

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 7.04
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Boards, Committees, and Teams		



## I. Policy Statements

***A. For boards and committees that do not have a deputy chief or higher as a member or the Chairperson, the deputy chief in the chain of command of the assigned Chairperson shall provide administrative oversight unless otherwise outlined in this policy.***

- 1. The Public Accountability Subdivision Deputy Chief shall provide administrative oversight for the Assignment and Transfer and Employee Action Review System (EARS) Committees.***
- 2. The deputy chief providing oversight for each board or committee shall ensure the board or committee maintains an SOP, updates it when necessary, and follows the SOP as well as any applicable Division policy. The deputy chief shall also ensure a current version of the SOP is uploaded into the electronic document management system.***

***B. The Chairperson of each board or committee or his or her designee shall be responsible for maintaining a current roster of the board or committee members and submitting it to the PoliceNET Unit webmaster for posting on the intranet.***

- 1. The Chairperson of each board or committee or their designee shall also upload the current roster into the Division's electronic document management system.***
- 2. The roster shall be sent to each board or committee member in the electronic document management system, and each member shall be responsible for electronically acknowledging his or her assignment to the board or committee.***

## II. 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 & **Wellness** Subdivision Deputy Chief  
Criminal Investigations Subdivision Deputy Chief  
Patrol Subdivision Deputy Chief  
Special Operations Subdivision Deputy Chief

Support Services Subdivision Deputy Chief  
Training Bureau Commander (Advisory Member)

### **III. 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

**Note:** Committee members will elect one member as Chairperson.

### **IV. 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\*

**Note:** 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.

### **V. 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**

Commander (Chairperson, non-voting member)  
Two Lieutenants

Four Sergeants

Ten Officers

Two alternates (Sergeant or Officer)

Training Bureau Liaison Member (non-voting member)

**Note:** 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, the Professional Standards Bureau, **or the Public Corruption Task Force.**

## **VI. Executive Training Board**

***Determines the retention of current FTOs when notified by the Training Bureau Commander of the temporary suspension of an FTO from the FTO program. The board will make a final determination on the status of the temporarily suspended FTO, to include reinstatement to the program, continued suspension from the program, or permanent removal from the program.***

### ***Board Members***

***Public Accountability Subdivision Deputy Chief (Chairperson)***

***Special Services Branch Assistant Chief***

***Operations Branch Assistant Chief***

***Support Branch Assistant Chief***

***Patrol Subdivision Deputy Chief***

## **VII. 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

## VIII. Field Training Board

Ensures Field Training Officers' (FTO) availability and approves all FTO applicants **and** training curriculum. 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

### ***Patrol Zone Six 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)

### ***Probationary Unit Sergeant***

The senior Commander will act as Chairperson.

## IX. 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

### ***Senior FTO from Zone 6***

FTO Unit Sergeant (Coordinator)  
FTO Unit Officer(s) (Assistant Coordinator)

### ***Probationary Unit Sergeant***

## X. 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)

***Nine Commanders*** (Appointment to this Board is based on assignment and rotates annually)

***Administrative Secretary – Firearms Recording Secretary***

The Vice Chairperson is designated by the Chairperson.

## **XI. 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 ***Operations Section Lieutenant*** (Vice Chairperson)

Patrol Zone Commander – rotated among the Patrol Commanders,  
***appointed by the Chairperson for a one-year term***

Facilities and Fleet Section Lieutenant

Freeway Patrol Unit Sergeant

***Accident Investigation Unit*** Sergeant

Headquarters Operations Unit Sergeant

***One Patrol Sergeant and one Patrol Officer, each appointed by the Chairperson for a one-year term***

Administrative Secretary – Recording Secretary (non-voting member)

***Traffic Operations*** Officer (non-voting member)

## **XII. Patrol SOP Committee**

***Reviews the Patrol SOP and recommends revisions or updates when requested by the Research and Development Unit or as otherwise needed. Lieutenants and sergeants are appointed by the Chairperson.***

### **Committee Members**

***Patrol Subdivision Deputy Chief (Chairperson)***

***Lieutenant from Zone 1***

***Lieutenant from Zone 2***

***Lieutenant from Zone 3***

***Lieutenant from Zone 4***

***Lieutenant from Zone 5***

***Lieutenant from Zone 6***

***Sergeants (3) representing various shifts: 1st/DMW, 2nd, and 3rd/EMW***

### **XIII. Police Awards Committee**

Reviews **and votes on** nominations for awards and forwards **the appropriate award** recommendations to the Chief of Police. The Awards Committee Coordinator keeps a list of sworn personnel **below the rank of commander** 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)

**Officers in a non-Patrol assignment** (2 selected)

Awards Committee Coordinator (non-voting member)

### **XIV. 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

### **XV. 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)

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

Administrative Secretary (Pursuit Recording Secretary)

Headquarters Operations Section Lieutenant (Pursuit Analysis)

## **XVI. 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, being selected as officer or civilian of the quarter, ***or returning from active duty military deployment.*** 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 Coordinator(s)

Retired Officers Association President

## **XVII. 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

## **XVIII. Training Committee**

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

### **Committee Members**

Training Bureau Commander (Chairperson)

Patrol Zone Commander

***Homicide Bureau Commander***

Major Crimes Bureau Commander

***Special Investigations Bureau Commander***

***Property Crimes Bureau Commander***

Advanced Training Section Lieutenant

Human Resources Manager

Homeland Security Section Lieutenant

***Technical Services Section representative***

***Two*** Patrol Lieutenants

Patrol Sergeant

***Internal Wellness Section Lieutenant***

Advanced Training Operations Unit Sergeant

***Training Academy Business Manager***

Division Legal Advisor

***Accreditation Unit representative (non-voting member)***

FOP Representative (non-voting member)

**Note:** Committee members assigned to the Patrol Subdivision should be representative of different zones.

## **XIX. 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)

***Probationary Unit Sergeant***

***Training Academy Business Manager***

Headquarters Operations Section Lieutenant

***Accreditation Unit Representative (non-voting member)***

***Technical Services Section representative***

Patrol Sergeant

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

## **XX. 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 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

***A representative each from the Community & Wellness Subdivision, the Special Operations Subdivision and the Public Accountability Subdivision***

Support Operations Bureau Commander (Advisory Member)  
Property Management Section Lieutenant (Advisory Member)

***Staff Inspections Section Lieutenants (Advisory Members)***

Property Control Unit Storekeeper (Advisory Member)  
Administrative Secretary (non-voting member)

## **XXI. Victim/Witness Assessment Committee**

Assesses victim/witness assistance services utilized by the Division.

### **Committee Members**

***Homicide Section Lieutenant*** (Co-Chairperson)  
Family Crimes Section Lieutenant (Co-Chairperson)  
Community Liaison Section Lieutenant  
Patrol Lieutenant  
Public Information Unit Sergeant

***Victim/Witness Support Officer***

***Human Trafficking Task Force Director***

Grants Coordinator  
Division Legal Advisor  
Columbus City Prosecutor's Office Representative  
Franklin County Prosecutor's Office Representative

## **XXII. 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. 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

#### **B. Major Case Investigative Team**

1. Sworn members must ***be from the Homicide Bureau, volunteer to be part of the team, and participate in initial and annual team training.***
2. Assigned chain of command
  - a. Criminal Investigations Subdivision Deputy Chief
  - b. **Homicide** Bureau Commander
  - c. Homicide Section Lieutenant
  - d. **Homicide** Bureau Sergeant (**Team Leader**)

#### **C. 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. **Community & Wellness** Subdivision Deputy Chief
  - b. **Community Services Bureau** Commander
  - c. Traffic Operations Section Lieutenant
  - d. OVI Countermeasures Sergeant (DICE/DRE Coordinator)

**D. 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

**E. 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

**F. 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

**G. 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

**H. 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
- I. **Public Order Public Safety Team (POPS)**
  1. ***A group of teams that work together under one chain of command and respond efficiently and effectively to events within the City of Columbus. The POPS Team is assigned to the Special Events chain of command.***
  2. ***Assigned chain of command***
    - a. ***Special Operations Deputy Chief***
    - b. ***Special Services Bureau Commander***
  3. ***POPS consists of the following supporting teams:***
    - a. ***Arrest and Covert Tactics Team (ACT)***
      - (1) ***ACT*** members include officers, sergeants, and lieutenants who respond to emergency situations at the direction of the Chief of Police, or designee. ***ACT*** provides police services in a variety of situations, including civil disturbances and other emergency situations as appropriate. ***ACT*** members receive advanced training.
      - (2) Volunteer Chain of Command  
Lieutenant ***appointed by the Chief of Police***
    - b. 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) ***Additional*** assigned chain of command
        - (a) Patrol Lieutenant designated by the Chief of Police
        - (b) Sergeants selected by the Chief of Police for the following aspects:
          - i) Bicycle training program
          - ii) Bicycle fleet maintenance and management
          - iii) Bicycle community involvement
      - (3) Other sworn personnel are chosen by the Bicycle Coordination Unit chain of command.
    - c. ***Dialogue Team***
      - (1) ***Team members will receive specialized training and respond to events to assist with facilitating first amendment activity.***

**(2) Volunteer Chain of Command**

**(a) Lieutenant appointed by the Chief of Police**

**(b) Dialogue Team Leader (Sergeant) appointed by the Chief of Police**

**J. Underwater Search and Recovery Unit**

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