



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



2024-2718

Officer Involved Critical Incident – 248 E. 11th Avenue,  
Columbus, OH 43201 (L)

**Investigative Activity:** Records Received, Review of Records

**Involves:** Columbus Police Department (O), [REDACTED]

**Date of Activity:** 11/08/2024

**Activity Location:** Columbus Police Department – Business – 120 Marconi Blvd.,  
Columbus, OH 43215

**Author:** SA James H Gore, #168

**Narrative:**

On the morning of September 10, 2024 at approximately 0130 hours, Lamine Mahmoudi (Mahmoudi), of 235 Chittenden Avenue, Columbus, confronted officers from the Columbus Division of Police (CPD) in the rear parking lot of the CPD Precinct 4 substation. Mahmoudi was armed with a meat cleaver and a kitchen knife during the encounter, and he was mortally wounded. The Ohio Bureau of Criminal Investigation (BCI) was requested by CPD to handle the Officer-Involved Critical Incident investigation. The six involved officers were identified as:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

On November 8, 2024, BCI Special Agent (SA) James Gore received copies of the involved officers' prior use of force histories from CPD Sergeant Terry McConnell, as reported by the CPD Internal Affairs Bureau (IAB). The following entries and IAB dispositions were noted.

[REDACTED]

- July 9, 2023 – use of Taser; found to be within policy
- February 13, 2023 – allegation/complaint of force used; complaint was unfounded
- March 10, 2021 – allegation of causing injury during arrest; found to be within policy

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Approved By SAS James A. Mulford on  
11/20/2024

- April 14, 2023 – allegation/complaint regarding the use or display of a firearm; complaint was unfounded
- February 13, 2023 – allegation/complaint of force used; complaint was unfounded

- April 3, 2023 – allegation/complaint of force used; complaint was unfounded
- July 6, 2021 – allegation of causing injury during arrest; found to be within policy
- February 27, 2020 – level 3 use of force; no disposition provided
- July 19, 2019 – allegation of causing injury during arrest; found to be within policy
- March 3, 2019 – level 3 use of force; found to be within policy
- May 7, 2017 – use of Taser; found to be within policy
- June 8, 2015 – use of "advanced physical control" techniques; found to be within policy
- June 7, 2015 – use of chemical spray; found to be within policy
- April 5, 2015 – use of Taser; found to be within policy
- March 18, 2014 – use of Taser; found to be within policy
- November 18, 2013 – use of hands/feet and allegation of causing injury during arrest; found to be within policy
- October 19, 2013 – allegation of causing injury during arrest; found to be within policy
- September 9, 2013 – allegation of causing injury during arrest; found to be within policy
- July 9, 2013 – allegation of causing injury during arrest; found to be within policy
- March 11, 2013 – use of hands/feet and allegation of causing injury during arrest; found to be within policy
- October 28, 2012 – use of chemical spray; found to be within policy

- October 1, 2020 – discharge of firearm; found to be within policy

- April 1, 2024 – allegation of causing injury during arrest; found to be within policy
- February 13, 2023 – allegation/complaint of force used; complaint was unfounded
- January 10, 2021 – allegation of causing injury during arrest; found to be within policy
- August 27, 2018 – use of Taser; found to be within policy

- No prior use of force incidents or complaints were documented

CPD's administrative procedures for reporting and handling use of force incidents, as well as any non-use of force matters which appear on the IAB documents, are outlined in the

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reference documents below. The involved officers' records are also available for review as attachments to this report.

Any inquiries for specific incidents noted in this report should be made directly to the Columbus Division of Police.

#### References:

1. Columbus Police Division Directive 2.01 *Use of Force* (revision date 6/30/2023)
2. Columbus Police Division Directive 9.07 *Complaints* (revision date 12/30/2023)

#### Attachments:

- Attachment # 01: Employee\_Record-[REDACTED]\_Redacted
- Attachment # 02: Employee\_Record-[REDACTED]\_Redacted
- Attachment # 03: Employee\_Record-[REDACTED]\_Redacted
- Attachment # 04: Employee\_Record-[REDACTED]\_Redacted
- Attachment # 05: Employee\_Record-[REDACTED]\_Redacted
- Attachment # 06: Employee\_Record-[REDACTED]\_Redacted
- Attachment # 07: Division Directive 2.01 Use of Force rev. date 6-30-2023
- Attachment # 08: Division Directive 9.07 Complaints rev. date 12-30-2023

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# Division of Police Internal Affairs Bureau Employee Report for



## Citizen Complaints / IAB Internal Investigations

IAB Number	[REDACTED]	Incident Date	5/20/2022 10:47:00 PM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	[REDACTED]
Criminal Charges		Dept Charges	
Allegation	<b>Fail to provide name and/or badge number</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Leibold, Chase
Address	2075 Northstar Rd	City, State, Zip	Upper Arlington, OH 43221
Phone	[REDACTED]	Phone	
Sex / Race	M / U	Ethnicity	
Age	39	Status	Directly Involved in Incident

IAB Number	[REDACTED]	Incident Date	5/20/2022 10:47:00 PM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	[REDACTED]
Criminal Charges		Dept Charges	
Allegation	<b>Investigative Actions - Criminal</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Leibold, Chase
Address	2075 Northstar Rd	City, State, Zip	Upper Arlington, OH 43221
Phone	[REDACTED]	Phone	
Sex / Race	M / U	Ethnicity	
Age	39	Status	Directly Involved in Incident

IAB Number	██████████	Incident Date	5/20/2022 10:47:00 PM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Investigative Actions - Criminal</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Leibold, Chase
Address	2075 Northstar Rd	City, State, Zip	Upper Arlington, OH 43221
Phone	██████████	Phone	
Sex / Race	M / U	Ethnicity	
Age	39	Status	Directly Involved in Incident
IAB Number	██████████	Incident Date	9/25/2022 10:19:00 PM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	████
Criminal Charges		Dept Charges	
Allegation	<b>Rude or Discourteous Language or Actions</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Turner, Abigail
Address		City, State, Zip	
Phone		Phone	
Sex / Race	F / U	Ethnicity	
Age	00	Status	
IAB Number	██████████	Incident Date	2/13/2023 10:36:00 PM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	████
Criminal Charges		Dept Charges	
Allegation	<b>Force</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Dutton, Paul
Address		City, State, Zip	
Phone		Phone	
Sex / Race	M / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

IAB Number	██████████	Incident Date	2/13/2023 10:36:00 PM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Force</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Dutton, Paul
Address		City, State, Zip	
Phone		Phone	
Sex / Race	M / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

### Use of Force / Chain of Command Investigations

Admin Folder	██████████	Incident Date	3/10/2021 1:05:00 AM
Action	Receiving Call for Service	Duty Status	On Duty
		Assignment	██████████
Nature of Investigation	<b>Injury to Prisoner</b>	Disposition	<b>Within Policy</b>
Incident Classification	Damage to Property	Suspect	Allgood, Paul L. M.
Address	1266 Atcheson St	City, State, Zip	Columbus, OH 43203
Phone		Phone	
Sex	M	Race	Black
Age	42	Status	Treated By Squad / Medic

Admin Folder	██████████	Incident Date	6/4/2022 3:04:00 AM
Action	Performing Routine Duties	Duty Status	On Duty
		Assignment	██████████
Nature of Investigation		Disposition	
Incident Classification	Action - Response - Level: 0-1	Suspect	Cheatham, Jermain A
Address	5039 Decker Rd #B6	City, State, Zip	Columbus, OH 43220
Phone		Phone	
Sex	M	Race	Black
Age	22	Status	No Treatment Required

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Admin Folder	██████████	Incident Date	7/9/2023 3:59:00 AM
Action	Performing Routine Duties	Duty Status	On Duty
		Assignment	██████████
Nature of Investigation	<b>Use of Taser</b>	Disposition	<b>Within Policy</b>
Incident Classification	Action - Response - Level: 2-8	Suspect	Shakoor, Deonte D.
Address	1571 Meadows Rd.	City, State, Zip	Columbus, OH 43212
Phone		Phone	
Sex	M	Race	Black
Age	32	Status	Treated By Squad / Medic

# Division of Police Internal Affairs Bureau Employee Report for



## Citizen Complaints / IAB Internal Investigations

IAB Number	[REDACTED]	Incident Date	3/26/2021 7:30:00 PM
Action	Other	Duty Status	On Duty
		Assignment	[REDACTED]
Criminal Charges		Dept Charges	
Allegation	<b>Actions Taken / Not Taken</b>	Disposition	<b>Sustained</b>
Investigation Type	Citizen - Sworn	Complainant	Hamlin, Savanna
Address	2063 Avalon Pl	City, State, Zip	Columbus, OH 43219
Phone	[REDACTED]	Phone	
Sex / Race	F / B	Ethnicity	
Age	34	Status	Directly Involved in Incident

IAB Number	[REDACTED]	Incident Date	2/13/2023 10:36:00 PM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	[REDACTED]
Criminal Charges		Dept Charges	
Allegation	<b>Force</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Dutton, Paul
Address		City, State, Zip	
Phone		Phone	
Sex / Race	M / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

IAB Number	██████████	Incident Date	2/13/2023 10:36:00 PM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	████
Criminal Charges		Dept Charges	
Allegation	<b>Force</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Dutton, Paul
Address		City, State, Zip	
Phone		Phone	
Sex / Race	M / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

IAB Number	██████████	Incident Date	4/14/2023 2:44:39 AM
Action	Receiving Call for Service	Duty Status	On Duty
		Assignment	████
Criminal Charges		Dept Charges	
Allegation	<b>Display/Use of Firearms</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Thornton, Oletha
Address		City, State, Zip	
Phone		Phone	
Sex / Race	F / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

IAB Number	██████████	Incident Date	4/14/2023 2:44:39 AM
Action	Receiving Call for Service	Duty Status	On Duty
		Assignment	████
Criminal Charges		Dept Charges	
Allegation	<b>Force</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Thornton, Oletha
Address		City, State, Zip	
Phone		Phone	
Sex / Race	F / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

Use of Force / Chain of Command Investigations

Admin Folder		Incident Date	3/26/2019 3:00:00 AM
Action	Operating Vehicle	Duty Status	On Duty
		Assignment	
Nature of Investigation	Internal Investigation	Disposition	Within Policy
Incident Classification	Vehicular Pursuit	Suspect	Hobbs, William
Address	2534 Azelda Ave	City, State, Zip	Columbus, OH 43211
Phone		Phone	
Sex	M	Race	White
Age	44	Status	No Injury

# Division of Police Internal Affairs Bureau Employee Report for

## Citizen Complaints / IAB Internal Investigations

IAB Number		Incident Date	4/3/2023 11:51:00 PM
Action	Receiving Call for Service	Duty Status	On Duty
		Assignment	
Criminal Charges		Dept Charges	
Allegation	Fail to provide name and/or badge number	Disposition	Unfounded
Investigation Type	Citizen - Sworn	Complainant	Simmons, Sierra
Address		City, State, Zip	
Phone		Phone	
Sex / Race	F / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

IAB Number		Incident Date	4/3/2023 11:51:00 PM
Action	Receiving Call for Service	Duty Status	On Duty
		Assignment	
Criminal Charges		Dept Charges	
Allegation	Force	Disposition	Unfounded
Investigation Type	Citizen - Sworn	Complainant	Simmons, Sierra
Address		City, State, Zip	
Phone		Phone	
Sex / Race	F / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

## Use of Force / Chain of Command Investigations

IAB Number	██████████	Incident Date	10/28/2012 2:20:00 AM
Action	Other	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Individual Issued Mace</b>	Disposition	<b>Officers Actions within Policy</b>
Investigation Type	Use Of Mace	Complainant	Crowd
Address	145 N. 5th Street	City, State, Zip	
Phone		Phone	
Sex / Race	U / U	Ethnicity	
Age		Status	

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IAB Number	██████████	Incident Date	3/11/2013 11:30:00 PM
Action	Making Arrest	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Striking Hands / Feet</b>	Disposition	<b>Officers Actions within Policy</b>
Investigation Type	Injury To Prisoner, Internal Investigation, Use Of Force	Complainant	Parks, Eric Garrard
Address	2027 Bancroft St	City, State, Zip	Columbus, Ohio 43219
Phone	██████████	Phone	
Sex / Race	M / B	Ethnicity	
Age	26	Status	

IAB Number	██████████	Incident Date	3/11/2013 11:30:00 PM
Action	Making Arrest	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Injury during arrest</b>	Disposition	<b>Officers Actions within Policy</b>
Investigation Type	Injury To Prisoner, Internal Investigation, Use Of Force	Complainant	Parks, Eric Garrard
Address	2027 Bancroft St	City, State, Zip	Columbus, Ohio 43219
Phone	██████████	Phone	
Sex / Race	M / B	Ethnicity	
Age	26	Status	

IAB Number	██████████	Incident Date	3/11/2013 11:30:00 PM
Action	Performing Routine Duties	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Violation of Police Rules, Orders, Etc</b>	Disposition	<b>Outside of Policy</b>
Investigation Type	Injury To Prisoner, Internal Investigation, Use Of Force	Complainant	Parks, Eric Garrard
Address	2027 Bancroft St	City, State, Zip	Columbus, Ohio 43219
Phone	██████████	Phone	
Sex / Race	M / B	Ethnicity	
Age	26	Status	

IAB Number	██████████	Incident Date	7/9/2013 12:45:00 AM
Action	Making Arrest	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Injury during arrest</b>	Disposition	<b>Officers Actions within Policy</b>
Investigation Type	Injury To Prisoner	Complainant	Pruitt, Jada Y
Address	262 Broadmeadows Blvd #B	City, State, Zip	43214
Phone		Phone	
Sex / Race	F / B	Ethnicity	
Age	41	Status	

IAB Number	██████████	Incident Date	9/9/2013 2:52:00 AM
Action	Making Arrest	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Injury during arrest</b>	Disposition	<b>Officers Actions within Policy</b>
Investigation Type	Injury To Prisoner	Complainant	McClarty, Isiah T
Address	2106 Rochelle Pl	City, State, Zip	43201
Phone		Phone	
Sex / Race	M / B	Ethnicity	
Age	23	Status	

IAB Number	██████████	Incident Date	10/19/2013 2:00:00 AM
Action	Making Arrest	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Info Only</b>	Disposition	<b>Officers Actions within Policy</b>
Investigation Type	Info Only, Injury To Prisoner	Complainant	Sherman, Nathaniel
Address	1579 Richmond Ave	City, State, Zip	
Phone	██████████	Phone	
Sex / Race	M / W	Ethnicity	
Age	24	Status	

IAB Number	██████████	Incident Date	10/19/2013 2:00:00 AM
Action	Making Arrest	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Injury during arrest</b>	Disposition	<b>Officers Actions within Policy</b>
Investigation Type	Info Only, Injury To Prisoner	Complainant	Sherman, Nathaniel
Address	1579 Richmond Ave	City, State, Zip	
Phone	██████████	Phone	
Sex / Race	M / W	Ethnicity	
Age	24	Status	

IAB Number	██████████	Incident Date	11/18/2013 2:35:00 AM
Action	Making Arrest	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Striking Hands / Feet</b>	Disposition	<b>Officers Actions within Policy</b>
Investigation Type	Injury To Prisoner, Use Of Force	Complainant	Ragland, Maria A
Address	986 Mt. Vernon Ave	City, State, Zip	43201
Phone	██████████	Phone	
Sex / Race	F / B	Ethnicity	
Age	24	Status	

IAB Number	██████████	Incident Date	11/18/2013 2:35:00 AM
Action	Making Arrest	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Injury during arrest</b>	Disposition	<b>Officers Actions within Policy</b>
Investigation Type	Injury To Prisoner, Use Of Force	Complainant	Ragland, Maria A
Address	986 Mt. Vernon Ave	City, State, Zip	43201
Phone	██████████	Phone	
Sex / Race	F / B	Ethnicity	
Age	24	Status	

IAB Number	██████████	Incident Date	12/21/2014 3:20:00 AM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Info Only</b>	Disposition	<b>Officers Actions within Policy</b>
Investigation Type	Info Only	Complainant	Garcia, Chelsea
Address	1253 N High St	City, State, Zip	43201
Phone	██████████	Phone	
Sex / Race	F / W	Ethnicity	
Age	23	Status	

Admin Folder		Incident Date	3/18/2014 2:12:00 AM
Action	Other	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Use of Taser</b>	Disposition	<b>Within Policy</b>
Incident Classification	Action - Response - Level: 2-8	Suspect	Newton, Luke William
Address	1998 Summit St	City, State, Zip	Columbus, OH 43201
Phone		Phone	
Sex	M	Race	White
Age	21	Status	Treated By Squad / Medic

Admin Folder		Incident Date	4/5/2015 3:43:00 AM
Action	Making Arrest	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Use of Taser</b>	Disposition	<b>Within Policy</b>
Incident Classification	Action - Response - Level: 2-8	Suspect	Anenia, Meseret
Address	1038 Nielsen Dr	City, State, Zip	
Phone		Phone	
Sex	M	Race	Black
Age	30	Status	Treated By Squad / Medic

Admin Folder		Incident Date	6/7/2015 2:41:00 AM
Action	Performing Routine Duties	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Use of Mace</b>	Disposition	<b>Within Policy</b>
Incident Classification	Action - Response - Level: 2-8	Suspect	
Address		City, State, Zip	
Phone		Phone	
Sex		Race	
Age		Status	

Admin Folder		Incident Date	6/7/2015 2:41:00 AM
Action	Performing Routine Duties	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Use of Mace</b>	Disposition	<b>Within Policy</b>
Incident Classification	Action - Response - Level: 2-8	Suspect	Sullivan, Jasmine
Address	5436 Englecrest Dr.	City, State, Zip	Canal Winchester, OH 43110
Phone		Phone	
Sex	F	Race	Black
Age	23	Status	Treated By Squad / Medic

Admin Folder		Incident Date	6/8/2015 4:26:00 AM
Action	Making Arrest	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Advanced Physical Control</b>	Disposition	<b>Within Policy</b>
Incident Classification	Action - Response - Level: 2-8	Suspect	Ramos-Cruz, Silvano
Address	1296 Courtland Ave #A	City, State, Zip	Columbus, OH 43201
Phone		Phone	
Sex	M	Race	Hispanic
Age	29	Status	Treated By Squad / Medic

Admin Folder		Incident Date	7/19/2015 3:05:00 AM
Action	Making Arrest	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Injury to Prisoner</b>	Disposition	<b>Within Policy</b>
Incident Classification	Injury To Prisoner / Injury Prior to Police Contact	Suspect	Kern, Jenna L.
Address	6892 Bay Forest Dr.	City, State, Zip	Westerville, OH 43082
Phone		Phone	
Sex	F	Race	White
Age	21	Status	No Treatment Required

Admin Folder		Incident Date	12/19/2015 2:42:00 AM
Action	Operating Vehicle	Duty Status	On Duty
Nature of Investigation		Assignment	
		Disposition	
Incident Classification	Police Vehicle Accident	Suspect	Odonnell, Megan
Address	110 N 3RD St	City, State, Zip	Columbus, OH 43215
Phone		Phone	
Sex	F	Race	White
Age	29	Status	No Injury

Admin Folder		Incident Date	8/16/2016 6:00:00 AM
Action	Other	Duty Status	On Duty
Nature of Investigation	<b>Internal Investigation</b>	Assignment	
		Disposition	<b>Outside Policy</b>
Incident Classification	Internal Investigation	Suspect	
Address		City, State, Zip	
Phone		Phone	
Sex		Race	
Age		Status	

Admin Folder		Incident Date	5/7/2017 12:18:00 AM
Action	Other	Duty Status	On Duty
Nature of Investigation	<b>Use of Taser</b>	Assignment	
		Disposition	<b>Within Policy</b>
Incident Classification	Action - Response - Level: 2-8	Suspect	White, Joseph D
Address	2519 Indianola Ave	City, State, Zip	Columbus, OH 43211
Phone		Phone	
Sex	M	Race	Other
Age	39	Status	No Injury

Admin Folder		Incident Date	7/6/2021 3:02:00 AM
Action	Processing / Handling Prisoner	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Injury to Prisoner</b>	Disposition	<b>Within Policy</b>
Incident Classification	Action - Response - Level: 0-1 w/ complaint of injury caused by response	Suspect	Washburn, Elizabeth
Address	144 W. Grant St.	City, State, Zip	
Phone		Phone	
Sex	F	Race	White
Age	29	Status	Treated By Squad / Medic

Admin Folder		Incident Date	11/21/2022 11:09:00 PM
Action	Making Arrest	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Information Only</b>	Disposition	<b>Information Only</b>
Incident Classification	Information Only	Suspect	Skurow, Aaron M.
Address	545 Liberty Hi	City, State, Zip	
Phone		Phone	
Sex	M	Race	White
Age	38	Status	

Admin Folder		Incident Date	3/3/2019 1:14:00 AM
Action	Making Arrest	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Use of Force - Level 3</b>	Disposition	<b>Within Policy</b>
Incident Classification	Call For Service	Suspect	Taylor, Christopher Anthony Jr.
Address	5406 Flintstone Dr	City, State, Zip	Westerville, OH 43081
Phone		Phone	
Sex	M - Male	Race	B - Black
Age	20	Status	

Admin Folder		Incident Date	2/27/2020 2:57:00 AM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Use of Force - Level 3</b>	Disposition	
Incident Classification	Traffic Incident	Suspect	Rodgers, Justin M.
Address	1211 Delno Ave	City, State, Zip	Columbus, OH 43224
Phone	N/A	Phone	
Sex	M - Male	Race	W - White
Age		Status	

# Division of Police Internal Affairs Bureau Employee Report for

## Citizen Complaints / IAB Internal Investigations

IAB Number		Incident Date	3/28/2021 1:50:00 AM
Action		Duty Status	On Duty
		Assignment	
Criminal Charges		Dept Charges	
Allegation	<b>Actions Taken / Not Taken</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Sager, Amy
Address	140 Whittington Pl	City, State, Zip	Etna, Ohio 43062
Phone		Phone	
Sex / Race	F / W	Ethnicity	
Age	51	Status	Did Not Witness Incident

## Use of Force / Chain of Command Investigations

Admin Folder		Incident Date	10/1/2020 4:28:00 PM
Action	Other	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Discharge Firearm</b>	Disposition	<b>Intentional and not in Violation of Policy</b>
Incident Classification	Discharge of Firearm - Not an Action - Response	Suspect	
Address		City, State, Zip	
Phone		Phone	
Sex		Race	
Age		Status	

Admin Folder		Incident Date	9/10/2022 12:11:00 AM
Action	Handling Property	Duty Status	On Duty
		Assignment	
Nature of Investigation	Information Only	Disposition	Information Only
Incident Classification	Information Only	Suspect	Obenour, Benjamin
Address	225 S. Sanduskey St. Lot 69	City, State, Zip	
Phone		Phone	
Sex	M	Race	White
Age	32	Status	N/A

Admin Folder		Incident Date	12/17/2022 10:00:00 PM
Action	Other	Duty Status	On Duty
		Assignment	
Nature of Investigation	Internal Investigation	Disposition	Outside Policy
Incident Classification	Internal Investigation	Suspect	
Address		City, State, Zip	
Phone		Phone	
Sex		Race	
Age		Status	

Admin Folder		Incident Date	9/23/2023 10:00:00 PM
Action	Other	Duty Status	On Duty
		Assignment	
Nature of Investigation	Internal Investigation	Disposition	Outside Policy
Incident Classification	Internal Investigation	Suspect	
Address		City, State, Zip	
Phone		Phone	
Sex		Race	
Age		Status	



# Division of Police

## Internal Affairs Bureau

### Employee Report for



#### Citizen Complaints / IAB Internal Investigations

IAB Number	██████████	Incident Date	8/9/2017 8:15:00 PM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Search/Seizure</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Little, Sharyl
Address	452 S Richardson Ave	City, State, Zip	Columbus, OH 43204
Phone	██████████	Phone	
Sex / Race	F / W	Ethnicity	N - Not of Hispanic Origin
Age	36	Status	Witnessed Incident

IAB Number	██████████	Incident Date	6/22/2019 10:01:00 PM
Action	Receiving Call for Service	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Search/Seizure</b>	Disposition	<b>Disproven</b>
Investigation Type	Citizen - Sworn	Complainant	Bowers, Charlotte M.
Address	81 E 9th Ave	City, State, Zip	Columbus, OH 43201
Phone	██████████	Phone	
Sex / Race	F / B	Ethnicity	N - Not of Hispanic Origin
Age	41	Status	Directly Involved in Incident

IAB Number	██████████	Incident Date	8/9/2020 1:09:00 AM
Action	Conversing / Corresponding	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Actions Taken / Not Taken</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Ramos, Samson
Address	1431 N 5 St	City, State, Zip	Columbus, OH 43201
Phone	██████████	Phone	
Sex / Race	M / B	Ethnicity	
Age	40	Status	Directly Involved in Incident

IAB Number	██████████	Incident Date	9/4/2021 11:28:00 PM
Action	Receiving Call for Service	Duty Status	On Duty
		Assignment	████
Criminal Charges		Dept Charges	
Allegation	<b>Actions Taken / Not Taken</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Cox, Samson R.
Address	1431 N Fifth St	City, State, Zip	Columbus, OH 43201
Phone	██████████	Phone	
Sex / Race	M / B	Ethnicity	
Age	44	Status	Directly Involved in Incident

IAB Number	██████████	Incident Date	9/4/2021 11:28:00 PM
Action	Receiving Call for Service	Duty Status	On Duty
		Assignment	████
Criminal Charges		Dept Charges	
Allegation	<b>Investigative Actions - Criminal</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Cox, Samson R.
Address	1431 N Fifth St	City, State, Zip	Columbus, OH 43201
Phone	██████████	Phone	
Sex / Race	M / B	Ethnicity	
Age	44	Status	Directly Involved in Incident

IAB Number	██████████	Incident Date	2/13/2023 10:36:00 PM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Force</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Dutton, Paul
Address		City, State, Zip	
Phone		Phone	
Sex / Race	M / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

IAB Number	██████████	Incident Date	2/13/2023 10:36:00 PM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Force</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Dutton, Paul
Address		City, State, Zip	
Phone		Phone	
Sex / Race	M / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

IAB Number	██████████	Incident Date	3/16/2023 12:00:00 AM
Action	Processing / Handling Prisoner	Duty Status	On Duty
		Assignment	██████████
Criminal Charges		Dept Charges	
Allegation	<b>Rude or Discourteous Profanity</b>	Disposition	<b>Unfounded</b>
Investigation Type	Citizen - Sworn	Complainant	Krantz, Tiffany
Address		City, State, Zip	
Phone		Phone	
Sex / Race	F / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

IAB Number		Incident Date	3/16/2023 12:00:00 AM
Action	Processing / Handling Prisoner	Duty Status	On Duty
		Assignment	
Criminal Charges		Dept Charges	
Allegation	<b>Violation of Police Rules, Orders, Etc.</b>	Disposition	<b>Sustained</b>
Investigation Type	Citizen - Sworn	Complainant	Krantz, Tiffany
Address		City, State, Zip	
Phone		Phone	
Sex / Race	F / U	Ethnicity	
Age	00	Status	Directly Involved in Incident

### Use of Force / Chain of Command Investigations

Admin Folder		Incident Date	8/27/2018 11:00:00 PM
Action	Making Arrest	Duty Status	On Duty
		Assignment	
Nature of Investigation	<b>Use of Taser</b>	Disposition	<b>Within Policy</b>
Incident Classification	Action - Response - Level: 2-8	Suspect	Hill, Bennie
Address	363 Carpenter St	City, State, Zip	Columbus, OH 43205
Phone		Phone	
Sex	M	Race	Black
Age	27	Status	Treated and Released by Hospital

Admin Folder [REDACTED]

Action Making Arrest

Nature of Investigation **Injury to Prisoner**

Incident Date 1/10/2021 4:10:00 AM

Duty Status On Duty

Assignment [REDACTED]

Disposition **Within Policy**

Incident Classification Action - Response - Level: 0-1 w/  
complaint of injury caused by  
response

Address 164 E 5th Ave

Phone [REDACTED]

Sex M

Age 36

Suspect Jones, Daniel

City, State, Zip Columbus, OH 43201

Phone

Race Black

Status Hospitalized

Admin Folder [REDACTED]

Action Operating Vehicle

Nature of Investigation **Internal Investigation**

Incident Date 6/21/2021 2:48:00 AM

Duty Status On Duty

Assignment [REDACTED]

Disposition **Within Policy**

Incident Classification Vehicular Pursuit

Address 5156 Saling Ct

Phone [REDACTED]

Sex M

Age 29

Suspect Evans Jr., Nathaniel

City, State, Zip Columbus, OH 43229

Phone

Race Black

Status No Injury

Admin Folder	██████████	Incident Date	2/22/2024 5:22:00 AM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	██████████
Nature of Investigation	<b>Forced Entry</b>	Disposition	<b>Within Policy</b>
Incident Classification	Forced Entry	Suspect	
Address	6849 Bluebird Pl.	City, State, Zip	Hilliard, OH 43026
Phone		Phone	
Sex		Race	
Age		Status	

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Admin Folder	██████████	Incident Date	4/1/2024 11:09:00 PM
Action	Making Arrest	Duty Status	On Duty
		Assignment	██████████
Nature of Investigation	<b>Injury to Prisoner</b>	Disposition	<b>Within Policy</b>
Incident Classification	Action - Response - Level: 0-1 w/ complaint of injury caused by response	Suspect	Hatem, Paul Shayne
Address	1080 Elmwood Ave.	City, State, Zip	Columbus, OH 43212
Phone	██████████	Phone	
Sex	M	Race	Black
Age	21	Status	Treated and Released by Hospital

Admin Folder	██████████	Incident Date	11/10/2019 4:24:00 AM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	██████████
Nature of Investigation	<b>Damage To Property</b>	Disposition	
Incident Classification	Domestic Disturbance	Suspect	Juan Davis
Address	1778 N 4th St	City, State, Zip	Columbus, OH 43201
Phone	██████████	Phone	
Sex	M - Male	Race	B - Black
Age	22	Status	

Admin Folder	██████████	Incident Date	11/10/2019 4:24:00 AM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	██████████
Nature of Investigation	<b>Damage To Property</b>	Disposition	
Incident Classification	Domestic Disturbance	Suspect	Martin, Kailan Rose
Address	3025 Glenn PI NW	City, State, Zip	Canton, OH 44708
Phone		Phone	
Sex	F - Female	Race	B - Black
Age	22	Status	

Admin Folder	██████████	Incident Date	12/29/2019 12:00:00 AM
Action	Investigating and / or Questioning	Duty Status	On Duty
		Assignment	██████████
Nature of Investigation	<b>Strip Search</b>	Disposition	<b>Within Policy</b>
Incident Classification	Call For Service	Suspect	Allen, Jaylen
Address	1341 Minnesota Ave	City, State, Zip	Columbus, OH 43211
Phone		Phone	
Sex	M - Male	Race	B - Black
Age		Status	

Division of Police  
Internal Affairs Bureau  
Employee Report for



**Citizen Complaints / IAB Internal Investigations**

**Use of Force / Chain of Command Investigations**

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 9.07
	REVISED Dec. 30, 2023	TOTAL PAGES 8
Complaints		



Cross Reference: 8.08, 9.08

## I. Definitions

### A. Citizen Complaint

A complaint made by an individual or individuals who are not sworn employees of the Division of Police and any anonymous complaint.

### B. Complaint

An allegation of misconduct that, if true, may be a violation of law, Division Rule of Conduct, City of Columbus Central Work Rule, or Division policy.

### C. Internal Complaint

A complaint filed by one Division employee against another Division employee.

Note: A civilian Division employee filing a complaint against a sworn employee shall comply with the procedures for internal complaints. The complaint shall be investigated as a Citizen Complaint per the current applicable collective bargaining agreement.

### D. Investigative Findings

#### 1. Exonerated

The evidence indicates the alleged conduct occurred, but the actions taken by the employee(s) were lawful and no misconduct was substantiated.

#### 2. Not Sustained

The alleged conduct could not be supported or refuted by a preponderance of the evidence.

#### 3. Sustained

The alleged conduct is supported by a preponderance of the evidence and is in violation of the Rules of Conduct.

#### 4. Unable to Resolve

- a. This finding will only be used when there is not enough information to complete the investigation of a complaint filed against a civilian employee. If the investigation is able to be completed, another finding listed in this section will be used based on the facts and evidence available.

- (1) The investigation could not be properly investigated due to the complainant's or a critical witness' lack of cooperation in providing necessary or specific information.

(2) The investigation could not be completed because the involved civilian employee was unavailable or unwilling to submit to a necessary interview.

5. Unfounded

The alleged conduct is refuted by a preponderance of the evidence.

6. Withdrawn

The complainant retracted the allegation(s) through either a verbal or written statement.

Note: The complaint package must include the signature of the complainant indicating a desire to have the complaint withdrawn, or the withdrawal must have been recorded and such recording shall be available in the **Department of the Inspector General (DIG) or** Internal Affairs Bureau (IAB), **as applicable.**

E. Preponderance of the Evidence

The greater weight of the convincing evidence which outweighs or overbalances in one's mind the opposing evidence. Simply put, more likely than not.

## II. Policy Statements

A. Citizen complaints **received by** the Division or its personnel shall be forwarded and investigated within the time constraints and parameters outlined in **this directive and** the appropriate collective bargaining agreement.

B. Internal complaints made against personnel more than 90 days after the alleged incident will not be investigated unless approved by the accused employee's deputy chief. A complaint filed by a civilian Division employee alleging a violation of policy prohibiting discrimination in the workplace by sworn personnel shall be exempt from the 90-day requirement as outlined in the appropriate collective bargaining agreement.

C. The Chief of Police may approve an alternate investigation and review process.

D. Counter or retaliatory allegations raised by Division personnel under investigation shall be scrutinized for timeliness and credibility and may result in discipline if warranted.

E. The standard of proof for determining the investigative finding of an allegation shall be a preponderance of the evidence.

F. Every effort should be made to ensure prompt and courteous action when responding to allegations of misconduct made against any employee of the Division of Police.

**G. The DIG will normally conduct investigations of citizen complaints against sworn personnel.**

**H. IAB investigators shall *be responsible for the following:***

1. Citizen complaint investigations **of civilian personnel**
2. Internal investigations involving either administrative or criminal allegations when requested by a deputy chief or **higher**
3. Administrative investigations with other agencies, if appropriate
4. **Assistance with** Equal Employment Opportunity (EEO) **and workplace violence** complaints **investigated by the Department of Public Safety**

Note: If the complaint involves civilian personnel, refer to the procedures outlined in the “Equal Employment Opportunity **and** Discrimination/ Harassment” directive.

5. Citizen complaint investigations involving allegations of a criminal offense

**Note:** The actual criminal investigation may be assigned to a specialized unit.

**6. False complaint investigations at the direction of an assistant chief or higher**

7. Investigations at the direction of the Chief of Police

**I. Corrective action shall be taken for all substantiated complaints in accordance with the applicable collective bargaining agreement and the “Discipline/Corrective Action” directive.**

**J. A focus employee’s bureau commander/manager or higher who wishes to return an IAB investigation to IAB for further investigation shall consult with the IAB commander and discuss the additional information requested.**

1. The chain of command shall not conduct a concurrent and/or any further investigation of any IAB investigation.
2. Any subsequent investigation must still comply with the timelines outlined in the appropriate collective bargaining agreement.

**K. Minor policy violations (that historically result in counseling or the first step in formal discipline) that do not have a nexus to the original complaint shall be addressed, **documented**, and handled appropriately by the chain of command. Policy violations having a nexus to the original complaint shall be investigated by IAB.**

**L. The guilt or innocence of a person charged with an offense by an officer is a matter for a court of law and will not be the basis of a complaint against a Division employee.**

**M. The commander shall make the final determination on Level 1 complaints, and **the assistant** chief shall make the final determination on Level 2 complaints and the filing of false complaint charges.**

### III. Procedures

#### A. Citizen Complaints Against Sworn Personnel

##### 1. Division Personnel

a. *Refer the complainant directly to the DIG. Citizens may file a complaint with the DIG using any of the following methods:*

*(1) Intake Hotline (24 hours a day, 7 days a week): (614) 645-9600*

*(2) In person*

*(a) DIG Office (Monday through Friday, 9 a.m. to 5 p.m.)*

*50 W. Town Street, Suite 100*

*Columbus, Ohio 43215*

*(b) Citizen Police Review Board Monthly Meetings*

*Michael B. Coleman Government Center*

*111 North Front Street, 2<sup>nd</sup> Floor Hearing Room*

*Columbus, Ohio 43215*

b. *Advise the complainant that additional information about the DIG is available on the agency's website at [www.columbus.gov/Government/Inspector-General](http://www.columbus.gov/Government/Inspector-General).*

c. *Provide the complainant a copy of the DIG Citizen Complaint form available through the "Online Forms" link on the Division's intranet.*

d. *Send an email to [IABDeskSgt@columbuspolice.org](mailto:IABDeskSgt@columbuspolice.org) with the date of contact, name of the complainant (if provided), and that the DIG Citizen Complaint form was provided to the complainant.*

e. *Notify an on-duty IAB supervisor and/or the IAB Commander if the citizen complaint involves possible serious or criminal misconduct.*

#### B. Citizen Complaints Against Civilian Personnel

##### 1. Division Personnel

a. *Transfer or refer phone calls to **the IAB** Phone Line, answered by the IAB Administrative Sergeant **Monday through Friday**, between 9 a.m. and 5 p.m.*

b. *Print your name, badge number, assignment, and the date received on a separate piece of paper and send it with any written correspondence, including anonymous complaints, to IAB.*

*(1) **Scan and email** a copy of the document(s) to IAB **via [IABDeskSgt@columbuspolice.org](mailto:IABDeskSgt@columbuspolice.org)** and/or notify the IAB Administrative Sergeant by phone.*

*(2) Forward the original document(s) and associated materials to IAB.*

c. *Forward email complaints to IAB via [IABDeskSgt@columbuspolice.org](mailto:IABDeskSgt@columbuspolice.org).*

- d. Refer in-person complainants to the IAB Administrative Sergeant ***Monday through Friday***, between **9 a.m.** and **5 p.m.**
- e. Refer any person insisting on immediately filing a complaint to a Division sergeant or lieutenant, who will complete or allow the citizen to complete a Citizen Complaint, form A-8. Do not require complainants to call, write, or appear in person if they choose not to.

## **2. IAB Supervisors**

- a. Follow the procedures for Citizen Complaints in the IAB SOP manual.
- b. When the investigation is complete and after considering the definitions, make a recommendation to the chain of command as to the disposition of each allegation from the investigative findings in Section I,D.
- c. Explain the facts that justify all recommendations for each allegation.
- d. For complaints involving AFSCME or CWA personnel, attach a City Summary of Investigation form for each allegation.

## **C. Internal Complaints**

### **1. Complainant**

- a. Forward a detailed letter of the alleged misconduct through your chain of command. If necessary, request permission to contact the next in command when the complaint is against a supervisor in your chain of command.
- b. If the complaint is of a contractual nature, use the grievance process outlined in the appropriate collective bargaining agreement.
- c. If the complaint involves an EEO violation, refer to the “Equal Employment Opportunity ***and*** Discrimination/Harassment” directive.

### ***d. If the complaint involves a workplace violence violation:***

#### ***(1) Notify a Division supervisor.***

#### ***(2) Complete the City of Columbus Incident/Occurrence of Workplace Violence form and email it to [humanresources@columbuspolice.org](mailto:humanresources@columbuspolice.org) by the end of the tour of duty.***

### **2. Chain of Command Supervisor**

- a. Forward internal complaints filed by civilian personnel against sworn personnel to IAB.***
- b. Forward internal complaints alleging criminal or serious misconduct through the chain of command to the involved **assistant** chief. Contact IAB if the complaint requires immediate attention.***
- c. Investigate internal complaints alleging minor misconduct following the guidelines established in the “Administrative Investigation” section of the Supervisor’s Manual. When appropriate, take positive corrective/disciplinary action and forward the completed investigation through the chain of command.***

### 3. IAB Supervisors

Follow the IAB SOP manual regarding internal complaints forwarded for investigation.

## **D. Completed Investigations**

### 1. Chain of Command

- a. Review the completed investigative package and relevant video if included.
- b. Provide any additional pertinent or mitigating information.
- c. Recommend the removal of an employee's name if necessary and appropriate.
- d. Recommend the addition of any appropriate new allegations of misconduct which are not based on the original complaint and the appropriate finding.
- e. Recommend a finding for each allegation consistent with the evidence and the appropriate discipline or corrective action when there is evidence of misconduct.

Note: Clearly inappropriate recommendations regarding findings and discipline may subject the supervisor to discipline.

### ***f. Recommend a criminal investigation be conducted when it appears a false complaint was filed against sworn personnel.***

- g.*** Forward the investigative package through the chain of command to the commander or ***assistant*** chief ***as applicable***. Include the specific Rule(s) of Conduct, City of Columbus Central Work Rule(s), or Division Directive(s) violated and recommendations for corrective action for each sustained allegation. If a documented constructive counseling or written reprimand is recommended, prepare a draft copy of the Disciplinary Action, form A-17, and send it with the investigative package for future issuance if approved by the chain of command.

### 2. Commander

- a. Review the investigative package and make a finding for each allegation, including appropriate positive corrective/disciplinary action, unless otherwise directed by the Chief of Police.

Note: For complaints involving AFSCME or CWA personnel, provide the City Summary of Investigation form(s) to the appropriate union by the timeline listed in the appropriate collective bargaining agreement.

- b. Send the completed investigative package as follows:
  - (1) If no discipline is being issued, forward to IAB for documentation, filing, and notification to the involved Division personnel.
  - (2) If discipline is being issued, forward through the chain of command for review and follow-through.
- c. If appealed, provide a written response to appellants of the investigative findings.

### 3. **Assistant Chief**

a. **Follow the procedures in Section III,D,2.**

b. **Review any chain of command recommendation to conduct a criminal investigation of a false complaint filed against sworn personnel, and forward the investigative package to IAB if a criminal investigation should be conducted.**

### 4. Immediate Supervisor

Upon determination by the commander or **assistant** chief regarding the allegation(s), issue discipline and forward the investigative package to Human Resources.

### 5. Human Resources

a. Remove original disciplinary documentation from the investigative package, enter it into the Discipline Tracking System, and maintain the disciplinary documentation in accordance with the appropriate collective bargaining agreement.

b. Forward the remainder of the investigative package to IAB for filing.

### E. False Complaints Filed Against **or False Statements Made to** Division Personnel

**Note: Refer to Ohio Revised Code 2921.15 as appropriate.**

#### 1. Investigating IAB Supervisor

a. Determine whether there is probable cause that the complainant knowingly **filed a false complaint of misconduct or** made a false statement to Division personnel. The investigator shall include the basis for the probable cause in the complaint investigation.

b. **Attempt to** conduct an in-person recorded interview with the complainant alleging the false complaint and attach the recording and transcript to the investigative package.

c. Provide known exculpatory or mitigating information relative to the complainant's culpability and/or mental competence.

d. **Forward the completed investigation to the requesting assistant chief for a final determination on whether to file charges.** If approved, complete the appropriate paperwork to file **charges** on the complainant and notify the involved **personnel**.

e. Appear in court with all related evidence as necessary.

#### 2. **Assistant** Chief

a. Review the investigation and determine if probable cause exists.

b. If probable cause exists, determine whether the involved **personnel** wish to pursue criminal charges.

Note: **A** civilian employee may not be the victim, but rather it may be the employee to whom the person made the false statement depending on the nature of the false statement.

- c. Consult with the Legal Advisor and determine if the charge should be filed.
  - d. Notify the investigating IAB supervisor, the involved **personnel**, and the involved **personnel's** supervisor of the decision.
3. Involved **Personnel**
- a. If criminal charges are filed by the Division, appear in court as necessary.
  - b. If charges will not be filed by the Division and you intend to proceed independently through the Prosecutor's Office, notify your chain of command and the Legal Advisor's Office of your decision and keep them updated on all court actions regarding the case.

## **F. Appealing an Investigative Finding**

### **1. Division Personnel Appeals**

- a. Forward an appeal letter through the chain of command to the subdivision deputy chief **for Level 1 complaints or the Chief of Police for Level 2 complaints** within 14 calendar days after receiving notification of a complaint disposition.
- b. Include in the letter the basis for the appeal and any relevant information not covered in the investigation.

### **2. Citizen Appeals**

- a. Refer the citizen to the appropriate **subdivision** deputy chief's office **for Level 1 complaints or the Chief of Police's office for Level 2 complaints**.
- b. Advise the citizen that the appeal must be filed with the **appropriate** office within 14 calendar days after receiving notification of the investigative finding(s).

### **3. Investigating Supervisor**

- a. Contact the appealing party to determine what, if any, new information is available.
- b. If new information is available that could change the outcome of the investigation, write a letter of information to the **subdivision** deputy chief **for Level 1 complaints or the Chief of Police for Level 2 complaints**.
- c. If there is no new information, complete a letter addressed to the appropriate party on Division letterhead and forward it **for signature** to the **subdivision** deputy chief **for Level 1 complaints or the Chief of Police for Level 2 complaints**.

## **G. Minor Policy Violation Without a Nexus to the Original Complaint**

### **1. Chain of Command**

- a. Review the investigation and associated evidence.
- b. Appropriately address minor policy violations when discovered.
- c. **Document remedial actions taken on the routing sheet or in the typed response to the investigation.**