

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER
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Definitions		



Acting

Serving temporarily in a position, usually of higher rank, to which the person is not ordinarily assigned. All the authorities, 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.

Bureau/Zone

The next smaller organizational component of a subdivision. A bureau/zone is headed by a commander.

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, e.g., 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 equally where no reasonable distinction exists to justify the difference in treatment.
- B. Unfair treatment or denial of normal privileges to a person due to race, religion, age, sex, color, national origin, sexual orientation, Vietnam era veteran status, or disability.

Division

The next smaller organizational component of a city department. The Division 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 publication 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.

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 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.

Functional Authority

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

General Staff

The group comprised of the Chief of Police, the deputy chiefs, and the bureau commanders.

High Speed

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

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, emotional stability, sound judgement, alertness, decisiveness, power to observe, initiative, energy, intelligence, and ability to get along with people.

Informational Bulletin

Publications which are intended to provide personnel with information on a particular subject.

Injury/Sick Leave

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

Line Duty

Any job function that carries a reasonable likelihood of having to take enforcement action.

Malfeasance

The commission of an unlawful act while in office.

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.

Nonfeasance

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

Off-Duty Status

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

On-Duty Status

- A. The period of time an employee is in city-paid status while performing duties directly related to his or her employment with the Division.
- B. The period of time a reserve officer is engaged in Division-authorized duties.

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:

- 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 headed by a sergeant or a civilian employee of equivalent position.

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

The officer having the higher rank or grade. Officers of the same grade will rank according to the date of appointment to that grade 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 labor contract.

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 headed by a lieutenant or a civilian employee of an equivalent position.

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 work agreement.

Special Assignment

The placement of Division personnel in a temporary assignment which may or may not be related to their regularly assigned duties.

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.

Staff Officer

An officer having administrative or executive duties either in addition to command functions or as an exclusive function of assignment or rank.

Subdivision

The next smaller organizational component of the Division of Police 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 police officers, both full-time and reserve, 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 headed by a sergeant or a civilian employee of equivalent position.

Watch/Section/Shift

The next smaller organizational component of a Bureau/Zone and headed by a lieutenant or a civilian employee of an equivalent position.

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 headed by a commander.