

The Columbus Division of Police

Lateral Transfer Program

Information Guide



Minimum Qualifications:

- Possession of a high school diploma or a certificate of high school equivalence (GED).
- At least twenty (20) years of age when applying, and at least twenty-one (21) years of age at the time of being sworn-in.
- Possession of a valid motor vehicle operator's license at the time of hire (appointment).
- A citizen of the United States of America.

Definition: "Prior Law Enforcement Service"

For the purposes of Article 21 only, "prior law enforcement service" means time employed full time as a Police Officer with the Columbus Division of Police or another political subdivision, other than the City of Columbus, as approved by the Director of Public Safety or designee. Prior law enforcement service does not include any time as a Corrections Officer.

5 Week Academy:

- Current Ohio police officers with three or more years of continuous service in a law enforcement jurisdiction (see attached list) other than the City of Columbus.
- Current Ohio police officers who have less than three years of continuous service but have previously attended and graduated from the Columbus Division of Police

Academy, have worked in a law enforcement jurisdiction (see attached list) other than the City of Columbus, and are approved by the chief of police.

*Note: Officers from the Ohio State University Police Department, officers from Townships, officers from other departments that are not on the attached list, and deputies from Sheriff's Departments (not including service time as a correction's officers in a jail) who have previously attended and graduated from the Columbus Division of Police Academy would meet this requirement and would be approved.

31 Week Academy:

- Certified applicants with no police officer experience.
- Certified police officers from jurisdictions outside of Ohio.
- Certified police officers from a law enforcement jurisdiction (that is not included in the attached list) other than the City of Columbus.
- Certified law enforcement officers from the Ohio State Highway Patrol, Sheriff's Departments, Ohio Investigative Unit, Township Police Officers, Village Police Officers, Hospital Police Officers, and University Police Officers.
- *Note: Select Sheriff's Departments can be included at the discretion of the Chief of Police (see attached list). Sheriff's Deputies who had service time as corrections officers in a jail facility will not have that service time included in their total amount of service time as a certified Ohio police officer.
- Certified police officers with fewer than three years of service as a police officer and did not attend the Columbus Division of Police Academy.

Salary:

- See Memorandum of Understanding
- Pay Rate is based on completed years of service (e.g. 5.7 years of service would place the individual at 5 years of service, not 6 years of service).

Wages:

- Refer to the current Fraternal Order of Police Collective Bargaining Agreement for additional details (Article 20).
- In accordance with Article 20.1, B (Effective with the pay period that includes December 9, 2024 (5%), the pay rate for a Police Officer is as follows (Hourly, Bi-Weekly, & Annually)
- Below shows the starting pay based off of years of prior experience:

A (< 1yr)	B (1-yr)	C (2-yrs)	D (3-yrs)	E (4-8 yrs)	F (9+ yrs)
35.69	37.36	39.17	47.33	54.67	56.23
2,855.20	2,988.80	3,133.60	3,786.40	4,373.60	4,498.40
74,226.90	77,709.94	81,468.62	98,446.03	113,706.24	116,963.76

Vacation Time – Article 27:

- 27.2 Conditions for Accrual.

- Each member shall accrue vacation leave by pay period based on years of total service which is established in the schedules contained in Section 27.3 of this Article. Years of total service is defined to be the total of all periods of employment for the City of Columbus. Any periods of interruption of service due to resignation, layoff, or discharge for cause will not be included in the computation of total service. Time not in paid status, excepting military leave, shall also be excluded in computing total service. In computing years of service, the higher rate of accrual will begin on the first day of the first pay period in which a year of service is completed.

- 27.3 Accrual Schedule for Vacation.

- The following vacation accrual schedule is established:

Years of Total Service	Vacation Hours Per Year	Vacation Hrs / Pay Period
Less than 3 yrs.	96 hrs.	3.693 hrs.
3 yrs. but less than 6 yrs.	148 hrs.	5.692 hrs.
6 yrs. but less than 14 yrs.	204 hrs.	7.846 hrs.
14 yrs. but less than 20 yrs.	228 hrs.	8.769 hrs.
20 or more yrs.	252 hrs.	9.692 hrs.

- 27.4 Maximum Accrual of Vacation

- Any vacation balance in excess of the maximum number of hours established in this paragraph shall become void as of the close of business on the last day of the first pay period that begins in the month of January.

Years of Total Service	Maximum Accrual of Vacation Hours
Less than 3 years	288 hrs.
3 years but less than 6 yrs.	444 hrs.
6 years but less than 14 yrs.	612 hrs.
14 years but less than 20 yrs.	684 hrs.
20 or more years	756 hrs.

Sick Leave – Article 28:

- 28.1 Sick Leave Accrual – NO MAX ON SICK BRING OVER

- (A) Upon appointment, 41.55 hours of sick leave credit shall be granted. However, 4.616 hours shall be deducted from this sick leave credit for any pay period during the first nine (9) pay periods in which the member is off-duty and not in paid status more than eight (8) hours of regularly scheduled work. Additionally, if a member is separated from employment and owes the City sick leave, the member shall be required to pay back to the City any sick leave taken that has not been earned. No unearned sick leave may be granted to any member except as provided herein.
- (B) Upon completion of the first nine (9) pay periods of service, a member shall accrue sick leave with pay of 4.616 hours for each completed pay period. No sick leave credit shall accrue for any such pay period in which such member is off duty and not in paid status more than eight (8) hours of regularly scheduled work
- (C) No sick leave with pay shall accrue except for service as an employee of the City of Columbus, except that a member who has been employed by the State of Ohio, or any political subdivision thereof, shall be credited with any certified, unused and unpaid balance of accumulated sick leave earned in such service, provided employment with the City occurs within ten (10) years after leaving the member's prior position. Such unused sick leave balance shall be subject to all provisions of this Article, with the exception that such unused sick leave shall not be eligible for payment as described in Section 28.3, nor shall it be eligible for conversion as described in Section 28.6 of the FOP Contract.

Seniority:

- Lateral Transfer officers' seniority will be effective as of their hire date. The exact order of each Lateral Transfer officer will be determined by the total amount of time of service they have in "prior law enforcement service." In the event two or more Lateral Transfer officers have the same amount of time in service as a certified Ohio police officer, the Ohio Peace Officer Training Academy (OPOTA) Firearms score shall be the tie breaker for seniority and ranking the officers within the Lateral Transfer class.
- Academic and Firearms Exams:
 - Academic:

- Exams will be graded as Pass/Fail. A 70% or above will be considered a passing score. Should a Lateral Transfer officer fail an academic exam, the Lateral Transfer officer will be remediated and re-tested.
- Firearms:
 - The only firearms score that will be graded and scored will be the OPOTA Firearms Course (25 Rounds).

Uniform:

- Lateral Transfer Officers will wear the Class B Uniform (without patches) during the 5-week academy.
- The uniform shall consist of the following items:
 - Short-sleeve or long-sleeve navy blue button-up shirt. Note: The tie may be worn with the long-sleeve navy blue button-up shirt.
 - Division-issued navy-blue cargo pants
 - Leather or nylon gun belt and gear
 - Uniform shoes/boots

Field Training Officer Program:

- Lateral Transfer officers who graduate from the Columbus Division of Police Training Academy shall participate in the 12-Week Field Training Officer program and shall meet the standards outlined in the Field Training Officer Manual.
- Lateral Transfer Officers will return to the Academy for a week of transition from Field Training to Probation.

Probation Program:

- Probationary period for officers who graduate from the Lateral Transfer program is as follows:
 - The probationary period shall conclude three hundred sixty-five (365) days after being sworn in, unless the City further extends the probationary period beyond the 365 days per Civil Service Rule XI (C).
 - Lateral transfer officers serving their probationary period shall follow Collective Bargaining Agreement Article 10 – Corrective/Disciplinary Action and Records, specifically Article 10.6., A – Probationary Period.
 - Lateral transfer officers will not directly participate in the Community Immersion Program, but they will be in attendance for presentations that are completed by other Probation Officers who are required to participate in the Community Immersion Program.

Contact Information:

Recruiting: Officer Shawn Smith-Davis or Officer Aissha Broussard

Phone: 614-645-4642

Email: jobs@columbus.gov

Civil Service: [Apply Here - Lateral](#)

Phone: 614-645-0800

Website: [Civil Service Exam Information - City of Columbus, Ohio](#)

Email: policefiretesting@columbus.gov

Background Unit

Phone: 614-645-4808

Email: BackgroundUnit@Columbuspolice.org

Those who may qualify for the Columbus 5-Week Lateral Academy

Current Ohio police officers with three or more years of continuous service in Law Enforcement with experience in the following agencies:

(Departments in Ohio with at least 20 sworn officers and population of 9,000 residents or more.)

Akron	Cuyahoga Falls	Lakewood	North Royalton	Strongsville
Alliance	Dayton	Lancaster	Norton	Struthers
Amherst	Defiance	Lebanon	Norwalk	Sylvania
Ashtabula	Delaware (City)	Lima	Norwood	Tallmadge
Athens	Dover	London PD	Oregon	Tiffin
Austintown	Dublin	Lorain	Oxford	Tipp City
Avon	East Cleveland	Louisville	Painesville	Toledo
Avon Lake	East Liverpool	Loveland	Parma	Trotwood
Bainbridge	Eastlake	Lyndhurst	Parma Heights	Troy
Barberton	Elyria	Macedonia	Pataskala	Twinsburg
Bay Village	Englewood	Madeira	Perrysburg	University Heights
Beachwood	Euclid	Mansfield	Pickerington	Upper Arlington
Beavercreek	Fairborn	Maple Heights	Piqua	Van Wert
Bedford	Fairfield	Marietta	Portsmouth	Vandalia
Bedford Heights	Fairview Park	Marion	Powell	Vermillion
Bellefontaine	Findlay	Marysville	Ravenna	Wadsworth
Berea	Finneytown	Mason	Reading	Wapakoneta
Bexley	Forest Park	Massillon	Reynoldsburg	Warren
Blue Ash	Fostoria	Maumee	Richmond Heights	Warrensville Heights
Bowling Green	Fremont	Mayfield Heights	Riverside	Wash. Court House
Brecksville	Gahanna	Medina	Rocky River	West Carrollton
Bridgetown	Galion	Mentor	Salem	Westerville
Broadview Heights	Garfield Heights	Miamisburg	Sandusky	Westlake
Brook Park	Girard	Middleburg Heights	Seven Hills	Whitehall
Brooklyn	Grandview Heights	Middletown	Shaker Heights	Wickliffe
Brunswick	Green	Monroe	Sharonville	Willoughby
Bucyrus	Greenville	Montgomery	Sheffield Lake	Willoughby Hills
Cambridge	Grove City	Mount Vernon	Shelby	Willowick
Canton	Hamilton	New Albany	Sidney	Wilmington
Centerville	Harrison	New Franklin	Solon	Wooster
Cincinnati	Heath	New Philadelphia	South Euclid	Worthington
Circleville	Hilliard	Newark	Springboro	Xenia
Clayton	Huber Heights	Niles	Springdale	Youngstown
Cleveland	Hudson	North Canton	Springfield	Zanesville
Cleveland Heights	Ironton	North College Hill	Steubenville	
Columbus	Kent	North Olmstead	Stow	
Coshocton	Kettering	North Ridgeville	Streetsboro	

Ohio Deputies Working Patrol from the following Counties

Cuyahoga County SO
Lucas County SO

Franklin County SO
Montgomery County SO

Hamilton County SO
Stark County SO

****Any other Ohio Agency where Applicant graduated from CPD Training Academy***

Examples: Chillicothe Delaware County SO Genoa Township Ohio State University

*****Time as a Corrections Officer or any other agency not listed above will not transfer*****