



- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- **Office of Criminal Justice Services**
- Ohio Homeland Security
- Ohio State Highway Patrol



**John R. Kasich, Governor**  
**John Born, Director**  
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May 22, 2017

Dear LE Professional:

After our first full year of implementation, we are excited to announce that more than 500 agencies employing over 27,000 officers (or 80% of all law-enforcement officers in Ohio, including agencies and officers in most of Ohio's metropolitan areas) are either certified or in the process of becoming certified by meeting the first ever law-enforcement standards in the state of Ohio.

This memo addresses the process moving forward for agencies who have already started the process as well as those still wishing to seek Ohio Collaborative law enforcement certification. Agencies are encouraged to visit the Ohio Collaborative website to find sample policies, compliance expectations, waiver forms, etc. In addition agencies may call 1-888-448-4842 or email [ohiocollaborative@dps.ohio.gov](mailto:ohiocollaborative@dps.ohio.gov) with any questions.

**CALEA agencies complying before May 8, 2017**

CALEA agencies already certified through the Ohio Collaborative in 2016/17 are considered to have fulfilled the Ohio Collaborative standard requirements, agencies must annually submit the CALEA waiver form which is located on the collaborative website. The waiver form allows agencies, in good standing with CALEA, to be deemed compliant when there is an existing CALEA standard comparable to a Collaborative standard. Agencies must submit the CALEA waiver form in order to be deemed certified.

**CALEA agencies complying after May 8, 2017**

CALEA agencies new to the Ohio Collaborative process shall comply with Ohio Collaborative standards 1 and 2 (Use of Force/Deadly Force and Recruitment and Hiring). These agencies may submit the CALEA waiver in subsequent years.

**All Other Agencies (non-CALEA) complying before May 8, 2017**

Shall begin preparing compliance documentation for the most recently implemented standards (community engagement, body worn cameras and telecommunicator training). Compliance documentation shall be submitted utilizing the same format as the previous year (policy language addressing each standard and supporting compliance documentation, if available). Agencies shall utilize the Standards Compliance Checklist to document areas of compliance as well as areas where compliance is not applicable to their agency. For standards 1 and 2, the agency shall maintain compliance samples on site only, for each following year; these files will be revisited onsite, during year four. Simply mark those two standards as "certified" during years two and three, on the Standards Compliance Checklist.

**All Other Agencies (non-CALEA) (new) complying after May 8, 2017**

Shall begin preparing compliance documentation for all standards to date following the sample documentation found online at <http://www.ocjs.ohio.gov/ohiocollaborative/>.

Compliance documentation shall include the Standards Compliance Checklist along with all agency compliance submissions consisting of agency directive(s) and proofs of compliance documentation specific to each standard. While submissions are preferred to be submitted electronically via email at [ohiocollaborative@dps.ohio.gov](mailto:ohiocollaborative@dps.ohio.gov), hard copy submissions may also be mailed to the Office of Criminal Justice Services, Attn: Ohio Collaborative, 1970 W. Broad Street, Columbus, OH 43218.

The agency directive and associated compliance documentation shall:

- 1) Adequately cover each standard and associated bullet;
- 2) Be clearly marked with each standard number and bullet, and;
- 3) Include an explanation in the space provided for any areas where compliance could not be met.

Any submissions not meeting the above criteria will be forwarded to a subject matter expert (Peer to Peer Resource) for assistance and may result in a delay in the agency obtaining Ohio Collaborative Certification.

**Updates that impact all participants:**

- 1) **Waivers:** Agencies not procuring body worn cameras or employing telecommunicators may waive these two standards. If these standards do not apply to your agency, please mark N/A on the Standards Compliance Checklist for these specific standards and complete and submit the applicable waiver(s).
- 2) **Bias Free Policing Standard:** Although this standard was recently published by the Ohio Collaborative Board, agencies are not required to begin submitting compliance documentation for this standard until the 2019 reporting period. Additionally, agencies that employ fewer than 35 sworn full-time police officers are not required to comply until the year 2020. Sample policy and updates to the Standards Compliance Checklist will be published to the collaborative website in the near future.

You will find a multitude of compliance resources at <http://www.ocjs.ohio.gov/ohiocollaborative/> to include sample policies for each standard, and active hyperlinks to acceptable forms of compliance documentation, maintained in each sample policy, as well as a Frequently Asked Questions document.

Please direct any questions to [ohiocollaborative@dps.ohio.gov](mailto:ohiocollaborative@dps.ohio.gov) or to an Office of Criminal Justices Services staff member at 888-448-4842.

Sincerely,



Karhlton Moore, Executive Director  
Office of Criminal Justice Services