

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Boards, Committees, and Teams		



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

I. Academic Advisory Board

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

Board Members

- Public Accountability Subdivision Deputy Chief (Chairperson)
- Community Services Subdivision Deputy Chief
- Criminal Investigations Subdivision Deputy Chief
- Patrol Operations Subdivision Deputy Chief
- Special Operations Subdivision Deputy Chief
- Support Services Subdivision Deputy Chief
- Training Bureau Commander (Advisory Member)

II. Assignment and Transfer Committee

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

Committee Members

Discipline-Grievance Section Lieutenant(s)

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

Committee members will elect one member as Chairperson.

III. Aviation Safety Board

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

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

Board Members

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

Helicopter Unit Safety/Training Officer
Helicopter Unit Officer*

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

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

IV. Employee Action Review System (EARS) Committee

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

Committee Members

One Commander (Chairperson, non-voting member)

Two Lieutenants

Four Sergeants

Ten Officers

Two alternates (Sergeant or Officer)

One Training Bureau Liaison Member (non-voting member)

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

V. Facility Security Committee

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

Committee Members

Support Operations Bureau Commander (Chairperson)

Headquarters Operations Section Lieutenant (Vice Chairperson)

Homeland Security Section Lieutenant

Industrial Hygienist

Headquarters Operations Unit Sergeant – two shifts represented if possible

Event Management Unit Sergeant and Staff

A representative of the Criminal Investigations Subdivision located in headquarters

Staff Inspections Section Lieutenant

A representative of each bureau located outside of headquarters

VI. Firearms/Police-Involved Death Review Board

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

Board Members

Deputy Chief appointed by Chief of Police (Chairperson)

Six Commanders (Responders)

Three Commanders (Reviewers)

Appointment to this Board is based on assignment and rotates annually. The Vice Chairperson is designated by the Chairperson.

VII. Fleet Safety Committee

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

Committee Members

Deputy Chief appointed by Chief of Police (Chairperson)

Traffic Bureau Commander (Vice Chairperson)

Patrol Zone Commander – rotated among the Patrol Commanders

Investigative Support Section Lieutenant (Major Crimes Bureau)

Evidence, Facilities, and Fleet Section Lieutenant (non-voting member)

Freeway Patrol Unit Sergeant

Missing/Exploited Children Unit Sergeant

Headquarters Operations Unit Sergeant

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

Administrative Secretary – Recording Secretary (non-voting member)

Special Events Office Officer (non-voting member)

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

VIII. Oral Board

Conducts interviews of Police Officer applicants and forwards recommendations to the Professional Standards Bureau Commander, the Public Accountability Subdivision Deputy Chief, and the Director of the Department of Public Safety.

Board Members

Background Investigation Section Supervisor (Administrator)

One designee from the Human Resources Bureau

Two sworn officers from any rank (except the Chief of Police)

Note: All members have received training in Oral Board techniques to include administering, scoring, evaluating, and interpreting results in a uniform manner.

IX. Police Awards Committee

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

Committee Members

Deputy Chief appointed by the Chief of Police (Chairperson)

Commander appointed by the Chief of Police

Patrol Lieutenant

Sergeant (uniformed)

Patrol Officers (2 selected)

Community Services, PublicAccountability, Special Operations, Criminal Investigations, or Support Services Subdivision Officers (2 selected)

Awards Committee Coordinators (non-voting members)

X. Police Flower Fund Committee

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

Committee Members

Deputy Chief (Chairperson)

Commander (Treasurer)

Lieutenant (Secretary)

Administrative Secretary

Officer

XI. Pursuit Review Committee

Reviews completed investigations of vehicular pursuits and Precision Immobilization Technique (PIT) incidents and renders a finding whether the pursuit or PIT was within Division policy.

Committee Members

Deputy Chief appointed by the Chief of Police (Chairperson)

Commander appointed by the Chairperson (Vice Chairperson)

Note: The Vice Chairperson cannot be the PSB Commander.

Nine Commanders (appointment to this Committee is based on assignment and rotates annually)

Administrative Secretary (Pursuit Recording Secretary)

Headquarters Operations Section Lieutenant (Pursuit Analysis)

XII. Recognition Dinner Committee

Oversees the organization of the Recognition Dinner, which is held to provide Division personnel with official recognition upon retirement, receipt of a Division awards medal, or being selected as an officer of the month or civilian of the quarter. Committee members are selected by the chairperson.

Committee Members

Deputy Chief appointed by the Chief of Police (Chairperson)

Commander

Lieutenant

Officer

Civilian Employee

Administrative Secretary

Awards Committee Coordinators

Retired Officers Association President

XIII. Recognition Foundation

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

Committee Members

Deputy Chief appointed by the Chief of Police (Chairperson)

Commander (Treasurer)

Lieutenant (Secretary)

Officer

Civilian Employee

Administrative Secretary

XIV. Training Committee

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

Committee Members

Training Bureau Commander (Chairperson)

Patrol Zone Commander

Major Crimes Bureau Commander
Advanced Training Section Lieutenant
Human Resources Bureau Manager
Homeland Security Section Lieutenant
Patrol Lieutenant
Patrol Sergeant
Advanced Training Operations Unit Sergeant
Division Legal Advisor
FOP Representative (non-voting *member*)
Committee members assigned to the Patrol Operations Subdivision should be representative of different zones.

XV. Training Coordinators Committee

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

Committee Members

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

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

XVI. Uniform Committee

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

Committee Members

Patrol Operations Subdivision Deputy Chief (Co-Chairperson)
Support Services Subdivision Deputy Chief (Co-Chairperson)
Commander (uniformed)
Lieutenant (uniformed)
Sergeant (uniformed)
Officer (FOP Representative)
Patrol Officer (uniformed female)
Patrol Officer (uniformed male)

Criminal Investigations Subdivision Officer (non-uniform)
Honor Guard Representative
Support Operations Bureau Commander (Advisory Member)
Property Management Section Lieutenant (Advisory Member)
Property Control Unit Storekeeper (Advisory Member)
Administrative Secretary (*non-voting member*)

XVII. Victim/Witness Assessment Committee

Assesses victim/witness assistance services utilized by the Division.

Committee Members

Investigative Support Section Lieutenant (Major Crimes Bureau) (Co-Chairperson)
Family Crimes Section Lieutenant (Co-Chairperson)
Community Liaison Section Lieutenant
Patrol Lieutenant
Public Information Unit Sergeant
Grants Unit Coordinator
Division Legal Advisor
Columbus City Prosecutor's Office Representative
Franklin County Prosecutor's Office Representative

XVIII. Field Training Board

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

Board Members

Patrol Zone One Commander
Patrol Zone Two Commander
Patrol Zone Three Commander
Patrol Zone Four Commander
Patrol Zone Five Commander
Training Bureau Commander
Basic Training Section Lieutenant (non-voting member)
FTO Unit Sergeant (Coordinator) (non-voting member)
FTO Unit Officer(s) (Assistant Coordinator) (non-voting member)
The senior Patrol Commander will act as Chairperson.

XIX. Field Training Committee

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

Committee Members

- Senior FTO from Zone 1
- Senior FTO from Zone 2
- Senior FTO from Zone 3
- Senior FTO from Zone 4
- Senior FTO from Zone 5
- FTO Unit Sergeant (Coordinator)
- FTO Unit Officer(s) (Assistant Coordinator)

XX. Teams

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

A. Bicycle Coordination Unit

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

B. Columbus Police Honor Guard

1. With its Columbus Police and Fire Pipes and Drums contingent, members participate in funeral services for active and retired police officers and civilian Division personnel, parades, public ceremonies and functions, and similar services approved by the Chief of Police or designee.

2. Sworn personnel who wish to become members submit written requests through the chain of command to the assigned **deputy chief**, who selects the most qualified candidates with the final approval of the Chief of Police. The Honor Guard Commander and Executive Officer are appointed by the Chief of Police. An executive board consisting of president, vice president, secretary, treasurer, and pipe major is elected annually by incumbents. Memberships may be terminated by the chain of command with the approval of the Chief of Police.
3. Assigned chain of command
 - Deputy Chief appointed by the Chief of Police
4. Volunteer chain of command
 - a. Police Lieutenant (Honor Guard Commander)
 - b. Police Lieutenant (Executive Officer)
 - c. Executive board
- C. Crisis Intervention Team (CIT)
 1. Sworn members participate following a selection process and after completing the CIT Core Training Course.
 2. Assigned chain of command
 - a. Deputy Chief appointed by the Chief of Police
 - b. CIT Coordinator – Trauma/Recovery/Addiction/Crisis Team (TRACT) Section Lieutenant
- D. Critical Incident Response Team (CIRT)
 1. Sworn members must have prerequisite specialized training and experience in homicide/death investigations.
 2. Assigned chain of command
 - a. Criminal Investigations Subdivision Deputy Chief
 - b. Major Crimes Bureau Commander
 - c. Assault/Homicide Section Lieutenant
 - d. Major Crimes Bureau Sergeant appointed by the Chief of Police
- E. Diversity and Inclusion Liaisons
 1. Sworn personnel selected by the Chief of Police to proactively establish and maintain relationships with specific community groups within the City.
 2. Assigned chain of command
 - Community Services Subdivision Deputy Chief
- F. Driving Impaired Criminal Enforcement (DICE) Program
 1. Sworn members serve following the completion of requisite training and an oral-board selection process.
 2. The program includes the Drug Recognition Expert (DRE) selection for officers who have completed the certification course and maintain their certification.

3. Assigned chain of command
 - a. Special Operations Subdivision Deputy Chief
 - b. Traffic Bureau Commander
 - c. Traffic Operations Section Lieutenant
 - d. OVI Countermeasures Sergeant (DICE/DRE Coordinator)
- G. Emergency Operations Center (EOC) Staff
 1. Event Management Unit personnel
 2. Sworn and civilian personnel who have received basic EOC training
 3. 911 Emergency Dispatchers
 4. Personnel from other departments, divisions, and agencies
 5. Assigned chain of command
 - a. Deputy chief named upon mobilization
 - b. Commander named upon mobilization
 - c. Event Management Unit Sergeant or other trained EOC supervisor
- H. Helicopter Relief Tactical Flight Officers and Relief Pilots
 1. Relief tactical flight officers and pilots are sworn volunteers who receive specialized training. Relief pilots must also meet the criteria detailed in the Aviation Section SOP and all FAA certification prerequisites.
 2. Assigned chain of command
 - a. Special Operations Subdivision Deputy Chief
 - b. Special Services Bureau Commander
 - c. Aviation Section Lieutenant
 - d. On-Duty Helicopter Unit Sergeant
- I. HOPE-RREACT Task Force
 1. Sworn members work directly with multiple social service providers and attempt to link individuals to substance abuse treatment and provide resources for family members.
 2. Assigned chain of command

The HOPE-RREACT task force members report administratively to the TRACT Section Lieutenant **and coordinate operations with the Task Force Commander (CFD personnel).**
- J. Hostage Negotiating Team
 1. Hostage negotiators serve following a selection process and after receiving specialized training.
 2. Assigned chain of command
 - a. Special Operations Subdivision Deputy Chief
 - b. Special Services Bureau Commander
 - c. SWAT Section Lieutenant
 3. Volunteer chain of command

Sworn team leader

K. Officer Support Team

1. Sworn members with prerequisite experience in traumatic incidents serve after receiving specialized training.
2. Assigned chain of command
 - a. Deputy Chief appointed by the Chief of Police
 - b. Bureau Commander appointed by the Chief of Police
3. Volunteer chain of command
Sworn chairperson

L. Peer Assistance Team (PAT)

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

M. Police Emergency Response Team (PERT)

1. ***PERT members include officers, sergeants, and lieutenants who respond to emergency situations at the direction of the Chief of Police, or designee. PERT provides police services in a variety of situations, including civil disturbances and other emergency situations as appropriate. PERT members receive advanced training.***

2. Assigned chain of command

- a. ***Patrol Operations Subdivision Deputy Chief***
- b. ***Patrol Zone 4 and Zone 5 Commanders***

3. Volunteer Chain of Command

Police Lieutenant (PERT Executive Officer)

N. Underwater Search and Recovery Unit

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