

Ohio Association of Chiefs of Police
Advisory Services

ASSESSMENT CENTER FINAL REPORT TO CLIENT

TWO FORMATS

Two formats are available for Clients, with or without narratives describing candidate behaviors during the Assessment Center. However, narratives are to be included only under special circumstances. Those circumstances are only if the Client's Civil Service Commission regulations require narratives, narratives are required contractually or by ordinance or narratives are actually for use for promotional or developmental purposes. If narratives are required, Lead Consultants will receive a stipend for each narrative written.

In the event that a narrative or narratives are not required by the Client, but the Client wishes more than just a score or recommendation, the Lead Consultant may provide a modified narrative in a bullet-point fashion if the Lead Consultant wishes to do so. The Client should be notified of an additional charge to be agreed upon between the Client and the Advisory Services Program Director. If the bullet-point narrative is agreed upon, Lead Consultants will receive a stipend for each narrative written.

During the Pre-Assessment meeting, Lead Consultants should help Clients understand why narratives are only to be included under special circumstances and why this policy exists. When the special circumstances do exist and a Client requires the addition of narratives to a Final Report, the Lead consultant should inform the Advisory Services Director of the Client's request.

WHAT SHOULD BE INCLUDED – Non-narrative Format:

- A. Letter of Transmittal to Client (sent separately or included in the Final Report after Disclaimer 1, Policy B-32)
- B. Final Report Cover Page
- C. Disclaimer - Public Document/Modifications to Final Report (directly behind Cover Page)
- D. Agency/Community Profile & Position Profile
- E. Biographies of Team Members Conducting Assessment Center
- F. Specific Exercises Used and Associated Dimensions
- G. Candidate Scores and Rankings
- H. Comprehensive Scoring Matrix
- I. Summary Statement – General Observations of Assessment Team (Optional)
- J. Photos of Candidates (The copy of the photos should be sent separately and not included in the Final Report to protect the identity of the law enforcement officers.)

WHAT SHOULD BE INCLUDED – Narrative Format:

- A. All of the Above
- B. Disclaimer 2, Policy B-32
- C. Narratives describing candidate behaviors during the Assessment Center

MATERIAL THAT SHOULD NOT BE INCLUDED

Copies of Exercise Materials Used during Assessment Center
Written Materials Produced by Candidates during Exercises
Individual Scoring Sheets
Consultant Notes
Financial Information
Candidate Critiques

(Revised: 2/12/09)
(Revised: 9/8/11)
(Revised: 10/11/2013)