I. Introduction

Law enforcement requires diverse responses to a variety of situations. No list of duties and responsibilities can be all-encompassing. The following duties and responsibilities reflect the minimum expectations for personnel in each level of the Division. It is incumbent upon all personnel to apply common sense to each task performed. The primary duties for all personnel are to uphold the law and to protect and serve the citizens of Columbus.

II. Policy Statements

A. The Chief of Police shall ultimately be responsible for the performance of the Division of Police. To assist the Chief of Police in accomplishing the goals and objectives of the Division, personnel are delegated authority to perform the duties of their assignment.

B. Division personnel shall be accountable for their performance and shall be responsible for the use or misuse of their delegated authority.

C. Supervisors shall be held accountable for the performance of the personnel under their immediate supervision.

D. Reporting Times and Information

1. Duty hours and reporting locations are established by the bureau commander with the approval of the respective deputy chief and the Chief of Police.

2. Informal variation of duty hours is prohibited unless the change has a direct benefit to the Division, as determined by a commander or higher.

3. Duty hours and assignment reporting locations may be temporarily altered in cases of unforeseen disasters or other emergencies. Upon becoming aware of an emergency situation, off-duty personnel should contact their immediate supervisor or bureau for information concerning possible changes.

   a. Personnel shall not self-report to work without approval of their immediate supervisor or higher authority in emergency situations unless reporting for their regular tour of duty. Personnel should listen to media sources or the police radio for information and direction.
4. Personnel assigned a remote-parked or take-home vehicle shall not begin their duty hours until they arrive at their assigned reporting location.

Note: Marked units will refer to their Standard Operating Procedures (SOP).

E. Personnel Accountability

1. Division personnel will be held accountable for accurately reporting work hours and leave time and shall report any change in their work schedule to an appropriate supervisor by the next tour of duty, or as soon as practicable.

2. Division personnel should review their work schedule on the electronic scheduling system during each shift and report or correct any inaccuracies. If the electronic scheduling system is unavailable, personnel should complete the review at the earliest availability of the system and should ensure needed changes are made in a timely manner.

3. Supervisors will be held accountable for ensuring work hours and leave time are accurately reported. Each shift, the on-duty supervisor shall ensure his or her unit’s personnel are accounted for and verify the accuracy of each employee’s schedule. Updates to employees’ schedules should be made daily unless the supervisor is off duty or the electronic scheduling system is not available, but always by the end of each pay period.

F. Lunch Periods for Sworn Personnel

1. Lunch periods shall not exceed thirty minutes, unless approved by a commander or higher.

2. Sworn personnel who work four hours or more on a particular shift may have a lunch period, if duties permit.

3. Sworn personnel’s lunch periods are not “personal time” and shall not conflict with any police duties or obligations.

4. On-duty personnel should only take their lunch periods at establishments located within the City of Columbus. Personnel may travel to adjoining precincts or jurisdictions for lunch with supervisor approval. This policy shall not apply to personnel who are outside of the Columbus city limits due to official Division business.

G. Civilian personnel shall comply with their collective bargaining agreement and SOP regarding their lunch period.
III. Duties and Responsibilities

A. Division Personnel

1. Enforce and uphold the Constitution and laws of the United States of America, the State of Ohio, and the City of Columbus; the rules and regulations of the Division of Police, and the Oath of Office.
2. Protect life and property.
3. Preserve the peace.
4. Obey all legal orders.
5. Use the Mission and Values Statement, the Division of Police Code of Ethics, and the Core Values of the Division as a guide for the conduct of Division business.
6. Strive for a harmonious relationship with other units within the Division and with all other public and private agencies.
7. Maintain high ethical and moral standards at all times.
8. Respond appropriately, promptly, and courteously to requests from the public and Division personnel.
9. Complete and forward all reports, letters, citations, and other written material as required by the assignment held. Ensure that all written materials are complete, correct, neat, legible, and include name(s) and badge/IBM number(s).
10. Conduct a thorough investigation of all offenses/incidents within the area of responsibility.
11. Properly use and maintain Division equipment and property and utilize it in the most efficient and economical manner possible.
12. Assume duties of a higher rank when necessary and in accordance with Division directives and current collective bargaining agreements.
13. Be truthful in all matters.
14. Report any serious breach of discipline, misfeasance, malfeasance, or nonfeasance to a supervisor of a higher rank. Initiate appropriate disciplinary measures when required by your position.
15. If in doubt as to an appropriate course of action, seek the advice of a supervisor of a higher rank.
16. Advise your immediate supervisor of all activities and/or conditions which may have a bearing upon the supervisor’s duties or responsibilities.
17. Ensure that privacy concerns such as, but not limited to, Social Security numbers and credit card account numbers do not appear on official Division of Police reports.

Note: The order of the above duties and responsibilities does not indicate their relative importance.

B. Civilian Personnel

1. Perform the above duties and responsibilities if applicable to your assignment.
2. Perform the duties and fulfill the responsibilities of the Civil Service classification to which assigned.

3. Advise your immediate supervisor as soon as practical if involved in an on-duty physical confrontation, or if you are the focus of any threat that relates to your employment.

C. Police Officer

1. In addition to the above duties and responsibilities, perform the following:
   a. If assigned to a geographical area, be familiar with its natural and artificial boundaries; the zones, precincts, and cruiser districts; the main thoroughfares; any persons of interest; the primary offenders and all other characteristics which may be of consequence to the assignment.
   b. Maintain a working knowledge of all other matters of consequence relating to the current assignment.
   c. Collect and preserve all items of evidentiary value.
   d. Disclose potentially exculpatory evidence to the Prosecutor’s Office.
   e. Communicate all pertinent information relevant to the oncoming shift, persons assigned to further investigate particular matters, and/or anyone who needs the information to efficiently complete their assignment.

D. Police Sergeant

1. In addition to the above duties and responsibilities, perform the following:
   a. Direct the work activities of all lower ranking personnel assigned to your command.
   b. Attempt to remedy any personal problem affecting assigned personnel if it adversely influences their work performance or the goals and mission of the Division.
      (1) Offer assistance and support to those who are having personal difficulties even though professional responsibilities are not yet affected.
      (2) Maintain an awareness of programs designed to assist employees with personal problems and provide personnel with that information when appropriate.
   c. Conduct timely inspections of assigned personnel to include job knowledge and assigned equipment.
   d. Ensure that assigned personnel are aware of changes in Division directives and orders, revisions of law, applicable court rulings, and all other matters necessary for the successful operation of the unit and the Division of Police.
   e. Conduct and review necessary investigations.
   f. Examine assigned personnel’s reports, letters, citations, and other written materials for:
      (1) legibility
      (2) accuracy
g. Refer those found to be unacceptable to the originator for correction in a timely manner.

h. Strive to maintain the highest degree of morale possible.

i. Take appropriate steps/actions to ensure personnel know, understand, and comply with all Division rules, policies, and procedures. When necessary, ensure that discipline, both positive and negative, issued from your level is administered fairly.

j. Exercise the authority to relieve from duty those personnel whose conduct seriously violates the Rules of Conduct.

E. Police Lieutenant

1. In addition to the above duties and responsibilities, perform the following:
   a. Conduct periodic inspections of the work environment of assigned personnel to include the physical structures in which they work. Initiate appropriate corrective action when necessary.
   b. Formulate and execute programs to promote personnel safety.
   c. Use information gained by analyzing crime trends and patterns to ensure effective use of personnel and equipment.

F. Police Commander

In addition to the above duties and responsibilities, assign personnel in such a manner to best meet the demands of the assignment and the Division of Police.

G. Police Deputy Chief

In addition to the above duties and responsibilities, perform all other duties as assigned by the Chief of Police.

H. Chief of Police

1. In addition to the above duties and responsibilities, perform the following:
   a. Be responsible for all activities of the Division.
   b. Perform other duties as required by the City Charter or the Director of Public Safety.