

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER
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<b>Definitions</b>		



## Acting

Serving temporarily in a position, usually of higher rank, to which the person is not ordinarily assigned. All the authority, responsibilities, and duties of the higher position are delegated to and assumed by the person acting in that position.

## Appointment

The selection of a person by the appointing authority for any position within the Division. The City Charter designates the Director of Public Safety as the appointing authority.

## Assignment

A placement of personnel made by order of the Chief of Police.

## Authority

The right to exercise power, enforce laws, or command.

## Branch

***The next smaller organizational component of the Division of Police and headed by an assistant chief.***

## Bureau/Zone

The next smaller organizational component of a subdivision. A bureau/zone is normally headed by a commander or a civilian manager designated by the Chief of Police.

## Chain of Command

The ranking order of Division personnel as determined by position and assignment.

## Civilian Personnel

All non-sworn personnel assigned to the Division in any permanent or temporary Civil Service classification.

## Command

To direct, order, or control with authority.

## Daily Bulletin

The official daily publication of the Division of Police.

## Department

A major section of Columbus municipal government, for example, the Department of Public Safety.

## Directive

An outline of procedures and policies pertaining to all or part of the Division.

## Discharge

The termination of personnel from employment with the Division.

## Discrimination

- A. The failure to treat all persons impartially where no reasonable distinction exists to justify the difference in treatment.
- B. Unjust or prejudicial treatment or denial of normal privileges to a person based on a protected class established in federal, state, or local law, including, but not limited to, race, religion, age, sex, color, national origin, gender or sexual orientation, military status, or disability.

## Division

The next smaller organizational component of a City department. The Division of Police, **which is headed by the Chief of Police**, is a component of the Department of Public Safety.

## Division Personnel

All sworn and civilian employees assigned to the Division of Police.

## Division Authority

The authority of the Division of Police is established by the Columbus City Charter. Under the direction of the Chief of Police, the Division is responsible for enforcing all laws and ordinances within its legal jurisdiction and executing proper orders and processes issued by competent courts.

## Division-wide Publication

A **written resource** approved by the Chief of Police to be used by or distributed to multiple bureaus within the Division. Division-wide publications may be issued to all personnel, sworn personnel, civilian personnel, or any combination thereof.

## Due Regard

The degree of care that is necessary to prevent one's act from creating an unreasonable risk of harm to another.

## Emergency Vehicle Operations (EVO)

Any time Division sworn personnel are responding to an emergency call in a police vehicle with lights and siren/emergency equipment activated.

## Exculpatory Evidence

Exculpatory evidence is favorable to the accused and could show the accused as innocent. This could include interviews, statements, and/or phone calls which are unfounded by the investigating personnel.

## Executive Authority

Legal or rightful power to perform one's duties within the requirements of law and rank. Also known as command authority.

## Executive Staff

The group comprised of the Chief of Police, *the assistant chiefs*, and the deputy chiefs.

## Exercise of Authority

To direct or correct the activities of a subordinate. Authority will ordinarily be exercised only within the scope of a person's assignment. However, in an emergency or when the good of the Division requires it, a person may direct or correct the activities of any subordinate within the Division.

## Forced Entry

Any non-consensual or uninvited entrance into a building using force wherein damage is incurred as a result of the entry.

## Foreign National

Any person who is not a United States citizen.

## Functional Authority

Authority given to a particular *branch*, subdivision, bureau/zone, section/shift/watch, precinct/unit, or individual to carry out a designated program on a Division-wide basis.

## Gapped and Double-Locked Handcuffing Technique

- A. Placing handcuffs or leg shackles on a person to allow space to slide the fifth metacarpal phalanx (little finger) below the lower joint between the handcuffs and the wrist or the leg shackles and the ankle.
- B. Engaging the double-lock mechanisms on the handcuffs or leg shackles to prevent the inadvertent tightening of the handcuffs or leg shackles.

## General Staff

The group comprised of the Chief of Police, ***the assistant chiefs***, the deputy chiefs, the bureau commanders/managers, and other personnel designated by the Chief of Police.

## Hate Group Affiliation

Donating to, being a member of, or participating in activities (including attending meetings or rallies or participating in social media groups) organized by or executed on behalf of a hate group.

## Hate Group

Any group that advocates for violence or the commission of crimes against a group of persons based on their race, ethnicity, nationality, religion, disability, gender, gender identity, or sexual orientation.

## Healthcare Provider

A doctor of medicine or osteopathy authorized in the state to practice medicine or surgery (as appropriate), or any other person who is authorized to diagnose and treat physical or mental health conditions as determined by the Secretary of Labor, and who is performing within the scope of his or her practice as defined under State law.

Note: Employee Benefits personnel review medical documentation and ensure there is a nexus between the condition for which the employee is being treated, any prescribed accommodation, and the healthcare provider's specialty.

## High Speed

Twenty (20) miles per hour or more over the posted speed limit.

## Immediate Supervisor

***Unless otherwise stated, the individual supervisor to which an employee is directly and administratively assigned.***

## Incompetence

The lack of ability or fitness to carry out a required duty. The lack of any of the following, though not all inclusive, may be evidence of incompetence: courage, honesty, physical ability, emotional stability, sound judgment, alertness, decisiveness, power to observe, initiative, energy, intelligence, and ability to get along with people.

## Inculpatory Evidence

Inculpatory evidence is not favorable to the accused and tends to prove guilt.

## **Injury/Sick Leave**

The period during which an employee is excused from duty as defined by the master pay ordinance and the applicable collective bargaining agreement.

## **Insubordination**

- A. The disobedience of any lawful oral or written order issued by a superior.
- B. Any language or action directed toward a superior which is disrespectful, mutinous, insolent, or abusive.

## **Lawful Order**

Any written or oral order issued by a superior in the course of duty which does not violate any law, ordinance, or previously established Division rule, policy, or procedure.

## **Malfeasance**

The commission of an unlawful act while in office.

## **Minor Injury**

An injury that does not require transport to a medical facility.

## **Misfeasance**

The wrongful commission of a lawful act while in office.

## **Neglect of Duty**

Failure to give suitable attention to or take appropriate action in the performance of one's duties.

## **Non-Ambulatory Prisoners**

Non-ambulatory prisoners are those who refuse or are unable to walk on their own. Officers should consider non-ambulatory prisoners to be as dangerous as any other.

## **Nonfeasance**

The omission of an act which should have been performed while in office.

## **Off-Duty Status**

The period of time an employee is not in on-duty or special-duty status.

## **On-Duty Status**

The period of time an employee is in City-paid status while performing duties directly related to his or her employment with the Division.

## **Operational Authority**

Exclusive authority given to a particular supervisor to oversee the performance of an assigned group of personnel.

## **Order**

An oral or written command given by a superior to a subordinate.

## **Organizational Component**

The following are organizational components within the Division of Police:

### ***Branch***

Subdivision

Bureau/Zone

Section/Shift/Watch

Precinct/Unit

## **Policy Statement**

A statement which affirms the aims, goals, and direction of the Division of Police.

## **Precinct/Unit**

The next smaller organizational component of a section/shift/watch and normally headed by a sergeant or a civilian employee designated by the Chief of Police.

## **Privilege**

Conditions of employment which are not basic rights but are granted at the discretion and convenience of the employer.

## **Procedure**

The official method of dealing with any given situation as prescribed by Division Directives.

## **Promotion**

A change from a position in one class to a position in a different class having greater authority and responsibility at a higher maximum rate of pay.

## **Ranking Officer**

Sworn personnel having the higher rank or higher seniority if of the same rank. Officer seniority is calculated in accordance with the applicable collective bargaining agreement unless otherwise ordered by the Chief of Police.

## Report

A written or computer-generated communication unless otherwise specified. A verbal report is permissible, provided it is confirmed by a written communication before the end of the tour of duty.

## Right

The term “right” in reference to conditions of employment includes only those specifically outlined by the City Charter, City Ordinances, Civil Service Rules, or appropriate collective bargaining agreement.

## Rules of Conduct

Broad precepts of authority, responsibility, or conduct, which carry the full force and effect of a direct order from either the Chief of Police or the Director of Public Safety, and which remain effective until cancelled or superseded by a direct written order from either of the aforementioned. The rules are the most authoritative directives issued and will be the basis for formal disciplinary action.

## Section/Shift/Watch

The next smaller organizational component of a **bureau/zone** and normally headed by a lieutenant or a civilian employee designated by the Chief of Police.

## Serious Injury

An injury that requires transport to a medical facility for treatment.

## Serious Physical Harm to Persons (ORC Section 2901.01)

- A. Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment;
- B. Any physical harm that carries a substantial risk of death;
- C. Any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;
- D. Any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement;
- E. Any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.

## Shall/Will

Words used to indicate a mandatory course of action.

## Should

The word used to indicate that a particular course of action is preferred and will be followed unless there is sufficient justification to deviate.

## **Sick/Injury Leave**

The period during which an employee is excused from duty as defined by the master pay ordinance and the applicable collective bargaining agreement.

## **Special Assignment**

The placement of Division personnel in a temporary assignment which serves the needs, interests, and/or efficient or effective operation of the Division.

## **Special-Duty Status**

The period of time an officer is in paid status by an employer other than the City of Columbus and evolving directly from the authority granted to the individual by virtue of being a sworn law enforcement officer.

## **Special Orders**

Written directives issued by the Chief of Police outlining instructions for dealing with particular situations and which automatically cancel when their objectives are achieved.

## **Staff Authority**

Authority delegated to Division personnel enabling them to move freely into operational areas to study, develop, or recommend procedures to be used on a Division-wide basis. Personnel with staff authority report findings and make recommendations but do not issue orders or commands.

## **Subdivision**

The next smaller organizational component of a **branch** and headed by a deputy chief.

## **Suspension**

A formal disciplinary action consisting of the temporary removal of a Division employee from assigned duties and the revocation of all police authority for the specified time period.

## **Sworn Personnel**

All full-time police officers appointed to the Division of Police, regardless of rank.

## **Training Supplements**

Publications formulated to reinforce and assist Division personnel in the effective procedural methods and techniques used in basic police operations.



## **Unit/Precinct**

The next smaller organizational component of a section/shift/watch and normally headed by a sergeant or a civilian employee designated by the Chief of Police.

## **Warrantless Entry**

Any non-consensual or uninvited entrance into a building without a warrant.

## **Watch/Section/Shift**

The next smaller organizational component of a bureau/zone and normally headed by a lieutenant or a civilian employee designated by the Chief of Police.

## **Will/Shall**

Words used to indicate a mandatory course of action.

## **Zone/Bureau**

The next smaller organizational component of a subdivision. A zone/bureau is normally headed by a commander or a civilian manager designated by the Chief of Police.