorized/budgeted ("Auth.") staffing levels for each unit within the subdivision.

Unit/Section	Curr.	Auth.	Position	Unit Description
Administration	1 1	1 1	Deputy Chief Admin. Secretary	<ul style="list-style-type: none"> <li>The deputy chief is responsible for managing the subdivision and its assigned bureaus.</li> <li>The administrative secretary supports the Homeland Security Subdivision and Patrol South Subdivision Deputy Chiefs .</li> </ul>
<b>Special Services Bureau</b>				
Administration	1 1	1 1	Commander Office Assistant (OA II)	<ul style="list-style-type: none"> <li>Provides administrative oversight, leadership, advocacy, customer interface and field support.</li> <li>Supervises lieutenants who oversee functional sections.</li> <li>Provides policy, procedure and broader management oversight for the bureau.</li> <li>The office assistant performs clerical duties for the bureau.</li> </ul>
Homeland Security Section	1 1	1 1	Lieutenant Criminal Intelligence Analyst	<ul style="list-style-type: none"> <li>Administrative oversight and leadership.</li> <li>Coordinates activities of the section.</li> <li>The criminal intelligence analyst develops intelligence from multiple sources and assists with investigations.</li> </ul>
Joint Terrorism Task Force (JTTF)	2	2	Officers	<ul style="list-style-type: none"> <li>Conducts terrorism investigations, as part of a multiple jurisdictional task force, managed by the Federal Bureau of Investigation.</li> </ul>
Counter Terrorism Unit (CTU)	1 4	1 4	Sergeant Detectives	<ul style="list-style-type: none"> <li>The sergeant provides administrative oversight for both CTU and the mayor's security detail.</li> <li>The unit works at the Statewide Terrorism Analysis and Crime Center (STACC).</li> <li>Provides critical infrastructure protection, through intelligence gathering activities.</li> <li>Coordinates intelligence for large scale events.</li> <li>Investigates criminal threats, using multiple resources.</li> </ul>
Mayor's Security	3	3	Officers	<ul style="list-style-type: none"> <li>The mayor's security provides dignitary protection for the mayor at various events.</li> <li>Investigates or refers threats.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Special Weapons and Tactics (SWAT) Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>Administrative oversight and leadership of the section.</li> <li>Supervises unit sergeants.</li> <li>Serves as critical incident command on SWAT operations.</li> </ul>
SWAT Gold	1 7	1 7	Sergeant Officers	<ul style="list-style-type: none"> <li>Works 7:00AM - 3:00PM (S/M off)</li> <li>Responds to barricades and active shooter incidents.</li> <li>Provides extra security at large public events, as well as dignitary protection.</li> <li>Executes search warrants.</li> <li>Executes arrest warrants and performs fugitive apprehension.</li> </ul>
SWAT Green	1 6	1 7	Sergeant Officers	<ul style="list-style-type: none"> <li>Works 7:00 PM - 3:00AM(S/S off)</li> <li>Responds to barricades and active shooter incidents.</li> <li>Provides extra security at large public events, as well as dignitary protection.</li> <li>Executes search warrants.</li> <li>Executes arrest warrants and performs fugitive apprehension.</li> </ul>
SWAT Red	1 7	1 7	Sergeant Officers	<ul style="list-style-type: none"> <li>Works 6:00PM - 2:00AM (F/S off)</li> <li>Responds to barricades and active shooter incidents.</li> <li>Provides extra security at large public events, as well as dignitary protection.</li> <li>Executes search warrants.</li> <li>Executes arrest warrants and performs fugitive apprehension.</li> </ul>
SWAT Training	1	1	Sergeant	<ul style="list-style-type: none"> <li>Conducts and arranges training for the unit.</li> <li>Maintains training records.</li> <li>Covers team sergeants' vacations and absences.</li> </ul>
Canine	1 8	1 8	Sergeant Officers	<ul style="list-style-type: none"> <li>The unit is broken into four shifts: 8:00AM - 3:00PM, 2:00PM - 9:00PM, 7:00PM - 2:00AM and 9:00PM - 4:00AM.</li> <li>All canine units are dual purpose (tracking and narcotics detection).</li> <li>The unit provides support to patrol and responds to calls for service.</li> </ul>
<b>Aviation Section (Helicopter)</b>	1	1	Lieutenant(pilot)	<ul style="list-style-type: none"> <li>Administrative oversight and leadership of the section</li> <li>Supervises sergeants.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>1st Shift Helicopter</i>	1 7	1 7	Sergeant(pilot) Officers / Pilots	<ul style="list-style-type: none"> <li>• Works two hour flights, starting at 12:00 PM.</li> <li>• Provides air support for patrol operations.</li> <li>• Responds to critical incidents, where air support would be advantageous.</li> <li>• Responds to vehicle and foot pursuits.</li> <li>• Searches for lost /endangered individuals</li> </ul>
<i>Midwatch Helicopter</i>	1 8	1 8	Sergeant (pilot) Officers (pilots)	<ul style="list-style-type: none"> <li>• Works two hour flights, starting at 8:00PM.</li> <li>• Provides air support for patrol operations.</li> <li>• Responds to critical incidents, where air support would be advantageous.</li> <li>• Responds to vehicle and foot pursuits.</li> <li>• Searches for lost /endangered individuals</li> </ul>
<i>Safety and Maintenance</i>	1 1 1	1 1 1	Sergeant (pilot) Safety & Training Officer (pilot) Maintenance Ofc. (pilot)	<ul style="list-style-type: none"> <li>• The relief sergeant covers flights and supervisor responsibilities.</li> <li>• The safety officer ensures all pilots have appropriate training. The safety officer is also responsible for training new pilots.</li> <li>• The maintenance officer coordinates maintenance on the five aircraft.</li> </ul>
<b>Intelligence Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>• Administrative oversight and leadership of the Criminal Intelligence Section.</li> <li>• Coordinates unit activities.</li> </ul>
<i>Criminal Intelligence Unit A</i>	1 10 1 1	1 10 1 1	Sergeant Officers Code of Federal Regulations (CFR) officer Intelligence Analyst	<ul style="list-style-type: none"> <li>• Works various hours (scheduled 1:00PM - 9:00PM) with S/M off.</li> <li>• Conducts criminal investigations into gang activity and organized crime.</li> <li>• Investigates threats.</li> <li>• Maintains CFR files.</li> </ul>
<i>Criminal Intelligence Unit B</i>	1 7	1 7	Sergeant Officers	<ul style="list-style-type: none"> <li>• Works various hours (scheduled 1:00PM - 9:00PM) with W/Th off.</li> <li>• Conducts criminal investigations into gang activity and organized crime.</li> <li>• Investigates threats.</li> </ul>
<b>Communications Bureau</b>				
<b>Administration</b>	1	1	Commander	<ul style="list-style-type: none"> <li>• Provides administrative oversight, leadership, advocacy, customer interface and field support.</li> <li>• Supervises one lieutenant who oversees functional units.</li> <li>• Provides policy, procedure and broader management oversight.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Operations Section</b> <i>(Communications)</i>	1	1	Lieutenant	<ul style="list-style-type: none"><li>• One lieutenant oversees 14 Emergency Communications Specialists (supervisors) and effectively acts as the 911 floor manager.</li><li>• Answers all 911 and ten digit calls and transfers fire and emergency medical service calls to the Division of Fire . Serves as the primary public safety answering point. Handles approximately 1.3 million total calls.</li><li>• Operates 24/7 on three eight-hour shifts: 6:30AM-2:30PM, 2:30PM-10:30PM, 10:30PM-6:30AM, with supervisors starting ½ hour earlier. Includes additional two midwatch shifts for call-takers.</li><li>• Dispatches emergency police calls and provides information to officers and other support personnel, as requested.</li><li>• Coordinates multi-agency emergency dispatch operations.</li><li>• Three (supervisors) are assigned QA/QC, training, and CAD/GIS duties.</li><li>• Operation does not carry an “authorized staffing level.”</li></ul>
	11	11	Shift Supervisors	
	1	1	Quality	
	1	1	Assurance/Quality Control Supervisor	
	1	1	Computer Aided	
	2	2	Dispatch	
	75	-	(CAD)/Geographic Information	
	27	-	System(GIS) Supervisor	
			Training Supervisor	
			CAD/GIS Technicians	
		911 Dispatchers		
		911 Call-takers		
Traffic Bureau				
<b>Administration</b>	1	1	Commander	<ul style="list-style-type: none"><li>• Provides administrative oversight, leadership, advocacy, customer interface and support.</li><li>• Supervises three lieutenants who oversee the Traffic Operations, Special Events and Patrol Administration Sections.</li><li>• Provides policy, procedure and broader management oversight.</li></ul>
<b>Traffic Operations Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"><li>• The lieutenant oversees the section and its operations, deployments and services, and supervises four unit sergeants. The lieutenant also leads the new risk and experience based deployment effort (ATAC).</li><li>• Note that there are 51 trained Driving Impaired Criminal Enforcement (DICE) and eight Drug Recognition Experts (DRE) Instructors in the Division.</li></ul>
	1	1	Office Assistant	

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Freeway 1<sup>st</sup> Shift</i>	1	1	Sergeant	<ul style="list-style-type: none"> <li>Freeway operations consists of three shifts, dedicated to vehicle enforcement, abandoned and broken down vehicles (arranging for tows), freeway closures and construction areas and other hazards.</li> <li>A 2<sup>nd</sup> shift officer handles stats and reporting, as well as grants.</li> <li>Two officers are trained and equipped for commercial vehicle enforcement.</li> <li>Staff are deployed throughout the five patrol zones.</li> </ul>
	10	12	Officers	
<i>Freeway 2<sup>nd</sup> Shift</i>	1	1	Sergeant	
	9	9	Officers	
<i>Freeway 3<sup>rd</sup> Shift</i>	1	1	Sergeant	
	8	8	Officers	
<i>Motorcycle 1<sup>st</sup></i>	1	1	Sergeant	<ul style="list-style-type: none"> <li>Motorcycle Units primarily perform traffic enforcement in neighborhoods and non-freeway arterials. They are also a primary pool for staff for dignitary visits.</li> </ul>
	8	8	Officers	
<i>Motorcycle DMW</i>	1	1	Sergeant	
	9	11	Officers	
<b>Special Events Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>A lieutenant oversees the section and is responsible for overall direction, performance, and daily operations of the Special Events Unit, Accident Investigation Unit, and Special Duty Office. The lieutenant directly supervises two sergeants, one management analyst II, an office assistant II, and indirectly supervises 14 officers.</li> <li>Special project-related efforts include: <ul style="list-style-type: none"> <li>Works with various groups to maintain effective community and public relations.</li> <li>Works with contractors and other city departments to alleviate traffic issues.</li> <li>Plans and supervises special events, such as races, parades, and festivals within the city.</li> <li>Reviews and approves block party, liquor, and parade applications.</li> <li>Prepares operation and strategic plans for the Event Management and Accident Investigation Units.</li> <li>Ensures the Special Duty Office is effective, efficient, and conforms to policy.</li> </ul> </li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Accident Investigation</i>	1 12	1 12	Sergeant Officers	<ul style="list-style-type: none"> <li>• Accident Investigation personnel work three shifts / seven days per week.</li> <li>• Responds to and investigates fatal, possible fatal, and hit skip traffic crashes</li> <li>• Interviews subjects and witnesses</li> <li>• Collects and processes evidence.</li> <li>• Prepares investigative cases for prosecution</li> <li>• Issues citations</li> </ul>
<i>Special Events</i>	2 1	2 1	Officers Office Assistant II	<ul style="list-style-type: none"> <li>• Special Events Unit personnel coordinate activities associated with events throughout the city. They also perform the following tasks: <ul style="list-style-type: none"> <li>• Traffic control logistics and planning.</li> <li>• Ensures proper permits have been issued for events.</li> <li>• Coordinates with other city departments and private and public agencies, throughout the city and region.</li> <li>• Addresses complaints associated with events.</li> </ul> </li> </ul>
<i>Event Management</i>	1 2	1 2	Sergeant Officers	<ul style="list-style-type: none"> <li>• Event Management Unit personnel provide support and planning activities for large events. They also perform the following tasks: <ul style="list-style-type: none"> <li>• Engages in activities associated with preparedness, response, and training for natural and man-made disasters.</li> <li>• Coordinates with local, regional, and national public and private entities.</li> <li>• Operates and maintains the Emergency Operations Center (EOC).</li> <li>• Completes after action reports for major incidents.</li> </ul> </li> </ul>
<i>Special Duty</i>	1	1	Management Analyst II	<ul style="list-style-type: none"> <li>• The Special Duty Management Analyst II assists in the planning associated with smaller events, as well as manages the off duty needs to staff special events and dignitary protections.</li> </ul>



Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Patrol Administration Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>Lieutenant oversees the section and its operations, and management of filling positions throughout the Division for staff absent, due to various leaves and injuries, primarily for the Patrol Subdivisions.</li> <li>Manages modified leave assignments including the telephone reporting unit.</li> <li>The number of positions to fill each day varies, but is often around 60.</li> <li>Also works closely with human resources.</li> <li>The section also manages the patrol scheduling system.</li> <li>The section also manages and calls in for overtime assignments.</li> <li>The Lieutenant also has special project duties (e.g., GPS in patrol units) and building maintenance issues.</li> </ul>
<i>Patrol Administration 1<sup>st</sup> Shift</i>	2 3 2 1 3 5	2 3 2 1 3 5	Sergeants Officers Officers (City Hall) Mail Specialist Office Assistant II Officers	<ul style="list-style-type: none"> <li>Staff provides 24 / 7 coverage.</li> <li>Section oversees the modified duties of staff assigned are utilized for a number of duties – hospital, city hall reception, special projects, citizen questions.</li> <li>Five officers are assigned to 1<sup>st</sup> Shift Patrol Administration. They provide staffing for Columbus City Hall, and the information desk at Police Headquarters.</li> <li>“Unassigned” officers report to the Patrol Administration Section for long term disabilities, leaves of absences, etc. This number is in constant flux.</li> </ul>
<i>Patrol Administration 2<sup>nd</sup> Shift</i>	2 3	2 3	Sergeants (incl. relief) Officers	<ul style="list-style-type: none"> <li>Section oversees the modified duties of staff assigned are utilized for a number of duties – hospital, city hall reception, special projects, citizen questions.</li> <li>Three officers are assigned to 2<sup>nd</sup> Shift Patrol Administration.</li> </ul>
<i>Patrol Administration 3<sup>rd</sup> Shift</i>	2 3	2 3	Sergeants (incl. relief) Officers	<ul style="list-style-type: none"> <li>Section oversees the modified duties of staff assigned are utilized for a number of duties – hospital, city hall reception, special projects, citizen questions.</li> <li>Three officers are assigned to 3<sup>rd</sup> Shift Patrol Administration.</li> </ul>

## 7. Support Services Subdivision

The Support Services Subdivision is headed by a deputy chief, and has four major bureaus, as summarized below:

The **Support Operations Bureau** is led by a commander and supported by three lieutenants. The Support Operations Bureau is comprised of three sections:

- Court Liaison Section
- Property Management Section
- Administrative Support Section

The **Forensic Services Bureau (Crime Lab)** is comprised of four work sections that provide forensic lab services, in support of investigations. The four work sections are:

- Drug Identification Section
- Firearms Section
- DNA Section
- Quality Assurance Section
  - Latent Print Comparison Unit
  - Latent Print Processing Unit
  - Questioned Documents Unit

The **Technical Services Bureau** is comprised of 1 sergeant (serves as Policenet Manager), seven officers and five analysts who manage all police specific IT functions and databases. The unit coordinates repairs and service calls with the City of Columbus Department of Technology or product vendors.

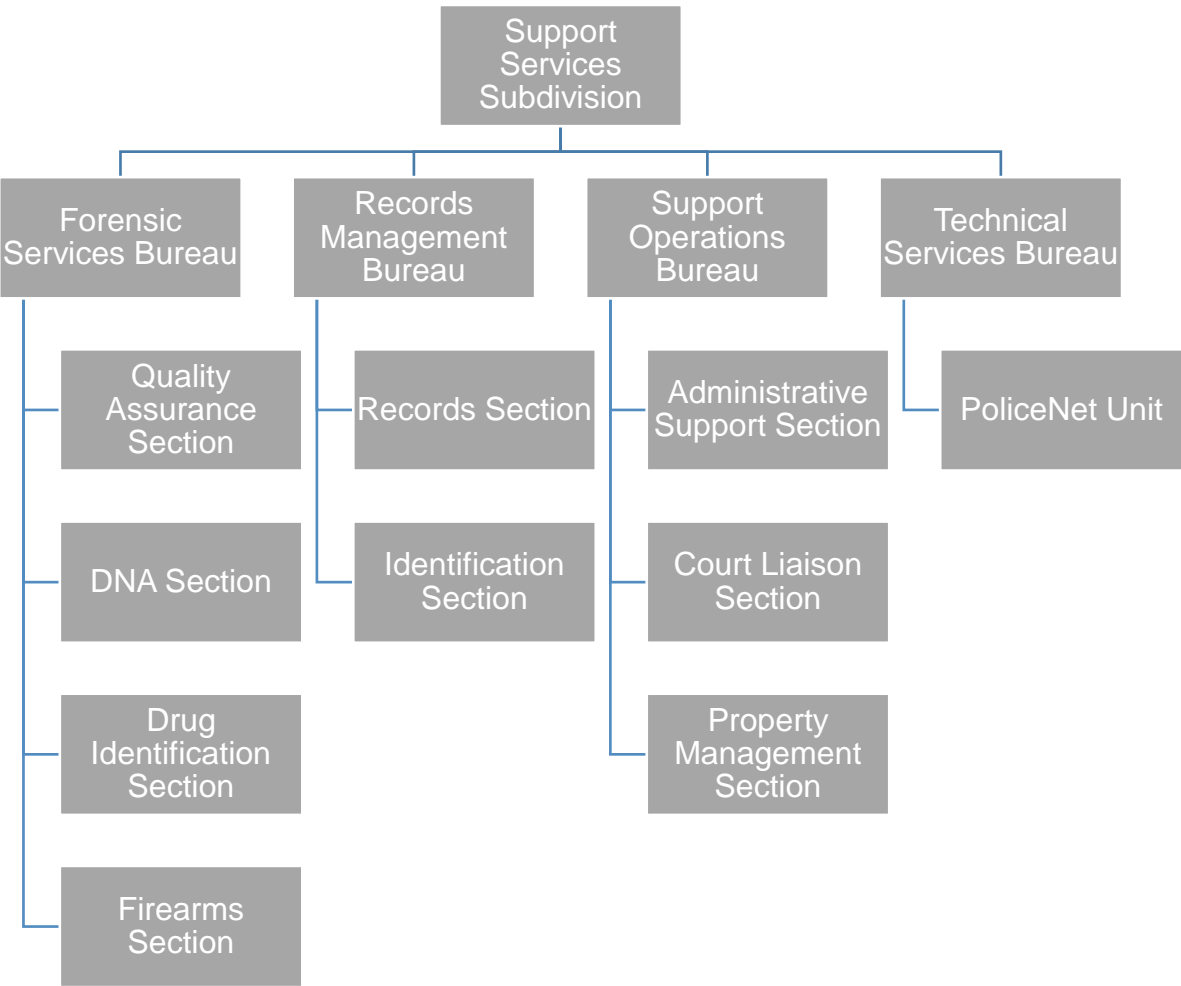
The **Records Management Bureau**, is comprised two sections is led by a manager and supported by unit supervisors. The bureau operates 24 hours a day, seven days a week. The bureau's two sections consist of:

- Records Section
  - 1<sup>st</sup> Shift Records Unit
  - 2<sup>nd</sup> Shift Records Unit
  - 3<sup>rd</sup> Shift Records Unit
  - Public Records Unit
  - Telephone Reporting Unit
  - Records Support Unit
- Identification Section

- 1<sup>st</sup> Shift Identification Unit
- 2<sup>nd</sup> Shift Identification Unit
- 3<sup>rd</sup> Shift Identification Unit

(1) Organization

The following chart outlines the organization of the Support Services Subdivision:



(2) Staffing and Unit Descriptions

The following table provides current (“Curr.”) and authorized/budgeted (“Auth.”) staffing levels for each unit within the subdivision.

Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Support Operations Bureau</b>				
<b>Administration</b>	1	1	Commander	<ul style="list-style-type: none"> <li>Provides administrative oversight, leadership, advocacy, customer interface and field support.</li> <li>Provides policy, procedure and broader management oversight.</li> <li>OAll provides a variety of support services to commander including clerical, administrative, and special project efforts.</li> </ul>
	1	1	Office Assistant II	
<b>Court Liaison Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>Administrative oversight and leadership of the section.</li> <li>Supervises sergeants.</li> <li>Coordinates section activities</li> </ul>
<i>Common Pleas</i>	1	1	Sergeant	<ul style="list-style-type: none"> <li>The unit coordinates the appearance of officers to common pleas court.</li> <li>Officers enter reports to the court.</li> <li>The juvenile officers handle juvenile matters and can arrange for transport.</li> <li>The fugitive officer locates offenders that fail to appear in court.</li> <li>All officers monitor court rooms and respond to take defendants into custody when requested.</li> </ul>
	10	10	Officers	
	1	1	Office Assistant I	
<i>Municipal</i>	1	1	Sergeant	<ul style="list-style-type: none"> <li>The unit coordinates the appearance of officers to municipal court.</li> <li>Officers enter reports to the court.</li> <li>All officers monitor court rooms and respond to take defendants into custody when requested.</li> </ul>
	10	10	Officers	
	1	1	Office Assistant I	
<b>Property Management Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>Administrative oversight and leadership of the section.</li> <li>Supervises Sergeants.</li> <li>Coordinates section activities.</li> <li>The office assistant performs clerical functions, in support of the section.</li> </ul>
<i>Impounding</i>	1	1	Sergeant	<ul style="list-style-type: none"> <li>All city impounded vehicles are brought to the impound lot.</li> <li>Staff is required to notify owners within five days.</li> <li>The impound lot tower is staffed 24/7</li> </ul>
	1	1	Office Assistant II	
	6	6	Office Assistant I	
	4	5	Security Specialists	
	1	1	Vehicle Inspector	
	1	1	Equipment Operator	

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Property Control</i>	1 1 1 2 15	1 1 1 2 15	Sergeant Office Assistant II Office Assistant I Store Keepers Police Property Clerks	<ul style="list-style-type: none"> <li>The property room is open 24 hours a day and all property received by officers must be brought directly to the property room.</li> <li>The civilian property window is staffed 8:00AM \ - 5:00PM, M-F</li> <li>All property must be inventoried and entered into the report management system.</li> <li>The store keepers are responsible for police uniform and equipment issuance.</li> <li>All unneeded evidence or property is purged.</li> </ul>
<i>Midwatch</i>	1	1	Sergeant	<ul style="list-style-type: none"> <li>The midwatch sergeant supervises the property room and impound operations.</li> <li>Determines which vehicles will be auctioned or scrapped.</li> <li>Determines which unneeded evidence or property will be auctioned or destroyed.</li> <li>Attends police auctions.</li> </ul>
<b>Administrative Support Section</b>	1	1	Lieutenant (Fleet Coordinator)	<ul style="list-style-type: none"> <li>Administrative oversight and leadership of the section.</li> <li>Supervises the Photo Lab Manager, Print Shop Supervisor, and Property Control Temporary Position.</li> <li>Responsible for fleet purchases.</li> <li>Coordinates up fitting of vehicles.</li> <li>Schedules replacements</li> <li>Coordinates vehicle maintenance</li> <li>The Administrative Support Section Lieutenant serves as the Division's point of contact for the Defense Reutilization Marketing Office (DRMO) and Law Enforcement Support Office (LESO) programs. As the point of contact the Administrative Support Section Lieutenant completes all paperwork related to the programs, coordinates and assists in all audits, properly disposes of DRMS/LESO property, and maintains inventory accountability of such items.</li> </ul>
<i>Print Shop</i>	1 1 1	1 1 1	Supervisor Print Services Specialist Print Services Technician	<ul style="list-style-type: none"> <li>Prints all Division of Police publications and forms.</li> <li>Coordinates publications /documents for special events.</li> <li>Produces reports</li> <li>Processes video evidence for the investigative units and court.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Photo Lab</i>	1 1	1 1	Manager Photographic Technician	<ul style="list-style-type: none"> <li>Prints all investigative photos for detectives and prosecutors.</li> <li>Assists with photos for Division of Police publications.</li> </ul>
<i>Prop Control 480 Temp.</i>	1	1	Police Property Clerk	<ul style="list-style-type: none"> <li>Accounts for special property acquired through the DRMO and LESO programs.</li> <li>Returns, inventories and documents Division of Police property, acquired through the DRMO and LESO programs.</li> </ul>
<b>Forensic Services Bureau (Crime Lab)</b>				
<b>Administration</b>	1	1	Manager	<ul style="list-style-type: none"> <li>Administrative oversight and leadership of the Crime Laboratory</li> <li>Supervises section supervisors.</li> </ul>
<b>DNA Section</b>	1 9	1 9	Forensic Scientist III (Supervisor) Forensic Scientist II	<ul style="list-style-type: none"> <li>Processes recovered DNA</li> <li>Documents test results</li> <li>Testifies in court</li> <li>Enters results into database.</li> <li>Maintains chain of custody.</li> </ul>
<b>Drug Identification Section</b>	1 6 3	1 6 3	Forensic Scientist III (Supervisor) Forensic Scientist II Forensic Scientist I	<ul style="list-style-type: none"> <li>Performs drug identification tests</li> <li>Documents test results</li> <li>Testifies in court</li> <li>Enters results into database.</li> <li>Maintains chain of custody.</li> </ul>
<b>Firearms Section</b>	1 4 1	1 4 1	Forensic Scientist III (Supervisor) Forensic Scientist II Police Evidence Technician	<ul style="list-style-type: none"> <li>Identifies firearms</li> <li>Performs operability tests.</li> <li>Performs ballistic comparisons from shell casings and recovered bullets.</li> <li>Documents test results.</li> <li>Enters results into database.</li> <li>Maintains chain of custody.</li> <li>Testifies in court</li> </ul>
<b>Quality Assurance Section</b>	1 1	1 1	Forensic Scientist III (Supervisor) Data Management Coordinator	<ul style="list-style-type: none"> <li>Ensures compliance with accreditation standards and laboratory policies.</li> <li>Administration of Laboratory Information Management System (LIMS).</li> </ul>
<i>Latent Print Comparison</i>	0 2	1 4	Latent Print Supervisor Latent Print Examiners	<ul style="list-style-type: none"> <li>Performs latent print comparisons.</li> <li>Documents test results</li> <li>Enters results into database.</li> <li>Maintains chain of custody.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Latent Print Processing</i>	1	1	Police Evidence Technician	<ul style="list-style-type: none"> <li>• Develops and lifts latent prints.</li> <li>• Documents test results</li> <li>• Enters results into database</li> <li>• Maintains chain of custody</li> </ul>
<i>Questioned Documents</i>	1	1	Forensic Scientist II* *also represented in the drug identification section numbers	<ul style="list-style-type: none"> <li>• Performs questioned handwriting/document comparisons.</li> <li>• Documents test results</li> <li>• Enters results into database</li> <li>• Maintains chain of custody</li> <li>• Testifies in court</li> </ul>
<b>Technical Services Bureau</b>				
<b>Administration</b>	0	1	Manager	<ul style="list-style-type: none"> <li>• Administrative oversight and leadership of the bureau</li> <li>• Coordinates bureau activities.</li> <li>• Manages bureau budget.</li> <li>• This position is currently vacant</li> </ul>
<i>Policenet Administration</i>	1	1	Sergeant	<ul style="list-style-type: none"> <li>• Administrative oversight and leadership of Policenet operations.</li> <li>• Coordinates unit activities.</li> <li>• Coordinates software and hardware purchases.</li> </ul>
<i>Policenet</i>	7 4 1	9 4 1	Officers Information system Analysts Programmer Analyst	<ul style="list-style-type: none"> <li>• The unit works various shifts covering from 6:30AM - 11:30PM and are on call for outages. The unit provides seven day a week coverage.</li> <li>• Provides support to the report management system (PremierOne ) and IT functions, databases and programs.</li> <li>• Manages the body worn camera and cruiser video systems.</li> <li>• Supports the plate reader database.</li> </ul>
<b>Records Management Bureau</b>				
<b>Administration</b>	1	1	Public Safety Manager	<ul style="list-style-type: none"> <li>• Administrative oversight and leadership of the bureau</li> <li>• Provides policy, procedure, and broader management oversight.</li> </ul>
<b>Records Section</b>	1	1	Management Analyst II	<ul style="list-style-type: none"> <li>• Administrative oversight and leadership of records section.</li> <li>• Coordinates unit activities.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<i>1<sup>st</sup> Shift</i>	1 9	1 9	Supervisor Records Technicians	<ul style="list-style-type: none"> <li>• Works 7:00AM - 3:00PM with various days off (records is open 24/7).</li> <li>• Corrects reporting and coding errors.</li> <li>• Enters data into PremierOne RMS</li> <li>• Enters and removes LEADS entries</li> <li>• Responds to officer calls for warrant checks, vehicle searches, and missing persons.</li> </ul>
<i>2<sup>nd</sup> Shift</i>	1 9	1 9	Supervisor Records Technicians	<ul style="list-style-type: none"> <li>• Works 3:00PM - 11:00PM with various days off (records is open 24/7).</li> <li>• Corrects reporting and coding errors.</li> <li>• Enters data into PremierOne RMS.</li> <li>• Enters and removes LEADS entries</li> <li>• Responds to officer calls for warrant checks, vehicle searches, and missing persons.</li> </ul>
<i>3<sup>rd</sup> Shift</i>	1 7	1 7	Supervisor Records Technicians	<ul style="list-style-type: none"> <li>• Works 11:00PM - 7:00AM with various days off (records is open 24/7).</li> <li>• Correct reporting and coding errors.</li> <li>• Enters data into Premier One RMS.</li> <li>• Enters and removes LEADS entries</li> <li>• Responds to officer calls for warrant checks, vehicle searches, and missing persons.</li> </ul>
<i>Telephone Reporting Unit</i>	1 4	1 4	Supervisor Office Assistant I	<ul style="list-style-type: none"> <li>• Transcribes telephone reports.</li> <li>• Makes call backs to complete reports.</li> <li>• Enters data into RMS.</li> <li>• Enters reports from Coplogic online reporting system.</li> </ul>
<i>Records Support (Validations)</i>	1 5	1 5	Supervisor Records Technicians	<ul style="list-style-type: none"> <li>• Validates all Division warrants and continues to validate on a set schedule.</li> <li>• Updates warrants.</li> <li>• Enters Warrants into NCIC.</li> </ul>
<i>Public Records</i>	1 5  1	1 5  1	Supervisor Management Analyst I  Property Clerk	<ul style="list-style-type: none"> <li>• Responsible for responding to public records requests.</li> <li>• Provides copies of police reports and computer aided dispatch data.</li> <li>• Responsible for producing audio/video recordings, including redactions.</li> <li>• The property clerk manages records stored at the property facility.</li> </ul>



Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Identification Section</b> <i>1<sup>st</sup> shift</i>	1 6	1 7	Supervisor Fingerprint Techs	<ul style="list-style-type: none"> <li>Shifts include 7:00AM - 3:00PM, 3:00PM – 11:00PM, and 11:00PM– 7:00AM with various days off.</li> <li>Obtains prints from all arrested subjects.</li> <li>Obtains prints for police applicants.</li> <li>Enters prints into the Automated Fingerprint Identification System (AFIS).</li> <li>Takes photos of arrestees</li> <li>Obtains DNA from felony arrestees</li> <li>Sends arrest charges to the Ohio Bureau of Criminal Investigation for inclusion on Computerized Criminal History (CCH)</li> <li>Updates local CCH</li> </ul>
<i>2<sup>nd</sup> Shift</i>	1 4	1 6	Supervisor Fingerprint Techs	<ul style="list-style-type: none"> <li>Shifts include 7:00AM - 3:00PM, 3:00PM – 11:00PM, and 11:00 PM – 7:00AM with various days off.</li> <li>Obtains prints from all arrested subjects.</li> <li>Obtains prints for police applicants.</li> <li>Enters prints into AFIS.</li> <li>Takes photos of arrestees</li> <li>Obtains DNA from felony arrestees</li> <li>Sends arrest charges to the Ohio Bureau of Criminal Investigation for inclusion on CCH</li> <li>Updates local CCH</li> </ul>
<i>3<sup>rd</sup> Shift</i>	1 5 4	1 6 4	Supervisor Fingerprint Techs Fingerprint Techs (Trng)	<ul style="list-style-type: none"> <li>Shifts include 7:00AM - 3:00PM, 3:00PM – 11:00PM, and 11:00PM – 7:00AM with various days off.</li> <li>Obtains prints from all arrested subjects.</li> <li>Obtains prints for police applicants.</li> <li>Enters prints into AFIS.</li> <li>Takes photos of arrestees</li> <li>Obtains DNA from felony arrestees</li> <li>Sends arrest charges to the Ohio Bureau of Criminal Investigation for inclusion on CCH</li> <li>Updates local CCH</li> </ul>

## 8. Administrative Subdivision

The Administrative Subdivision is headed by a deputy chief, and has a variety of supporting functions to the Division, including key bureaus, as well as other support, such as fiscal services and administrative functions.

The **Training Bureau** is responsible for the timely and effective education and training of new recruits, while ensuring the ongoing professional development of senior officers within the Division of Police. The bureau is led by a commander and consists of three sections that are led by lieutenants. The three sections consist of the following:

- Basic Training Section
  - Recruit Training Unit
  - Field Training Unit
- Advanced Training Section
  - Advanced Training Operations Unit
  - Advanced Training Administrative Unit
  - Defensive Tactics Unit
  - Ordnance 1<sup>st</sup> Shift
  - Ordnance Midwatch
- Mental Health Lieutenant - Crisis Intervention Team (CIT) and Mobile Crisis Unit

The **Human Resources Bureau** consists of five sections and is overseen by a civilian manager. This bureau is responsible for managing many of the essential people related functions of the organization including; benefits, payroll, staffing, civilian hiring, background investigations for all personnel, as well as assisting criminal investigation with polygraph examinations. The bureau consists of the following sections:

- Benefits Section
- Payroll Section
- Personnel and Staffing Section
- Industrial Hygiene Section
- Background Investigation Section

The **Professional Standards Bureau's** mandate is to ensure the Division of Police is excelling in its continuous pursuit of excellence in all areas of operation. This includes ensuring policies and procedures are adhering to industry best practices, as attested to by the Commission on Accreditation for Law Enforcement Agencies (CALEA) Accreditation and monitoring and auditing Division compliance. The bureau is led by a commander and consists of three sections that are led by lieutenants. The three sections consist of the following:

- Discipline-Grievance Section
- Accreditation Section
  - Accreditation Unit

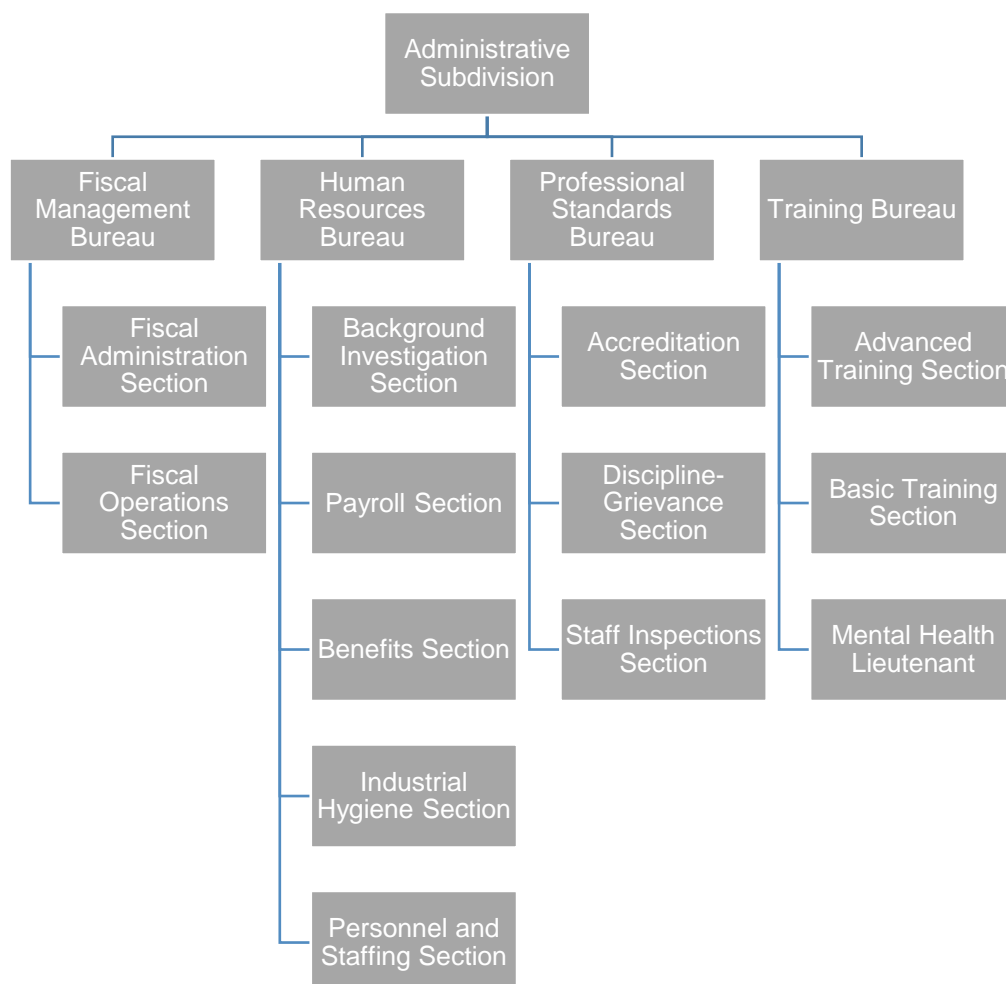
- Research and Development Unit
- Staff Inspections Section

The ***Fiscal Management Bureau*** consists of two sections and is overseen by a civilian manager. The bureau is responsible for activities associated with budget development, contract management, seizures and forfeitures and grants. The bureau's two sections consist of the following:

- Fiscal Administration Section
  - Grants Unit
  - Seizure & Forfeiture Unit
- Fiscal Operations Section

## (1) Organization

The following chart outlines the organization of the Administrative Subdivision:



**(2) Staffing and Unit Descriptions**

The following table provides current ("Curr.") and authorized/budgeted ("Auth.") staffing levels for each unit within the subdivision.

Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Training Bureau</b>				
<b>Administration</b>	1 1 3 0	1 1 3 2	Commander Business Manager Office Assistant II Part time Security Specialist	<ul style="list-style-type: none"> <li>Responsible for administrative oversight and leadership of the bureau.</li> <li>Ensures training standards are aligned with 21<sup>st</sup> Century Policing Principles.</li> <li>Ensures recruit training is carried out, according to state, CALEA and Division of Police mandates.</li> <li>Ensures in-service training meets state, CALEA and Division of Police mandates.</li> <li>Business manager schedules outside training/room rentals.</li> <li>Instrumental in enhancing the Division's online training presence.</li> </ul>
<b>Basic Training Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>Oversees all administrative and operational aspects of the Basic Training Section.</li> <li>Ensures effective academic and practical training of recruits.</li> <li>Ensures effective field training program for recruits.</li> <li>Ensures the training standards comport with CALEA standards.</li> </ul>
<i>Recruit Training</i>	1 7 2	1 7 2	Sergeant Officers Field Training Officers(assigned per class)	<ul style="list-style-type: none"> <li>Oversees all aspects of basic training for recruits.</li> <li>Delivers recruit classroom training.</li> <li>Delivers recruit practical scenario training.</li> <li>Monitors, evaluates, and documents recruit performance.</li> <li>Coordinates recruit training with relevant units, such as Defensive Tactics and Ordnance.</li> <li>Trains officers from outside agencies.</li> </ul>
<i>Field Training Office</i>	1 1	1 1	Sergeant Officer	<ul style="list-style-type: none"> <li>Administers the Field Training Officer (FTO) program to ensure training excellence of recruits.</li> <li>Oversees selection process for FTOs</li> <li>Administers training of FTOs.</li> <li>Provides annual training for all FTOs.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Advanced Training Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>Provides administrative and operational oversight to all aspects of the Advanced Training Section.</li> <li>Ensures training is specific and topical.</li> <li>Ensure mandated training is delivered and ensure all officers have completed training.</li> <li>Oversees the Citizen Police Academy.</li> <li>Ensures use of force re-certification.</li> <li>Ensures driver training re-certification.</li> </ul>
<i>Advanced Training Operations</i>	1 6	1 6	Sergeant Officers	<ul style="list-style-type: none"> <li>Directly administers in-service training to Division members.</li> <li>Employs in class and roll call training.</li> </ul>
<i>Advanced Training Administrative</i>	2	2	Officers	<ul style="list-style-type: none"> <li>Administers the entrepreneurial training program.</li> <li>Ensures OPOTC certified instructors are maintained.</li> <li>Ensure mandated training is delivered and ensure all officers have completed training.</li> <li>Acts as liaison with OPOTA.</li> <li>Maintains all division training records.</li> <li>Ensures employees maintain training and certification through audits and records maintenance.</li> </ul>
<i>Defensive Tactics</i>	1 2	1 2	Sergeant Officers/instructors	<ul style="list-style-type: none"> <li>Administers recruit and in-service defensive tactics training.</li> <li>Educates civilian groups on use of force tactics and policies.</li> </ul>
<i>Ordnance 1<sup>st</sup> Shift</i>	1 6 1	1 6 1	Sergeant Officers Office Assistant II	<ul style="list-style-type: none"> <li>Administers recruit firearms training.</li> <li>Administers in-service firearms training.</li> <li>Administers firearms qualifications</li> </ul>
<i>Ordnance Midwatch</i>	1 5	1 5	Sergeant Officers	<ul style="list-style-type: none"> <li>Administers recruit firearms training.</li> <li>Administers in-service firearms training.</li> <li>Administers firearms qualifications</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Mental Health Lieutenant - Crisis Intervention Team/Mobile Crisis Unit</b>	1 4 5	1 4 5	Lieutenant Officers Civilian Clinicians	<ul style="list-style-type: none"> <li>Mobile Crisis Unit pilot program started June 2018. Responds to mental health related incidents.</li> <li>Operates 2:00 PM – 12:00 AM Officers are temporarily assigned from patrol.</li> <li>Trains recruits and senior officers in mental health crisis intervention techniques.</li> <li>Trains and supplies officers with Narcan and automated external defibrillators.</li> <li>five civilians are external employees.</li> <li>Oversees the Division's involvement with the Rapid Response Emergency Addiction and Crisis Team (RREACT). The RREACT provides follow-up to individuals who have overdosed, to include getting them set up with treatment and other basic resources to assist them on their path to recovery. Currently, the Division provides one officer Monday – Friday, 4:00 PM – 9:00 PM.</li> </ul>
<b>Human Resources Bureau</b>				
<b>Administration</b>	0	1	Human Resources Manager	<ul style="list-style-type: none"> <li>The Human Resources Manager is responsible for administrative oversight and leadership of the bureau.</li> <li>The position is currently vacant.</li> <li>Ensures bureau priorities are met in accordance with Division-wide mandate.</li> <li>Supervises six full time and one part-time direct reports.</li> </ul>
<b>Benefits Section</b>	1 1 2	1 2 2	Human Resource Analyst Human Resource Representatives Payroll Clerks	<ul style="list-style-type: none"> <li>Responsible for dealing with matters related to health benefits.</li> <li>Communicates with external partners, relative to benefit/leave requests.</li> <li>Handles Family and Medical Leave Act (FMLA) requests.</li> <li>Monitors injury leave, restricted duty, and sick leave usage.</li> <li>Processes, tracks, and compiles reports on benefit requests/usage.</li> <li>Maintains the timesheets for the Human Resources and Fiscal Management Bureaus.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Payroll Section</b>	1 5	1 5	Human Resource Analyst Payroll Clerks	<ul style="list-style-type: none"> <li>Ensures efficient and timely remuneration of employees.</li> <li>Enters Division payroll data into the city's payroll system.</li> <li>Tracks and updates sick leave usage.</li> <li>Monitors all aspects of pay, relative to injury/sick leave adjustments.</li> <li>Monitors records for tuition and other authorized reimbursements.</li> <li>Ensures payments for contractual benefits, such as uniform allowance, physical fitness pay, and unused holiday hours pay.</li> </ul>
<b>Personnel &amp; Staffing Section</b>	1 2 1	1 2 1	Human Resource Analyst Human Resource Representatives Office Assistant II	<ul style="list-style-type: none"> <li>Tasked with civilian hiring.</li> <li>Responsible for effective Division-wide sworn staffing.</li> <li>Handles position transfers.</li> <li>Assists with oral boards for sworn hires.</li> <li>Responsible for employee orientation.</li> <li>Tracks and maintains employee records.</li> </ul>
<b>Industrial Hygienist</b>	1	1	Hygienist	<ul style="list-style-type: none"> <li>Significant responsibility for employee health, through proactive, preventative education.</li> <li>Educates employees on healthy lifestyles and oversees the Division's Drug Free Safety Program, personal protective equipment measures, blood exposure control plan, and a variety of emergency planning and response initiatives.</li> <li>Tracks injuries to personnel and devises proactive measures to reduce injuries.</li> <li>Responsible for fitness facilities.</li> <li>Coordinates health screenings.</li> <li>Ensures planning for fire and tornado drills.</li> <li>Manages AED program and distribution of critical first aid supplies.</li> <li>Coordinates testing for occupational exposure to noise and lead, based on assignment.</li> <li>Manages compliance with Environmental Protection Agency regulations.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Background Investigation Section</b>	1 2 2  2 1	1 2 2  3 1	Public Safety Manager Officers Civilian (Retired Officers) Civilians (Polygraphists) Part time Human Resources Representative	<ul style="list-style-type: none"> <li>Conducts pre-employment polygraphs for police and fire applicants.</li> <li>Conducts background investigations, including candidate interviews, criminal record checks, reference checks, financial checks, and associated personnel interviews.</li> <li>Conducts polygraphs for criminal investigations, as time permits.</li> <li>Documents findings and prepares reports for the oral board.</li> </ul>
<b>Professional Standards Bureau</b>				
<b>Administration</b>	1	1	Commander	<ul style="list-style-type: none"> <li>The commander is responsible for the administrative oversight and leadership of the bureau.</li> <li>Ensures bureau priorities are met in accordance with Division wide mandate.</li> <li>Regularly attends executive staff meetings.</li> <li>Supervises five lieutenants.</li> </ul>
<b>Discipline/ Grievance Section</b>	2	2	Lieutenants	<ul style="list-style-type: none"> <li>Staffed by two lieutenants. The current lieutenants have law degrees, but this is not a requirement of the position; a law degree is an exceptional qualification for the position.</li> <li>High level of involvement in discipline/grievance processes.</li> <li>Reviews major disciplinary cases to identify strengths and weaknesses.</li> <li>Works with the union and represents the chief at hearings.</li> </ul>
<b>Accreditation Section</b>	1	1	Lieutenant	<ul style="list-style-type: none"> <li>Provides administrative oversight to the Accreditation and Research and Development Units.</li> </ul>
<i>Accreditation (Unit)</i>	2	2	Management Analyst II	<ul style="list-style-type: none"> <li>Ensures Division meets accreditation standards, mandated by CALEA.</li> <li>Works closely with the Research &amp; Development Unit.</li> <li>Aids in policy development and establishment of "best practices" within the Division.</li> </ul>



Unit/Section	Curr.	Auth.	Position	Unit Description
<i>Research &amp; Development</i>	1 3 2	1 3 2	Sergeant Officers Management Analyst II	<ul style="list-style-type: none"> <li>Ensures research is conducted on best practices and brought to the attention of appropriate Division personnel.</li> <li>Ensures procedures, forms, and policies are reviewed and revised accordingly.</li> <li>Distributes updated publications in paper format and through PowerDMS, an information management solution.</li> <li>Assists with internal and external requests for information, research, and statistics.</li> <li>Conducts analysis for annexation requests.</li> <li>Works closely with the Accreditation Unit.</li> <li>Aids in policy development and establishment of best practices within the Division.</li> </ul>
<b>Staff Inspections Section</b>	2	2	Lieutenants	<ul style="list-style-type: none"> <li>Ensures compliance with best practice policies through routine inspections and evaluations.</li> <li>Ensures equipment, standard operating procedures, and facilities are meeting requirements.</li> <li>Assists in ensuring adequate and efficient Division-wide staffing plans are implemented.</li> <li>Identifies issues, which may be systemic and allow for proactive training.</li> <li>Responsible for administrative oversight of Division personnel assigned to positions within the Fraternal Order of Police, including approving leave, training, etc.</li> </ul>
<b>Fiscal Management Bureau</b>				
<b>Administration</b>	1	1	Fiscal Manager	<ul style="list-style-type: none"> <li>Manages the Fiscal Management Bureau; takes lead responsibility for internal coordination of budget development; works closely with the Department of Public Safety and the Department of Finance and Management.</li> </ul>
<b>Fiscal Administration Section</b>	1	1	Management Analyst II	<ul style="list-style-type: none"> <li>Assists with developing the operating and capital budgets, as well as other annual financial reports. Oversees the Grants and Seizure/Forfeiture Units.</li> </ul>
Grants	2	2	Management Analyst I	<ul style="list-style-type: none"> <li>Researches, develops and manages grants.</li> </ul>
Seizure & Forfeiture	1	3	Management Analyst I	<ul style="list-style-type: none"> <li>Performs the accounting necessary for asset seizures and forfeitures.</li> </ul>

Unit/Section	Curr.	Auth.	Position	Unit Description
<b>Fiscal Operations Section</b>	1	1	Management Analyst II	<ul style="list-style-type: none"><li>• Manages contracts, processes legislation, monitors funding related to the budget, as it relates to procurement, and supervises the Fiscal Operations Section.</li><li>• Processes accounts payable and receivable, invoices, purchase orders, and travel reimbursements.</li><li>• Assists in procurement, formal bidding, accounts payable and receivable, processes purchase orders and engages in vendor relations activities.</li></ul>
	1	1	Fiscal Assistant	
	3	3	Management Analyst I	