Ohio Collaborative
Law Enforcement Agency Certification

Lexipol Clients

Provide the following Polices 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 Polices 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 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 positing 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.

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

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.

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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