

**Ohio Collaborative  
Law Enforcement Agency Certification**

Lexipol Clients

Provide the following Policies for Standard 8.2015.1 Use of Force / Deadly Force

- Policy Manual
- Use of Force Policy

These policies will meet the Collaborative Standards if they are not significantly altered from Lexipol recommendations. Additions to the Policies will not affect their approval. All policies will still be reviewed for compliance.

In addition to the submission of the policies the following documents will be need to be submitted in order to obtain compliance. Please label all compliance documentation in the upper left hand corner with what documentation that it meets (example 8.2015.1 B for below examples).

**Compliance documentation samples (Provide at least two completed Use of Force reports from last 12 months):**

**Standard 8.2015.1, Bullet B – Reporting Use of Force**

[Example 1 – Incident Report](#)

[Example 2 – Employee Reporting](#)

If your department has not had a use of force situation in the last 12 months provide a letter documenting that you have not had one, however if there was an incident the officer will be required to document it.

**Compliance documentation samples demonstrating supervisor review:**

**Standard 8.2015.1, Bullet C – Report Review**

[Example 1 – Response to Resistance Review Sample](#)

[Example 2 – Supervisor Checklist](#)

This document shows that a supervisor (s) reviews the officer use of force reports and Makes comments on it. The review can be on the officer's initial use of force report or on a separate attachment.

**Compliance documentation samples:**

**Standard 8.2015.1, Bullet D – READ AND SIGN & TESTING**

[Example 1 – Read and Sign Log \\*\\*PREFERRED](#)

[Example 2 – Testing Report Log \\*\\*PREFERRED](#)

[Example 3 – Quiz Sample](#)

Lexipol can provide you with the officers read and sign acknowledgement form for all the officers. Currently you will need to contact them, but soon they will be able to provide you with access on the website to do it yourself.

If you complete the Lexipol DTB's they can provide you with a spread sheet of officer compliance and sample questions for the certification process.

If you complete your own quiz please provide a copy of the quiz (with answers) and documentation that officers have taken the quiz.

Provide the following Policies for Standard 8.2015.2 Recruitment and Hiring

- Policy Manual (only one copy needed if providing it with standard 8.2015.1)
- Recruitment / Selection
- Discriminatory and Harassment

These policies will meet the Collaborative Standards if they are not significantly altered from Lexipol recommendations. Additions to the Policies will not affect their approval. All policies will still be reviewed for compliance.

In addition to the submission of the policies the following documents will be need to be submitted in order to obtain compliance:

**Compliance documentation shall include at least two of the following samples:**

**Standard 8.2015.2, Bullet G – Policy Review and Testing**

[Example 1 – Read and Sign Log \\*\\*PREFERRED](#)

[Example 2 – Proficiency testing roster \\*\\*PREFERRED](#)

[Example 3 – Quiz sample](#)

[Example 4 – Training presentation](#)

Anyone involved in the recruitment and hiring will have to complete two of the above listed items. Lexipol can provide you with the officers read and sign acknowledgement form for all the officers. Currently you will need to contact them, but soon they will be able to provide you with access on the website to do it yourself.

If you complete the Lexipol DTB's they (Lexipol) can provide you with a spread sheet of officer compliance and sample questions for the certification process.

If you complete your own quiz please provide a copy of the quiz (with answers) and documentation that officers have taken the quiz.

**Compliance documentation shall include at least two of the following samples:**

**Standard 8.2015.2, Bullet B – Establishment of Recruitment Plan**

[Example 1 – Recruitment Plan \\*\\*PREFERRED](#)

[Example 2 – Photos of agency personnel participating in recruitment efforts](#)

[Example 3 – Career Fair announcement\(s\)](#)

[Example 4 – Calendar entry showing personnel assigned to recruitment detail](#)

[Example 5 – Memo detailing recruitment efforts](#)

Examples of these can be found on the Ohio Collaborative website. The recruitment plan is what you do to try to recruit officers. You need to submit two of the above items.

**Compliance documentation shall include at least two of the following samples:**

**Standard 8.2015.2, Bullet C – Equal Employment Opportunity Plan**

[Example 1 – EEO PLAN \\*\\*PREFERRED](#)

[Example 2 – Personnel procedure manual](#)

[Example 3 – Brochure detailing EEO](#)

[Example 4 – Application with EEO components](#)

Most Cities have an EEO plan. Examples are also on the Ohio Collaborative Website. The National Testing network and other forms of recruitment aids also list them. Provide two examples.

**Compliance documentation shall include at least two of the following samples:**

**Standard 8.2015.2, Bullet D - Sworn Officer Qualifications**

[Example 1 – Brochure detailing qualifications](#)

[Example 2 – Memo to applicant detailing qualifications](#)

[Example 3 – Website posting detailing qualifications](#)

[Example 4 – Vacancy posting](#)

[Example 5 – Newspaper vacancy posting](#)

Provide two of the above items. If you have not hired in the last 12 months provide a memo to that effect and provide examples of what would be listed in a vacancy posting and what are the qualifications details.

**Compliance documentation may include at least two of the following samples:**

**Standard 8.2015.2, Bullet E – Selection Process**

[Example 1 – Conditional offer checklist](#)

[Example 2 – Memo detailing the selection process](#)

[Example 3 – Notification of results](#)

[Example 4 – Hiring procedures](#)

[Example 5 – Correspondence to applicant](#)

Provide two of the above items. Your HR department should be able to provide this for you. If you do not have a HR department, provide the information from your last hire. If you have not hired anyone in 12 months list out what your procedures would be for two of the five above.

**Compliance documentation shall include at least ONE of the following samples demonstrating review findings:**

**Standard 8.2015.2, BULLET F – Annual Review/Analysis**

[Example 1 – Recruitment and hiring annual review \*\*\\*\\*PREFERRED\*\*](#)

[Example 2 – Recruitment plan review](#)

[Example 3 – Census comparison](#)

[Example 4 – Recruitment objectives review](#)

Provide one of the above. Examples can be found on the Ohio Collaborative page. A Census comparison looks at how the department compares with the citizens that they serve.

Provide the following Policies for Standard 8.2016.3 Community Engagement

- Community Engagement

This policy will meet the Collaborative Standard if it is not significantly altered from the Lexipol recommendations with the addition of:

**344.12.1**

**State Certification Testing/Acknowledgement**

Officers shall be required to review this policy and will be tested on the information annually.

In addition to the submission of the policy the following documents will be need to be submitted in order to obtain compliance:

**Compliance documentation shall include at least TWO of the following samples demonstrating review findings:**

**Standard 8.2016.3, BULLET B – Identification of agency specific programs**

Example 1 – Photos of agency personnel engaged in activities

Example 2 – Public service announcements of activities

Example 3 – Internet postings

Example 4 – calendar entries showing agency personnel assigned to activities

Provide two of the above examples. Social media and newspapers are great sources of these events.

**Compliance documentation shall include at least TWO of the following samples demonstrating review findings:**

**Standard 8.2016.3 BULLET C – Methods for sharing, providing and receiving information from agency service area.**

Example 1 – Photos of agency personnel engaged in information exchanges

Example 2 – Public service announcements to the agency’s service area

Example 3 – Internet postings

Example 4 – Calendar entries showing information sharing events

Provide two of the above examples. Social media and newspapers are great sources of these events.

**Compliance documentation shall include at least two of the following samples:**

**Standard 8.2016.3 BULLET D – Read/sign and testing reports for current year**

[Example 1 – Read and Sign Log \\*\\*PREFERRED](#)

[Example 2 – Proficiency testing roster \\*\\*PREFERRED](#)

[Example 3 – Quiz sample](#)

[Example 4 – Training presentation](#)

Anyone involved in the recruitment and hiring will have to complete two of the above listed items. Lexipol can provide you with the officers read and sign acknowledgement form for all the officers. Currently you will need to contact them, but soon they will be able to provide you with access on the website to do it yourself.

If you complete the Lexipol DTB's they (Lexipol) can provide you with a spread sheet of officer compliance and sample questions for the certification process.

If you complete your own quiz please provide a copy of the quiz (with answers) and documentation that officers have taken the quiz.

Provide the following policy for Standard 12.2016.4 – Body Worn Cameras

- Body Worn Camera Policy

This policy will meet the Collaborative Standard if it is not significantly altered from the Lexipol recommendations with the addition of:

Under section 432.11 Coordinator it describes establishing procedures for the following items:

- For the security, storage and maintenance of data recordings
- For accessing data and recordings
- For logging or auditing access
- For transferring, downloading, tagging or marking events
- For reviewing captured data (who will review it and how often?) This one is being missed by most.

These items need to be either detailed out in the policy or you have to have a general order, directive or memo which addresses all of these issues. If it is not in the policy you will need to attach it to your submission packet.

In addition to the submission of the policy the following documents will be need to be submitted in order to obtain compliance:

**Compliance documentation shall include at least TWO of the following samples demonstrating review findings:**

**Standard 12.2016.4, BULLET B – Requirements and restrictions for activation and deactivation of the device**

Two case reports documenting BWC usage to include investigative action notes detailing why recording was activated/deactivated

Provide two reports case reports with the BWC information noted in them.

**Compliance documentation shall include at least TWO of the following samples demonstrating review findings:**

**Standard 12.2016.4, BULLET C - Criminal and administrative use of the camera captured data**

Two case reports documenting BWC usage to include investigative action notes detailing the criminal and/or administrative use of data

Provide two case reports with the BWC information requested. It can be included in Bullet B's submission.

**Compliance documentation shall include at least TWO of the following samples demonstrating review findings:**

**Standard 12.2016.4, BULLET D - Data storage, retention and disclosure requirements reflective of public records law**

Example 1 – Communication demonstrating compliance with Public Record Law

Example 2 – Public records request log

Example 3 – Letter to requestor explaining the process

Example 4 – Letter to requestor explaining what the record does/does not contain

Example 5- Documentation of record retention policy

Provide two examples. If you do not have a request yet, document that and provide sample forms along with your record retention policy.

**Compliance documentation shall include at least TWO of the following samples demonstrating review findings:**

**Standard 12.2016.4, BULLET E - Documented reviews of camera capture data**

Example 1 – Documentation in support of agency reviews of camera captured data

Example 2 – Memo of findings from a review

Example 3 – Checklist

Example 4 – Annual reports

Example 5 – Quality checks

Example 6 – Notation on Case reports

Example 7- Administrative Follow up / Weekly reports

Provide two examples of the above information.

**Compliance documentation shall include at least TWO of the following samples demonstrating review findings:**

**Standard 12.2016.4, BULLET C - Read/sign and testing reports for current year**

**Example 1 – Read and Sign Log \*\*PREFERRED**

**Example 2 – Proficiency testing roster \*\*PREFERRED**

**Example 3 – Quiz sample**

**Example 4 – Training presentation**

Provide the following policy for Standard 12.2016.5 Telecommunicator Training

- The Dispatch Center

This policy will have to be slightly altered to meet the Ohio Collaborative Standard. In block 800.11 Training and certification add the following information:

The [person in charge of dispatch] shall ensure that all dispatchers receive initial and ongoing training (ORC § 4742.01 et seq.; OAC § 5507-1-07). Training shall include providing notice to individuals who call about an apparent drug overdose of the immunity from prosecution available under ORC § 2925.11 (ORC § 128.04).

All Telecommunicators shall review and acknowledge this policy yearly. All telecommunicators will receive training and testing on the following areas:

1. Obtaining complete and accurate information from callers requesting Law Enforcement assistance.
2. Accurately classifying and prioritizing requests for assistance.
3. Accurately relaying information which may affect responder and/or citizen safety.

In addition to the submission of the policy the following documents will be need to be submitted in order to obtain compliance:

**Compliance documentation shall include at least TWO of the following samples demonstrating review findings:**

Standard 12.2016.5 A - Telecommunicator training and directive reflective of obtaining complete and accurate information from callers requesting LE assistance.

Example 1 – Completed training records for current year

Example 2 – Training scenarios

Example 3 – Training evaluations reflective of obtaining transmitting relevant information

Provide two examples from the information above

**Compliance documentation shall include at least TWO of the following samples demonstrating review findings:**

**Standard 12.2016.5 B - Telecommunicator training and directive reflective of obtaining complete and accurate information from callers requesting LE assistance.**

**Example 1 – Completed training records for current year**

**Example 2 – Training scenarios**

**Example 3 – Training evaluations reflective of request for assistance being accurately classified and prioritized**

Provide two examples for current year. If you have submitted a completed training record for the year in part A then you can also label that B for this part.

**Compliance documentation shall include at least TWO of the following samples demonstrating review findings:**

**Standard 12.2016.5 C – Telecommunicator training and directive reflective of accurately relaying information which may affect responder and/or citizen safety**

**Example 1 – Completed training records for current year**

**Example 2 – Training scenarios**

**Example 3 – Training evaluations reflective of accurately relaying information which may affect responders and/or citizen safety.**

Provide two of the above items.

**Compliance documentation shall include the following samples demonstrating review findings:**

**Standard 12.2016.4, BULLET E - Read/sign and testing reports for current year**

**Example 1 – Read and Sign Log**

Provide a read and sign log for all the Telecommunicators.

For the Telecommunicator standard I recommend that you provide a completed copy of their training records for the current year, develop a 12 to 15 scenarios that will include examples of all three sections (A,B,C) and provide a read and sign.

**You can find additional information at the below links:**

<http://www.governor.ohio.gov/Portals/0/executiveOrders/EO%202015-04K.pdf>

and

<http://www.ocjs.ohio.gov/ohiocollaborative/>

A contact person for the Lexipol Forms/Questions for Ohio would be:

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