

Columbus Police Division Directive	EFFECTIVE	NUMBER
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<b>Duty Hours and Reporting Information</b>		



Cross Reference:..... 1.14

## I. Introduction

A. Duty hours and reporting **information** for Division personnel have been established in order to provide continuous 24-hour police protection and a timely response to citizens' requests for service.

### B. Patrol Organization

1. The City of Columbus is geographically divided into the Patrol East and Patrol West Subdivisions. Patrol East consists of Zones 1, 2, and 5. Patrol West consists of Zones 3 and 4. Each zone is divided into precincts and each precinct into cruiser districts. Each zone has early and late reporting precincts. There are five watches as follows:

- a. First Watch
- b. Second Watch
- c. Third Watch
- d. Daylight Midwatch
- e. Evening Midwatch

2. Daylight Midwatch is under the administrative control of the First Watch chain of command. Evening Midwatch is under the administrative control of the Third Watch chain of command. Operational control of midwatch is the responsibility of the chain of command on duty at the time.

3. When midwatch is not on duty, the responsibility for the midwatch cruiser districts is assumed by the cruisers on the respective watch. Specific areas of responsibility are indicated on the maps in the Aid to Enforcement Manual. Midwatch cruiser districts shall be used at all times to indicate offense locations for report purposes. **The Communications Bureau** will be the ultimate authority when a discrepancy arises as to the boundaries of cruiser districts, precincts, zones, or city limits.

### C. Precinct Reporting Times

1. Early reporting precincts begin duty at 6am, 2pm, and 10pm and include the following:

- |              |               |               |
|--------------|---------------|---------------|
| • 1 Precinct | • 8 Precinct  | • 11 Precinct |
| • 4 Precinct | • 9 Precinct  | • 17 Precinct |
| • 5 Precinct | • 10 Precinct | • 18 Precinct |
| • 7 Precinct |               |               |

2. Late reporting precincts begin duty at 7am, 3pm, and 11pm and include the following:

- |              |               |               |
|--------------|---------------|---------------|
| • 2 Precinct | • 12 Precinct | • 15 Precinct |
| • 3 Precinct | • 13 Precinct | • 16 Precinct |
| • 6 Precinct | • 14 Precinct | • 19 Precinct |

3. All Daylight Midwatch assignments begin at 9am. Evening Midwatch assignments begin at either 6:30pm or 7pm based on the zone and precinct. At the completion of the 850 Redistricting Plan, all Evening Midwatch assignments will begin at 6:30pm.

## II. Policy Statements

### A. Lunch Periods for Sworn Personnel

1. **Lunch periods shall not exceed thirty minutes.**
2. Sworn personnel who work four hours or more on a particular shift may have a lunch period during their shift, if duties permit.
3. Sworn personnel's lunch periods are not "personal time" and shall not conflict with any police duties or obligations. When possible, sworn personnel shall monitor the police radio and shall avoid congregating at any location.
4. On-duty personnel shall only take their lunch periods at establishments located within the City of Columbus. This policy shall not apply to personnel who are outside of the Columbus city limits due to official Division business.

### B. Reporting Times and **Information**

1. Duty hours and 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. Employees reporting late for duty or using leave in excess of banked hours may be placed in leave without pay status and will be subject to discipline under current applicable contract provisions.

### C. All assignments, duty hours, and days off are permanent and are not rotated.

### D. 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 shall contact their bureau for information concerning possible changes.

### E. Patrol Watch Changes

1. Sworn personnel shall keep the time involved for watch change to a minimum; shall remain on the assigned cruiser district until the **amount of** time needed to **return to** the substation; and shall not return to the substation until ten minutes before the end of the tour of duty. Sworn personnel shall remain on the air to within five minutes of the expiration of the tour **of duty**.
2. Personnel remaining on duty during watch changes shall be responsible for providing coverage to vacated assignments as dictated by service demands.