



**Ohio Attorney General's Office
Bureau of Criminal Investigation
Investigative Report**



2025-3317

Officer Involved Critical Incident - 1444 N. High St.,
Columbus, Ohio 43201

Investigative Activity: Receipt of Columbus Police Division Policies
Involves: Columbus Division of Police
Activity Date: 10/20/2025
Activity Location: 120 Marconi Blvd., Columbus, OH 43215
Authoring Agent: SA James H Gore

Narrative:

On Monday, October 20, 2025, Ohio Bureau of Criminal Investigation (BCI) Special Agent (SA) James Gore retrieved copies of the Columbus Division of Police (CPD) Division Directives (policies) that were relevant to the officer-involved critical incident from the City of Columbus' official website, <https://www.columbus.gov/Services/PublicSafety/Police/About-the-Columbus-Division-of-Police/Directives>. The applicable directives were the following:

1. Division Directive 2.01 *Use of Force* (revision date 6/30/2023); defines CPD policy and administrative reporting procedures; describes officers' levels of control and responses to resistance, up to, and including the use of deadly force.
2. Division Directive 2.02 *Discharged Firearms* (revision date 12/30/2024); establishes procedures for incidents involving officers who discharge their weapons on or off duty; describes the procedure by which referrals are made to BCI.
3. Division Directive 2.03 *Firearms Regulations* (revision date 3/30/2020); describes the policy and qualification requirements for firearms authorized for carry on duty and under other permitted conditions.
4. Division Directive 4.02 *Serious Crime Scenes* (revision date 9/30/2024); establishes a policy of rendering medical aid and summoning emergency medical services (EMS); provides guidance on securing the crime scene and the sequestering of witnesses.

Copies of the directives are available for review as attachments to this report.

References:

No references.

This document is the property of the Ohio Bureau of Criminal Investigation and is confidential in nature. Neither the document nor its contents are to be disseminated outside your agency except as provided by law - a statute, an administrative rule, or any rule of procedure.



**Ohio Attorney General's Office
Bureau of Criminal Investigation
Investigative Report**



2025-3317

Officer Involved Critical Incident - 1444 N. High St.,
Columbus, Ohio 43201

Attachments:

1. CPD Directive 2.01 Use of Force rev. date 6-30-2023
2. CPD Division Directive 2.02 Discharged Firearms rev. date 12-30-2024
3. CPD Division Directive 2.03 Firearms Regulations rev. date 3-30-2020
4. CPD Division Directive 4.02 Serious Crime Scenes rev. date 9-30-2024

This document is the property of the Ohio Bureau of Criminal Investigation and is confidential in nature. Neither the document nor its contents are to be disseminated outside your agency except as provided by law - a statute, an administrative rule, or any rule of procedure.

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 2.01
	REVISED Jun. 30, 2023	TOTAL PAGES 14
Use of Force		



Cross Reference: 2.02, 2.03, 2.04, 2.05

Rule of Conduct: 1.08

I. Definitions

A. Use of Force

The exertion of energy or the actions of personnel in the performance of their duties used to direct or control another's movements or actions. A use of force may be implemented to control resistive or aggressive behavior toward the involved personnel, other personnel, third parties, or property.

B. Use of Force Levels of Control

1. Levels of Control used by the Division of Police for reporting purposes are as follows:

Level 0: Officer presence, verbal and non-verbal commands, searching, handcuffing, displaying or sparking a taser for compliance, displaying a firearm, using flashbangs and multiple baton rounds as diversions, and the use of the Long Range Acoustic Device (LRAD) warning tone

Level 1: Empty hand control; pressure points; grounding techniques; joint manipulations; **and pushes with objects such as bicycles, riot shields, and batons**

Level 2: Use of chemical spray

Level 3: Use of electronic device (electronic custody belt or Conducted Energy Weapon, [CEW] for example, the taser) **or air launcher**

Level 4: Hard empty hand control (strike/punch/kick)

Level 5: Use of impact weapon (baton/flashlight)

Level 6: Police K-9 bite

Level 7: Less-lethal weapons (beanbag/multiple baton rounds)

Level 8: Deadly force

C. Deadly Force

Any force which carries a substantial risk that it will proximately result in the death of any person.

D. Display of Firearm

The pointing of a handgun, shotgun, or rifle at an individual by sworn personnel in the performance of their duties in order to control another's movements or actions.

E. Injury

1. For the purposes of this directive, injuries are classified as follows:

a. Minor Injury

An injury that does not require transport to a medical facility.

b. Serious Injury

An injury that requires transport to a medical facility for treatment.

Note: If a Division supervisor classifies an injury as minor, refusal at the county jail does not require a Use of Force-Injury to Prisoner ***investigative letter***.

F. Display of Taser

The pointing of the taser at an individual by sworn personnel in the performance of their duties in order to control another's movements or actions.

G. Taser Functions

1. Sparking the taser for compliance; or

2. Using the taser for:

a. One full or partial five-second application cycle, or multiple cycles of the taser; or

b. Drive-stun application(s).

II. Policy Statements

A. General

1. Sworn personnel shall attempt to de-escalate a situation by using trained techniques, such as building rapport, communication skills, maintaining a safe distance, utilizing a barrier, etc., when it is safe to do so.

2. It is well established that police officers may use force to effect an arrest, to defend themselves, or to defend others. An officer should not desist from any official duty merely because resistance is offered.

3. Sworn personnel shall not use more force than is reasonable in an incident. Factors to be considered when determining the reasonableness of a use of force include:

a. The severity of the crime at issue.

b. Whether the subject poses an immediate threat to the safety of the officer or others.

c. Whether the subject is actively resisting arrest.

d. Whether the subject is attempting to evade arrest by flight.

4. Sworn personnel shall not use any force for a retaliatory or punitive purpose.

5. Sworn personnel who witness another officer utilize force which is unlawful, excessive, or violates Division policy shall intervene to stop the officer's actions.

6. Force may be used during a medical emergency if:
 - a. The person experiencing a medical emergency is incapable of making a rational decision under the circumstances and poses an immediate threat of serious harm to him or herself or others.
 - b. Some degree of force is reasonably necessary to minimize the immediate threat.
 - c. The force being used is reasonably necessary under the circumstances.
7. Sworn personnel should take into consideration an unarmed person's known mental health status prior to using force.
8. Officers shall use their training and tactics to guide them through a use of force incident.
 - a. The preferred response to resistance and aggression is a trained technique reasonable for the circumstances. However, during a situation involving the infliction or threatened infliction of serious physical harm, the use of an untrained response may be reasonable to end the threat and survive the encounter. The proper exertion of physical force used to control the subject shall be consistent with Division policy.
 - b. Choke holds and neck restraints are prohibited. These untrained techniques are considered a deadly use of force and shall only be used in a life threatening situation when deadly force is justified.
 - c. When attempting to control a grounded suspect, any pressure used shall be placed on the shoulder or the middle of the back, not intentionally on the neck. If at anytime during the struggle pressure is unintentionally placed on the neck, officers shall readjust their positioning. Once the suspect is handcuffed and compliant, officers shall place the individual in an upright position as soon as it is safe to do so. Officers who observe pressure being placed on a suspects neck or an officer failing to move a suspect to an upright position, once it is safe to do so, shall intervene to correct the officer's actions.
9. All uses of force shall be reported consistent with Division policies. Involved personnel shall notify an available on-duty Division supervisor in the following order:
 - a. Their immediate supervisor;
 - b. Another sworn supervisor within their chain of command; or
 - c. Any other sworn Division supervisor who may personally conduct the investigation or notify a supervisor in the involved officer's chain of command to conduct the investigation.
- 10. During a civil disturbance or mass arrest situation, the normal process for reporting and investigating uses of force may not be possible. The Chief of Police may implement the following alternative reporting procedures:**

- a. ***Involved personnel shall report all uses of force to their supervisor for the operational period as soon as they can safely and reasonably do so. Personnel should note their use(s) of force on their Body Worn Camera (BWC) if possible.***
 - b. ***Supervisors shall note reported uses of force on the Activity Log, ICS Form 214, or After-Action Report they complete for the operational period.***
 - c. ***The incident commander shall communicate the specific use of force reporting and investigation procedures approved by the Chief of Police as soon as practicable. The procedures should be formalized in the incident action plan within 24 hours.***
- 11.** The Organizational Accountability Lieutenant shall send a quarterly report to commanders/bureau managers and above that details the utilization of the electronic Display of Firearm/Taser Record ***in the electronic reporting system.***
- a. Commanders should review the Display of Firearms/Taser report and forward it to the supervisors within their bureau.
 - b. Civilian managers should forward the report for their sworn personnel and request it be reviewed by a sworn commander within their subdivision.
 - c. Immediate supervisors should use the quarterly Display of Firearm/Taser report to analyze the compliance of their personnel.
- 12.** The Internal Affairs Bureau (IAB) shall forward a monthly report to the Training Bureau that summarizes all Level 2 through Level 8 Use of Force Reports, form U-10.128, received.
- 13.** The Training Bureau shall review the monthly summary of Use of Force Reports received from IAB along with the original Levels 0 and 1 Use of Force Reports to monitor techniques for their effectiveness and to make approved changes in trained techniques and lesson plans.
- 14.** All sworn Division personnel shall receive annual training ***on*** the Division's use of force policy ***as prescribed by the Training Bureau.***
- 15.** Division supervisors conducting use of force investigations shall photograph involved persons as detailed in the Supervisor's Manual.
- 16.** Restrictions on Supervisors Conducting Investigations
- a. Division supervisors who actively participate in or order a use of force shall not conduct any subsequent investigation. This restriction does not apply to tactical situations, such as those involving SWAT, In-Tac, or field forces.
 - b. When a Division supervisor is prohibited from conducting the investigation, the involved supervisor's immediate supervisor or, if unavailable, another Division supervisor of a higher rank than the involved supervisor shall be contacted. The contacted supervisor may conduct the investigation or may assign it to an alternate supervisor.

17. If requested, IAB shall conduct an administrative investigation.

Note: Personnel who are the focus of a criminal investigation may invoke their constitutional rights. This does not apply if the investigation is strictly administrative in nature. Information compelled from the focus employee in an administrative investigation shall not be shared with, or in any manner released to, any unit conducting a criminal investigation, except as pursuant to the Ohio Public Records Act.

B. Deadly Force

1. Sworn personnel may use deadly force when the involved personnel have reason to believe the response is objectively reasonable to protect themselves or others from the imminent threat of death or serious physical harm.
2. Sworn personnel may use deadly force upon a human being to prevent escape when there is probable cause to believe that the subject poses an immediate threat of serious physical harm to others.
3. Sworn personnel not in a vehicle should avoid intentionally positioning themselves in a direct path of a moving vehicle.
 - a. Sworn personnel vulnerable to being struck by a moving vehicle should take evasive action.
 - b. Sworn personnel may fire a weapon at the driver or occupant of a moving vehicle or from a moving vehicle only when there is an articulable, reasonable belief that the subject poses an immediate threat of death or serious physical harm to him or herself or others.
 - c. Sworn personnel should not extend their displayed firearm inside the passenger compartment of an occupied vehicle.
 - d. Sworn personnel should attempt to immobilize a vehicle prior to attempting a trained vehicle extraction technique. Sworn personnel should avoid reaching inside the passenger compartment of an occupied vehicle.

Note: Reaching into an occupied vehicle can place an officer in grave danger.

4. If reasonable, sworn personnel should give a verbal warning of the intention to use deadly force.
5. While sworn personnel have an affirmative duty to use that degree of force reasonable to protect human life, the use of deadly force is not reasonable merely to protect property interests. Only under circumstances where it is reasonable to believe an infliction or threatened infliction of serious physical harm to human life exists is the use of deadly force justified.
6. The use of deadly force by sworn personnel should not create a danger to the public that outweighs the benefits of its use.
7. Sworn personnel shall not fire a warning shot unless there is justification to use deadly force and should ensure that:

- a. There are no bystanders in the line of fire or who could move into the line of fire; and
- b. The backstop is reasonably likely to contain or stop the discharged bullet.
8. Facts unknown to sworn personnel at the time deadly force is used cannot be considered in determining whether the involved personnel acted in conformity with this policy.
9. Investigations of uses of force resulting in death shall be forwarded to the county prosecutor in the county in which the incident occurred. That prosecutor will determine if the case will be presented to a grand jury.

III. Procedures

A. Level of Control 0: Display of Firearm/Taser

1. Involved Personnel

Complete a Display of Firearm/Taser Record in the electronic reporting system by the end of your shift, or by the beginning of your next shift if the incident occurred outside of assigned duty hours.

Note: For tactical operations, the responsible sergeant will ensure that one Display of Firearm/Taser form is completed for the unit.

B. Level of Control 0: Sparking a Taser for Compliance or Level of Control 1 with No Injury

1. Involved Personnel

Complete a Use of Force Report and forward it to your immediate supervisor by the end of your shift or by the beginning of your next shift if the incident occurred outside of assigned duty hours. If your immediate supervisor is unavailable, forward the report to any on-duty supervisor within your chain of command.

2. Investigating Supervisor

- a. Review and sign the Use of Force Report.
- b. Forward a copy of the report to the immediate supervisor of the involved personnel.
- c. Forward the investigative packet to:
 - (1) Human Resources if discipline was issued, or
 - (2) IAB for filing if no discipline was issued.

3. Human Resources **Personnel**

- a. Record discipline into the Discipline Tracking System and file in the employee's Master Personnel File.
- b. Forward the remaining investigative packet to IAB.

4. Internal Affairs Bureau

Forward the original Use of Force Report to the Training Bureau.

C. Level of Control 0 or 1 with a Complaint of an Injury, Minor Injury, or Serious Injury Caused by the Response

1. Involved Personnel

- a. Cause any needed medical aid to be rendered.
- b. Immediately notify, or cause notification of, an on-duty supervisor.
- c. Complete a Use of Force Report and give it to the investigating supervisor.

2. Investigating Supervisor

- a. Review and sign the Use of Force Report.

b. Minor Injury

- (1) Complete a Data Processing Worksheet, form U-10.164, and attach the Use of Force Report; a copy of the Arrest Information, form U-10.100; and any photographs taken.
- (2) Forward a copy of the report to the immediate supervisor of the involved personnel.
- (3) Forward the investigative packet to:
 - (a) Human Resources if discipline was issued, or
 - (b) IAB for filing if no discipline was issued.

c. Serious Injury

- (1) Complete an Injury to Prisoner administrative investigation and a Data Processing Worksheet. Attach the Use of Force Report and a copy of the Arrest Information form.
- (2) Forward the packet through the chain of command to the commander.
 - (a) Commander
 - i) Make a final determination for Level of Control 0 or 1 with serious injury unless deviation from progressive discipline and/or departmental charges are recommended.
 - a) If deviation from progressive discipline and/or departmental charges are recommended, forward the investigative packet to the deputy chief.
 - ii) Forward the investigative packet to:
 - a) Human Resources if discipline was issued, or
 - b) IAB for filing if no discipline was issued.

3. **Deputy Chief**

If deviation from progressive discipline and/or departmental charges are recommended, forward the investigative packet to the Discipline/Grievance Section for a just cause review, then to the Chief of Police.

4. Human Resources **Personnel**

- a. Record discipline into the Discipline Tracking System and file in the employee's Master Personnel File.
- b. Forward the remaining investigative packet to IAB.

5. Internal Affairs Bureau

- a. If applicable, record the incident in the involved personnel's IAB database record.
- b. Maintain a file copy of the Use of Force Report.
- c. Forward the original Use of Force Report to the Training Bureau.

D. Level of Control 2

1. Involved Personnel

- a. Cause any needed medical aid to be rendered.
- b. Immediately notify, or cause notification of, an on-duty supervisor.
- c. Complete a Use of Force Report and give it to the investigating supervisor.

2. Investigating Supervisor

- a. Review and sign the Use of Force Report.
- b. Forward a copy of the report to the immediate supervisor of the involved personnel.

- c. If the subject is being arrested or a summons ***is being issued or requested:***

- (1) Ensure that the arresting personnel include the facts necessitating the use of chemical spray and details of the decontamination/treatment rendered in the narrative section of the Arrest Information form.
 - (2) Include a brief statement indicating justification for the use of chemical spray, the effectiveness of the chemical spray, and details of the decontamination process and treatment rendered on the Use of Force Report.
 - (3) Ensure that an "X" is placed in both the "Chemical Spray" box on the top left corner and the "Use of Force" box on the top right corner on the front of the Arrest Information form.
 - (4) Complete a Data Processing Worksheet, attach the Use of Force Report and a copy of the Arrest Information form, and forward the packet ***to*** the involved personnel's ***immediate supervisor.***
- d. If no arrest is made, add comments to the back of the Use of Force Report, and forward it along with a Data Processing Worksheet ***to*** the involved personnel's ***immediate supervisor.***
 - e. If circumstances indicate that the use of chemical spray was not within Division policy, complete an investigation as indicated on the Use of Force Report, and forward it along with a Data Processing Worksheet through the involved personnel's chain of command.
 - f. For a Level of Control 2 against a handcuffed subject:
 - (1) Identify and interview the following:
 - (a) Involved Division personnel
 - (b) All available witnesses
 - (c) The subject upon whom chemical spray was used

- (2) Review and sign the Use of Force Report.
 - (3) Complete an administrative investigation.
 - (4) Complete a Data Processing Worksheet; attach the Use of Force Report, a copy of the Arrest Information form, and the administrative investigation; and forward the packet through the involved personnel's chain of command.
3. Immediate Supervisor
- a. Make a final determination for Level of Control 2 (not against a handcuffed subject) unless deviation from progressive discipline and/or departmental charges are recommended.
 - (1) If deviation from progressive discipline and/or departmental charges are recommended, forward the investigative packet to the deputy chief.
 - b. Forward the investigative packet to:
 - (1) Human Resources if discipline was issued, or
 - (2) IAB for filing if no discipline was issued.
4. Commander
- a. Make a final determination for Level of Control 2 against a handcuffed subject unless deviation from progressive discipline and/or departmental charges are recommended.
 - (1) If deviation from progressive discipline and/or departmental charges are recommended, forward the investigative packet to the deputy chief.
 - b. Forward the investigative packet to:
 - (1) Human Resources if discipline was issued, or
 - (2) IAB for filing if no discipline was issued.
 - c. Cause the involved personnel to be notified of the final determination when no discipline or progressive discipline not resulting in departmental charges is the result.
5. Deputy Chief
- a. If deviation from progressive discipline and/or departmental charges are recommended, forward the investigative packet to the Discipline/ Grievance Section for a just cause review, then to the Chief of Police.
6. Human Resources **Personnel**
- a. Record discipline into the Discipline Tracking System and file in the employee's Master Personnel File.
 - b. Forward the remaining investigative packet to IAB.
7. Internal Affairs Bureau
- a. Record the incident in the involved personnel's IAB database record.
 - b. Maintain the original Use of Force Report.

E. Level of Control 3

1. Involved Personnel

- a. Cause any needed medical aid to be rendered.
- b. Immediately notify, or cause notification of, an on-duty supervisor.
- c. Complete a Use of Force Report and **either** a Use of Taser Report, form U-10.128T, **or Use of Air Launcher Report, form U-10.128A**, and give them to the investigating supervisor.

2. Investigating Supervisor

- a. Identify and interview the following:
 - (1) Involved Division personnel
 - (2) All available witnesses
 - (3) The subject upon whom the taser or **air launcher** was used
- b. Review and sign the Use of Force Report and the Use of Taser **or Use of Air Launcher** Report.
- c. Complete the Data Processing Worksheet; attach the Use of Force Report, Use of Taser **or Use of Air Launcher** Report, any photographs taken, and a copy of the Arrest Information form; and forward the packet through the involved personnel's chain of command.
- d. For a Level of Control 3 against a handcuffed subject, when three or more cycles of the taser are applied to one subject, when one taser is applied to multiple subjects during the same incident, or when multiple tasers are applied to the same subject:
 - (1) Complete an administrative investigation.
 - (2) Attach the administrative investigation to the Data Processing Worksheet, Use of Force Report, Use of Taser Report, any photographs taken, and a copy of the Arrest Information form, and forward the packet through the involved personnel's chain of command.

3. Commander

- a. Make a final determination for Level of Control 3 **with** no serious injury unless deviation from progressive discipline and/or departmental charges are recommended.
 - (1) If deviation from progressive discipline and/or departmental charges are recommended, forward the investigative packet to the deputy chief.
- b. Forward the investigative packet to:
 - (1) Human Resources if discipline was issued, or
 - (2) IAB for filing if no discipline was issued.
- c. Cause the involved personnel to be notified of the final determination when no discipline or progressive discipline not resulting in departmental charges is the result.

4. Deputy Chief

- a. Make a final determination for Level of Control 3 **with** serious injury unless deviation from progressive discipline and/or departmental charges are recommended.

- (1) If deviation from progressive discipline and/or departmental charges are recommended, forward the investigative packet to the Discipline/Grievance Section for a just cause review, then to the Chief of Police.

- b. Cause the involved personnel to be notified of the final determination when no discipline or progressive discipline not resulting in departmental charges is the result.

- c. Forward the investigative packet to:

- (1) Human Resources if discipline was issued, or
 - (2) IAB for filing if no discipline was issued.

5. Human Resources **Personnel**

- a. Record discipline into the Discipline Tracking System and file in the employee's Master Personnel File.

- b. Forward the remaining investigative packet to IAB.

6. Internal Affairs Bureau

- a. Record the incident in the involved personnel's IAB database record.

- b. Maintain the original Use of Force Report.

F. Levels of Control 4, **5, 6, and 7**

1. Involved Personnel

- a. Cause any needed medical aid to be rendered.

- b. Immediately notify, or cause notification of, an on-duty supervisor.

- c. Complete a Use of Force Report and give it to the investigating supervisor.

2. Investigating Supervisor

- a. Identify and interview the following:

- (1) Involved Division personnel

- (2) All available witnesses

- (3) The subject upon whom the use of force was used

- b. Review the Use of Force Report.

- c. Complete an administrative investigation.

- d. Complete a Data Processing Worksheet; attach the Use of Force Report, a copy of the Arrest Information form, and the administrative investigation; and forward the packet through the involved personnel's chain of command.

3. **Assistant Chief**

- a. Make a final determination for Levels of Control 4, **5, 6, and 7** unless deviation from progressive discipline and/or departmental charges are recommended.
- (1) If deviation from progressive discipline and/or departmental charges are recommended, forward the investigative packet to the Discipline/Grievance Section for a just cause review, then to the Chief of Police.
- b. Forward the investigative packet to:
 - (1) Human Resources if discipline was issued, or
 - (2) IAB for filing if no discipline was issued.
- c. Cause the involved personnel to be notified of the final determination when no discipline or progressive discipline not resulting in departmental charges is the result.

4. Human Resources **Personnel**

- a. Record discipline into the Discipline Tracking System and file in the employee's Master Personnel File.
- b. Forward the remaining investigative packet to IAB.

5. Internal Affairs Bureau

- a. Record the incident in the involved personnel's IAB database record.
- b. Maintain the original Use of Force Report.

G. Use of Force Resulting in Death or Serious Physical Harm Likely to Cause Death

1. Involved Personnel

- a. Cause any needed medical aid to be rendered.
- b. Immediately cause Communications personnel to be notified.
- c. Secure the scene.

2. Communications

- a. Dispatch personnel to render assistance or to secure the scene.
- b. Notify the Columbus Division of Fire and those listed on the Emergency Notification Guide.

Note: The Investigative Duty Desk will contact an on-duty Homicide **Bureau** supervisor.

3. Homicide **Bureau** Supervisor

- a. Ensure notification is made to the independent investigative agency.
- b. Function as the Division liaison to the independent **investigative** agency as outlined in the Homicide **Bureau** SOP.
- c. Complete the required administrative paperwork, for example, the Use of Force Report and Data Processing Worksheet, and forward **it** as outlined in the Homicide **Bureau** SOP.

4. Officer Support Team

Provide the involved personnel with any assistance, information, or other support they may desire.

Note: Officer Support Team members are subject to being subpoenaed to attend legal proceedings and testify to what they are told by the involved personnel. Therefore, Officer Support Team members are cautioned not to discuss the incident.

5. Firearms/Police-Involved Death Review Board

- a. Review all information concerning the incident.
- b. Determine whether the police action was within Division policy.
- c. Prepare and forward a summary of the findings, together with the original investigative packet, the Use of Force Report, and the Data Processing Worksheet, through the involved personnel's chain of command to the **assistant chief**.

Note: If there is a dissenting opinion between the Firearms/Police-Involved Death Review Board members, the dissenting member will include a letter of finding with the investigative packet and route it through the involved personnel's chain of command to the Chief of Police.

6. Immediate Supervisor

- a. Review the investigative packet and make recommendations.
- b. Forward the investigative packet through the chain of command.

7. Chain of Command

Review the investigative packet and make recommendations.

8. **Assistant** Chief

- a. Review the investigative packet.
- b. Make a final determination concerning the incident unless deviation from progressive discipline and/or departmental charges are recommended.

Note: If the recommendation of the **assistant chief** is in disagreement with the finding of the Firearms/Police-Involved Death Review Board, forward the investigative packet to the Chief of Police.

- (1) If deviation from progressive discipline and/or departmental charges are recommended, forward the investigative packet to the Discipline/Grievance Section for a just cause review, then to the Chief of Police.

c. Forward the investigative packet to:

- (1) Human Resources if discipline was issued, or
- (2) IAB for filing if no discipline was issued.

d. Cause the involved personnel to be notified of the final determination when no discipline or progressive discipline not resulting in departmental charges is the result.

9. Chief of Police

- a. Make the final determination when a recommendation to bypass progressive discipline is made.

- b. Make a final determination if there are dissenting opinions between the Firearms/Police-Involved Death Review Board and the **assistant chief**.
- c. Cause the involved personnel to be notified of the determination.

10. Human Resources **Personnel**

- a. Record discipline into the Discipline Tracking System and file in the employee's Master Personnel File.
- b. Forward the remaining investigative packet to IAB.

11. Internal Affairs Bureau

- a. Record the disposition of the incident in the involved personnel's IAB database.
- b. Maintain the original Use of Force Report.

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 2.02
	REVISED Dec. 30, 2024	TOTAL PAGES 7
Discharged Firearms		



Cross Reference: 2.01, 2.03, 2.06, 4.02, 4.08, 5.02, 5.03, 7.04, 8.06

Rule of Conduct: 1.08, 1.19, 1.20, 1.21, 1.46

Supervisor's Manual: 5.02, 6.03

I. Introduction

This directive establishes procedures for all sworn personnel involved in incidents of discharged firearms while on or off duty ***and direction for unintentional discharges that occur at training or in testing facilities.***

II. Policy Statements

- A. Sworn personnel shall report all incidents of discharged firearms, whether on or off duty, other than those done in the course of training, testing, or legal recreational purposes.
- B. Unless there are extraordinary circumstances as determined by the Chief of Police or his or her designee, sworn personnel who discharge a firearm in the course and scope of their duties shall be ordered to submit to alcohol and drug testing. Absent reasonable suspicion, alcohol and drug testing shall not be ordered when the discharge occurred in the course of training, testing, legal recreation, or the humane destruction of an animal.
 1. The following supervisor shall be responsible for ordering involved personnel to submit to a test and completing the testing procedures outlined in the "Alcohol and Drug Testing" section of the Supervisor's Manual:

Note: The supervisor should be of a higher rank than the involved personnel.

- a. The responding member from the Firearms/Police-Involved Death Review Board when an independent investigative agency has been requested or the Major Crimes Investigative Team (MCIT) is investigating the incident.
 - b. The investigating lieutenant for unintentional discharges and discharges against dangerous animals when the incident is not being investigated by an independent investigative agency or MCIT.
- C. Scene Security
 1. Sworn personnel shall protect the scene as any other serious crime scene in accordance with the "Serious Crime Scenes, Threatened Officer Protection, and Guard Duty" directive.

2. Only personnel assigned to investigate a police-involved shooting shall be permitted within the protected area of the shooting scene. The exception will be the Chairperson or the responding member of the Firearms/Police-Involved Death Review Board or his or her designee, who shall be shown the scene at the first reasonable opportunity.
- D. Investigative Referral to an Independent Agency
1. The Chief of Police or designee shall request that the Ohio Bureau of Criminal Investigation (BCI) conduct a criminal investigation when Division personnel or Columbus Division of Fire (CFD) personnel duly authorized to carry a firearm are involved in any of the following incidents:
 - a. Any discharge of a firearm that results in human injury or death to anyone other than the individual discharging the firearm.
 - b. Any use of force resulting in the life-threatening injury or death of a human.
 - c. The death of or life-threatening injury to a person while being taken into custody, while in custody, or while being detained.
 - d. The use or attempted use of a stopping tactic, or a police-involved vehicular pursuit, which results in a fatality or injuries likely to cause death.
 2. If BCI declines the referral, the Chief of Police or designee shall request mutual aid from another law enforcement agency or assistance from a law enforcement agency with concurrent jurisdiction to conduct the investigation.
- E. MCIT should investigate the following incidents:
1. The intended discharge of a firearm by sworn personnel or CFD personnel duly authorized to carry a firearm that does not strike any person when the discharge:
 - a. Was intentionally directed at a person; or
 - b. While not intentionally directed at a person, could be reasonably construed as such.
 2. The unintentional discharge of a firearm by sworn personnel or CFD personnel duly authorized to carry a firearm that does not strike any person when the discharge occurred during a confrontation with a suspect and could be reasonably construed as being directed at the suspect.
 3. Any incident in which sworn personnel sustain serious physical harm or death at the hands of another.
- Note: If the incident meets any of the criteria in Section II,D, the investigation may be conducted by or in conjunction with BCI or another independent agency.
4. The use of a firearm within the City limits by a law enforcement officer from a foreign agency, provided the incident is not investigated by BCI.

5. The use or attempted use of a stopping tactic or a police-involved vehicular pursuit by a foreign agency which results in a fatality or injuries likely to cause death, provided no Division personnel were actively engaged in the stopping tactic or pursuit, and the incident is not investigated by BCI.
6. Any other incidents as ordered by the **Homicide** Bureau Commander, the Criminal Investigations Subdivision Deputy Chief, an assistant chief, or the Chief of Police.
- F. A member of the Firearms/Police-Involved Death Review Board shall respond to any police action resulting in death when an independent investigative agency has been requested, or when MCIT has been activated to investigate the actions of Division personnel or CFD personnel duly authorized to carry a firearm.
- G. For incidents involving serious physical harm or death outside the City of Columbus, the law enforcement agency in whose jurisdiction the incident occurred shall conduct the criminal investigation and their individual policies shall dictate any subsequent review unless other arrangements are made between the other jurisdiction and an independent agency at the time of the incident.
- H. The Internal Affairs Bureau may be directed to open a concurrent administrative investigation of incidents involving the discharge of a firearm resulting in the injury or death of a human. Any statements or evidence obtained as a result of an order to comply with questioning during an administrative investigation shall not be shared with or used in any criminal investigation or proceeding involving the personnel ordered to answer questions.
- I. The Chief of Police may temporarily reassign personnel involved in the discharge of a firearm or in-custody death outlined in Section II,D. Temporarily reassigned sworn personnel shall not:
 1. Work special duty.
 2. Work an overtime assignment that involves responding to calls for service or a reasonable likelihood of taking enforcement action (for example, Patrol backfill or special events).
- J. When a firearm is unintentionally discharged on a Division of Police firing range and there are no resulting injuries, Ordnance Unit personnel shall determine the appropriate course of action.
- K. When a firearm is unintentionally discharged in the Crime Laboratory, personnel shall refer to the Crime Laboratory Firearms Technical Manual for guidance.**

L. Use of Firearm Against Dangerous Animals

1. Sworn personnel being threatened or attacked by a dangerous animal should attempt to use trained techniques and/or intermediate weapons before using a firearm to protect themselves or another person. If these attempts fail to halt the animal's attack, and when left with no alternative other than to use a firearm, sworn personnel should determine whether the backstop is able to control and contain any projectiles that may not find their intended mark or that may ricochet. Consider the presence of individuals and their actions relative to the proximity of the dangerous animal. Grassy and/or dirt areas are the preferred location for a backstop.
2. Sworn personnel shall not fire or deploy a weapon at a dangerous animal unless the animal poses an imminent threat to personnel or others, use of the weapon is reasonable, and the risk to human life is minimized.
3. Sworn personnel shall not use a firearm to prevent or disrupt an animal attacking another animal.

Note: Pets are deemed to be property, and a firearm is not to be used to protect property.

III. Procedures

A. Discharged Firearm Resulting in No Injury/Death

1. Involved Personnel

Immediately cause Communications personnel to be notified.

2. Communications Personnel

- a. Dispatch personnel to render assistance and/or to secure the scene as necessary.
- b. Make notification as required by the Emergency Notification Guide.

B. Discharged Firearm for the Humane Destruction of a Seriously Injured Animal

1. Patrol Sergeant

- a. Complete the Discharged Firearm Report, form S-70.100.

Note: For firearm discharges by supervisors, another patrol supervisor is responsible for reviewing and signing.

- (1) Email the form to DischargedFirearms@columbuspolice.org by the end of the tour of duty. This serves as notification of the incident.
- (2) Route a copy through the chain of command to the involved personnel's commander.
- b. Forward the investigation through the chain of command to the Firearms/Police-Involved Death Review Board Chairperson.

2. Commander

Forward the Discharged Firearm Report to the Firearms Review Board Chairperson.

C. Discharged Firearm Against a Dangerous Animal, Unintentional Discharge by Sworn Personnel Resulting in a Non-life Threatening Injury to Themselves, or Unintentional Discharges Not Investigated by MCIT or an Independent Agency

1. Investigating Lieutenant

Note: The lieutenant in the chain of command of the involved personnel is responsible for investigating the firearm discharge. If the chain of command lieutenant is not on duty, a lieutenant from the involved bureau or a patrol zone lieutenant is responsible for conducting the investigation.

- a. Complete an administrative investigation.
- b. Complete the Discharged Firearm Report.
 - (1) Email the form to DischargedFirearms@columbuspolice.org by the end of the tour of duty. This shall serve as notification of the incident.
 - (2) Include a copy in each investigative packet.
- c. Forward the original investigative packet and three copies through the chain of command to the Firearms/Police-Involved Death Review Board Chairperson.

Note: The purpose of routing the investigative packet through the involved personnel's chain of command is to review the investigation for completeness. No recommendations should be made by the investigating supervisor or the chain of command until the incident has been reviewed by the Firearms/Police-Involved Death Review Board.

D. Discharged Firearm Resulting in Human Injury/Death

1. Involved Personnel

- a. Notify Communications personnel.
- b. Summon Emergency Medical Services (EMS) and ensure that the dispatcher acknowledges the request.
- c. Secure the scene.
 - (1) Handcuff injured suspects when appropriate to make the scene safe.
 - (2) ***Remove the handcuffs if the suspect is incapacitated or as needed to provide medical treatment once a pat-down has been completed and the scene is secure.***
- d. Render medical aid consistent with training and available equipment as soon as it is safe to do so.

2. Communications Personnel

- a. Dispatch personnel to render assistance and/or to secure the scene as necessary.
- b. Acknowledge the request for EMS and notify CFD.
- c. Make notification as required by the Emergency Notification Guide.

3. Homicide Bureau Supervisor

- a. Ensure notification is made to the independent investigative agency and function as the liaison between the agency and the Division.
- b. Complete the required administrative paperwork (for example, the Use of Force Report and Data Processing Worksheet, form U-10.164) and forward it as outlined in the Homicide Bureau SOP.

4. Officer Support Team

Provide the involved personnel with any assistance, information, or other support as needed or requested.

Note: Officer Support Team members are subject to being subpoenaed to attend legal proceedings and testify to what they are told by the involved personnel. Officer Support Team members are cautioned not to discuss the incident.

5. Internal Affairs Bureau

- a. Conduct a concurrent administrative investigation when directed.

Note: Personnel who are the focus of a criminal investigation may invoke their constitutional rights. This does not apply if the investigation is strictly administrative in nature.

- b. Forward a copy of the completed investigation to the Public Accountability Subdivision Deputy Chief.

E. Post Investigation Review

1. Firearms/Police-Involved Death Review Board

- a. Review all information concerning the incident.
- b. Determine whether the discharge of the firearm was within Division policy. Render a finding in accordance with the Firearms/Police-Involved Death Review Board SOP.
- c. Prepare and forward a summary of the findings together with the original investigative packet to the recording secretary, who will then forward the documentation through the involved personnel's chain of command to the commander or assistant chief.

Note: If there is a dissenting opinion between the Firearms/Police-Involved Death Review Board members, the dissenting member will include a letter of finding with the investigative packet and the majority finding and route it to the recording secretary, who will then forward the documentation through the involved personnel's chain of command to the Chief of Police.

2. Chain of Command

- a. Review the investigative packet.
- b. Render one of the following findings:
 - (1) Intentional and in violation of policy
 - (2) Intentional and not in violation of policy

- (3) Unintentional and in violation of policy
 - (4) Unintentional and not in violation of policy
 - c. When appropriate, make recommendations regarding necessary corrective action.
3. Commander or Assistant Chief of Involved Personnel
- a. Review the investigative packet and render a finding as follows in accordance with Section III,E,2,b:
 - (1) Commanders: Investigations involving humane destruction and discharged firearm against a dangerous animal
 - (2) Assistant Chief or designee: Investigations involving the discharge of a firearm that is directed at or causes injury to a person and any unintentional discharge except as specified in Section II,J.
- Note: If the recommendation of the commander or assistant chief is in disagreement with the finding of the Firearms/Police-Involved Death Review Board, forward the investigative packet to the assistant chief or designee or Chief of Police as applicable.
- b. If the discharge of the firearm was intentional and not in violation of policy, or unintentional and not in violation of policy:
 - (1) Cause the involved personnel to be notified of the final determination.
 - (2) Forward the packet through the Firearms/Police-Involved Death Review Board Chairperson to the Internal Affairs Bureau to be filed.
 - c. If the discharge of the firearm was intentional and in violation of policy, or unintentional and in violation of policy, determine if progressive discipline should be followed or if a deviation from progressive discipline is appropriate.
 - (1) If recommending deviation from progressive discipline, forward the packet to the Discipline/Grievance Section for review, then to the Chief of Police.
 - (2) If the discipline does not warrant deviation from progressive discipline, forward the packet through the involved personnel's chain of command for the issuance of discipline, then through the Firearms/Police-Involved Death Review Board Chairperson to Human Resources for entry into the Discipline Tracking System and to the Internal Affairs Bureau for storage.
4. Assistant Chief or designee or Chief of Police
- a. Make a final determination if there is a dissenting opinion.
 - b. Make a final determination on any request to deviate from progressive discipline.
 - c. Cause the involved personnel to be notified of the final determination.

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 2.03
	REVISED Mar. 30, 2020	TOTAL PAGES 9
Firearms Regulations		



I. Definitions

A. Primary Service Firearm

1. The Division-issued Smith & Wesson model **M&P9 M2.0** 9mm full-size semi-automatic pistol.
2. ***The Division-issued Glock model G17 Gen5 9mm full-size semi-automatic pistol used only by sworn personnel in SWAT and In-Tac Unit assignments.***

B. Alternate Firearm

A Division-issued or privately owned firearm authorized for carrying instead of the primary service firearm, provided applicable Division qualification standards are met. A list of Division-approved firearms is available at the Ordnance Unit.

C. Off-Duty/Back-Up Firearm

A Division-issued or privately owned firearm authorized for carrying during non-work hours or in addition to the primary service firearm/approved alternate firearm during work hours, provided applicable Division qualification standards are met. A list of Division-approved firearms is available at the Ordnance Unit.

II. Policy Statements

- A. Sworn personnel shall annually meet Division qualification standards with any firearm they intend to carry while on or off duty. This does not apply to personal rifles, shotguns, and/or handguns used only for recreational purposes.
- B. Sworn personnel shall use Division-approved firearms only when reasonable and within policy.
- C. Sworn personnel shall not carry personally owned shotguns or rifles on duty or while working special duty ***except as stipulated otherwise in this directive and other applicable Division publications.***
- D. Carrying Loaded Firearms

Note: This policy does not apply to personal rifles, shotguns, and/or handguns used only for recreational purposes or for personnel traveling directly to or from duty locations.

1. Within the City of Columbus
 - a. Full-time sworn personnel shall carry a loaded authorized firearm at all times with the following exceptions:
 - (1) When it would be a violation of law
 - (2) When it would be impractical
 - (3) When ordered not to by a competent authority, such as a court, or not permitted to by Division policy or restrictions

Note: Justification for not carrying a firearm shall be required. In the State of Ohio, an establishment serving the public cannot prohibit or restrict sworn personnel from carrying an authorized firearm on the premises.
2. Outside of the City of Columbus
 - a. On-duty sworn personnel shall carry a loaded authorized firearm at all times with the following exceptions:
 - (1) When it would be a violation of law
 - (2) When it would be impractical
 - (3) When ordered not to by a competent authority, such as a court, or not permitted to by Division policy, travel regulations, or restrictions

Note: Justification for not carrying a firearm shall be required. In the State of Ohio, an establishment serving the public cannot prohibit or restrict sworn personnel from carrying an authorized firearm on the premises.
 - b. Off-duty sworn personnel are authorized (but not required) to carry a firearm unless one of the exceptions listed in Section II,D,2,a applies.
- E. When required or authorized to carry a firearm, sworn personnel shall carry and use only those firearms and ammunition that have been approved by the Chief of Police, and with which they have satisfied the qualification standards established by the Division of Police and the Ohio Peace Officers Training Commission.
1. By March 1st of each year, Ordnance Unit personnel shall review the Approved Firearms & Ammunition List and send it through the chain of command to the Chief of Police for final approval.
- F. Sworn personnel in uniform shall carry only the Division-issued full-size primary service firearm as the primary firearm unless otherwise authorized by the Chief of Police.
 1. Sworn personnel who are currently issued both full-size and compact service firearms may carry the compact on the duty belt while in uniform, provided they have qualified on the state-mandated (OPOTA) course. For example, a detective issued both firearms may wear the compact while working special duty if the detective has qualified with it on the OPOTA course.
 2. Sworn personnel at the rank of lieutenant or above, when wearing the blouse, may carry an authorized alternate firearm in a concealed manner.

- G. Sworn personnel shall not carry a loaded firearm within a court building or courtroom when attending court on any personal/private matter unless prior approval is obtained from the Judge, Magistrate, or Jury Commissioner (if on jury duty).
- H. Sworn personnel shall be given the opportunity to qualify up to three authorized alternate or off-duty/back-up firearms. An annual maximum of up to 450 rounds shall be provided by the City for the purposes of qualifying with those approved firearms. Once personnel have qualified, no more rounds shall be allocated for that firearm.

I. ***Practice Round Allotments***

- 1. For the primary service firearm, sworn personnel shall be allotted a weekly maximum of 50 practice rounds provided by the City.
 - 2. For authorized alternate or off-duty/back-up firearms, a semi-annual maximum allotment of 50 practice rounds shall be provided by the City.
- Note: The practice rounds available are .45, .40, .38 Special, and 9mm ammunition only.

3. ***For authorized patrol rifles, a biweekly maximum allotment of 60 practice rounds of 5.56mm ammunition shall be provided by the City.***

- J. On-duty sworn personnel shall carry primary or alternate firearm(s) authorized for carry in a concealed manner except when in uniform, inside a police facility, or otherwise readily identifiable as an officer.
- K. On-duty sworn personnel shall carry off-duty/back-up firearm(s) authorized for carry in a concealed manner.
- L. Carrying or using a firearm while under the influence of alcohol or drugs, or consuming alcohol at a D-permit establishment or in an open-air arena for which a permit of that nature has been issued, is a violation of law.

Note: The Ohio Department of Commerce, Division of Liquor Control, maintains a database of permit holders on its website (<https://com.ohio.gov/liqr>).

- M. Sworn personnel off duty, out of uniform, and carrying an authorized firearm shall have it within their immediate control unless it would be a violation of law or this directive.
- N. Only Ordnance Unit personnel may repair or alter any ***authorized*** firearm ***carried for a law enforcement purpose.***
- O. Sworn personnel may use an approved rail-mounted light and holster for the primary service firearm, both on and off duty, upon training and qualification conducted by Ordnance Unit personnel.
- P. Testing, evaluating, and any required "breaking in" of all firearms, chemical agents, intermediate weapons, and any accessory to these weapon systems are to be conducted under supervision by the appropriate Training Bureau personnel. Requests for any new firearms, chemical agents, intermediate

weapons, and accessories to these weapon systems will include the recommendation of Training Bureau personnel prior to being submitted to the Chief of Police for final approval.

- Q. Sworn personnel working in plainclothes shall carry the primary service firearm or an authorized alternate firearm when on duty or working special duty unless otherwise approved by the Chief of Police.
- R. Sergeants and officers returning to a uniformed assignment shall return any Division-issued alternate firearm to the Ordnance Unit.
- S. Sworn personnel working in units with specialty firearms shall return all issued firearms to the Ordnance Unit when the officer to whom the firearm is issued departs the unit (***unless the new assignment uses the same firearm and prior notification is made to the Ordnance Unit***), relinquishes the firearm for any reason, or is otherwise ordered. Any supervisor with an issued shotgun shall return the shotgun to the Ordnance Unit upon transfer to a non-uniformed assignment.
- T. Shotgun
 - 1. Sworn personnel shall annually complete a familiarization class with the shotgun ***during the shotgun qualification phase. Sworn personnel in SWAT Unit, In-Tac Unit, and uniformed assignments shall annually qualify with the shotgun.***
 - 2. Only sworn personnel who have qualified with the shotgun shall be permitted to carry one.
 - 3. Personnel who have not qualified with a shotgun shall not deploy, carry, or use the shotgun except under the most critical circumstances.
- U. Patrol Rifle
 - 1. Only sworn personnel trained and certified as a Patrol Rifle Officer (PRO) shall carry the patrol rifle.
 - 2. Sworn personnel shall refer to the ***“Equipment” section of the Patrol SOP*** for further instructions.
 - 3. PROs who transfer from Patrol to a non-***Patrol assignment*** may ***continue carrying*** their ***Division-issued or approved personally owned*** patrol rifle ***on duty in accordance with all PRO Program policies*** when written permission is given from the involved personnel's deputy chief.
 - 4. ***Sworn*** personnel who have not qualified with a patrol rifle shall not carry, ***deploy***, or use the patrol rifle except under the most critical circumstances.
 - 5. ***Sworn personnel shall not deploy the patrol rifle while working special duty except when its use is reasonable and in response to a critical incident.***

- 6. Any violation from the patrol rifle policies established in this directive and other applicable Division publications shall result in immediate removal from the PRO Program and may result in disciplinary action.**
- 7. Ordnance Unit personnel shall notify the involved personnel's chain of command when personnel are removed from the PRO Program.**

V. Authorization to carry an alternate firearm may be terminated at any time.

W. Failure to Qualify with a Firearm

1. Failure to qualify with the primary service firearm by satisfying the firearms qualification standards as established by the State of Ohio:
 - a. Sworn personnel who fail to qualify with the primary service firearm in three attempts during the first qualification session of each required course/phase shall receive from Ordnance Unit personnel a written order from the Chief:
 - (1) To surrender their primary service firearm,
 - (2) Not to wear their uniform,
 - (3) Not to take any police action on or off duty,
 - (4) Not to work special duty,
 - (5) Not to carry any firearm on duty, **and**
 - (6) The date of their next qualification session.
 - b. Ordnance Unit personnel shall place the original written order in the employee's firearms file and shall email copies of the order to the involved employee's bureau commander/manager and deputy chief.
 - c. The immediate supervisor of sworn personnel failing to qualify shall be immediately notified. The supervisor of uniformed personnel driving a marked police vehicle shall make arrangements to have the officer and marked police vehicle transported to the duty station.
 - d. Sworn personnel who have been required to surrender their primary service firearm due to the failure to qualify may contact their deputy chief and request that the Chief of Police return the firearm to them.
 - e. Sworn personnel shall be allowed a total of three qualification sessions of three attempts each. Personnel failing to qualify by the completion of these sessions shall receive a written order advising them that they have seven days in which to qualify on their own time. Failure to qualify during that time shall be cause for disciplinary action.
 - f. Sworn personnel beginning a qualification session shall not cease their attempt(s) until minimum qualification standards are met. If circumstances dictate that sworn personnel need to mark off during a qualification session, upon reporting for regular duty, sworn personnel shall immediately schedule a time to qualify and will be allotted the remaining number of attempt(s) in the original qualification session.

- g. Sworn personnel who fail to qualify in three attempts during the first qualification session shall be provided remedial training prior to any further attempts to qualify. This training can range from verbal instruction up to and including regimented firing of the qualification course. The contents of the remedial training will be at the discretion of Ordnance Unit personnel based on the needs of each involved person. Sworn personnel that have failed to qualify by the conclusion of the first session will be scheduled to attend firearm technical skills development.
- 2. Failure to Qualify with a Division-Approved Alternate and/or Off-Duty/ Back-Up Firearm
 - a. Sworn personnel who fail to qualify in three attempts during the first qualification session with their Division-approved firearm are prohibited from carrying the firearm until qualifications are met.
 - b. Sworn personnel who fail to qualify with their Division-approved firearm shall surrender the firearm to Ordnance Unit personnel if the firearm is City-owned.
 - c. Sworn personnel shall be allowed a total of three qualification attempts per day during normal Ordnance Unit hours until qualifications are met.
- 3. Failure to Qualify with the Shotgun
 - a. Sworn personnel who fail after three attempts during the first qualification session are prohibited from carrying a shotgun.
 - b. Sworn personnel who do not qualify shall receive from Ordnance Unit personnel a written order from the Chief of Police that prohibits them from carrying the shotgun.
 - c. The original order shall be placed in the employee's firearms file and copies shall be forwarded by email to the involved employee's bureau commander/manager and deputy chief.
 - d. Sworn personnel who fail to qualify with the shotgun shall surrender the shotgun to their immediate supervisor. The supervisor will reassign the shotgun to an officer who is qualified.
 - e. Training shall be provided prior to requalification. Sworn personnel shall be allowed a total of three qualification attempts per day during normal Ordnance Unit hours until qualifications are met.
- 4. Failure to Qualify with **a Division-Approved Patrol Rifle**
 - a. Sworn personnel who fail to qualify in three attempts during the first qualification session **with their Division-approved** patrol rifle **shall not carry, deploy, or use** the patrol rifle **while on duty** until qualifications are met.
 - b. Sworn personnel who fail to qualify with their **Division-approved** patrol rifle **in subsequent qualification sessions** shall **not carry, deploy, or use the patrol rifle while on duty** until qualifications are met.

c. Sworn personnel shall be allowed a total of ***six qualification sessions, consisting of three attempts per session***, during normal Ordnance Unit hours until qualifications are met.

d. Sworn personnel who fail to meet the patrol rifle qualification requirements outlined in this directive shall:

(1) No longer carry, deploy, or use the patrol rifle while on duty;

(2) Be removed from the PRO Program;

(3) Reapply for and successfully pass the entire PRO Program class in order to receive authorization to carry, deploy, or use the patrol rifle while on duty.

5. Failure to Pass the Policy Exam

a. Sworn personnel who fail the policy exam shall immediately receive remediation and retraining prior to retaking the exam.

b. Sworn personnel who fail the policy exam on the second attempt may be relieved of assignment, provided additional training, and/or subjected to progressive discipline.

X. Carrying Firearms Aboard Aircraft and into Secured Areas in Airports

1. Sworn personnel shall only be authorized to carry a firearm aboard an aircraft when there is an operational need to immediately be prepared for duty and have the firearm readily accessible.

2. Policies adopted by the Federal Aviation Administration (FAA) impose certain restrictions on sworn personnel traveling with a firearm. These policies are outside the control of the Division of Police and the Columbus Regional Airport Authority Police. In addition to FAA policies, individual airlines may have established restrictions that must be followed.

3. Sworn personnel shall have in their possession:

a. The completed Flying Armed Original Letter of Authority, form I-20.132, containing the National Law Enforcement Telecommunications System (NLETS) identifier.

b. A copy of the NLETS teletype provided by the Records Section.

c. Division-issued badge and identification card.

d. Valid State of Ohio Driver License.

Note: Present these items at the airline counter and at any additional verification checkpoints. Sworn personnel will be required to sign a log before entering a secured area of the airport. Screeners are required to verify proof of identification and may deny access to secured areas or aircraft until the Division can be contacted.

4. While performing official police duties, on-duty sworn personnel may carry a firearm into secured areas of airports, provided they sign the required log and provide proof of identification to the screeners designated by the airport.

5. To avoid problems or delays, sworn personnel transporting a firearm in checked baggage should contact the airline in advance to determine the proper procedures.
6. Off-duty sworn personnel shall not carry a firearm on their person into secure areas of airports or aboard an aircraft.

III. Procedures

A. Firearms Qualifications

1. Ordnance Unit
 - a. Formulate firearms training and qualification standards.
 - b. Advise bureau commanders/managers of firearms training and qualification schedules.
2. Bureau Commander/Manager
 - a. Ensure all sworn personnel under your command are scheduled for each phase of qualification.
 - b. After each phase, review the circumstances of each individual who has failed to successfully complete the particular phase.
 - c. Recommend appropriate remedial training or disciplinary action.
3. Sworn Personnel
 - a. Attend firearms qualification phases as scheduled.
 - (1) If there is a legitimate conflict preventing attendance, advise the bureau commander/manager who approved the schedule.
 - (2) If there is no legitimate reason for failing to appear at the scheduled time, reschedule qualification times on your own time within 30 calendar days.
 - (3) Failure to qualify when physically able may result in discipline and being relieved of your firearm at the end of the year.

B. Obtaining Authorization to Carry a ***Division-Approved*** Alternate and/or Off-Duty/Back-Up Firearm ***or Patrol Rifle***

1. Sworn Personnel
 - a. Complete a Firearms Qualifications form, S-70.102, listing the information specific to the ***Division-approved alternate and/or off-duty/back-up*** firearm ***or patrol rifle***. Forms are available from the Ordnance Unit.
 - b. Submit the ***Division-approved alternate and/or off-duty/back-up*** firearm ***or patrol rifle*** to Ordnance Unit personnel for inspection.
 - c. Qualify with the firearm on the OPOTA pistol ***or patrol rifle*** qualification course.

2. Ordnance Unit

- a. Issue authorization for a Division-approved **alternate and/or off-duty/back-up** firearm **or patrol rifle** as appropriate.
- b. Maintain a list of personnel who have qualified with a **Division-approved** alternate and/or off-duty/back-up firearm **or patrol rifle** and the specific type.

C. Obtaining Temporary/Replacement Firearms

1. Contact the Ordnance Unit to schedule a time for the issuance of a temporary firearm, or
2. If the Ordnance Unit is closed, obtain a replacement firearm from the Headquarters Operations Unit Sergeant (**except for specialty firearms issued to personnel in tactical units**). The replacement firearm shall be used only until a temporary firearm can be obtained from the Ordnance Unit.
 - a. Contact the Ordnance Unit the first day it is open to schedule a time to be issued a temporary firearm, and function-fire the firearm to confirm operability and targeting with at least 15 rounds.
 - b. Immediately upon completing the operability and targeting protocol, return the replacement firearm to the issuing unit.
3. Immediately return the temporary firearm to the Ordnance Unit when your issued firearm is returned.

D. Sworn Personnel Requesting Permission to Fly Armed

1. Involved Personnel

- a. Obtain the training required by the Transportation Security Administration (TSA).
- b. Provide the airline with advance notice of your intent to fly armed.
- c. Complete the Flying Armed Original Letter of Authority and forward it to the deputy chief through the chain of command. A deputy chief requesting permission to fly armed will forward the Flying Armed Original Letter of Authority to the Chief.
- d. If the request to fly armed is approved, contact a Records Technician Supervisor at least 48 hours prior to departure, if possible, to obtain a NLETS teletype. The teletype contains a unique alphanumeric identifier for both departing and returning flights and any applicable layovers.

2. Deputy Chief or Chief

- a. Review the Flying Armed Original Letter of Authority to determine if the request meets the criteria required to fly armed.
 - (1) If the request meets the criteria required to fly armed, sign the form and return it to the involved employee through his or her chain of command.
 - (2) If the request does not meet the criteria to fly armed, deny the request and return it to the involved employee through his or her chain of command.

Columbus Police Division Directive	EFFECTIVE	NUMBER
	Aug. 01, 1987	4.02
	REVISED	TOTAL PAGES
	Sep. 30, 2024	6
Serious Crime Scenes, Threatened Officer Protection, and Guard Duty		



Cross Reference: 10.13

Rule of Conduct: 1.09

Training Supplement: 8-3, 11-9

I. Policy Statements

A. Responsibilities

1. An officer guarding a crime scene shall be primarily responsible for the security of the scene and the preservation of evidence.
2. An officer guarding a hospitalized prisoner shall be primarily responsible for the security of the prisoner and the protection of citizens in the area.
3. An officer guarding a threatened officer shall be primarily responsible for the protection of the threatened officer, his or her family, and citizens in the area.

B. General Requirements

1. A Crime Scene/Guard Log, form U-10.118, shall be completed and maintained at the scene of the guard anytime guard duty is established in connection with a prisoner, crime scene, or threatened officer.

Note: The Crime Scene/Guard Log should be given to the primary investigator or forwarded to the Headquarters Operations Unit Sergeant once the scene is released.

2. All persons regardless of rank or assignment shall log in before entering a secured area.
3. Officers normally will not be assigned to guard duty for more than four consecutive hours.
4. Officers shall not take breaks while on guard duty unless relief is provided by a supervisor.
5. Officers shall not terminate guard duty without obtaining authorization from a supervisor or the primary investigator.
6. Sworn personnel terminating guard duty shall notify the Headquarters Operations Unit Sergeant and the **Emergency Communications Center (ECC)**.

C. Guard Duty

1. The Headquarters Operations Unit Sergeant shall ensure hospital security is notified when a hospital guard is established or terminated.
2. The Headquarters Operations Unit Sergeant shall ensure sworn personnel are assigned to guard duty as needed.

3. Reassigning a Guard Duty

- a. If an officer cannot report for an assigned guard duty, the precinct sergeant shall assign another officer from that precinct to handle the guard duty.
 - b. If all officers on the precinct are busy, the sergeant shall coordinate with other precinct sergeants to arrange for an officer on that zone to cover the guard duty.
 - c. If all officers on the zone are busy, a lieutenant or higher shall contact the Headquarters Operations Unit to arrange for an officer on a different zone to cover the guard duty.
4. A lieutenant or higher shall contact the Headquarters Operations Unit to establish a Citywide guard duty.

D. Hospitalized Prisoners

1. The Division is responsible for the medical expenses of all hospitalized prisoners who are in its custody and for whom there is no other source of payment. In order to curtail unnecessary expenses, the following policies have been established.
 - a. ***An individual arrested for a non-violent misdemeanor*** requiring hospitalization should be issued a summons if permitted by law and Division policy.
 - b. When circumstances warrant, a direct indictment should be sought for a suspected felon requiring hospitalization.
 - c. The decision to establish a guard duty for an individual requiring hospitalization shall be made by a sworn Division supervisor.
2. Sworn personnel shall not allow anyone to visit a hospitalized prisoner unless the prisoner is near death or the prisoner has clearly requested to speak to an attorney. This should be determined by investigative unit personnel. In the event an attorney has been authorized, the officer shall require identification from the prisoner's attorney that shows the individual is a practicing attorney.
3. Immediate family may be permitted to visit the prisoner once sworn personnel verify with the medical staff that the prisoner is in a near death condition. Immediate family is defined as the prisoner's spouse, parents, grandparents, children, or siblings whether natural, adoptive, or related by marriage/remarriage. Persons other than immediate family may be admitted with a supervisor's approval.

E. Protection for Threatened Officers

1. An incident report shall be completed whenever a credible threat against a police officer or an officer's family is received.
2. Threatened officers should notify their chain of command and forward a copy of the incident report and a letter of information directly to the Homicide Section Lieutenant.

3. Credible threats of violence against police officers or their families shall not go unheeded. If necessary, the officer or the officer's family shall receive police protection in order to ensure their well being, as determined by a commander, deputy chief, **assistant chief**, or the Chief.
4. This policy applies only if the threat is a result of a police-related action or otherwise due to the officer's position as a member of the Division. All other threats shall be handled the same as for any citizen.

II. Procedures

A. Serious Crime Scenes

1. First Officer(s) at the scene
 - a. **Render medical aid, consistent with training and available equipment, and summon Emergency Medical Services (EMS) for individuals injured, unconscious, or in medical distress as soon as it is reasonable and safe to do so.**
 - b. Apprehend any suspects if possible.
 - (1) Allow suspects to talk.
 - (a) Make note(s) of their statements.
 - (b) Do not question potential felony suspects about the crime.
 - (c) Do not advise potential felony suspects of their constitutional rights unless directed by the primary investigator.
 - c. Take precautions to preserve physical evidence that may be on the suspects' persons by minimizing their movements and activities. For example, do not allow suspects to wash their hands or brush off their clothing unless authorized by the primary investigator.
 - d. Establish the identity of potential witnesses and retain them for investigative personnel.

Note: Officers are authorized to detain a witness for a reasonable length of time at a crime scene in order to be interviewed by a detective. In the event the witness is uncooperative and refuses to remain at the scene until a detective arrives, officers should at least verify the person's identity and address for follow-up.

- (1) Isolate witnesses from one another.
 - (2) Note any statements made by witnesses concerning the incident.
- e. Seal the scene at the perimeter and protect it from destruction, mutilation, concealment, or contamination.
 - (1) Enter the crime scene without a warrant only to search for victims or suspects. During this limited search, evidence **should not** be seized unless it is likely to be tampered with or destroyed or unless it presents an immediate risk of physical harm. A search with a warrant is the preferred course of action.

- (2) Avoid contaminating evidence by touching or moving any items, including firearms. Do not collect any evidence before it is photographed or processed, except to prevent its loss or destruction or to avoid an imminent risk of physical harm.
 - f. Establish a single point of entry into the scene.
 - (1) Direct anyone requesting to enter the scene to the established entry point.
 - (2) Do not allow unauthorized personnel to enter the scene, regardless of their rank or position.
 - (3) Do not reenter the scene unless directed by the primary investigator.
 - g. Request that Communications personnel notify a Patrol supervisor.
2. Patrol Supervisor
- a. Assign an officer to provide scene security.
 - b. Notify investigative personnel when necessary.
 - c. Transfer control of the scene to investigative personnel upon their arrival.
 - d. Cause an incident report to be taken unless it will be taken by investigative personnel.
 - e. If the scene requires extended guard duty, notify the Headquarters Operations Unit Sergeant.
3. Scene Security Officer
- a. Abide by the applicable guidelines for first responding officers.
 - b. Maintain the Crime Scene/Guard Log.
 - (1) Sign the Crime Scene/Guard Log at the beginning of the guard assignment.
 - (2) Complete the "Crime Scene Checklist" on the reverse side of the Crime Scene/Guard Log as information becomes available.
 - (3) Report and log any unusual occurrences and notify the primary investigator.
 - (4) Sign the Crime Scene/Guard Log at the end of your guard assignment and leave it with your relief or with the primary investigator if the scene is released.
 - c. Remain at the established point of entry until relieved.
4. Investigative Personnel
- a. Take control of the crime scene.
 - b. Notify specialized personnel as needed.
 - c. Take an incident report when required.
 - d. Conduct the follow-up investigation.

B. Hospitalized Prisoner

1. Guarding Officer(s)

- a. Shackle hospitalized prisoners by the wrist or ankle to the bed, except when prohibited for medical reasons.
- b. Remain with the prisoner at all times, except:
 - (1) When exigent circumstances exist.
 - (2) When the prisoner's attorney visits; take a position in which to observe the prisoner without overhearing the conversation.
- c. Cause the telephone/cell phone to be inoperable or removed.
- d. Sign the acknowledgment form provided by the hospital, indicating that you have received an emergency instructions packet, if applicable.
- e. Return the completed form to a hospital employee, and retain the emergency instruction packet and provide it to the relieving officer, if applicable.
- f. Initiate a Crime Scene/Guard Log if you are the first officer to guard the prisoner.
- g. Maintain the Crime Scene/Guard Log.
 - (1) Record your name, badge number, assignment, and times on and off guard duty.
 - (2) Record all visitors.
 - (3) Do not log hospital personnel performing their required duties. If in doubt, contact a hospital supervisor to verify the identity or authority of persons claiming to be hospital personnel.
 - (4) Report and log all unusual occurrences for future reference.
- h. Deny admittance for just cause to any person acting in a disorderly manner or who appears to be under the influence of alcohol or drugs.
- i. Search all visitors
 - (1) Deny admittance to any visitor refusing a search and record this information on the Crime Scene/Guard Log.
 - (2) If the visitor to be searched is not of the same gender as the guarding officer, delay admittance until an officer of the same gender can respond to conduct the search.
 - (3) Inspect all items or require that the visitor leave them at the door.
- j. Allow only one visitor at a time in the room with the prisoner.
- k. When the guard duty is terminated, forward the Crime Scene/Guard Logs and Visitation Authorization forms to the investigating officer or to the Headquarters Operations Unit Sergeant if there is no investigating officer.
- l. Once the guard duty is terminated, advise the ER security desk of the terminated guard duty, and return the emergency instructions to the security desk personnel.

2. Investigative Personnel
 - a. Advise the Headquarters Operations Unit Sergeant of any visitation prohibitions.
 - b. Retain the Crime Scene/Guard Log in the investigative package once the guard duty has been terminated.
- C. Hospitalized Prisoner with a Known or Suspected Infectious Disease
 1. Avoid entering the room as much as possible.
 2. When it becomes necessary to enter the room, don **personal protective equipment (PPE) as recommended by hospital personnel.**
 3. Follow any specific precautions and procedures posted in the room or directed by hospital personnel.
 4. Notify the Industrial Hygienist if entry is made into the room in order to arrange for any necessary precautionary testing.
 5. **Refer to the “Infectious Disease Precautions” and “PPE and Riot Gear” training supplements.**
- D. Threatened Officer Protection
 1. Headquarters Operations Unit Sergeant

Depending upon the circumstances of the threat, convey instructions to the guarding officer(s) as to the extent of their duties (for example, to watch only for suspicious activity or to stop and identify all visitors).
 2. Guarding Officer(s)
 - a. Initiate a Crime Scene/Guard Log if you are the first officer to assume guard duty.
 - b. Maintain the Crime Scene/Guard Log.
 - (1) Record your name, badge number, assignment, and times on and off guard duty.
 - (2) Log all visitors, if necessary, due to the circumstances of the threat.
 - (3) Report and log all unusual occurrences or suspicious activity.
 - c. Forward the Crime Scene/Guard Log to the Homicide Section Lieutenant when the guard duty is terminated.
 3. Homicide Section Lieutenant

Ensure the Crime Scene/Guard Logs are retained in the investigative package once the guard duty has been terminated.