

COLUMBUS POLICE DEPARTMENT



General Order 22: Personnel Management System

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Definitions:

When a word or term is not defined, the proper and fitting definition, as used within the context, or the generally accepted definition, as defined by the context, shall be used. When a male pronoun is used, the female pronoun is implied. When a singular word or term is used, the plural is implied unless otherwise specified.

1. Day
Includes every day; in computing any period of time prescribed or allowed, the date of occurrence shall not be included. The last day of the period so computed is to be included unless it is a Saturday, Sunday, or legal holiday as recognized by the City of Columbus, in which case the last day of the period so computed would be the next day that is not a Saturday, Sunday, or legal holiday as recognized by the City of Columbus.
2. Extra-Duty Employment
Any service provided that is conditioned on the actual or potential use of law enforcement powers.
3. Family
Any legal adult(s), including immediate family, the deployed member designates as a personal support person.
4. Full Duty
An officer who is able to perform the essential duties required by their job description(s).
5. Grievance
An unresolved complaint in the form of a written statement against supervisory Human Rights for a misapplication or misinterpretation of department rules, regulations, policies, procedures, or other written directives as applied to the grievant.
6. Grievant
An employee who files a grievance.
7. Immediate Family
Includes husband; wife; a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.

8. Immediate Supervisor

An employee's first line of authority up the chain of command.

9. Light Duty

A temporary condition of an officer due to injury, illness or pregnancy where the employee will not be permitted to wear a uniform or drive a department owned vehicle, and will be prohibited from giving a member of the public the impression that he/she is capable of performing in a full duty capacity. This includes prohibition from responding to and/or participating in any specialty team callout or training. If an officer chooses to carry a weapon and/or badge, it shall be in a concealed capacity.

10. Modified Duty

Assignment consistent with post military deployment re-integration into police officer role. If the deployed member is not a sworn member, modified duty will be relative to the appropriate re-integration for that position.

11. Off-Duty Employment

Any service provided that would not require the use or potential use of law enforcement powers.

12. Peer Liaison

Columbus Police Department member who the Chief and the military-deployed member agree will be responsible for acting as liaison during activation, deployment and post deployment phases.

13. Restricted Duty

A temporary condition of an officer due to injury or illness where the employee will be restricted from working full duty, but is an injury or illness that does not necessitate the officer be on light duty.

22.1 Compensation and Benefits

22.1.1 Specialty Pay

- A. A "year" for specialty pay purposes will be considered October 1st through September 30th. However, the first "year" for implementation purposes will be considered January 1, 2015 through September 30, 2015.
- B. Officers must be approved by the Captain's Board to be a member of a specialty pay group. Any member of a specialty group may be removed from the specialty group at the discretion of the Chief of Police and/or his/her designee.

- C. Officers become eligible to receive specialty pay after the officer completes the prerequisite requirement(s), if applicable, in their specialty pay group under 22.1.1(H), unless otherwise authorized by the Chief of Police
- D. If an officer desires to be removed from a specialty group, he/she shall submit written notification to the Chief of Police indicating his/her desire. The Chief of Police must approve an officer's request to be removed from a specialty group for the officer to be removed.
- E. Officers are eligible for prorated pay if they do not complete a year as a member of a specialty pay group, provided they meet all other requirements to receive specialty pay.
- F. Officers that become unavailable to perform the duties described under their specialty pay group (examples include administrative leave, sick leave, etc.), the Chief of Police, or his/her designee, has discretion to prorate the specialty pay accordingly.
- G. Officers can only qualify to be paid for a maximum of three specialties. If an officer has more than three specialties, he/she shall receive pay for the highest paid specialty groups.
- H. Officers are eligible for specialty pay unless he/she receives an unsatisfactory score in any category on an evaluation. The officer will not receive specialty pay until the next satisfactory evaluation, unless otherwise authorized by the Chief of Police.
- I. Specialty pay requirements for each specialty pay group:
 - 1. K-9 – K-9 officers will be eligible to receive \$1,000 of specialty pay per year provided they meet the following minimum requirements:
 - a. K-9 officers must be assigned to the Uniform Division, and cannot be supervisors or a SRO.
 - b. Prerequisite requirement – Successfully complete a K-9 handler educational course as determined by the department;
 - c. Attend 75% of yearly K-9 training sessions after being eligible for specialty pay unless there is a reasonable justification for the member to be unable to participate such as scheduled vacation, sickness, etc.
 - i. Any excused absence shall be determined by the K-9 supervisor within 10 days of the training.

- d. Attend 75% of yearly callouts after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the K-9 supervisor within 10 days of the callout.
 - e. Records regarding training session attendance and responses to callouts will be maintained by the K-9 supervisor.
2. SWAT – SWAT members will be eligible to receive \$1,000 of specialty pay per year provided they meet the following minimum requirements:
- a. Negotiators and Narcotic's Detectives are not eligible to receive specialty pay for being a SWAT member.
 - b. Prerequisite requirement – Complete forty hours of initial training – G.O. 33.6.2(A).
 - c. Attend 75% of yearly SWAT training sessions after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc. (G.O. 33.6.2(B)(1))
 - i. Any excused absence shall be determined by the SWAT Team Leader within 10 days of the SWAT training session.
 - ii. Any excused absence of the SWAT Team Leader shall be determined by the Deputy Chief within 10 days of the SWAT training session.
 - d. Attend 75% of all SWAT activations after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the SWAT Team Leader within 10 days of the SWAT activation.
 - ii. Any excused absence of the SWAT Team Leader shall be determined by the Deputy Chief within 10 days of the SWAT activation.
 - e. Records regarding training session attendance and responses to activations will be maintained by the SWAT Team Leader.

3. Dive Team – Dive Team members will be eligible to receive \$1,000 of specialty pay per year provided they meet the following minimum requirements:
 - a. Prerequisite requirements – Successfully complete the following course:
 - i. PADI Open Water Diver.
 - b. Attend and successfully complete the following courses when they are available:
 - i. PADI Advanced Open Water Diver;
 - ii. PADI Rescue Diver; and
 - iii. Public Safety Diver Course.
 - c. Attend 75% of yearly training sessions after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the Dive Team Leader within 10 days of the training session.
 - ii. Any excused absence of the Dive Team Leader shall be determined by the Uniform Captain within 10 days of the training session.
 - d. Attend 75% of all activations after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the Dive Team Leader within 10 days of the activation.
 - ii. Any excused absence of the Dive Team Leader shall be determined by the Uniform Captain within 10 days of the activation.
 - e. Records regarding training session attendance and responses to activations will be maintained by the Dive Team Leader.

4. Bomb Technician – Bomb Technician members will be eligible to receive \$1,000 of specialty pay per year provided they meet the following minimum requirements:
 - a. Prerequisite requirements – Successfully complete Hazardous Device School, and attain and maintain Bomb Technician certification;
 - i. It is the individual officer's responsibility to ensure they maintain their certification.
 - b. Attend 75% of yearly training sessions after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the Bomb Team Leader within 10 days of the Bomb Team training session.
 - ii. Any excused absence of the Bomb Team Leader shall be determined by the Uniform Captain within 10 days of the Bomb Team training session.
 - c. Attend 75% of all activations after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the Bomb Team Leader within 10 days of the Bomb Team activation.
 - ii. Any excused absence of the Bomb Team Leader shall be determined by the Uniform Captain within 10 days of the activation.
 - d. Records regarding training session attendance and responses to activations will be maintained by the Bomb Team Leader.
5. Field Training Officers (FTO) – Field Training Officers will be eligible to receive \$500 of specialty pay per year provided they meet the following minimum requirements:
 - a. Field Training Officers must be assigned to the Uniform Division and cannot be supervisors, a member of the C.O.P.S. unit, or a SRO;
 - b. Prerequisite requirement – Successfully complete a Field Training Officer educational course as determined by the department;

- c. Attend 75% of yearly training sessions after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the Training Sergeant within 10 days of the FTO training session.
 - d. Train recruits when requested to do so.
 - e. Records regarding training session attendance and recruit training will be maintained by the Training Sergeant.
6. Accident Reconstructionist – Accident Reconstruction members will be eligible to receive \$500 of specialty pay per year provided they meet the following minimum requirements:
- a. Supervisors are not eligible to receive specialty pay for being an Accident Reconstructionist;
 - b. Prerequisite requirements – Successfully complete accident reconstruction educational course(s) as determined by the department.
 - c. Attend 75% of all activations after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the Uniform Captain within 10 days of the activation.
 - d. Records regarding responses to activations will be maintained by the Uniform Captain.
7. Polygraph Examiner – Polygraph Examiner members will be eligible to receive \$500 of specialty pay per year provided they meet the following minimum requirements:
- a. Prerequisite requirements – Successfully complete an AAPP or APA accredited basic course, and attain and maintain polygrapher certification; and
 - i. It is the individual officer's responsibility to ensure they maintain their certification.

- b. Conduct polygraph examinations when requested to do so.
 - c. Records regarding polygraphs conducted will be maintained by the Deputy Chief.
8. Negotiator – Negotiator members will be eligible to receive \$500 of specialty pay per year provided they meet the following minimum requirements:
- a. SWAT members and Narcotic's Detectives are not eligible to receive specialty pay for being a Negotiator;
 - b. Prerequisite requirement – Successfully complete a negotiator educational course as determined by the department.
 - c. Attend 75% of yearly training sessions after being eligible for specialty pay, including training with SWAT at least twice per year (G.O. 33.6.2(D)), unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the Negotiator Team Leader within 10 days of the training session.
 - ii. Any excused absence of the Negotiator Team Leader shall be determined by the Uniform Captain within 10 days of the training session.
 - d. Attend 75% of all activations after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the Negotiator Team Leader within 10 days of the activation.
 - ii. Any excused absence of the Negotiator Team Leader shall be determined by the Uniform Captain within 10 days of the activation.
 - e. Records regarding training session attendance and responses to activations will be maintained by the Negotiator Team Leader.
9. Crime Scene Investigator (CSI) – Crime Scene Investigators will be eligible to receive \$500 of specialty pay per year provided they meet the following minimum requirements:

- a. Prerequisite requirement – Successfully complete ILEA Crime Scene Investigator course;
 - b. Attend 75% of all activations after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the Administrative Captain within 10 days of the activation.
 - c. Records regarding responses to activations will be maintained by the Administrative Captain.
10. ILEA Instructor – ILEA Instructors will be eligible to receive \$500 of specialty pay per year provided they meet the following minimum requirements:
- a. Prerequisite requirements – Successfully complete the ILEA Instructor Development course and at least one of the approved specialty instructor course(s). A minimum of 2 years of law enforcement experience is preferred;
 - b. Maintain ILEA instructor certification;
 - i. It is the Training Sergeant’s responsibility to ensure that each instructor maintains their certifications.
 - c. Instruct courses in their designated instructor category(s) when requested unless there is a reasonable justification for the instructor to be unable to instruct such as scheduled vacation, sickness, etc.;
 - i. Any excused absence shall be determined by the Team Leader of the designated instructor category(s).
 - ii. Any excused absence of a Team Leader shall be determined by the Training Sergeant.
 - d. Prepare instruction courses and course materials when requested.
 - e. Records regarding instruction and preparation of courses will be maintained by the Training Sergeant.
11. CURT – Civil Unrest Response Team (CURT) members will be eligible to receive \$500 of specialty pay per year provided they meet the following minimum requirements:

- a. Prerequisite requirement – Complete initial training that enables to officer to respond as a CURT member during a CURT activation.
 - b. Attend 75% of yearly CURT training sessions after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the CURT Team Leader within 10 days of the CURT training session.
 - ii. Any excused absence of the CURT Team Leader shall be determined by the Deputy Chief within 10 days of the CURT training session.
 - c. Attend 75% of all CURT activations after being eligible for specialty pay, unless a there is a reasonable justification for absences such as vacation, sickness, unreasonable response time from location when activated, etc.
 - i. Any excused absence shall be determined by the CURT Team Leader within 10 days of the CURT activation.
 - ii. Any excused absence of the CURT Team Leader shall be determined by the Deputy Chief within 10 days of the CURT activation.
 - d. Records regarding training session attendance and responses to activations will be maintained by the CURT Team Leader.
12. Bike Patrol – Bike Patrol members will be eligible to receive \$500 of specialty pay per year provided they meet the following minimum requirements:
- a. Bike Patrol members must be assigned to the Uniform Division, and cannot be supervisors or a SRO. However, the Bike Patrol Team Leader may be a supervisor;
 - b. There is no prerequisite requirement for Bike Patrol specialty pay;
 - c. Participate in public relations events when requested unless there is a reasonable justification for the member to be unable to participate such as scheduled vacation, sickness, etc.; and

- i. Any excused absence shall be determined by the Team Leader of the Bike Patrol.
 - ii. Any excused absence of the Bike Patrol Team Leader shall be determined by the Uniform Captain.
 - d. Participate in bicycle patrol shifts when requested.
 - e. Records regarding participation in public relations events and bike patrol shifts worked will be maintained by the Bike Patrol Team Leader.
- 13. Drug Recognition Expert (DRE): Drug Recognition Expert members will be eligible to receive \$500 of specialty pay per year provided they meet the following minimum requirements:
 - a. Drug Recognition Experts must be assigned to the Uniform Division, and cannot be an SRO.
 - b. Prerequisite requirement – Successfully attain and maintain D.R.E. certification through NHTSA; and
 - c. Conduct drug recognition tests when requested to do so.
- 14. D.A.R.E. Instructor – D.A.R.E. Instructors will be eligible to receive \$500 of specialty pay per year provided they meet the following minimum requirements:
 - a. Narcotic's Detectives are not eligible to receive specialty pay for being a D.A.R.E. Instructor;
 - b. Prerequisite requirement – Successfully attain and maintain D.A.R.E. instructor certification through DOT (D.A.R.E. Officer Training);
 - i. It is the individual officer's responsibility to ensure they maintain their certification.
 - c. Instruct D.A.R.E. courses, attend D.A.R.E. graduations, and assist with D.A.R.E. fund raising when requested unless there is a reasonable justification for the instructor to be unable to instruct, attend, and/or assist such as scheduled vacation, sickness, etc.
 - i. Any excused absence shall be determined by the D.A.R.E. Team Leader.

- ii. Any excused absence of the D.A.R.E. Team Leader shall be determined by the Uniform Captain.
 - d. Records regarding attendance and participation in D.A.R.E. functions will be maintained by the D.A.R.E. Team Leader.
- 15. Honor Guard – Honor Guard members will be eligible to receive \$500 of specialty pay per year provided they meet the following minimum requirements:
 - a. Supervisors and Narcotic's Detectives are not eligible to receive specialty pay for being an Honor Guard member; however, the Honor Guard Team Leader may be a supervisor.
 - b. There is no prerequisite requirement for Honor Guard specialty pay;
 - c. Participate in honor guard events when requested unless there is a reasonable justification for the member to be unable to participate such as scheduled vacation, sickness, etc.
 - i. Any excused absence shall be determined by the Honor Guard Team Leader.
 - ii. Any excused absence of the Honor Guard Team Leader shall be determined by the Uniform Captain.
 - d. Records regarding attendance and participation in Honor Guard functions will be maintained by the Honor Guard Team Leader.

22.1.2 Leave Program

A. Light Duty & Restricted Duty

1. The Board of Captains supports the purpose of light duty to provide officers time to return heal in order to return to full duty. Many duty work options are available and each officer may work with the light duty supervisor designated by the Chief of Police to establish a plan for work. The Board of Captains and the Chief of Police will decide if a light duty or restricted duty assignment will be offered to an employee; light duty and restricted duty potential assignments will be reviewed within the police department first; if no internal assignments are available, an assignment may be in another department within the city.

2. A doctor's certification for any light duty or restricted duty assignment is required. Personnel presenting a medical certification may be required to obtain additional medical documentation from their physician or police department's physician. An injury or illness believed to be associated with or occurring at work must be reported immediately, while on shift, to one's supervisor so that worker's compensation statutes and regulations can be followed, including first report of injury paperwork, and evaluation by a medical professional designated by the City of Columbus' worker's compensation administrator. If the work-related injury or illness is not known during shift, it must be reported at the first opportunity to the employee's supervisor. Determination of qualification for worker's compensation coverage shall be made by the City Worker's Compensation Carrier.
3. Officers on light duty that accumulate overtime may be required to take off the amount of overtime hours worked during the same pay period.
4. This does not affect the privileges of officers under provisions of the Family and Medical Leave Act (FMLA), Fair Labor Standards Act, Americans with Disabilities Act, Worker's Compensation statutes or regulations, or other federal or state law.

B. Sick Leave

In order to minimize the economic hardships that may result from an unexpected short-term personal or immediate family illness or injury, the City of Columbus provides sworn officers sick benefits. Sworn officers will not have a specified number of sick leave days per year, but their sick leave will be restricted in the following manner:

1. Sick leave is available only in the case of actual illness or injury of an officer or the officer's immediate family member that requires the officer's presence. Sick pay benefits are available beginning with the first hour away from the job due to illness or injury. No sick leave benefits are paid upon termination of employment for any reason, nor can sick leave benefits be applied as extra vacation.

2. An officer that is pregnant shall be entitled to sick leave during the pregnancy upon the recommendation of the officer's physician that the officer is unable to perform the duties of a police officer due to pregnancy. However, the department shall have the option and authority to reassign the officer to other duties within the City during the pregnancy, consistent with the recommendation of the officer's physician that such reassignment will not jeopardize the health, safety and welfare of the officer or unborn child. Following the delivery of the child, the officer shall be given six (6) weeks off work for maternity leave for normal delivery, and eight (8) weeks off if the officer experienced a C-section; the maternity leave will be counted toward a qualifying employee's twelve (12) weeks of protected leave under the F.M.L.A. and not in addition thereto; see City Personnel Policy #16. The officer will be allowed to use her personal time to lengthen her time off after her maternity leave, consistent with the F.M.L.A. rules and protocol.
3. Sick leave for illness or injury in the immediate family of the officer shall be limited to 10 days per calendar year. The Board of Captains may grant additional sick leave for the illness or injury in the immediate family if good cause is shown.
4. A notification from a doctor that an officer is able to return to work will be required for any sick leave longer than three (3) consecutive working days. Supervisors may request a doctor's certification for any absence.
5. Officers who are on sick leave longer than five (5) consecutive work days shall be required to communicate with the department and provide the following medical documentation to support:
 - a. The specific condition that requires their absence;
 - b. The specific treatment and recovery plan; and
 - c. The anticipated date of return.
6. Officers who are unable to report to work due to an unforeseen personal or dependent illness or injury must contact their supervisor as soon as possible and no later than ½ hour before their normal starting time. If an officer becomes sick during their shift, the supervisor must be notified of and authorize the officer being relieved of duty. Failure to follow these procedures will result in treatment of the day as an unexcused absence and can result in disciplinary action.

7. In regards to elective medical or surgical procedures, officers shall notify their chain of command with as much advance notice as possible. In no instance shall such notice be less than fourteen (14) days. Officers may be required to reschedule elective procedures if their absence will create an undue hardship on department operations.
8. Officers who are unable to return to full duty may be required to work in a light duty or restricted duty capacity, consistent with implementation of the federal Family Medical Leave Act (FMLA).
9. Sick leave will be closely monitored to prevent abuse of this General Order. Officers who abuse this policy are subject to disciplinary action. If an individual is seriously injured, the Board of Captains will, within an appropriate time frame, take such case to the Pension Board for review.

22.1.3 Benefits Program

- A. Retirement Program – The City of Columbus has established a Police Pension Fund (City of Columbus Ordinance 2.20.030). The state of Indiana has established the Public Employee’s Retirement Fund (PERF).
 1. All department employees occupying paid positions covered by the governing body of a political subdivision are eligible to participate in PERF, subject to PERF approval.
 2. PERF is governed by IC 36-8-8, 5-10.3-7 and 5-10.3-8.
 3. The Police Pension Fund is governed by a board of trustees (City of Columbus Ordinance 2.20.040).
 4. In appreciation of an officer who has completed twenty years of service, the City of Columbus and the Columbus Police Department will award each retiree his/her badge reflecting their highest held rank, a department identification card indicating the officer is retired, and his/her service weapon (City of Columbus Ordinance 2.20.050).
- B. Health Insurance Program – Department employees are eligible to participate in the group health insurance benefits programs provided by the City of Columbus. Employees will be afforded the opportunity annually to elect into the programs. During the annual election period, employees will be informed of their cost of the premium for each benefit program.

- C. Disability and Death Benefits Program - The Public Employee's Retirement Fund (PERF) provides employees with disability and death benefits. As benefits are dependent upon the employee's position and the year of hire or the plan, which may have selected by the employee when offered an option, employees are to refer to PERF to determine their eligibility and status.
- D. Liability Protection Program - The City of Columbus shall indemnify and defend its respective employees, without expense to those persons, with respect to any action filed against them in their official or individual capacities, or both, if the action complained of, was done within the scope and arising out of their official duties and/or responsibilities. In addition, employees will be covered under workman's compensation for any medical expenses from an injury related to the work performed for the Columbus Police Department, provided that the employee follows the proper procedures for making a workman's compensation claim.
- E. Employee Educational Benefits – The department provides annual pay for college credit to officers pursuant to the City of Columbus Ordinance No. 23, 2002.

22.1.5 Victim Witness Services/Line of Duty Death

The purpose of this policy is to provide the guideline for an organized response to a Columbus Police Department line of duty death or serious debilitating injury. Such assistance shall be provided whether such death occurs feloniously or accidentally for an officer or employee who is performing work related functions while on or off-duty. None of the provisions of this directive will preclude the Chief of Police from acting with discretion in authorizing a level of participation in excess of the provisions set forth herein. Such discretion, exercised by the Chief of Police in special or unusual circumstances, helps ensure the deceased or debilitated member and the surviving family receives the highest possible consideration under the circumstances.

A. Next-of-kin notification

- 1. Officers should not approve a next-of-kin notification without first receiving approval from a supervisor.
 - a. A supervisor should as soon as reasonably able:
 - i. Notify an administrator in accordance with G.O. 11.3.3;
 - ii. Make next-of-kin notification decisions (i.e. who makes the notification, whether the notification is done in person, etc.) based on the understanding that the opportunity to get the family to a hospital prior to the death of the officer or employee is critical; and
 - a. Notification in person is preferred.

- b. If an officer needs to make a notification to next-of-kin located in another jurisdiction, the officer should coordinate efforts with dispatch and the appropriate agency to ensure that the notification is made.
 - iii. Consider the use of a department chaplain.
 - b. The administrator notified should identify two or more individuals, and designate them as the Notification Team.
 - 2. If the notification is done in person, the person making the notification should drive the family members to the hospital.
 - a. The radio in any CPD vehicle being used to transport family shall not be tuned to any channel transmitting investigation activities or transmitting other information regarding the related incident.
 - b. Every effort should be made to encourage family members not to drive at this time. If a family member refused to be driven, a person making the notification may ride with that family member to the hospital.
 - 3. The Notification Team shall ensure that order is maintained at the hospital and the family's needs are met until relieved by a superior officer, the Officer in Charge or the Family Liaison Officer. This includes, but is not limited to, maintaining control of fellow police officers, friends and media that may gather.
 - a. A uniformed officer shall be assigned at the officer's hospital room door.
- B. Department Notification – The Chief of Police or his/her designee will issue an official notification of the line of duty death or debilitation to all CPD personnel, including the name of the Officer in Charge and Family Liaison Officer.

C. Public Relations

- 1. The Public Relations Officer (PRO) or the designee appointed by the Chief of Police to act as PRO shall manage the media relations and media requests for information about the incident.
- 2. The PRO shall ensure any media press release that includes the name or other identifying information of the fallen or critically injured individual is provided only after the immediate family has been notified.

3. If at any time, the family consents to speak or grant an interview with the media, the PRO shall attend, if permitted by the family, in order to screen questions and guard against jeopardizing any ongoing investigation, or any current or future legal proceedings relative to the incident.

D. Officer in Charge

1. The Chief of Police or his/her designee may, at his/her discretion, appoint an Officer in Charge (OIC).
2. Duties of the OIC may include, but are not limited to:
 - a. Meet with the family and designate a Family Liaison Officer.
 - b. Communicate regularly with the Family Liaison Officer.
 - c. Prepare survivor benefit information for the Family Liaison Officer to present to the family.
 - d. Notify the Fraternal Order of Police for crisis intervention and support.
 - e. Coordinate and direct the funeral activities and of the department and visiting agencies according to the wishes of the family.
 - f. Provide instructions to department personnel on funeral instructions, procession instructions, attire, seating, assembly at the gravesite, etc.
 - g. Issue a teletype message according to NCIC/IDAC guidelines.
 - h. Coordinate to have flags flown at half-mast and designate the authorized honors.
 - i. Assign an officer to remain at the family home during the viewing and funeral.
 - j. Arrange for close patrols of the survivor's home for a period of time following the funeral.
 - k. Ensure an American flag and City of Columbus flag is ordered.
 - l. Maintain a roster of all departments sending members to the funeral.
 - m. Prepare acknowledgements of visiting or assisting departments by drafting letters of appreciation for the Chief's signature.

- n. Ensure that all related medical bills/paperwork be addressed to Worker's Compensation and/or the Columbus Police Department, and not to the officer's residence.
- o. Coordinate any other request made by the family or Chief of Police or his/her designee.
- p. Develop a post-funeral support plan for the surviving family and department.

E. Family Liaison Officer

1. The Chief of Police or his/her designee will assign a Family Liaison Officer, who is preferably an officer who knows the surviving family and is considered a family friend.
2. The Family Liaison Officer will act as liaison between the family and the OIC, and other services provided such as understanding, determining and filing for survivor benefits, relating desired funeral arrangements, coordinating emotional support and managing or directing the management of other matters needed by the family before and after the funeral.
3. The duties of the Family Liaison Officer are that of facilitator rather than a decision maker, and include:
 - a. Ensure the needs and the desires of the family come before the wishes of the Department.
 - b. Meet with family and relate the duties of the liaison, or ask the family to designate the person they wish to perform these tasks.
 - c. Meet with the family regarding funeral arrangements.
 - d. Provide information to the family concerning the death and the continuing investigation.
 - e. If needed, offer information regarding funeral arrangements.
 - f. Coordinate family transportation.
 - g. Provide information to the family regarding a line of duty funeral, including briefing on funeral procedures.
 - h. Provide survivor benefit information to the family.
 - i. Be available for any other request made by the family.

- j. Communicate regularly with the OIC.
- F. Authorized Honors – The following will serve as a guideline with regard to honors rendered following a death of a member of the Columbus Police Department. If the family of the deceased officer or employee wishes any of these honors waived, such request shall be honored.
- 1. Active duty sworn members killed in the line of duty:
 - a. The mourning band shall be worn from the time of announcement for the span of 30 (thirty) consecutive days;
 - b. Department vehicles with the CPD badge insignia shall be striped with a mourning stripe from the time of announcement and for 30 consecutive days;
 - c. Honor Guard – shall accompany the deceased when moving from location to location such as hospital to funeral home.
 - d. Casket Watch – shall consist of two officers at all times; one at the head of the casket and one at the foot of the casket.
 - e. Pallbearers – shall be selected by the family of the deceased.
 - f. Firing Party – shall consist of seven officers who will fire three volleys each.
 - g. Bugler playing of Taps and Flag Fold – A United States Flag shall be folded by members of the Honor Guard and a bugler shall play Taps at the conclusion of the service.
 - h. Gravesite honors – The folded flag shall be presented to a predesignated family member of the deceased by the Chief of Police or his designee. A 10-42 broadcast over the police radio shall conclude the Police Honors portion of the funeral.
 - 2. Active civilian members killed in the line of duty:
 - a. Wearing of the mourning band from the time of announcement and continuing for 30 consecutive days;
 - b. Honor Guard – shall be present to assist at the funeral home as needed. One officer shall stand at the head of the casket and will rotate out approximately every 15 minutes.

- c. Pallbearers – shall be selected by the family of the deceased;
 - d. Gravesite honors – will consist of a pre-folded United States Flag presented to a predesignated family member by the Chief of Police or his designee at the conclusion of the service.
 - 3. Active duty members who die of natural cause, and retired sworn members who left the department in good standing and who die of natural cause:
 - a. Wearing of the mourning band for the 24-hour period on the day of the funeral;
 - b. Casket Watch – shall consist of one officer at the head of the casket rotating approximately every 15 minutes.
 - c. Pallbearers – shall be selected by the family of the deceased.
 - d. Firing Party – shall consist of five officers (active duty) and three officers (retired) who will fire three volleys each.
 - e. Bugler playing of Taps – a bugler shall play Taps at the conclusion of the service.
 - f. Gravesite honors – A pre-folded flag shall be presented to a predesignated family member of the deceased by the Chief of Police or his designee. A 10-42 broadcast over the police radio shall conclude the Police Honors portion of the funeral.
 - 4. Civilian staff who retire in good standing and die of natural cause:
 - a. Wearing of the mourning band for the 24-hour period on the day of the funeral.
 - b. Honor Guard shall be present to assist at the funeral home as needed. One member of the Honor Guard shall be posted within the funeral home, preferably at the registry desk.
- G. Survivor Benefits Information – the following is a list of benefit information that may or not be applicable to survivors. The list is a guide and not all-inclusive.
 - 1. PSOB Survivor Death Benefits
 - a. Website: <https://www.psob.gov/>
 - b. Phone: 888-744-651

2. National Rifle Association Line of Duty Death Benefit
 - a. Website: <http://le.nra.org/law-enforcement-benefits.aspx>
 - b. Phone: 703-267-1640.
3. Federal Workers Compensation for Non-Federal Law Enforcement Officers
 - a. Website: <http://www.dol.gov/owcp/>
 - b. Phone: 202-513-6800
4. C.O.P.S. Peer Support
 - a. Website: <http://www.nationalcops.org/>
 - b. Phone: 573-346-4911
5. C.O.P.S. Scholarship
 - a. Website: <http://www.nationalcops.org/>
 - b. Phone: 573-346-4911

22.1.8 Employee Identification

- A. Upon request, all officers, while on duty or in uniform, or when otherwise off-duty and recognized as a member of the department, shall provide their name and badge number in a respectful and courteous manner to any person requesting such information, unless the officer is engaged in departmental undercover or covert duties.
 1. Police officers shall, while off duty or out of uniform, have reasonable access to their departmental issued identification and badge at all times.
 2. Upon request, officers shall show a person their departmental issued identification and badge provided it does not jeopardize the officer's safety.
- B. All employees shall be issued a Columbus Police Department identification card that shows a photograph of the employee, the name of the employee, and if the employee is a sworn officer, the officer's badge number. Employees must be able to present this identification if requested at all times while on duty, unless it is an officer engaged in departmental undercover or covert duties.

- C. All employees will clearly identify themselves as employees of the Columbus Police Department in all verbal communications with the public while on duty, including telephonic interviews, contacts and information requests, unless it is an officer engaged in departmental undercover or covert duties.

22.1.9 Military Deployment and Reintegration

The Columbus Police Department recognizes the need to support our members and their families during activation of military service exceeding 180 days. It is the policy of the Columbus Police Department to provide consistency on how our military members and their families are treated. The goal should always be to support the member and the member's family through the entire activation and deployment, ending with the member's healthy transition back to work.

- A. When a member receives military orders, he/she shall immediately notify the Chief, and deliver a copy of the orders to him/her.
 - 1. The Chief, or his/her designee, will designate a peer liaison for the military member and member's family. The peer liaison will act as a supporting role for the member and the member's family throughout the deployment period; refer to G.O. 22.1.9(G) for responsibilities of this role.
- B. The Chief, or his/her designee, will be responsible for notifying Human Resources of the impending deployment of the member. The member should be encouraged to speak with Human Resources to discuss benefits and leave rights.
- C. Prior to the member's deployment, the Chief, or his/her designee, will meet with the member to ensure that support for the member and his/her family are established, that the member is aware of his/her pay and benefits while deployed, and that any other needs of the member are met.
- D. Prior to deployment, communication to the member will be made on where to store the member's department issued equipment during his/her deployment. The department reserves the right to re-assign equipment, if necessary.
- E. The department's goal is to support the returning member and assist with the transition back to work. When the member returns to work, the following shall be done:
 - 1. The Chief, or his/her designee, will notify Human Resources of the member's return to work.
 - 2. The Chief, or his/her designee, shall meet with the member during his/her first week of returning to work.

- F. Upon return to work, the member shall be put into a modified duty status to re-adjust to daily work routines, as well as to get reacquainted with Columbus Police Department changes, current issues, policies, procedures and protocols.
1. The Chief, or his/her designee, the returning member and the Training Sergeant will identify the pace of re-entry and will develop a transition plan.
 2. Sworn members shall not be assigned to patrol work without first completing a re-orientation period as determined by the Chief, or his/her designee, to include, but not limited to, the following:
 - a. Member will meet with the Training Sergeant to obtain/reissue all necessary equipment.
 - b. Member will complete necessary training facilitated by his/her supervisor, and/or the Training Sergeant. Training may include completion of a modified field-training program. The member will be on modified duty until he/she successfully completes all training requirements. The training should be considered remedial training, and follow G.O. 33.1.5.
 3. Six Month Follow-Up: The Chief or his/her designee will make contact with the returning member after working for six (6) months as a final departmental check-in unless the situation dictates otherwise.
- G. The agency will assign a peer liaison as the point of contact for the deployed member and his/her family. At a minimum, the liaison should have contact with the family at least once a month. The Chief, or his/her designee, should make themselves available to the family members for face-to-face meetings, at the family's request.
1. The program goal is to maintain contact as often as possible with the activated member.
 2. Contact may be through e-mail, packages, Skype or similar medium, and written correspondence.

22.2 Conditions of Work

22.2.2 General Health and Physical Fitness

The functions of a law enforcement agency require a level of physical fitness not demanded by many other occupations. The Columbus Police Department shall have established fitness standards for incumbent personnel that are mathematically validated and based on job related activities. The purpose of these standards is to show that the officer is physically fit to perform the duties of law enforcement.

A. Testing

1. All incumbent officers will be tested semiannually against the validated and established standards.
 - a. Officers who are unable to participate in the testing for medical reasons shall submit medical documentation prior to the examination to their Captain through the chain of command. Non-participation in the testing can only be approved by a person holding the rank of Captain or above.
 - i. Personnel presenting a medical excuse will be excused from taking the current physical assessment and it will not count as a failure nor will it count as a passing test.
 - ii. Personnel presenting a medical excuse may be required to obtain additional medical documentation from their physician or a police department's physician.
 - iii. Personnel presenting a medical excuse should not be on full duty, and should be required to participate in a make-up test within one month of returning to full duty.
 - b. Officers who are unable to participate in the testing and wish to be considered for a make-up test shall seek approval prior to the examination through the chain of command. Make-up tests can only be approved by a person holding the rank of Captain or above, and should only be permitted for officers who will miss their regular scheduled test because of:
 - i. Being off on sick leave; or
 - ii. Being off on time-off scheduled prior to the scheduling of the fitness test.
 - c. Criteria for passing is:
 - i. The officer must complete the entire test in two minutes (2:00) or less; and
 - ii. The officer must correctly and successfully complete all events in the specified amount of time.

- d. Conditions - The test will not be conducted during adverse weather conditions. The training coordinator or a member of the Board of Captains will make the decision regarding weather conditions at test time and suitability of conducting the test during those conditions.

2. Sanctions

- a. Officers who fail to show up at their scheduled time for testing will not be eligible to make-up their test and will be counted as a test failure. Additional discipline may also be appropriate for violation of General Order 26.1.1(A)(2)(c).
 - b. Officers failing the test will on the first occurrence receive notice of their failure.
 - c. Officers failing the test for a second consecutive time or for the second time within three consecutive testing periods will be issued a written reprimand.
 - d. Officers failing the test for a third consecutive time or for the third time within four consecutive testing periods will:
 - i. Not be permitted to work any extra-duty employment or any voluntary overtime assignments until successfully completing the test during a future testing period; and
 - ii. Be given a one-day suspension without pay.
 - e. Personnel failing their test for a fourth consecutive time or for the fourth time within six consecutive testing periods will:
 - i. Be given a five-day suspension without pay; and
 - ii. Be summoned to appear before the Captain's Board with a recommendation from the Board to the Chief that the officer either be terminated from employment, or be placed on disability.
- B. Officers of the Columbus Police Department shall maintain themselves in good physical condition and agility sufficient to fulfill their responsibilities.

22.2.4 Off-Duty Employment

- A. It is the responsibility of an employee to submit a Uniform Conflict of Interest Disclosure Statement in accordance with IC 35-44.1-1-4 in the event that their off-duty employment may constitute a conflict of interest.

- B. No officer shall work for or provide services to any bar in any manner including but not limited to bartending or acting as a bouncer, as any such activity would adversely reflect upon the reputation and integrity of the department.
- C. Employees are prohibited from engaging in any business or occupation that in any way interferes with their service to the Columbus Police Department, and must remember that they are subject to call twenty-four (24) hours a day if necessary.
- D. Employees are prohibited from conducting private business while on duty.
- E. An employee should not report to any off-duty employment while on sick leave from the department.

22.2.5 Extra-Duty Employment

Sworn Personnel wishing to become involved in extra-duty employment must follow the regulations in G.O. 22.2.4, as well as conforming to the following criteria:

- A. In order to be eligible for extra-duty employment, the officer must be in good standing with the department. Continued departmental approval of an officer's extra-duty employment is contingent on such good standing.
 - 1. Work hours for all extra-duty employment must be scheduled in a manner that does not conflict or interfere with the officer's performance or duty.
 - 2. Officers are prohibited from working more than 17 continuous hours or any combination of hours exceeding 17 hours within any 24-hour period without 7 hours of rest between duty assignments. This includes normal duty hours, off-duty employment, and extra-duty employment.
 - a. Special exceptions may be authorized by the Chief or his designee for unusual situations, such as natural disaster or protracted investigations.
 - 3. Officers on suspension, sick leave, light duty, or restricted duty are not permitted to work any extra-duty employment.
 - 4. Employees engaging in extra-duty employment shall adhere to all department rules, regulations, General Orders, Special Orders, policies and other directives.
 - 5. Officers working extra-duty as law enforcement officers shall have full authority as sanctioned by the State of Indiana and the City of Columbus.
 - 6. Officers working extra-duty employment shall be allowed use of Department issued equipment.

- B. The approval, review and revocation of an officer's extra-duty employment will be decided solely by the Chief of Police or his/her designee. Permission for an officer to engage in outside employment may be revoked where it is determined that such outside employment is not in the best interest of the department.
- C. The Chief of Police or his/her designee shall ensure that all officers working extra-duty employment are adhering to the regulations of G.O. 22.2.5(B).
- D. Officers working extra-duty employment shall document all incidents that involve use of law enforcement powers, and any other applicable documentation that would be necessary if the officer were on-duty.
- E. Extra-Duty Employment will be scheduled by the third-party vendor selected by the Chief of Police.

- a. The designee of the Chief of Police will oversee the Extra-Duty Employment program.
- b. Private individuals or entities seeking special services, such as security or traffic control from members of this agency must go through the Extra Duty Employment program. Such services will be assigned, monitored, and compensated through the third-party as Extra-Duty Employment.
- c. The Department, through the Chief or his/her designee, will select appropriate third-party vendors for Extra-Duty Employment, and officers shall not engage in private Extra-Duty Employment arrangements/contracts where an officer's uniform, police vehicle, equipment, and police powers are part of essential function of the officer engaging in Extra-Duty contract work. As such, work must be secured through the third-party vendor selected by the department.
- d. Any injury or illness acquired or experienced while working at Extra-Duty Employment must be reported to the third-party vendor for state-mandated Worker's Compensation reporting through the third-party vendor as if the injury/illness did not occur while on duty for the Columbus Police Department.

22.4 Grievance Procedures

22.4.1 Grievance Procedures

A. Identification of matters in which a grievance may be filed:

1. A grievance may:

- a. Be filed for matters involving the procedure, interpretation, application or consistency in the application of, department rules, regulations, policies, procedures, or other written directives as applied directly to the grievant. For example, failing to follow a procedure and process under which a promotion was made may be a grievance matter.
- b. Not be filed for matters under the administrative control of the Chief of Police. For example, the fact one officer is promoted over another employee is not a grievance matter.
- c. Not be filed for matters that are processed under other existing administrative due process procedures such as disciplinary matters (General Order 26), unlawful harassment (General Order 26), performance evaluation matters (General Order 35), etc.
- d. Be filed for matters that directly discriminate against the grievant.

B. When a potential grievant believes that their informal attempt to resolve a supervisor's misapplication or misinterpretation of department rules, regulations, policies, procedures, or other written directives through the chain of command left their complaint unresolved, or believes the informal resolution continues to be unfair, they shall file a grievance in the following manner:

1. The grievant shall file their grievance with their immediate supervisor.
2. The immediate supervisor shall immediately forward the grievance to the Chief of Police through the chain of command. The Board of Captains will review the grievance and make a recommendation to the Chief of Police.
3. If the grievant believes that the Chief's resolution to the grievance is not fair or remains unresolved, the grievant shall notify the Chief of Police in writing that the grievant is requesting a review of the Chief's decision by the Human Rights Director.
4. If appealed to the Human Rights Director, the Director shall review the appeal, and make a recommendation to the Chief of Police.
5. If the grievant still believes that the Chief's resolution to the grievance is not fair or remains unresolved, the grievant shall notify the Chief of Police in writing that the grievant is requesting a review of the Chief's decision by the Board of Public Works and Safety.

C. Time limitations for filing or appealing the grievance:

1. The grievant must file their grievance with their immediate supervisor within ten (10) days of the action, taken against the grievant, that is the basis for the grievance.
2. The grievant shall notify the Chief of Police of each of his/her appeals within five (5) days of receiving the decisions.
 - a. Upon receipt of such appeal requests, the Chief of Police shall notify the reviewing entity within three (3) days of receiving the grievant's request for appeal.
 - b. Unless a later date is mutually agreed upon by the parties, the reviewing entity shall schedule a review that shall be conducted:
 - i. Within 10 days after the grievant requested the review to the Chief of Police for the Board of Captains.

- ii. Within 30 days after the grievant requested the review to the Chief of Police for the Human Rights Director and Board of Public Works and Safety.

D. The grievant shall include the following information when submitting a grievance:

1. The name of the grievant;
2. The date the grievance is filed;
3. The date or inclusive dates of the specific wrongful action that was taken against the grievant;
4. The permitted reason for the grievance as outlined in General Order 22.4.1(A)(1);
5. The specific wrongful act done;
6. The facts upon which the grievance is based;
7. The harm that was done to the grievant;
8. The remedy or adjustment sought by the grievant;

E. Procedural steps and time limitations in responding to grievances or appeals:

1. The Chief of Police shall notify the grievant of his/her decision within ten (10) days of the grievant filing the grievance with his/her immediate supervisor.
 - a. The immediate supervisor shall acknowledge receipt of the grievance by noting the time and date that it was received, and by signing the document.
 - b. The Chief of Police shall acknowledge receipt of the grievance by noting the time and date that it was received, and by signing the document.
 - c. The decision made by the Chief of Police shall be in writing and the grievant shall acknowledge receipt of the decision by noting the time and date that it was received, and by signing the document.

- d. If the Chief of Police initiates an internal investigation because of information contained in the grievance, the Chief of Police shall notify the grievant of his/her decision to initiate an internal investigation within five (5) days of the Chief of Police being made aware of the grievance. The Chief of Police will then be required to notify the grievant of his/her decision regarding the grievance within five (5) days of the internal investigation being closed.
2. If the grievant appeals the Chief's decision to the Human Rights Director, the Chief of Police shall notify the grievant of his/her decision within ten (10) days of the review.
 - a. The Chief of Police shall acknowledge receipt of the grievant's appeal to the Human Rights Director by noting the time and date that it was received, and by signing the document.
 - b. The Human Rights Director shall acknowledge receipt of the appeal from the Chief of Police by noting the time and date that it was received, and by signing the document.
 - c. The decision made by the Chief of Police shall be in writing and the grievant shall acknowledge receipt of the decision by noting the time and date that it was received, and by signing the document.
3. If the grievant appeals the Chief's decision to the Board of Public Works and Safety:
 - a. The Chief of Police shall acknowledge receipt of the grievant's appeal to the Board of Public Works and Safety by noting the time and date that it was received, and by signing the document.
 - b. No final action is required by the Board of Public Works and Safety. If no response is given within thirty (30) days of the appeal to the Board of Public Works and Safety, it will be presumed that the Chief's decision stands.
4. All grievances shall be final upon determination by the Board of Public Works and Safety, and not subject to further appeal.

F. Criteria for employee representation:

1. Any employee wishing to file a grievance for action taken against them may do so under the advice of legal counsel, obtained at the employee's discretion and at the employee's expense. However, legal counsel will not be permitted to be present during the internal reporting and appeals processes unless otherwise required by due process.


Acceptance by Columbus Police Department Captain's Board:

Date: 9-06-2022


Michael Richardson, Chief

Attest:

Steve Norman, Deputy Chief

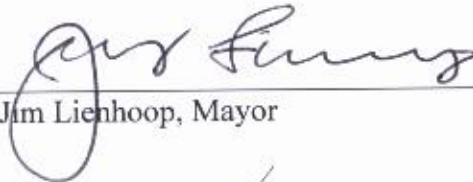

Kathy Rondonanski, Chief's Secretary


Jay Frederick, Administrative Captain



Toby Combest, Uniform Captain


Acceptance by Columbus Board of Public Works and Safety:

Date: Sept. 6, 2022


Jim Lienhoop, Mayor

Attest:


Mary Ferdon, Member


Luann Welmer, Clerk-Treasurer
Jennifer Wiwi, Deputy

John Pickett, Member


Jim Strietelmeier, Member


Brenda Sullivan, Member