

COLUMBUS POLICE DEPARTMENT



General Order 11: Organization and Administration

CALEA Standards: 11.1.1
11.3.1
11.3.3

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11.1 Organizational Structure

11.1.1 Description of Organization

This section is to serve as a written description of the department's organization; a graphical organizational chart is available to all department personnel in Power DMS, and is available to the public on the department's website. For a more detailed explanation of the function of each position, refer to the department's job descriptions. In addition, the authority and direct reporting for supervisors and internal affairs investigators tasked with an assigned investigation or an internal affairs investigation is governed by General Order 26.2.3.

A. Chief of Police

1. The Chief of Police has authority over all other employees of the Columbus Police Department.
2. The Chief of Police reports directly to the Mayor.
3. Subordinates who report directly to the Chief of Police are the:
 - a. Deputy Chief;
 - b. Public Relations Officer; and
 - c. Chief's Executive Assistant.
4. The main functions of the Chief of Police are to oversee all activities, planning and management of and for the Columbus Police Department, and to supervise and evaluate the employee(s) who report directly to him/her.

B. Deputy Chief

1. The Deputy Chief has authority over all other employees of the Columbus Police Department except the Chief of Police.
2. The Deputy Chief reports directly to the Chief of Police.
3. Subordinates who report directly to the Deputy Chief are the:
 - a. Uniform Captain; and
 - b. Administrative Captain.

4. The main functions of the Deputy Chief are to assist the Chief of Police in overseeing all activities, planning and management of and for the Columbus Police Department; to act as an advisor to the Chief of Police; and to supervise and evaluate the employees who report directly to him/her.

C. Captains

1. The Captains have authority over all other employees of the Columbus Police Department except the Chief of Police and the Deputy Chief.
2. The Captains report directly to the Deputy Chief.
3. Uniform Captain:
 - a. Subordinates who report directly to the Uniform Captain are the:
 - i. Uniform Lieutenants;
 - ii. Training Coordinator.
 - b. The main functions of the Uniform Captain are to oversee all activities of, and management for, the Uniform Division and department training; to act as an advisor to the Chief of Police; and to supervise and evaluate the employees who report directly to him/her.
4. Administrative Captain:
 - a. Subordinates who report directly to the Administrative Captain are the:
 - i. Detective Lieutenant;
 - ii. Administrative Lieutenant.
 - b. The main functions of the Administrative Captain are to oversee all activities of, and management for, the Investigative and Administrative Divisions; to act as an advisor to the Chief of Police; and to supervise and evaluate the employees who report directly to him/her.

D. Lieutenants

1. The Lieutenants have authority over all other employees of the Columbus Police Department except the Chief of Police, the Deputy Chief and the Captains.
2. Uniform Lieutenants:

- a. The Uniform Lieutenants report directly to the Uniform Captain.
- b. Subordinates who report directly to the Uniform Lieutenants are the Uniform Sergeants. In addition, the School Resource Sergeant reports directly to the day shift Uniform Lieutenant.
- c. The main functions of the Uniform Lieutenants are to oversee all activities of, and management for, their assigned shift in the Uniform Division, and to supervise and evaluate the employees who report directly to them.

3. Detective Lieutenant:

- a. The Detective Lieutenant reports directly to the Administrative Captain.
- b. Subordinates who report directly to the Detective Lieutenant are the:
 - i. Detective Sergeant(s);
 - ii. Narcotics Sergeant;
 - iii. I.L.P. Sergeant.
- c. The main functions of the Detective Lieutenant are to oversee all activities of, and management for, the Investigations Division, and to supervise and evaluate the employees who report directly to him/her.

4. Administrative Lieutenant:

- a. The Administrative Lieutenant reports directly to the Administrative Captain.
- b. Subordinates who report directly to the Administrative Lieutenant are the:
 - i. Accreditation Manager;
 - ii. Administrative Specialist Supervisor;
 - iii. Property Room Manager.
- c. The main functions of the Administrative Lieutenant are to oversee all activities of, and management for, the Administrative Division, and to supervise and evaluate the employees who report directly to him/her.

E. Sergeants

1. The Sergeants have authority over all other employees of the Columbus Police Department except the Chief of Police, the Deputy Chief, the Captains and the Lieutenants.
2. Uniform Sergeants:
 - a. The Uniform Sergeants report directly to the Uniform Lieutenant assigned to their shift.
 - b. Subordinates who report directly to the Uniform Sergeants are the officers assigned to their shift.
 - c. The main functions of the Uniform Sergeants are to assist their shift Lieutenant with overseeing all activities of, and management for, their assigned shift in the Uniform Division, and to supervise and evaluate the employees who report directly to them.
3. I.L.P. Sergeant:
 - a. The I.L.P. Sergeant reports directly to the Detective Lieutenant.
 - b. Subordinates who report directly to the I.L.P. Sergeant are:
 - i. Detective(s) assigned to I.L.P. Unit;
 - ii. Criminal intelligence analyst.
 - c. The main functions of the I.L.P. Sergeant are to oversee all activities of, and management for, the I.L.P. Unit, and to supervise and evaluate the employees who report directly to him/her.
4. School Resource Sergeant:
 - a. The School Resource Sergeant reports directly to the day shift Uniform Lieutenant.
 - b. Subordinates who report directly to the School Resource Sergeant are the School Resource Officers and Crossing Guards.
 - c. The main functions of School Resource Sergeant are the same as School Resource Officers, as well as to oversee all activities of, and management of the School Resource Officers, and to supervise and evaluate the employees who report directly to him/her.

5. Detective Sergeant(s):

- a. The Detective Sergeant(s) reports directly to the Detective Lieutenant.

Subordinates who report directly to the Detective Sergeant(s) are the Detectives, including any employee temporarily assigned to the Detective Division (a rotating detective) . This excludes any Detective assigned to I.L.P or JNET.

- b. The main functions of the Detective Sergeant are to assist the Detective Lieutenant in overseeing all activities of, and management for, the Investigations Division, and to supervise and evaluate the employees who report directly to him/her.

6. Narcotics Sergeant:

- a. The Narcotics Sergeant reports directly to the Detective Lieutenant.

- b. Subordinates who report directly to the Narcotics Sergeant are the Narcotics Detectives.

- c. The main functions of the Narcotics Sergeant are to oversee all activities of, and management for, the narcotics division, and to supervise and evaluate the employees who report directly to him/her.

F. Public Relations Officer

- 1. The Public Relations Officer has authority over all other employees of the Columbus Police Department below his/her rank of Sergeant or Lieutenant.
- 2. The Public Relations Officer reports directly to the Chief of Police.
- 3. The main functions of the Public Relations Officer are to communicate effectively with community organizations and the media, to establish and implement community relations programs and events.

G. Training Coordinator:

- 1. The Training Coordinator reports directly to the Uniform Captain.
- 2. The Training Coordinator has authority over all other employees of the Columbus Police Department below his/her rank of Sergeant. If the Training Coordinator has the rank of Police Officer, then this does not apply.
- 3. The main functions of the Training Coordinator are to oversee all activities of, and management for, the department training.

H. Patrol Officers:

1. The patrol officers report directly to the Uniform Sergeants assigned to their shift.
2. The main functions of patrol officers are to provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, preventing and detecting crimes and promoting good community/police relations.

I. I.L.P. Detectives:

1. The detectives assigned to I.L.P. report directly to the I.L.P. Sergeant.
2. The main functions of Detectives assigned to I.L.P. are the same as patrol officers, except they primarily focus on criminal intelligence gathering and analysis, and tracking of repeat offenders.

J. School Resource Officers

1. The School Resource Officers report directly to the School Resource Sergeant.
2. The main functions of School Resource Officers are the same as Patrol Officers, except they are accountable to school officials and primarily focus on preparation and planning for the Bartholomew County School Corporation, and addressing the specific needs, crimes and areas of concern within the school corporation.

K. Detectives

1. Detectives report directly to the Detective Sergeant assigned to their platoon.
2. The main functions of Detectives are the same as patrol officers, except they primarily focus on investigating major crimes and completing follow-up investigations with the goal of identifying, arresting and prosecuting offenders and recovering stolen property.
3. Any employee participating in a temporary assignment in the Investigations Division (a rotating detective) will have the same chain of command and main functions as a Detective during their temporary assignment.

L. Narcotics Detectives

1. Narcotics Detectives report directly to the Narcotics Sergeant.

2. The main functions of Narcotics Detectives are the same as patrol officers, except they primarily focus on proactive investigations into crimes involving illegal narcotics, drugs and vice, and completing similar investigations based on information received, with the goal of identifying, arresting and prosecuting offenders.

M. Accreditation Manager

1. The Accreditation Manager reports directly to the Administrative Lieutenant.
2. Subordinates who report directly to the Accreditation Manager are Auxiliaries.
3. The main functions of the Accreditation Manager are the overall management of the accreditation process, including maintaining the files that contain the standards established by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) and coordinating compliance with accreditation standards with all other department components.

N. Chief's Executive Assistant

1. The Chief's Executive Assistant reports directly to the Chief of Police.
2. The main functions of the Chief's Executive Assistant are to maintain all reports and other files for the Chief of Police, and to serve as a receptionist for the Chief of Police.

O. Administrative Specialist Supervisor

1. The Administrative Specialist Supervisor reports directly to the Administrative Lieutenant.
2. Subordinates who report directly to the Administrative Specialist Supervisor are the:
 - a. Administrative Specialists;
 - b. Meter Attendants.
3. The main functions of the Administrative Specialist Supervisor are to oversee all activities of, and management for, the Records Division and other administrative needs of the department, including parking enforcement, and to supervise and evaluate the employees who report directly to him/her.

P. Administrative Specialists

1. Administrative Specialists report directly to the Administrative Specialist Supervisor.
2. The main functions of the Administrative Specialists are to maintain all case/incident reports and other files for the department, enter data, prepare paperwork, process gun permits, serve as a receptionist and a transcriptionist, and maintain access to information regarding the status of suspects, vehicles and property.

Q. Criminal Intelligence Analyst

1. Criminal Intelligence Analyst reports directly to the I.L.P. Sergeant;
2. The main functions of the Criminal Intelligence Analyst are to receive, process, and disseminate information and intelligence regarding criminal behavior and repeat offenders.

R. Property Room Manager

1. The Property Room Manager reports directly to the Administrative Lieutenant.
2. The main functions of the Property Room Manager are to oversee all activities of, and management for, the property room.

S. Meter Attendants

1. Meter Attendants report directly to the Administrative Specialist Supervisor.
2. The main functions of the Meter Attendants are to be familiar with the types of parking violations and locations of parking enforcement, and issue parking warnings and tickets to violators.

T. Crossing Guards

1. Crossing Guards report directly to the School Resource Sergeant.
2. The main function of the Crossing Guards is to safely guide and direct children across streets before and after school.

U. Auxiliaries

1. Auxiliaries report directly to the Accreditation Manager.

2. The main functions of the Auxiliaries are to be a supportive role to the needs and demands of the department that are non-criminal enforcement in nature.

11.3 Authority and Responsibility

11.3.1 Responsibility/Authority

- A. All employees have the responsibility that accompanies their position and/or job title.
 1. Employees are expected to perform the duties as described in their job description, and the duties that otherwise relate to their position and/or responsibilities to which they are assigned.
 2. Employees shall maintain a working knowledge of all formal written directives disseminated to them.
- B. All employees will be accountable for the use of delegated authority.
 1. Employees with supervisory responsibility may have the authority to delegate responsibility of job tasks to subordinates when the supervisor deems it necessary and appropriate. Both employees delegating job tasks to subordinates and employees who are delegated job tasks by a supervisor will be held responsible for the execution and completion of those delegated job tasks.
 2. Employees in a supervisory capacity may also be held accountable for not delegating job tasks if failing to recognize and utilize the resources of his or her subordinates diminishes the efficiency of the supervisor.

11.3.2 Supervisory Accountability

- A. Supervisory personnel will be responsible for the performance of employees under their immediate command. If evaluation results, performance standards, and/or employee conduct indicate poor or excellent employee productivity, performance, and/or conduct, the employee's supervisor will be expected to take an appropriate course of action in an attempt to correct the problem, or recognize the employee in accordance with the department's directives.
- B. The Board of Captains shall consist of those members on the department that fall under the description of Upper Level Policymaking Position as defined by IC 36-8-1-12, which includes the next two (2) ranks and pay grades immediately below the Chief of Police.

11.3.3 Notify Chief of Incident with Liability

Notification of the appropriate division Captain is the responsibility of the ranking officer on-duty and/or in charge. The division Captain is responsible for notification of the Deputy Chief and Chief of Police, and may delegate that responsibility to another employee. The Chief of Police or his /her designee shall be notified of all incidents where there may be a question to the agency's liability or that may result in heightened community interest.

A. Immediate notification of the appropriate division Captain is required but not limited to the following circumstances:

1. Death or serious injury of an officer;
2. Serious misconduct or violations of formal written directives;
3. Use of force that results in death or serious injury;
4. Vehicular pursuits resulting in significant property damage, serious bodily injury, or death;
5. The discharge of a firearm by an officer or by any other person at an officer, whether on or off duty, except when during authorized training or an officer's discharge on an injured animal;
6. Any immediate suspension of police powers of an officer;
7. Crimes involving officers or other officials of this or any other jurisdiction;
8. Demonstrations and/or picketing which pose potential or imminent danger;
9. Natural or manmade disasters;
10. The stand-by request and/or call to duty of the S.W.A.T team and/or Bomb team;
11. The escape of a prisoner from an officer's custody;
12. At the discretion of the ranking officer on duty, any major crime of importance or any other incident where guidance may be needed or immediate notification is deemed appropriate.

B. Required timely, but non-immediate, notification of the appropriate division Captain is required but not limited to the following circumstances:

1. Non-serious injury of an officer;
2. Non-serious misconduct or violations of formal written directives;

3. Use of force that does not result in death or serious injury;
4. Vehicular pursuits that do not result in significant property damage, serious bodily injury, or death;
5. The discharge of a firearm by an officer, whether on or off duty, when used on an injured animal and while acting as a police officer or using a department issued weapon;
6. Non-criminal, yet notable, incidents involving officers or other officials of this or any other jurisdiction;
7. The call to duty of a K-9;
8. Any other crime of importance or any other incident that may result in heightened community interest.

Acceptance by Columbus Police Department Captain's Board: C. Order # 11 approval.

Date: _____

Steve Norman, Chief

Attest:

Matt Martindale, Deputy Chief

Kathy Randomanski, Chief's Secretary

Brian Wilder, Administrative Captain

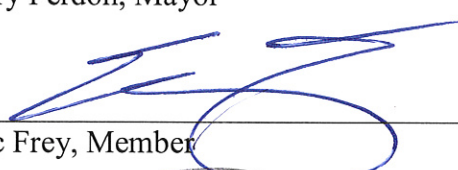
Toby Combest, Uniform Captain

Acceptance by Columbus Board of Public Works and Safety:

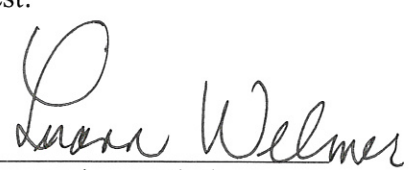
Date: April 16, 2024

Mary Ferdon, Mayor


Attest:



Eric Frey, Member



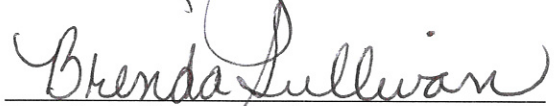
Luann Welmer, Clerk



John Pickett, Member



Melanie Henderson, Member



Brenda Sullivan, Member