



# THE CITY OF **COLUMBUS**

ANDREW J. GINTHER, MAYOR

---

DEPARTMENT OF THE  
INSPECTOR GENERAL

*By Inspector General Jacqueline Hendricks*



# Agenda

- ❑ Introduction of Executive Assistant
- ❑ Department Updates
- ❑ Department Goals for July
- ❑ Questions



# Introduction

- Executive Assistant
  - Nate Simon



# Department Updates

- ❑ Staff Positions
  - Executive Secretary, Community Relations Coordinator and Investigator
- ❑ Staff Training: Completed
  - Intro & Charter Review
  - Victim Engagement & Trauma
  - Criminal Investigations & 4<sup>th</sup> Amendment Search & Seizure
  - FOP Contract - Article 8
  - CPD Ride Along
  - ABC's of Policing
- ❑ Staff Training: Pending
  - Implicit Bias & Cultural Competency



# Continued Department Updates

- ❑ Office Location
  - Renovations - 50 W. Town Street, Suite 100
  - Temporary Space - 150 S. Front Street
- ❑ Case Management System - Matrix Investigator
  - Installation Process - June 16
  - Staff Training - July 8 & 9
- ❑ Community Outreach Campaign
  - Saunders PR Group
  - CPRB and Department of Neighborhoods



# Citizen Complaints Intake Process

- ❑ July 11, 2022 - Start to receive citizen complaints
- ❑ Office Location - Temporary 150 S. Front Street
  - Office Hours: Monday - Friday, 9am to 5pm
  - In-person citizens complaints are taken anytime
  - Appointments are required to meet with the case managers



# Citizen Complaints Intake Process

- ❑ How to file a Citizens Complaints
  - In person anything during business hours
  - In person at the CPRB Monthly Meetings
  - Mainline: (614) 645-9601
  - Hotline: (614) 645-9600
  - Email: DIG@Columbus.gov
  - Website: <https://www.columbus.gov/inspector-general/Inspector-General-Home/>
  - Mail: 150 S. Front, Street, Columbus, Ohio 43215



DEPARTMENT OF THE INSPECTOR GENERAL

CITIZEN COMPLAINT FORM

(This form and all of its contents are public records)

Date of Incident:	Time of Incident:	Date Reported:	Time Reported:
Location of Incident:			
Are there any photos, videos, recordings, and/or medical records, available? <input type="checkbox"/> (Yes)			
<b>COMPLAINANT'S INFORMATION:</b>			
Name:	Street Address:	Phone:	Email:
DOB:	City: State: Zip:		
ON BEHALF OF (If different than Complainant)			
Name:	Street Address:	Phone:	Email:
DOB:	City: State: Zip:	Relation to Complainant:	
<b>WITNESS(S) INFORMATION:</b>			
Name: DOB:	Street Address:	Phone: Email:	
Name: DOB:	Street Address:	Phone: Email:	
Name: DOB:	Street Address:	Phone: Email:	
<b>OFFICER(S) INFORMATION:</b>			
Name: Badge No:	Physical Description of Officer:		
Name: Badge No:	Physical Description of Officer:		
<b>(FOR INTERNAL USE ONLY)</b>			
Complaint File: <input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Hotline <input type="checkbox"/> Other: _____			

(This form may be brought in person or mailed to: 150 S. Front St., Columbus OH 43215)

Give a brief description of the events that led to this complaint on the back of this form:

NOTICE

False Complaints

No person shall knowingly file a complaint against a peace officer that alleges the peace officer engaged in misconduct in the performance of the officer's duties if the person knows that the allegation is false. Making false allegations of peace officer misconduct, under ORC § 2921.15, is a 1<sup>st</sup> degree misdemeanor, punishable by a maximum penalty of 180 days in jail and/or a \$1,000 fine.

Anonymous Complaints

Anonymous complaints will be investigated to the fullest extent allowed by the information received. When an anonymous complaint is made against a sworn member of the Columbus Division of Police and no corroborative evidence is obtained from the information that either accompanies the complaint or that is reasonably obtainable from the information or contact information provided in the complaint, the complaint will be classified as "not investigated".

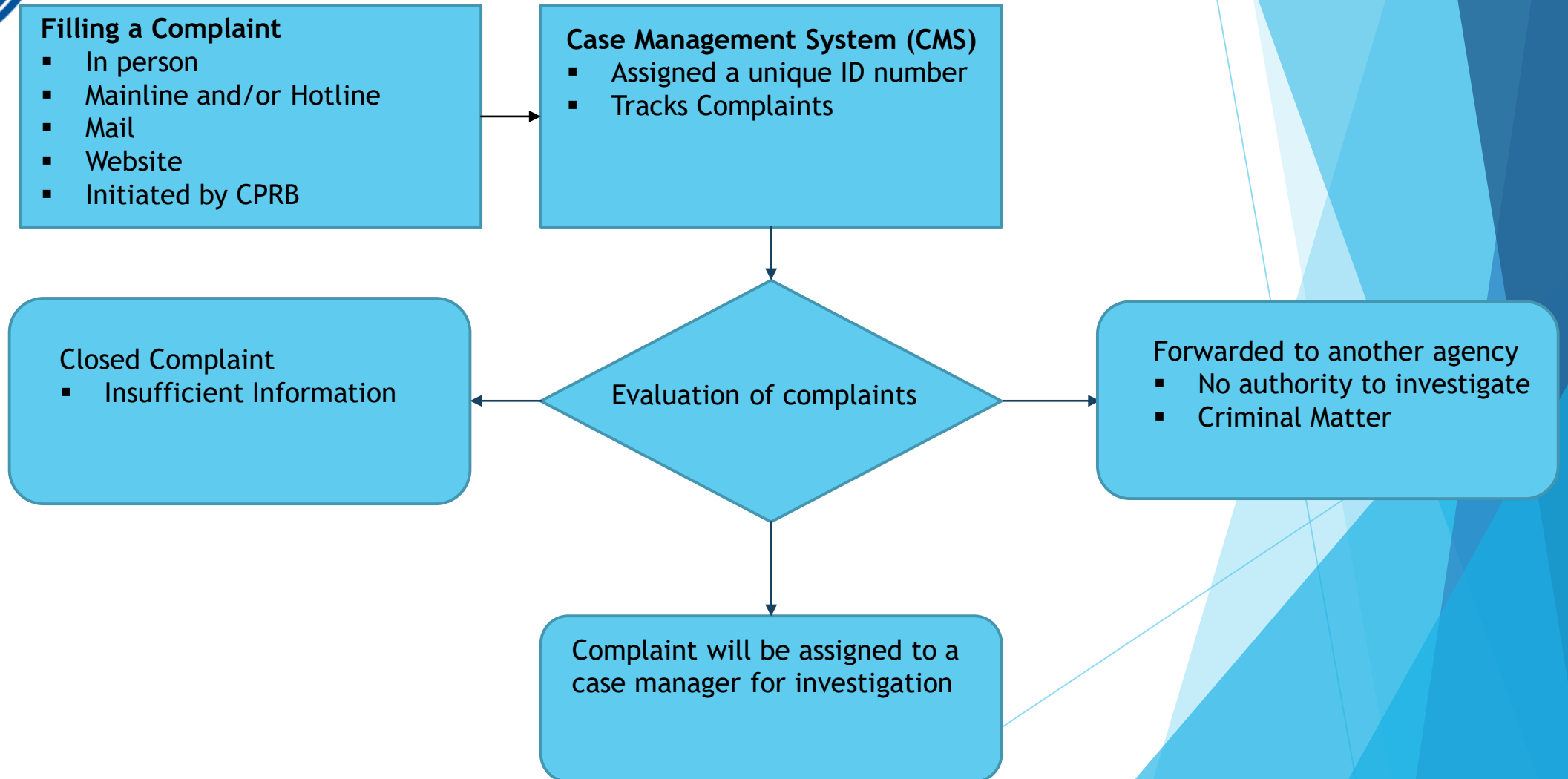
Signature of Complainant \_\_\_\_\_

Complaint Received By: \_\_\_\_\_ D&G Complaint # \_\_\_\_\_





# Citizens Complaint Intake Process Flow Chart





# Investigation Process Flow Chart

**Complaint Assigned to a case manager for investigation**

## Investigation Steps

- Notify Complainant
- Action Plan Memorandum
- Conduct Investigation
- Prepare Investigation Report
- Submitted for review and approval

Evaluation of the investigation

Approved by IG

Approved Reports  
Submitted to the CPRB for the  
boards review and approval

Jacqueline M. Hendricks  
Inspector General

Richard S. Blunt II  
Deputy Inspector General

THE CITY OF  
**COLUMBUS**  
ANDREW J. GINTHER, MAYOR  
DEPARTMENT OF THE  
INSPECTOR GENERAL

**ACTION PLAN MEMORANDUM**

**To:** Jacqueline M. Hendricks, Inspector General  
**From:** (Case Manager)  
**Date:** (Date)  
**DIG Case No#:** (Case No#)  
**Complainant's Information:** (Name, address and contact number)

---

**I. Summary of initial Allegation**

**II. Overall Objective**

**III. Plan of Action**

**IV. Estimated Days to Complete**





## Department of the Inspector General *Garrity Advisement*

Pursuant to the City of Columbus Charter and City Code, the Department of the Inspector General (DIG) has the authority to conduct investigations into complaints of misconduct and/or excessive use of force by sworn personnel in the Columbus Division of Police filed by citizens.<sup>1</sup> In accordance with the Fraternal Order of Police Capital City Lodge No. 9 Collective Bargaining Agreement with the City of Columbus, when the DIG conducts an internal administrative investigation the DIG shall have the authority to compel attendance and participation at an interview under threat of insubordination or like offense.<sup>2</sup>

This interview concerns an administrative investigation being conducted by the DIG. You will be asked questions that are specifically and narrowly related to the performance of your official duties. Statements made during any interviews conducted as part of this investigation may be used as evidence of misconduct or as the basis for recommending disciplinary action against you. You are required to answer all relevant questions fully and truthfully as a condition of your employment. Should you refuse to respond to any questions asked of you during this administrative investigation and relating to the performance of your official duties you may be subject to disciplinary action for insubordination or like offense. During the course of this investigation, should you provide information that indicates that you may be guilty of criminal conduct, neither your self-incriminating statements nor the fruits of any self-incriminating statements you make will be used against you in any criminal legal proceedings. You are entitled to all the rights and privileges guaranteed by the Constitution and the laws of the State of Ohio and the Constitution and the laws of the United States.

The protections discussed above are commonly referred to as a *Garrity Advisement* as described in *Garrity v New Jersey* 385 US 493 (1967) and its progeny.

*By signing below I affirm that I have been presented with the Garrity Advisement and have had its meaning explained to me.*

\_\_\_\_\_  
Print Name, Rank, Badge No. & Date

\_\_\_\_\_  
Print Investigator Name & Date

\_\_\_\_\_  
Sworn Members' Signature

\_\_\_\_\_  
Investigator's Signature

<sup>1</sup> 2020 Columbus City Charter Sec. 217 and City Code Sec. 235.05

<sup>2</sup> 2020-2023 FOP CBA Sec. 8.1



COLUMBUS DEPARTMENT OF INSPECTOR GENERAL

INVESTIGATION MEMORANDUM

DATE:

TO: Columbus Civilian Police Review Board

FROM: Columbus Inspector General

DIG COMPLIANT NO #:

I. Summary

(A brief overview of the complaint, investigation findings and recommendation(s)).

II. Complaint Information

Date of Incident: (Date the incident occurred)

Date of Complaint: (Date complaint was received by the DIG)

Type of Complaint: (Misconduct or Excessive Use of Force)

Complainant: (Complainant's contact information)

Case Manager: (Investigator assigned to conduct the investigation)

Due Date: (Assigned)

Allegations 1:

(Describe allegation(s) and areas of concerns to be investigated by the DIG.)

III. Officer(s) Information

(Name, rank, badge No#, division, or unit assigned, years of service, disciplinary history (if applicable) and any other information pertinent to the investigation.)

IV. Analysis and Findings

(Details of the investigation and analysis of evidence, etc.)

Evidence Reviewed

a) Interviews

b) Documents (CPD directives, policies and procedures, laws, CPD records, body cameras, patrol cars video footage, etc. if applicable)

V. Conclusion

(Summary of allegations' findings and any additional findings identified.)

VI. Recommendation(s)

(To the Civilian Police Review Board for the Columbus Division of Police based on the findings of the investigation)

\_\_\_\_\_  
Inspector General Signature and Date

\_\_\_\_\_  
Civilian Police Review Board – Complaint Review Committee Chairperson Signature and Date

\_\_\_\_\_  
Civilian Police Review Board Chairperson Signature and Date



# Department Goals

- Goals for July
  - Be Ready!!
  - Hire Staff
  - Training Staff
  - Community Outreach



# Questions