



**OHIO COLLABORATIVE  
LAW ENFORCEMENT AGENCY CERTIFICATION**

**STANDARDS COMPLIANCE CHECKLIST**

**Standard Number: 1**

**USE OF FORCE** Employees may only use the force which is reasonably necessary to affect lawful objectives including: affecting a lawful arrest or overcoming resistance to a lawful arrest, preventing the escape of an offender, or protecting or defending others or themselves from physical harm.

**USE OF DEADLY FORCE** The preservation of human life is of the highest value in the State of Ohio. Therefore, employees must have an objectively reasonable belief deadly force is necessary to protect life before the use of deadly force. Deadly force may be used only under the following circumstances: 1. To defend themselves from serious physical injury or death; or 2. To defend another person from serious physical injury or death; or 3. In accordance with U.S. and Ohio Supreme Court decisions, specifically, *Tennessee v. Garner* and *Graham v. Connor*.

**1.1 Policy Statements**

A directive establishes the agency's use of force and use of deadly force policy statements and

- a.** agency sworn personnel are issued copies of the agency's use of force and use of deadly force policy statements.
- b.** agency sworn personnel are annually trained and tested on use of force and use of deadly force policy statements.
- c.** agency provides documentation showing compliance.

Comments: \_\_\_\_\_  
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**1.2 Training**

A directive states the agency's policy on use of force and use of deadly force training and

- a. agency sworn personnel are issued copies of the agency's use of force and use of deadly force training policy.
- b. agency sworn personnel are annually trained and tested on the agency's use of force and use of deadly force training policy.
- c. agency provides documentation showing compliance.

Comments: \_\_\_\_\_  
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**1.3 Reporting**

A directive requires a written report be taken when there is a use of force or use of deadly force incident and

- a. agency sworn personnel are issued copies of the agency's use of force and use of deadly force reporting policy.
- b. agency sworn personnel are annually trained and tested on the agency's use of force and use of deadly force reporting policy.
- c. agency provides documentation showing compliance.

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**1.4 Reviews/investigations**

A directive requires each use of force and use of deadly force report is reviewed/investigated by a defined level of authority to determine compliance with agency policies and

- a. agency sworn personnel are issued copies of the agency's use of force and use of deadly force reviews/investigations policy.

- b.** agency sworn personnel are annually trained and tested on the agency's use of force and use of deadly force reviews/investigations policy.
- c.** agency provides documentation showing compliance.

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Standard Number: 2

**AGENCY EMPLOYEE RECRUITMENT AND HIRING** The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity. Ohio law enforcement agencies should consist of a diverse workforce. Communities with diverse populations should strive to have a diverse work force that reflects the citizens served.

Non-discrimination and equal employment opportunity is the policy. Law enforcement agencies shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

Agencies should utilize due diligence in ensuring that their prospective employees have the proper temperament, knowledge and attitude to handle this very difficult job. Agencies should have appropriate mechanisms in place in order to achieve this mission. Further, agencies should ensure their employment requirements are related to the skills that are necessary to be a successful employee.

**2.1 Policy statement**

A directive establishes the agency's recruitment and hiring policy statement for sworn personnel and

- a.** agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's employee recruitment and hiring policy statement.
- b.** agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's employee recruitment and hiring policy statement.
- c.** agency provides documentation showing compliance.

Comments: \_\_\_\_\_  
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**2.2 Recruitment plan**

A directive establishes the agency’s recruitment plan for sworn personnel and

- a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency’s recruitment plan.
- b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency’s recruitment plan.
- c. agency provides documentation showing compliance.

Comments: \_\_\_\_\_  
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**2.3 Employee recruitment and hiring equal employment opportunity plan**

A directive states the agency’s plan on equal employment opportunity for sworn personnel and

- a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency’s equal employment opportunity plan.
- b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency’s equal employment opportunity plan.
- c. agency provides documentation showing compliance.

Comments: \_\_\_\_\_  
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**2.4 Employee recruitment and hiring qualifications**

A directive establishes the agency's qualifications for sworn applicants and

- a.** agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's employee recruitment and hiring qualifications.
- b.** agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's employee recruitment and hiring qualifications.
- c.** agency provides documentation showing compliance.

Comments: \_\_\_\_\_  
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**2.5 Application process**

A directive establishes the agency's sworn application process including but not limited to physical examinations, emotional/psychological examinations, and background checks and

- a.** agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's application process.
- b.** agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's application process.
- c.** agency provides documentation showing compliance.

Comments: \_\_\_\_\_  
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**2.6 Selection process**

A directive establishes the agency's selection process for hiring sworn personnel and

- a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's selection process.
- b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's selection process.
- c. agency provides documentation showing compliance.

Comments: \_\_\_\_\_  
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**2.7 Annual review/analysis of recruitment and hiring process**

A directive requires the agency to conduct a documented annual review/analysis of its sworn personnel recruitment and hiring process and

- a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's selection process.
- b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's annual review/analysis of recruitment and hiring process.
- c. agency provides documentation showing compliance.

Comments: \_\_\_\_\_  
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Agency Name: \_\_\_\_\_ ORI # \_\_\_\_\_

Agency Contact: \_\_\_\_\_ Contact # \_\_\_\_\_

