

Standard 1 - Use of Force to Include Deadly Force

Sample Policy Language [online – OCJS website](#)

Directive	Standard	What's Required in the Directive	Comments	Meets
	1.1	Policy Statement(s)	Checklist or Memo or Verbatim	
		Read & Sign	Sample Policy Language on-line – OCJS website	
	1.2	Annual Testing	Sample Policy Language on-line – OCJS website	
	1.3	Reporting	Sample Policy Language on-line – OCJS website	
1.4	Review/Investigation	Sample Policy Language on-line – OCJS website		
Compliance	Standard	What's acceptable Proof of Compliance	Comments	Meets
	1.1	Policy containing policy statement language		
	1.1-1.4	Read and Sign Report		
	1.2	Testing Sign-Off Report, Completed Test/Sample		
	1.3	Completed Use of Force Report (two) from last 12 months		
1.4	Completed Investigative Review (two) from last 12 months	Can be same report used for 1.3 to include next level review (i.e. internal affairs, chief, officer's supervisor, etc.)		

Standard 2 – Recruitment and Hiring

Sample Policy Language [online – OCJS website](#)

Directive	Standard	What's Required in the Directive	Comments	Meets
	2.1	Policy Statement(s)	Checklist or Memo or Verbatim	
	2.1-2.7	Read and Sign AND Annual Testing (as applicable)	Sample Policy Language on-line – OCJS website	
	2.2	Recruitment Plan	Sample PLAN on-line – OCJS website	
	2.3	EEO Plan	Sample PLAN on-line – OCJS website	
	2.4	Employee Recruitment and Hiring Qualifications	Sample Policy Language on-line – OCJS website	
	2.5	Application Process details	Sample Policy Language on-line – OCJS website	
	2.6	Selection Process details	Sample Policy Language on-line – OCJS website	
2.7	Annual Review of Recruitment and Hiring Process	Sample REVIEW on-line – OCJS website		
Compliance	Standard	What's acceptable Proof of Compliance	Comments	Meets
	2.1	Policy containing policy statement language		
	2.1-2.7	Read and Sign AND Annual Testing Reports (as applicable)	Test sample	
	2.2	Agency Recruitment Plan activities, If maintained, photos of staff engaged in community activities (Recruitment Plan Sample)	i.e. recruitment activities, assignments to career fairs, calendar entries, mentorship program details, etc.	
	2.3	EEO Plan , Hiring statements on job postings, advertisements, etc.	Compliance documents that support your Plan	
	2.4	Brochures, correspondence to applicant detailing qualifications	Compliance documents that support agency directive	
	2.5	Correspondence to the applicant detailing next steps of testing,	As implemented, CVSA scheduling, medical, background, etc.	
	2.6	Correspondence to applicant	Final interview details, notice of ineligibility	
2.7	Annual Review Sample	Agency demographics compared to service area demographics, Review of Recruitment and Hiring activities		

Note: Assistance may be provided, in each noted area, by a trained peer resource. To request this free service please email, ohiocollaborative@dps.ohio.gov