

AN ORDINANCE

NO.

An Ordinance amending Chapter 17 of the Columbus Code by repealing and replacing Article II, Organizational Structure of the Columbus Police Department, Article III, Promotional Procedures, Article IV, Appointive Positions, and Article V, Authorized Personnel and Interim Provisions, with new provisions; and for other purposes.

THE COUNCIL OF COLUMBUS, GEORGIA HEREBY ORDAINS:

SECTION 1.

Chapter 17 of the Columbus Code is amended by repealing Article II, Organizational Structure of the Columbus Police Department, in its entirety and there is substituted in lieu thereof a new Article II, Organizational Structure of the Columbus Police Department, to read as follows:

"ARTICLE II. ORGANIZATIONAL STRUCTURE OF THE COLUMBUS POLICE DEPARTMENT

Sec. 17-21.1. - Divisions; bureaus; office of professional standards; sections.

There are hereby created the following two divisions, four bureaus and respective sections within the Columbus Police Department:

(a) Division of line operations, and within the division, there shall be two bureaus; bureau of patrol services and bureau of investigative services.

(1) Bureau of patrol services, and within the bureau, there shall be the following sections:

- a. Patrol Shifts
- b. Special Weapons and Tactics
- c. Mobile Field Force
- d. Motor Squad and Bike Patrol
- e. Honor Guard
- f. Crisis Negotiations

(2) Bureau of investigative services, and within the bureau, there shall be the following sections:

- a. Crime Scene Investigations
- b. Special Victims

- c. Robbery / Assault
- d. Burglary and Theft
- e. Homicide
- f. Computer Crime
- g. Special Operations / Tactical Squad

(b) Division of staff operations, and within the division, there shall be two bureaus; bureau of support services and the bureau of administrative services.

(1) Bureau of support services, and within the bureau, there shall be the following sections:

- a. Records section.
- b. Desk services section.
- c. Property and evidence section.
- d. 911 center.
- e. Records Manager

(2) Bureau of administrative services, and within the bureau, there shall be the following sections:

- a. Community relations.
- b. Personnel.
- c. Training.
- d. Recruitment
- e. Polygraph

Sec. 17-21.2. - Office of chief of police.

The office of the chief of police shall consist of:

- (a) The chief of police.
- (b) Office of professional standards.
- (c) Planning and Research
- (d) Accreditation
- (e) Internal Investigations
- (f) Crime analysis and Intelligence
- (g) Budget.
- (h) Chief of Staff / Public Information Officer

Sec. 17-21.3. - Assignment of personnel.

All personnel in all sections, units and bureaus shall be assigned by the chief of police.

Sec. 17-21.4. - Appointment of personnel.

Each division shall be commanded by an Assistant Chief of Police, appointed by the chief of police.

Each bureau shall be commanded by a deputy chief, appointed by the chief

of police.

Sec. 17-21.5. - Positions confirmed in the organizational chart.

All positions in the organizational chart as set forth in section 17-21.6 herein, are hereby confirmed and made a part of the Columbus Police Department.

Sec. 17-21.6. - Organizational chart.

SECTION 2.

Chapter 17 of the Columbus Code is amended by repealing Article III, Promotional Procedures in its entirety and there is substituted in lieu thereof a new Article III, Promotional Procedures to read as follows:

"ARTICLE III . PROMOTIONAL PROCEDURES

Sec. 17-22. - Reserved.

Sec. 17-22.1. - Administrative responsibility.

The chief of police of the Consolidated Government of Columbus, Georgia, shall have administrative responsibility for all matters relating to the promotional procedures of the police department, except as otherwise may be provided for herein.

Sec. 17-22.2. - Use of external sources.

In order to provide for an impartial implementation of this article, the chief of police shall contract with, or otherwise arrange with, an entity outside the Consolidated Government of Columbus, Georgia Police Department to prepare and administer all written examinations and assessment centers. No member of the Consolidated Government of Columbus, Georgia Police Department shall serve as an evaluator in any assessment center conducted specifically to implement the provisions of this article.

Sec. 17-23. - Definitions.

The following definitions shall be used to administer and interpret Article III of Chapter 17:

- (a) Applicant: Employees who assert they are eligible for promotion to the rank of police sergeant, police lieutenant or police captain in the police department of the Consolidated Government of Columbus, Georgia.
- (b) Eligible: Any applicant certified in writing by the chief of police to participate in the applicable promotional procedure.
- (c) Participant: Any employee who, upon being certified as eligible by the chief of police and actually engages in any or all of the applicant procedures for the rank for which he has been certified as eligible.

(d) Candidate: Any participant whose name appears on the promotional roster established for the rank for which he is competing.

Sec. 17-24. - General provisions.

(a) It shall be the policy of the Consolidated Government of Columbus, Georgia Police Department to select only from among the best qualified employees for promotions to positions of greater responsibility. Concurrently, it shall be the policy of the Consolidated Government of Columbus, Georgia Police Department to administer promotional procedures which yield valid and reliable information on which to base promotional decisions and to insure rigorous and fair competition among all employees eligible for promotion.

(b) Separate eligibility requirements, promotional procedures, promotional rosters, and other provisions relating to the ranks of police sergeant, police lieutenant and police captain are specified herein. Policy shall be promulgated by affected departments of the Consolidated Government of Columbus, Georgia to implement the provisions and intent of this or related enactments.

(c) Each promotional rank, those being police sergeant, police lieutenant and police captain, shall have a separate promotional roster which shall have a duration or life of 24 months from the date on which it is established. A new promotional roster must be established within 90 calendar days of the lapse of the previous promotional roster for that rank.

(d) The chief of police shall fill each promotional vacancy within 30 calendar days from a valid promotional roster. Provided, however, that if a vacancy occurs within the last 30 calendar days of the life of a promotional roster, such vacancy or vacancies must be filled before the promotional roster can lapse. If a vacancy occurs after the expiration of a roster and before the establishment of a new roster, that vacancy must be filled within 15 working days after the new roster is established.

(e) With respect to written test scores, each participant may review his/her own examination and the applicable keyed examination. Examinations and keyed examinations will not be released, except as may be otherwise legally required. Each participant will be provided with their written test score and a rank ordered list of written test scores so as to allow the participant to determine where he/she fell in that ranking. There will be no identifying information connected with the list of rank ordered written test scores. Participants desiring to do so must make a written protest within five days of receiving their examination scores. The Consolidated Government of Columbus, Georgia, Chief of Police and Director of Personnel, or their designee, shall respond in writing within 15 days of the receipt of a written protest as to its disposition.

(f) Prior to the assessment center, the outside entity will furnish the chief of police and the personnel officer with a listing of the predetermined range used to band the participants. The personnel officer will be responsible for posting the range standards so any participant may review them prior to the assessment center. With respect to the assessment center results, candidates who personally participated may review their own scores and narrative summaries and make protests and receive responses as provided for in section 17-24 (e) above.

(g) All promotions shall be probationary and no officer shall be permanently appointed to a rank until a six-month probation period is satisfactorily completed. Such probationary

period may be extended six months in accordance with the personnel rules and regulations of the Consolidated Government of Columbus, Georgia. During either the original term or an extension of a probationary period, the chief of police may return a candidate to his previous rank for cause.

(h) Any candidate who declines a promotion shall do so in writing and shall be eliminated for further promotional consideration for the duration of the promotional roster on which his name appears.

(i) No promotion shall be made under this promotional procedure when a vacancy occurs in a nonbudgeted position, except where the candidate for such position is occupying a police assignment level equal to or greater in salary than the permanent rank position that is vacant.

(j) Other appeals: The right of an employee to challenge any aspect of the administration of the promotional procedure which has a direct impact upon his promotability is fundamental to any equitable system. Appeals not specifically provided for elsewhere in Article III of Chapter 17 may be made and shall be disposed of in the manner described in section 17-24(e); provided, however, the selection of an individual(s) for promotion shall not be subject to such appeal process.

(k) Availability of source material: No announcement of the beginning of a police sergeant's or police lieutenant's promotional procedure can be made until sufficient source material from which written examination questions are to be drawn are available to immediately implement a reasonable system of loan to eligibles.

(l) To be eligible for the appointed position of corporal, an officer must meet the following criteria at the time of application: 1) have two (2) years of continuous service with the department as a police officer; and have a minimum of 63 semester hours or 90 quarter hours of college credit from an accredited institution, or 2) have a minimum of four (4) years of continuous service with the department as a police officer and have completed Supervision Levels I,II, and III from a POST accredited academy or organization. Officers who have had two formal disciplinary actions or who have had two sustained personnel complaints within 12 months of the application date will be ineligible. Officers who Such appointed position shall be made at the discretion of the chief of police.

(m) Employees appointed to the position of corporal are to carry the assigned title, paygrade and step for so long as they hold either position. Removal from the corporal position shall be at the discretion of the chief of police, based on one or more of the following: disciplinary reasons, poor job performance, or administrative or operational manpower allocations or adjustments. Employees being returned to a police officer status shall forfeit the title and the step increase they received as a result of their initial appointment and shall be placed in the appropriate paygrade and step of a police officer.

Sec. 17-25. - Eligibility for promotions.

(a) For promotion to police sergeant. To be eligible to participate in the promotional procedure for police sergeant, the employee must hold the rank of police officer or its equivalent as determined by the chief of police and have a minimum of five years' continuous service, including the probationary period, with the Police Department of the Consolidated Government of

Columbus, Georgia. For purposes of computation of service, all eligibles who will have completed the fifth year of such service on the date on which the written phase of the sergeant's promotional procedure is given, shall be deemed to have met the length of service requirement.

(b) For promotion to police lieutenant. To be eligible to participate in the promotional procedure for police lieutenant, the employee must hold the rank of police sergeant and have a minimum of three years' continuous service, including the probationary period, as a police sergeant with the Police Department of the Consolidated Government of Columbus, Georgia. For purposes of computation of service, eligibles who will have completed the third year of such service on the date on which the written phase of the lieutenant's promotional procedure is given, shall be deemed to have met the length of service requirement.

(c) For promotion to police captain. To be eligible to participate in the promotional procedure for police captain, the employee must hold the rank of police lieutenant and have a minimum of two years of continuous service, including the probationary period, as a police lieutenant with the Police Department of the Consolidated Government of Columbus, Georgia. All eligibles who have completed the second year of service on the first day of the captain's assessment center, shall be deemed to have met the length of service requirement.

(d) To be eligible to participate in any future promotional procedure for sergeant, the employee must possess a minimum of an associate degree in any field within the educational guidelines set forth by this Columbus Police Department. To be eligible to participate in any future promotional procedure for lieutenant and captain, the employee must possess a minimum of a baccalaureate degree in any field within the educational guidelines set forth by this Columbus Police Department.

Sec. 17-26. - Reserved.

Sec. 17-26.1. - Promotional procedure for police sergeant.

For promotion to the rank of police sergeant, the following sequence of phrases shall be followed:

(a) Certification of eligibility. At least 90 calendar days prior to the date of the written examination, the chief of police shall announce in writing all pertinent facts relating to the police sergeant's promotional procedures, including source material from which the questions are to be drawn. At the end of the ten calendar days following such announcement, the application period shall be deemed closed and within another ten calendar days, the chief shall certify in writing the list of those eligible to participate.

(b) Written test. A one hundred (100) question multiple-choice written examination, based on the results of a job-task analysis, shall be administered. A participant's preliminary test scores may be released to him/her when tests are graded onsite immediately following an examination. Final written examination scores will not be released to participants until all appeals and any appropriate adjustments have been made. Any adjustments arising out of any analysis of the test shall be specified in a written report and shall be made available for review by participants in the same manner as provided for by section 17-24(e). No participant shall have been deemed to have passed the written examination unless they score at least 70 or above on that examination. All participants scoring 70 or above shall advance to the assessment center phase.

(c) Assessment center. The assessment center shall consist of a minimum of three exercises, such as oral presentation, role-playing, in-basket tasks, and other written problem analyses that are designed to evaluate job-related dimensions. Upon completion of the sergeant's assessment center phase, candidates must, based upon their performance on exercises derived from a job-task analysis, be assigned to one of two promotional priorities to be considered for promotion:

- (1) "Highly recommended for promotion," and
- (2) "Recommended for promotion."

All candidates that score below the recommended standard will not be considered during this promotional process.

Sec. 17-26.2. - Promotional procedures for police lieutenant.

For promotion to the rank of police lieutenant, the following sequence of phases shall be followed:

(a) Certification of eligibility. At least 90 calendar days prior to the date of the written examination, the chief of police shall announce in writing all pertinent facts relating to the police lieutenant's promotional procedures, including source material from which the questions are to be drawn. At the end of ten calendar days following such announcement, the application period shall be deemed closed and within another ten calendar days, the chief shall certify in writing the list of those eligible to participate.

(b) Written test. A 100 question multiple-choice written examination, based on the results of a job-task analysis, shall be administered. A participant's preliminary test scores may be released to him/her when tests are graded onsite immediately following an examination. Final written examination scores will not be released to participants until all appeals and any appropriate adjustments have been made. Any adjustments arising out of any analysis of the test shall be specified in a written report and shall be made available for review by participants in the same manner as provided for by section 17-24(e). No participant shall have been deemed to have passed the written examination unless they score at least 70 or above on that examination. All participants scoring 70 or above shall advance to the assessment center phase. (c) Assessment center. The assessment center shall consist of a minimum of three exercises, such as oral presentation, role-playing, in-basket tasks, and other written problem analyses that are designed to evaluate job-related dimensions. Upon completion of the lieutenant's assessment center phase, candidates must, based upon their performance on exercises derived from a job-task analysis, be assigned to one of two promotional priorities to be considered for promotion:

- (1) "Highly recommended for promotion," and
- (2) "Recommended for promotion."

All candidates that score below the recommended standard will not be considered during this promotional process.

Sec. 17-26.3. - Promotional procedure for police captain.

(a) Certification of eligibility. At least 60 calendar days prior to the date of the assessment center's first scheduled activity involving participants, the chief of police shall announce it in writing, along with other pertinent facts. At the end of ten calendar days following such announcement, the application period shall be deemed closed and within another ten calendar days, the chief of police shall certify in writing the list of those eligible to participate.

(b) Assessment center. All police lieutenants certified as eligible shall advance to an assessment center. The assessment center shall consist of a minimum of three exercises, such as oral presentation, role-playing, in-basket tasks, and other written problem analyses that are designed to evaluate job-related dimensions. Upon completion of the captain's assessment center, candidates must, based upon their performance on exercises derived from a job-task analysis, be assigned to one of two promotional priorities to be considered for promotion:

- (1) "Highly recommended for promotion," or
- (2) "Recommended for promotion."

All candidates that score below the recommended standard will not be considered during this promotional process.

Sec. 17-26.4. - Promotional decisions.

The chief of police shall promote all members of the "highly recommended for promotion" priority, prior to promoting any of the "recommended for promotion" priority. The chief of police shall consider the reports on each participant from the assessment center, as well as such other job-related matters including, but not limited to, education, seniority, performance evaluations, disciplinary actions and commendations, as the chief of police shall previously identify by written policy in making promotional decisions.

Sec. 17-27. - Reserved.

Sec. 17-28. - Effect of disciplinary action upon participant whose name appears in the "highly recommended" or "recommended for promotion" portions of the promotional roster.

The chief of police shall as a result of one or more sustained disciplinary actions against a candidate do the following:

- (1) Freeze the candidate's promotional consideration when the participant accumulates a total of five days' suspension time (eight hours per suspension day) in any 12 month period.
- (2) Strike the participant's name from the promotional roster for the life of that roster when the participant accumulates a total of ten days' suspension time (eight hours per suspension day) in any 12-month period.
- (3) A participant affected by section 17-28(2) during the life cycle of a given promotional roster will be charged under section 17-28(1), only for suspension days in excess of the ten days for which he/she was removed from the roster, for the next promotional cycle.

Sec. 17-29.1. - Recordkeeping requirements.

All examinations, scores, files, records, administrative directives, and promotional results shall be stored in a secured area by the Consolidated Government of Columbus, Georgia, Police Department for four years following the publication of the promotional roster for each separate promotional procedure.

Sec. 17-29.2. - Annual review.

The Consolidated Government of Columbus, Georgia, Chief of Police, in conjunction with the Police Promotional Procedures Committee, shall annually review, evaluate and report to the mayor in writing as to the administration of Article III, Chapter 17, and recommend such changes as may be needed considering the totality of circumstances.”

SECTION 3 .

Chapter 17 of the Columbus Code is amended by repealing Article IV, Appointive Positions in its entirety, and there is substituted in lieu thereof a new Article IV, Appointive Positions to read as follows:

“ARTICLE IV. APPOINTIVE POSITIONS.

Sec. 17-30. - Position of assistant chief of police.

- (a) The position of assistant chief of police is hereby created in the Columbus Police Department.
- (b) The rank of assistant chief of police is an appointed rank. Said appointment is to be made by the chief of police. To be eligible for the position of assistant chief of police, a candidate must have held the permanent rank of captain for one year or the permanent rank of lieutenant for two years or the appointed rank of deputy chief for one year in the Columbus Police Department. To be considered eligible for this position the candidate must possess a bachelor’s degree, master's degree preferred, in any field within the educational guidelines set forth by the Columbus Police Department.
- (c) The job description for assistant chief of police is hereby incorporated in the personnel rules and regulations.

Sec. 17-31. - Position of Deputy Chief.

- (a) There is hereby created the position and rank of deputy chief in the Columbus Police Department. The job description for deputy chief is incorporated in the personnel rules and regulations.
- (b) The rank of deputy chief is an appointed rank. Said appointment is to be made by the

chief of police.

(c) To be appointed to the rank of deputy chief, a candidate shall have held the permanent rank of captain for a minimum of one year or the permanent rank of lieutenant for a minimum of two years and possess a bachelor's degree, master's degree preferred, in any field within the educational guidelines set forth by the Columbus Police Department. Consideration shall be given to the following:

- (1) Leadership;
- (2) Directing;
- (3) Coordinating;
- (4) Decision-making;
- (5) Planning;
- (6) Communicating; and
- (7) Public relations.

Sec. 17-32. Position of Chief of Staff/Public Information Officer

To be appointed Chief of Staff / Public Information Officer, a sergeant shall have held the permanent rank of sergeant for a minimum of two (2) years and possess an associate degree or a lieutenant shall have held the permanent rank of lieutenant for a minimum of one (1) year and possess a bachelor's degree.

Sec. 17-33. Position of Command Sergeant

To be appointed Command Sergeant, a sergeant shall have held the permanent rank of sergeant for a minimum of two (2) years and possess an associate's degree.

SECTION 4.

Chapter 17 of the Columbus Code is amended by repealing Article V, Authorized Personnel, in its entirety and there is substituted in lieu thereof a new Article V, Authorized Personnel, to read as follows:

"ARTICLE V. AUTHORIZED POSITIONS

Sec. 17-34. - Authorized personnel for Columbus Police Department.

- (a) There shall be a chief of police.
- (b) The Columbus Police Department shall be authorized two assistant chief of police positions, who shall be appointed by the chief of police.
- (c) The Columbus Police Department shall be authorized five Deputy Chiefs, who shall be appointed by the chief of police and shall be assigned as follows:
 - (1) Deputy Chief in charge of the bureau of patrol services.
 - (2) Deputy Chief in charge of the bureau of investigative services.
 - (3) Deputy Chief in charge of the bureau of support services.
 - (4) Deputy Chief in charge of bureau of administrative services.
 - (5) Deputy Chief in charge of the office of professional standards.
- (d) The Columbus Police Department shall be authorized one Chief of Staff/Public Information Officer, who shall be appointed by the Chief of Police.
- (e) The Columbus Police Department shall be authorized three command sergeant positions, who shall be appointed by the Chief of Police.
- (h) The ranks of assistant chief, deputy chief, chief of staff / public information officer, command sergeant and corporal are appointed ranks, to be appointed by the chief of police, and any officer who fails to perform the duties of these ranks satisfactorily may at any time be reverted to his former permanent rank.
- (i) Sworn personnel.
 - (1) The following positions are hereby established as the authorized strength of the sworn personnel of the Columbus Police Department:
 - Chief of police1
 - Assistant chief of police2
 - Deputy Chief5
 - Captain7
 - Lieutenant20
 - Chief of Staff.....1
 - Command Sergeant....3
 - Sergeant58
 - Corporal 74
 - Police officer317
 - (2) The job descriptions are incorporated in the personnel rules and regulations.

Sec. 17-35. - Police cadets.

(a) Position created. The position of police cadet is hereby created in the Columbus Police Department.

(b) Qualifications. A person seeking the position of police cadet shall possess the same minimum qualifications as a police officer except for the age requirements for initial employment as a cadet shall be the ages of 18 through 20.”

SECTION 5.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Introduced at a regular meeting of the Council of Columbus, Georgia, held on the ___ day of December, 2020; introduced a second time at a regular meeting held on the ____ day of December, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting ____.

Councilor Barnes voting ____.

Councilor Crabb voting ____.

Councilor Davis voting ____.

Councilor Garrett voting ____.

Councilor House voting ____.

Councilor Huff voting ____.

Councilor Thomas voting ____.

Councilor Tucker voting ____.

Councilor Woodson voting _ ____.

Sandra T. Davis, Clerk of Council B.H. "Skip" Henderson, III, Mayor