

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Cleveland Heights Police Department and that are promulgated and maintained by the Human Resources.

1000.1.1 CERTIFICATION STANDARDS

This policy contains content that pertains to the Ohio Collaborative Law Enforcement Agency Certification (OCLEAC) Standards.

[See attachment: OCLEAC Standards Compliance Checklist Updated 2020.pdf](#)

1000.2 POLICY

The goal of Cleveland Heights Police Department 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.

In accordance with applicable federal, state, and local law, the Cleveland Heights Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

Administration Captain should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.

~~(c) Expanded use of technology and maintenance of a strong internet presence. This may~~

Cleveland Heights Police Department

Policy Manual

Recruitment and Selection

include an interactive department website and the use of department-managed social networking sites, if resources permit.

- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Partner with local college and universities making campus and classroom visits to bring awareness of police career tracks.
- (f) Employee referral and recruitment incentive programs.
- (g) Consideration of shared or collaborative regional testing processes.

The Department shall avoid advertising, recruiting and screening practices that stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.4 APPLICANT QUALIFICATIONS & SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

Police Officers – Classified Service

- (a) United States Citizen
- (b) Possess a valid Ohio Driver's License
- (c) At least 21 years of age and not older than 36 years of age at time of appointment
- (d) A bona fide resident in one of the following counties at the time of application and appointment and thereafter during such person's tenure with the City: Cuyahoga, Lorain, Medina, Portage, Summit, Geauga, or Lake.
- (e) Possess a High School Diploma or G.E.D.
- (f) Physical Agility Test

Basic Patrol Officer - Unclassified Service

- (a) United States Citizen
- (b) Possess a valid Ohio Driver's License
- (c) At least 21 years of age at time of appointment
- (d) High school diploma or G.E.D.
- (e) Completion of Ohio Peace Officer Basic Training Academy or proof of current enrollment in an Ohio Peace Officer Basic Training Academy

Cleveland Heights Police Department

Policy Manual

Recruitment and Selection

APPLICATION & SELECTION PROCESSES

Police Office – Classified Service

Application Options

- (a) The agency will post position when vacancy occurs.
- (b) Applications must be in writing upon forms prescribed by the Civil Service Commission, signed by the applicant, and sworn to or affirmed before an officer authorized to administer oaths.
- (c) The application must be filed by the applicant with the office of the Commission during office hours.

Examination

- (a) An objective type examination designed to test the applicant's familiarity with information and material which could reasonably be expected of applicants for the position.
- (b) A score of seventy percent (70%) is required to achieve a passing grade.
- (c) The examination will be administered as prescribed by the Human Resources Director.

Eligibility List

- (a) Applicants who pass the written exam with a score of at least 70% will be placed on an eligibility list, in ranking order, after the following credits are applied to their final scores:
- (b) Military Service Credit – five (5) points for at least twelve months of active service in the United States Armed Forces and, if separated, under honorable discharge.
- (c) Basic Patrol Officer Credit – additional points equal to twenty percent (20%) of the attained score on written examination if applicant at the time of the examination is then serving as a Cleveland Heights Basic Patrol Officer and has so served for at least six (6) months.
- (d) Educational Credit - 3.0 points for Baccalaureate Degree, 2.0 points in addition to the 3.0 points for Master's Degree, 4.0 points in addition to the 3.0 points for either a Juris Doctor or other Doctorate Degree
- (e) Once the eligibility list is determined, it shall be certified by the Civil Service Commission.
- (f) Eligibility lists for original appointment shall be effective for periods of six (6) calendar months with automatic extensions for subsequent six (6) month increments up to a maximum of two years unless requested by the Appointing Authority that such list(s) be allowed to expire.

Oral Interview Board

- (a) Following certification of the eligibility list, the top candidates will be interviewed by the Interview Board.
- (b) The Interview Board will consist of, at a minimum, two members of the command staff of the Police Department and/or a trained professional from the Human Resources Division if available.
- (c) The interview is to be conducted in a standardized manner in order to be effective and impartial.
- (d) The same list of questions is to be asked of each candidate Interviewers may ask the candidate to clarify or expound upon an answer.
- (e) After successfully completing this step, the top candidates(s) will proceed to the next step in the selection process.

Cleveland Heights Police Department

Policy Manual

Recruitment and Selection

Personal History Questionnaire/Background Investigation

- (a) Candidates who successfully pass the Interview Board will be given a Personal History Questionnaire to complete so that a background investigation can be conducted.
- (b) Upon completion of the Questionnaire a background investigation will be conducted by a member of the Police Department who has been trained in conducting background investigations.
- (c) Investigations shall be conducted in person as much possible and practical.
- (d) The investigation may involve a home visit with the candidate and his/her family, and interviews with the neighbors.
- (e) At a minimum, the background investigation will consist of the following:
 - A verification of the candidate's qualifying credentials educational achievements, employment history, age and citizenship, and residence
 - Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
 - A check of the candidate's driving record
 - Local, state, and federal criminal history record checks.
 - A verification of at least three personal references as provided by the candidate.
 - Information obtained from public Internet sites.
- (f) Successful passage of a Voice Stress Analyzer test, conducted by a trained analyst, to determine truthfulness of information provided during background investigation.
- (g) The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the Chief of Police to decide whether to extend a conditional offer of employment.

Interview with Chief of Police/Conditional Offer of Employment

- (a) Upon successful completion of the above steps, the candidate will meet and be interviewed by the Chief of Police who will determine whether or not to make a conditional offer of employment.
- (b) The interview will consist of questions that measure the candidate's skills, knowledge, abilities and traits related to the position as a predictor of actual job performance.

Psychological Evaluation

- (a) Once a conditional job offer has been made, the candidate will be required to take part in a psychological evaluation.
- (b) A psychological evaluation is designed to assess the emotional stability and psychological fitness of each candidate and is needed to eliminate candidates who may not be able to carry out their

Cleveland Heights Police Department

Policy Manual

Recruitment and Selection

responsibilities or endure the stress of the working conditions associated with law enforcement.

- (c) Only qualified individuals will be used to assess the emotional stability and psychological fitness of candidates.
- (d) The final report will identify strengths and weaknesses of each candidate and the overall recommendation will reflect one of the following four classifications:
 - Strong
 - Good
 - Moderate
 - Poor
- (e) If the candidates emotional and psychological ability to perform the job is in question based on the evaluation, the job offer may be rescinded by the agency.

Medical Examination

- (a) In addition to a psychological evaluation, the candidate must submit to a medical examination, to include drug screening to appointment to certify the general health of the candidate.
- (b) The examination will be conducted by a qualified physician chosen by the agency.
- (c) If the candidate's general health is in question based on the examination, the job offer may be rescinded by the agency.

Final Interview/Appointment

- (a) After successful completion of all phases, the candidate is once again interviewed by the Chief of Police and Command Staff.
- (b) Based upon a consideration of all steps and this interview, the Chief of Police decides whether to recommend the candidate to the City Manager for Appointment.

Candidates Determined to be Ineligible

- (a) Any candidate that is determined to be ineligible for any reason will be notified in writing within thirty (30) days of such a decision.

Basic Patrol Officer – Unclassified Service

Application Options

- (a) The agency will post position when vacancy occurs. An application, resume, cover letter, and OPOTA certificate or proof of current enrollment in an OPOTA Basic Training Academy are required to be submitted to Human Resources Office.

Oral Interview Board

- (a) The top qualified candidates will be interviewed by the Interview Board.

Cleveland Heights Police Department

Policy Manual

Recruitment and Selection

- (b) The Interview Board will consist of, at a minimum, two members of the command staff of the Police Department and/or a trained professional from the Human Resources Division if available.
- (c) The interview is to be conducted in a standardized manner in order to be effective and impartial.
- (d) The same list of questions is to be asked of each candidate. Interviewers may ask the candidate to clarify or expound upon an answer.
- (e) After successfully completing this step, the top candidates(s) will proceed to the next step in the selection process.

Personal History Questionnaire/Background Investigation

- (a) Candidates who successfully pass the Interview Board will be given a Personal History Questionnaire to complete so that a background investigation can be conducted.
- (b) Upon completion of the Questionnaire a background investigation will be conducted by a member of the Police Department who has been trained in conducting background investigations.
- (c) Investigations shall be conducted in person as much possible and practical.
- (d) The investigation may involve a home visit with the candidate and his family, and interviews with the neighbors.
- (e) At a minimum, the background investigation will consist of the following:
 - A verification of the candidate's qualifying credentials, educational achievements, employment history, age and citizenship, residence, and credit history.
 - Local, state, and federal criminal history record checks.
 - A verification of at least three personal references as provided by the candidate.
 - Information obtained from public Internet sites.
 - Successful passage of a Voice Stress Analyzer test, conducted by a trained analyst, to determine truthfulness of information provided during background investigation

Cleveland Heights Police Department

Policy Manual

Recruitment and Selection

- The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the Chief of Police to decide whether to extend a conditional offer of employment.

Interview with Chief of Police/Conditional Offer of Employment

- (a) Upon successful completion of the above steps, the candidate will meet and be interviewed by the Chief of Police who will determine whether or not to make a conditional offer of employment.
- (b) The interview will consist of questions that measure the candidate's skills, knowledge, abilities and traits related to the position as a predictor of actual job performance.

Psychological Evaluation

- (a) Once a conditional job offer has been made, the candidate will be required to take part in a psychological evaluation.
- (b) A psychological evaluation is designed to assess the emotional stability and psychological fitness of each candidate and is needed to eliminate candidates who may not be able to carry out their responsibilities or endure the stress of the working conditions associated with law enforcement.
- (c) Only qualified individuals will be used to assess the emotional stability and psychological fitness of candidates.
- (d) The final report will identify strengths and weaknesses of each candidate and the overall recommendation will reflect one of the following four classifications:
 - Strong
 - Good
 - Moderate
 - Poor
- (e) If the candidates emotional and psychological ability to perform the job is in question based on the evaluation, the job offer may be rescinded by the agency.

Drug Screening

Cleveland Heights Police Department

Policy Manual

Recruitment and Selection

- (a) In addition to a psychological evaluation, the candidate must submit to a comprehensive drug screening prior to appointment
- (b) If the candidate tests positive for any illegal substances the job offer may be rescinded by the agency.

Final Interview/Appointment

- (a) After successful completion of all phases, the candidate is once again interviewed by the Chief of Police and Command Staff.
- (b) Based upon a consideration of all steps and this interview, the Chief of Police decides whether to recommend the candidate to the City Manager for Appointment.

Candidates Determined to be Ineligible

- (a) Any candidate that is determined to be ineligible for any reason will be notified in writing within thirty (30) days of such a decision.

1000.4.1 HIRING FOR CHARACTER & ATTITUDE

The department will give preference for recruiting and hiring officer that they believe have character and attitude attributes that are best for the community including empathy, respect for diversity, honesty, integrity, resilience, and decision making.

1000.4.2 SALARY AND BENEFITS

Starting salary pay, vacation, and sick leave are based on the current Collective Bargaining Agreement.

1000.4.3 VETERAN PREFERENCE

Veterans or reservists of the United States Armed Forces who are residents of Ohio, separated from the armed forces under honorable conditions following more than six months of active duty and are candidates for job openings shall receive preference as applicable (ORC § 124.23(C)).

In the event that ratings are equal, candidates who are eligible for veteran's preference shall receive priority in rank on eligibility lists and in original appointments over non-veterans on the list. Ties among veterans or reservists shall be decided by priority of filing the application. A tie between a veteran and a reservist shall be decided in favor of the veteran (ORC § 124.26).

1000.4.4 APPLICATION PROCESS

The Department shall maintain documentation defining a fair and impartial application process.

- (a) All elements of the process, including physical ability testing, shall be job-related and nondiscriminatory.
- (b) All elements of the process shall be administered, scored and interpreted in a uniform manner.

Cleveland Heights Police Department

Policy Manual

Recruitment and Selection

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Cleveland Heights Police Department.

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the investigating member should not require candidates to provide passwords, account information or access to password-protected social media accounts.

The investigating member may consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate and validated.
- (c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the investigating member should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior

Cleveland Heights Police Department

Policy Manual

Recruitment and Selection

- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

For procedures related to criminal convictions or use of cannabis/marijuana, refer to the Cleveland Heights Police Department Procedures Manual.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards for training and certification established by the Ohio Peace Officer Training Commission (OPOTC) prior to permanent employment as a peace officer (ORC § 109.73).

1000.8 PROBATIONARY PERIODS

The Chief of Police or the authorized designee should coordinate with the Cleveland Heights Human Resources to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

1000.9 ANNUAL REVIEW AND ANALYSIS

The Chief of Police or the authorized designee should review the personnel recruitment and hiring process annually. This analysis will be documented. Adjustments should be considered whenever necessary to meet the objectives identified in the plan.

1000.10 TRAINING

Annual recruitment and hiring training should be provided for those members involved in

Cleveland Heights Police Department

Policy Manual

Recruitment and Selection

recruitment and hiring activities. Training should include, but is not limited to, the recruitment and hiring plan, bias-free hiring practices, the department's equal employment opportunity plan, recruitment and hiring qualifications, the department's application and selection processes, and the department's annual review/analysis of the recruitment and hiring process.

1000.11 READ AND SIGN TESTING

Agency personnel involved in the recruitment and hiring activities for sworn personnel shall be issued copies of this agency directive, recruitment plan and EEO plan, at least annually

Attachments

OCLEAC Standards Compliance Checklist 5-19-2020.pdf



STANDARDS COMPLIANCE CHECKLIST

This document shall accompany all agency compliance submissions consisting of agency directive(s) and proofs of compliance documentation specific to each standard.

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 for assistance and may result in a delay in the agency obtaining Ohio Collaborative Certification.

STANDARD 8.2015.1

USE OF FORCE / DEADLY FORCE

The agency maintains a Use of Force / Deadly Force written directive that includes:

- a. policy statements in support of the Ohio Collaborative guiding principles;
- b. when a written report shall be conducted;
- c. investigation / report reviews for policy compliance; and
- d. annual read and sign and testing over directive content for sworn agency personnel.

GUIDING PRINCIPLES

USE OF FORCE

Employees may only use the force which is reasonably necessary to effect lawful objectives including: effecting 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; 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*.

For agency completion: Agency compliance feedback for Use of Force / Deadly Force

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 8.2015.2

RECRUITMENT AND HIRING

The agency maintains a Recruitment and Hiring directive that includes:

- a. policy statements in support of the Ohio Collaborative guiding principles;
- b. establishment of an agency recruitment plan;
- c. establishment of agency EEO plan;
- d. identification of sworn officer applicant qualifications;
- e. identification of sworn officer application and selection process;
- f. annual review of agency hiring and recruitment process; and
- g. initial read and sign over agency hiring and recruitment directive, for applicable personnel.

GUIDING PRINCIPLES

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.

For agency completion: Agency compliance feedback for Recruitment and Hiring Standard

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 8.2016.3

COMMUNITY ENGAGEMENT

The agency maintains a written directive on Community Engagement activities that includes:

- a. policy statements in support of the Ohio Collaborative guiding principles;
- b. identification of agency specific programs;
- c. methods for sharing and receiving information within the agency's service area; and
- d. initial read and sign over agency community engagement directive for all agency personnel.

GUIDING PRINCIPLES

Agencies shall utilize proven strategies or develop their own strategies that are focused on community engagement. Examples may include: youth programs, educating the community on police policy and procedures, educating officers about the community they serve, sharing , receiving and providing information to the public, jointly identifying areas of concern, and communicating, when appropriate, significant changes in agency operations or other areas.

The intent of this standard is to establish agency accountability for the community involvement function in writing. The function should be developed and operated to effectively meet the needs of the agency, with consideration of the department size and budget, as well as the community it serves.

For agency completion: Agency Compliance Feedback for Community Engagement

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 12.2016.4

BODY WORN CAMERAS

If applicable, the agency maintains a written directive on Body Worn Cameras that includes:

- a. the purpose and organizational philosophy regarding use in support of the Ohio Collaborative guiding principles;
- b. requirements and restrictions for activation and deactivation of the device;
- c. criminal and administrative use of the camera captured data;
- d. data storage, retention and disclosure requirements reflective of public records law and privacy concerns;
- e. requirements for a documented review of camera captured data; and
- f. initial read and sign for users and supervisors

GUIDING PRINCIPLES

Agencies utilizing body worn cameras must develop strong and consistent policies that provide guidance to their personnel as to the appropriate use of body worn cameras. Policies need to address, at a minimum, activation and deactivation, auditing, storage, retention, public records and releases video related to victims, especially child victims, injured victims, victims of sexual assault and other privacy concerns. It is recognized the audio and video data is viable recorded evidence that may provide a means of accountability for those officers and the public. It is also recognized the audio video data may not be an accurate reflection of all that is involved with an incident. Audio video data cannot reflect the human cognitive conditions associated with officer in public contact. Additionally, A/V shall not supersede the principles established by *Graham v. Connor*.

For agency completion: Agency Compliance Feedback for Body Worn Cameras

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 12.2016.5

LAW ENFORCEMENT TELE-COMMUNICATOR TRAINING

If the agency employs Tele-communicators, as defined by [ORC 4742.01](#), the agency must ensure a training program and directives exist to allow for Tele-communicators to be proficient in:

- a. obtaining complete and accurate information callers requesting law enforcement assistance;
- b. accurately classifying and prioritizing requests for assistance; and
- c. obtaining and accurately relaying information which may affect responder and / or citizen safety.

GUIDING PRINCIPLES

Training shall meet and support minimum standards as established by legislation for 911 call centers and public safety answering points (PSAPs).

For agency completion: Agency Compliance Feedback for Tele-communicator Training

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 3.2017.6

BIAS FREE POLICING

The agency maintains a written directive on Bias Free Policing that includes:

- a. policy statements in support of the Ohio Collaborative guiding principles;
- b. training on bias based profiling issues and relevant legal aspects;
- c. corrective measures to address violations of this policy to include a Supervisor's review and discipline on violations to the policy;
- d. data collection on all self-initiated traffic stops; and
- e. annual administrative review that is made available to the public.

GUIDING PRINCIPLES

Criminal Profiling, in itself, can be a useful tool to assist law enforcement officers in carrying out their duties. Officers shall not consider race / ethnicity to establish reasonable suspicion or probable cause, except that officers may take into account the reported race / ethnicity of a potential suspect(s) based on trustworthy, locally relevant information that links a person or persons of a specific race / ethnicity to a particular unlawful incident(s).

Law enforcement agencies should prohibit the use of any bias based profiling in its enforcement programs, as it may lead to violations of the constitutional rights of the citizens served, undermine legitimate law enforcement efforts and may lead to claims of civil rights violations. Additionally, bias based profiling alienates citizens, fosters distrust of law enforcement by the community and may result in media scrutiny, legislative action and judicial intervention.

Law enforcement personnel should focus on a person's conduct or other specific suspect information. Annually, the agency should include profiling related training that should include field contacts, traffic stops, search issues, asset seizure and forfeiture, interview techniques, cultural diversity, discrimination and community support.

For agency completion: Agency Compliance Feedback for Bias Free Policing

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

STANDARD 3.2018.7

INVESTIGATION OF EMPLOYEE MISCONDUCT

The agency maintains a written directive on Investigations of Employee Misconduct that includes:

- a. policy statements in support of the Ohio Collaborative guiding principles;
- b. describe formal complaint process, outline how and where to file a complaint;
- c. outline procedures for accepting, processing, and investigating the complaint;
- d. have a timeline for the resolution of the complaint;
- e. include safeguards to protect legal and contractual rights of employees; and
- f. ensure the public has access to complaints and / or commendations through social media or the agency's community relations programs.

GUIDING PRINCIPLES

A well-constructed complaint process is an integral tool in community-police relations. There is a significant impact when a community knows and understands its concerns can be legitimately addressed in a proper setting. Further, officers can be better served when they can refer aggrieved individuals to a trusted process. Neither officers nor community members benefit from attempts to have concerns addressed and redressed during a traffic stop or in the midst of an incident. It may prove beneficial for law enforcement agencies to reach out to community members in an effort to publicize, promote and develop processes that are mutually beneficial to all.

For agency completion: Agency Compliance Feedback for Investigation of Employee Misconduct

Written directive meets all bullets (if no, explain):

Supporting **compliance documentation** meets all bullets (if no, explain):

AGENCY NAME	O.R.I.#
AGENCY CONTACT	CONTACT #