



City Council Agenda

Monday, April 12, 2021 at 7:30 pm

6550 N. High Street, Worthington, Ohio 43085

Virtual Meeting Information

Link through: worthington.org

Our Government - Live Stream

1. Call to Order
2. Roll Call
3. Pledge of Allegiance

Reports of City Officials

4. Policy Item(s)

a. Financial Report - March 2021

Executive Summary: The Financial Report for the month of March 2021 is attached.

Recommendation: Motion to accept the report as presented.

5. Discussion Item(s)

a. Overview of the City's Current Use of Force Policy and Proposed Body Worn Camera Program

Executive Summary: The Chief of Police will provide a presentation on the City's use of force policy and discuss a proposed body worn camera program.

Reports of Council Members

Other

Executive Session

6. Executive Session

Adjournment

7. Motion to Adjourn

Contact: D. Kay Thress, Clerk of Council (Kay.Thress@worthington.org (614) 436-3100) | Agenda
published on 04/08/2021 at 7:56 PM

Department of Finance

March 2021 Financial Report



Quick Facts

All Funds

<u>03/31/2021</u>	<u>03/31/2021</u>
<u>Cash Balances</u>	<u>Unencumbered</u>
\$33,186,929	Balance
(January 1, 2021 balance: \$32,725,350)	\$20,797,782

General Fund

<u>03/31/2021</u>	<u>03/31/2021</u>
<u>Cash Balance</u>	<u>Unencumbered</u>
\$17,667,832	Balance
(January 1, 2021 balance: \$18,424,316)	\$14,109,637
	(49% of prior year expenditures)

Highlights & Trends for March 2021

Income Tax Collections

- Year to Date (YTD) income tax collections are above 2020 YTD income tax collections \$45,058 or 0.69%.
- YTD Income tax collections are above estimates by \$186,289 or 2.92%
- Refunds issued in March totaled \$41,555 with year to date refunds totaling \$103,757.

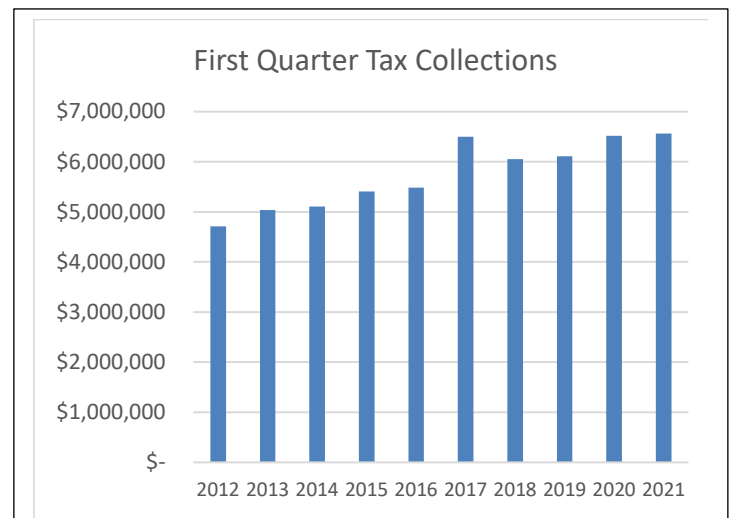
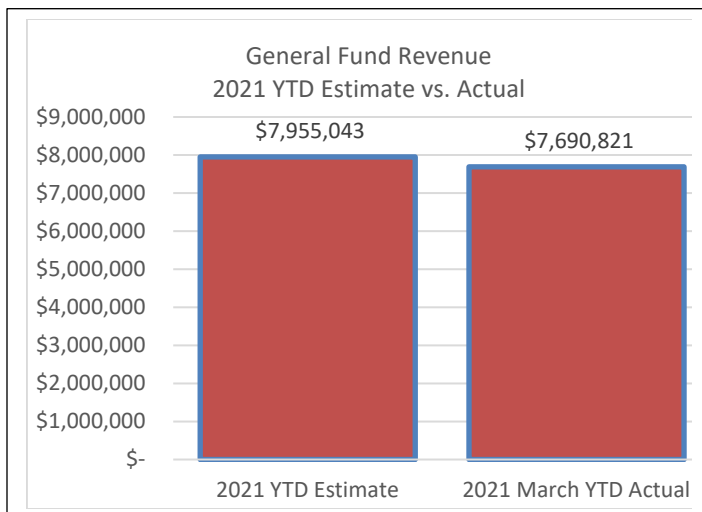
Income Tax Revenue by Account Type

For March of 2021:

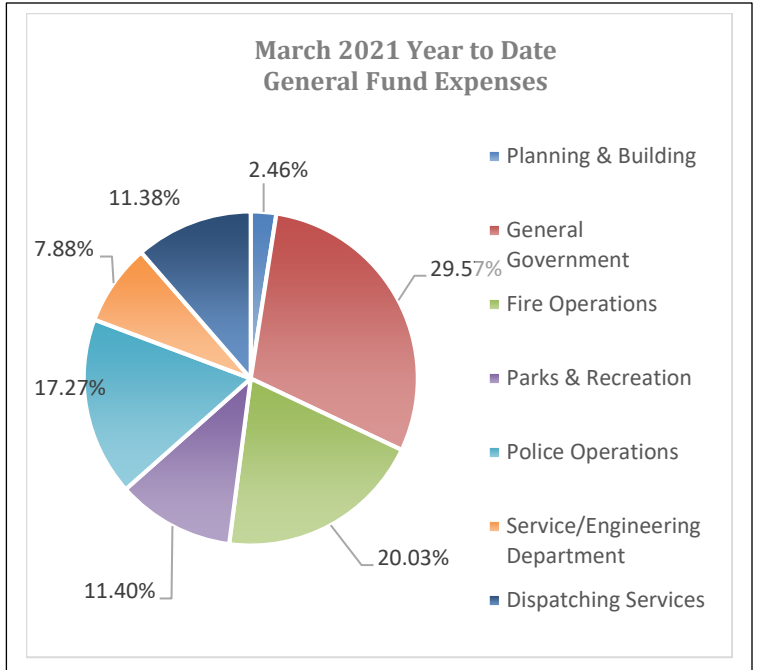
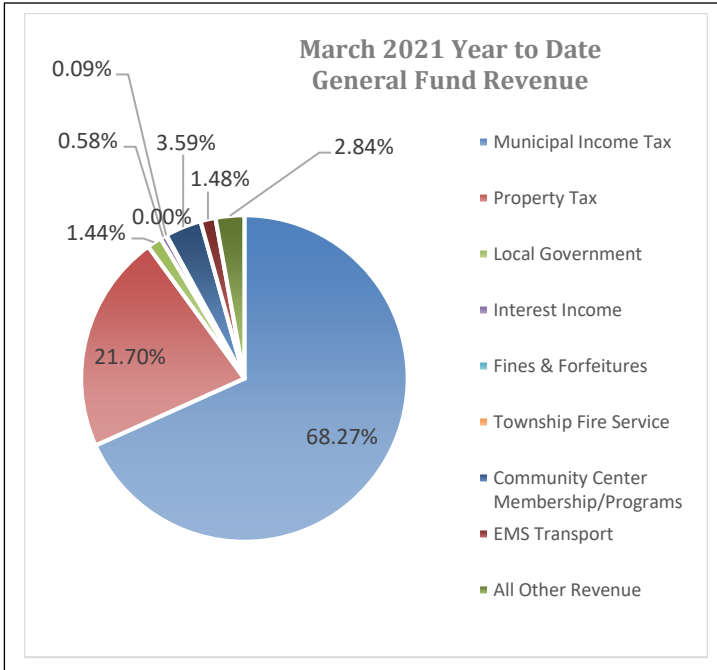
Withholding Accounts – 83.51% of collections
Individual Accounts – 6.63% of collections
Net Profit Accounts – 9.86% of collections

For March of 2020:

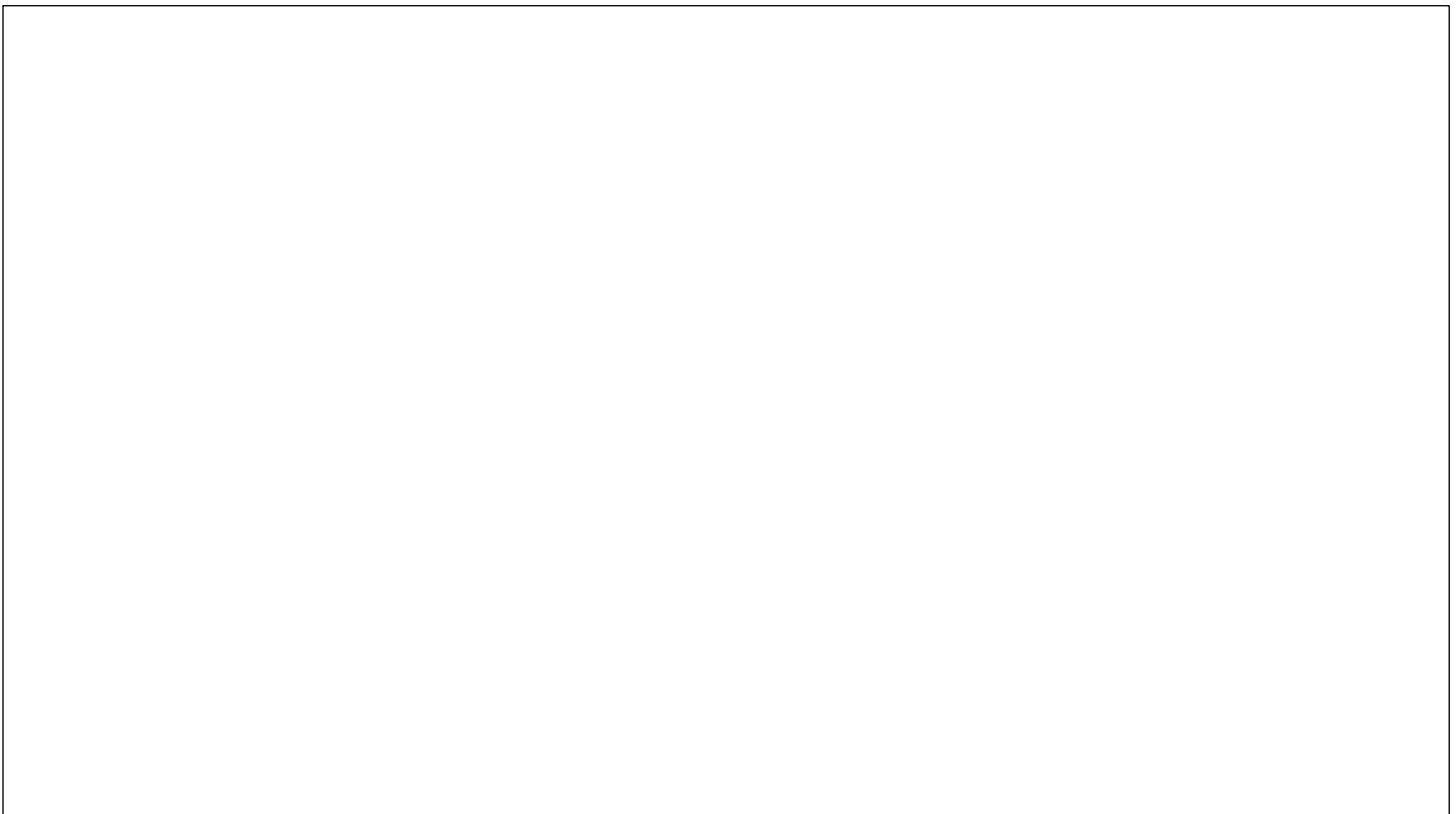
Withholding Accounts – 90.96% of collections
Individual Accounts – 5.56% of collections
Net Profit Accounts – 3.48% of collections



Highlights & Trends for March 2021 (continued)



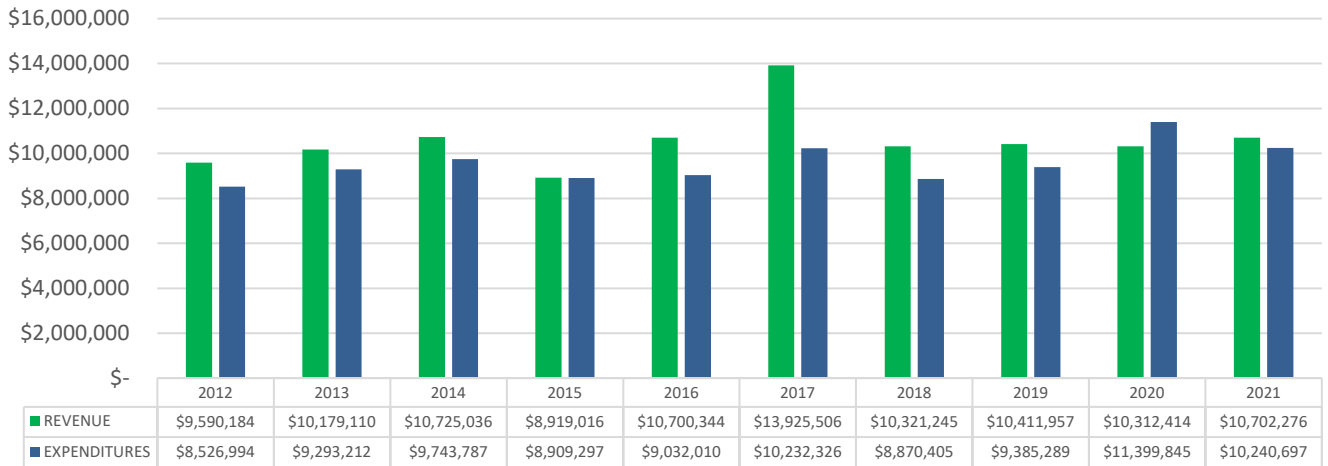
Notable Initiatives & Activities



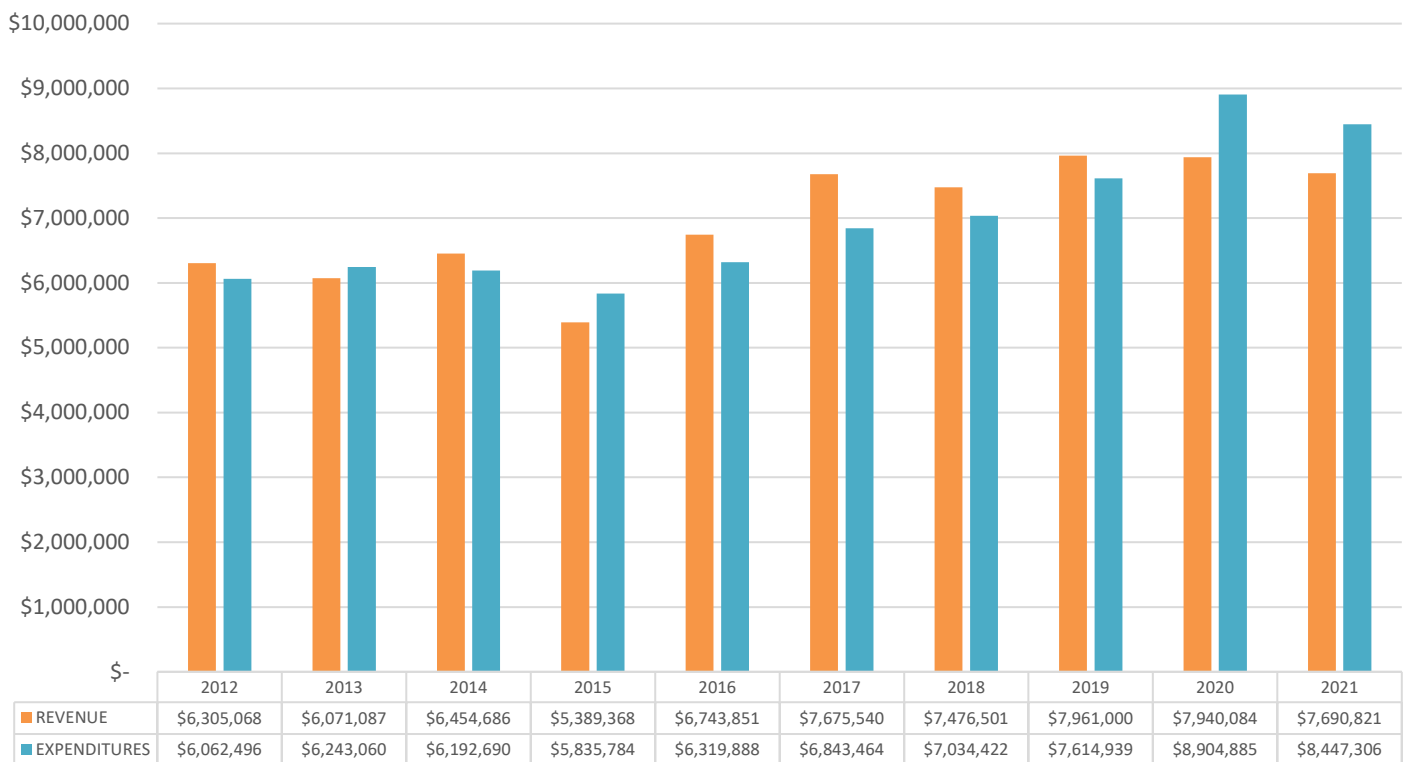


Financial Tracking

First Quarter
Revenue to Expenditures
All Funds



General Fund
Cash Position





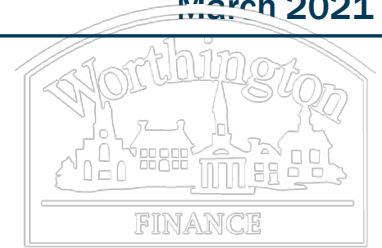
March 2021 Cash Reconciliation



Total Fund Balances:	\$33,186,929.05
Depository Balances:	
General Account:	\$ 11,803,752.08
Total Bank Balances:	\$11,803,752.08
Investment Accounts:	
Certificates of Deposit:	\$5,970,000.00
Star Ohio/Star Plus	5,462,235.19
Fifth Third MMKT/CDs	7,849,413.06
CF Bank	245,000.00
FC Bank	248,000.00
Total Investment Accounts:	\$21,381,456.97
Petty Cash/Change Fund:	1,720
 Total Treasury Balance as of March 31, 2021	 \$33,186,929.05
 Total Interest Earnings as of March 31, 2021	 \$29,734.51
Average CD Interest Earnings	1.84%

Debt Statement

<u>Issuance</u>	<u>Purpose</u>	<u>Maturity</u>	<u>Rate</u>	<u>Principal Balance</u>
2015	2015 Refunding Bonds	December 2021	1.62%	\$ 780,000
2017	2017 Various Purpose Bonds	December 2032	2.21%	\$ 3,060,000
2008	OPWC 0% Loan – ADA Ramps	December 2028	0%	\$ 62,480.40
2015	OPWC 0% Loan – Kenyonbrook	December 2045	0%	\$ 500,466.36
2020	2020 Bond Anticipation Notes	September 2021	0.78%	\$ 5,815,000.00
	Total Principal Debt Balance			\$ 10,217,946.76



**City of Worthington
Fund Summary Report
as of March 31, 2021**

		<u>1/1/2021 Beginning</u>	<u>Year to Date</u>	<u>Year to Date</u>			<u>Unencumbered</u>
<u>FUND</u>		<u>Balance</u>	<u>Actual Revenue</u>	<u>Actual Expenses</u>	<u>3/31/2021</u>	<u>Encumbrances</u>	<u>Balance</u>
101	General Fund	\$ 18,424,316	\$ 7,690,821	\$ 8,447,306	\$ 17,667,832	\$ 3,558,195	\$ 14,109,637
202	Street M&R	255,884	217,459	221,457	251,886	87,381	\$ 164,505
203	State Highway	60,789	17,632	24,997	53,424	-	\$ 53,424
204	Water	94,399	10,588	15,271	89,715	13,494	\$ 76,222
205	Sewer	70,090	9,436	26,445	53,081	13,522	\$ 39,559
210	Convention & Visitor's Bureau F	52,737	511	51,117	2,131	883	\$ 1,248
211	27th Pay Fund	300,000	-	-	300,000	-	\$ 300,000
212	Police Pension	378,547	110,542	145,381	343,708	-	\$ 343,708
214	Law Enforcement Trust	72,414	-	-	72,414	-	\$ 72,414
215	Municipal MV License Tax	78,001	28,045	-	106,046	-	\$ 106,046
216	Enforcement/Education	52,351	150	-	52,501	-	\$ 52,501
217	Community Technology	-	-	-	-	-	\$ -
218	Court Clerk Computer	207,084	552	4,840	202,796	6,900	\$ 195,896
219	Economic Development	378,201	601,500	356,179	623,522	180,477	\$ 443,045
220	FEMA Grant	-	-	-	-	-	\$ -
221	Law Enf CED	18,030	-	-	18,030	-	\$ 18,030
222	Coronavirus Relief Fund	16,307	-	10,485	5,822	5,822	\$ -
224	Parks & Rec Revolving	-	-	-	-	-	\$ -
229	Special Parks	56,499	9,014	825	64,688	12,895	\$ 51,793
253	2003 Bicentennial	75,059	-	-	75,059	-	\$ 75,059
306	Trunk Sewer	375,149	-	-	375,149	-	\$ 375,149
308	Capital Improvements	8,940,878	1,450,306	865,590	9,525,594	7,084,880	\$ 2,440,715
313	County Permissive Tax	-	-	-	-	-	\$ -
409	General Bond Retirement	1,206,301	62,636	-	1,268,936	1,110,000	\$ 158,936
410	Special Assessment Bond	278,448	-	-	278,448	-	\$ 278,448
825	Accrued Acreage Benefit	53,730	75	-	53,805	37,326	\$ 16,479
830	OBBS	1,894	838	562	2,170	625	\$ 1,545
838	Petty Cash	1,590	130	-	1,720	-	\$ 1,720
910	Worthington Sta TIF	37,541	-	-	37,541	-	\$ 37,541
920	Worthington Place (The Heights	687,924	99,676	15,298	772,302	59,045	\$ 713,257
930	933 High St. MPI TIF Fund	131,710	9,314	105	140,919	34,000	\$ 106,919
935	Downtown Worthington MPI TIF	286,935	218,267	10,489	494,713	129,703	\$ 365,009
940	Worthington Square TIF	55,926	16,596	187	72,334	54,000	\$ 18,334
945	W Dublin Granville Rd. MPI TIF	70,608	60,804	43,605	87,808	-	\$ 87,808
950	350 W. Wilson Bridge	6,008	49,424	558	54,874	-	\$ 54,874
955	800 Proprietors Road TIF	-	21,474	-	21,474	-	\$ -
999	PACE Fund	-	16,488	-	16,488	-	\$ 16,488
Total All Funds		\$ 32,725,350	\$ 10,702,276	\$ 10,240,697	\$ 33,186,929	\$ 12,389,147	\$ 20,797,782



**City of Worthington, Ohio
General Fund Overview
as of March 31, 2021**

		2020	2021	2021	2021	2021	2021	Variance				
		Year End	Original	Revised	Y-T-D	March	Variance	as % of				
Revenues		Actual	Budget	Budget	Estimates	Y-T-D Actual	Over/(Under)	Budget				
Municipal Income Tax	1	\$ 21,198,942	\$ 21,184,400	\$ 21,184,400	\$ 5,101,717	\$ 5,250,748	\$ 149,031	2.92%				
Property Tax	2	2,985,353	3,325,594	\$ 3,325,594	1,662,797	1,669,022	\$ 6,225	0.37%				
Local Government	*	409,251	350,000	\$ 350,000	87,500	110,926	\$ 23,426	26.77%				
Interest Income	*	473,025	350,000	\$ 350,000	87,500	44,547	\$ (42,953)	-49.09%				
Fines & Forfeitures	*	58,058	150,000	\$ 150,000	37,500	7,037	\$ (30,463)	-81.23%				
Township Fire Service	2	484,570	500,000	\$ 500,000	-	-	\$ -	#DIV/0!				
Community Center Membership/Progr	*	954,069	2,375,332	\$ 2,375,332	593,833	275,932	\$ (317,901)	-53.53%				
EMS Transport	*	589,788	700,000	\$ 700,000	175,000	113,992	\$ (61,008)	-34.86%				
All Other Revenue	*	2,973,621	1,163,784	\$ 1,163,784	209,196	218,618	\$ 9,422	4.50%				
Total Revenues		\$ 30,126,677	\$ 30,099,110	\$ 30,099,110	\$ 7,955,043	\$ 7,690,821	\$ (264,221)	-3.32%				
Expenditures												
Planning & Building		\$ 757,470	\$ 908,027	\$ 908,027	\$ 227,007	\$ 188,047	\$ (38,959)	82.84%				
General Government		6,811,120	7,355,178	\$ 7,440,438	\$ 2,277,211	2,258,634	\$ (18,577)	99.18%				
Fire Operations		5,407,225	7,157,322	\$ 7,157,322	\$ 1,789,331	1,529,563	\$ (259,768)	85.48%				
Parks & Recreation		4,399,180	5,967,389	\$ 5,967,389	\$ 1,491,847	870,311	\$ (621,537)	58.34%				
Police Operations		6,317,121	6,981,994	\$ 6,981,994	\$ 1,745,499	1,319,033	\$ (426,465)	75.57%				
Service/Engineering Department		2,138,398	2,827,425	\$ 2,827,425	\$ 706,856	602,051	\$ (104,805)	85.17%				
Dispatching Services		1,199,885	870,000	\$ 870,000	\$ 869,413	869,413	\$ -	100.00%				
Total Expenditures		\$ 27,030,399	\$ 32,067,335	\$ 32,152,595	\$ 9,107,163	\$ 7,637,051	\$ (1,470,112)	83.86%				
Excess of Revenues Over (Under) Expenditures		\$ 3,096,278	\$ (1,968,225)	\$ (2,053,485)	\$ (1,152,120)	\$ 53,770						
Fund Balance at Beginning of Year		\$ 16,448,580	\$ 18,424,315	\$ 18,424,315	\$ 18,424,315	\$ 18,424,315						
Unexpended Appropriations			1,122,357	1,122,357	-	-			1 - Income Tax budget based on individual monthly projections.			
Expenditures versus Prior Year Enc		1,120,543	1,933,398	1,933,398	810,255	810,255			2 - These revenue budgets are based on semi-annual payments.			
									* - All other revenue budgets are spread equally over each month.			
General Fund Balance		\$ 18,424,315	\$ 15,645,049	\$ 15,559,789	\$ 16,461,940	\$ 17,667,831						
									All expenditure budgets are spread equally over each month.			



STAFF MEMORANDUM

Date: April 8, 2021

To: Matthew H. Greeson, City Manager

From: Robert Ware, Chief of Police

Subject: Overview of the City's Use of Force Policy and Proposed Body Worn Camera Program

EXECUTIVE SUMMARY

The Chief of Police will provide a presentation on the City's current Use of Force policy and discuss a proposed body worn camera program.

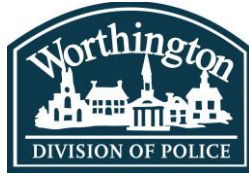
BACKGROUND/DESCRIPTION

The City Council requested an overview of the City's use of force policy, which was updated late last year, and to discuss a proposed body worn camera program. As background for these issues, staff has prepared a document that discusses community policing principles, organizational values, policy development, and training. It is hopeful that this document will prove beneficial for understanding police policy and inform future conversations regarding police matters.

The Chief of Police will review the use of force policy and information related to body worn cameras and discuss the enclosed documents.

ATTACHMENT(S)

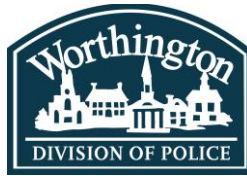
Chief's Discussion on Community Policing, Training, and Current Policy Matters
Use of Force Policy
Portable Audio/Video Recorders Policy



Chief's Discussion on Community Policing, Training, and Current Policy Matters

Police Chief Robert K Ware II

April 8, 2021



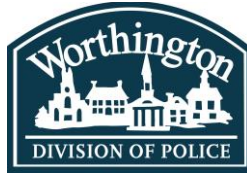
Introduction

For the better part of the past year, policing across America has been the focus of intense scrutiny and many questions have been asked about policing in general, as well as policing in the city of Worthington. The Division has made available a variety of reports and documents in the interest of informing the public on the policies, data collection, and training within the agency. Additionally, we have released statistics collected as part of our commitment to meeting the standards of the Ohio Collaborative on Police-Community Relations.

During the last year, we have worked with a portion of the Worthington City Council to help build understanding of what constitutes force, how is it applied, how officers are trained in the application of force, the review process that occurs every time force is used, and the policies that govern the use of force and deadly force. In addition, we have shared our policy for the proposed Body Worn Camera (BWC) program with City Council, reviewed feedback, and engaged with other Franklin County law enforcement leaders who have, or have considered, adopting the use of BWC's in their respective agencies.

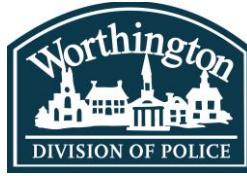
The purpose of this document is to help provide a basic overview of the commitment to excellence and professional policing within the Worthington Division of Police. While not all encompassing, it should provide the reader with sufficient information to understand the Division's efforts to provide a well-trained, professional staff, dedicated to serving our community. It will also inform on the standards adhered to by the Division and the process of developing policies, most notably those policies related to force and the proposed implementation of a BWC program within the Division of Police.

It is my hopes that the information provided will allow members of council and the citizens of Worthington to gain an enhanced view of professional policing, as well as feel a greater sense of appreciation for the dedication of our officers and their desire to serve the citizens of Worthington as partners in a community wide effort to ensure all who live, work, and visit the city can feel welcome and safe.



Law Enforcement Code of Ethics
(Worthington Division of Police Policy Manual)

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality, and justice. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or abuse and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.



MISSION STATEMENT

The mission of the Worthington Division of Police is to foster a partnership with the community that enhances all aspects of the quality of life. We believe this mission is best accomplished by being responsive to changing community needs and by being responsible for our own actions at all times. Excellence in law enforcement is achieved by balancing all aspects of law enforcement while maintaining the highest of ethical standards. We recognize that accepting the responsibility of service to the City of Worthington requires that we be held to a high standard, conscious of how we are viewed by others at all times. Each officer should strive to continuously improve law enforcement knowledge and performance. Every member of the Worthington Division of Police is a crime prevention practitioner, attempting to reduce the threat of criminal activity that causes fear in our community. We will strive to anticipate potential crime problems and implement plans to proactively prevent their occurrence. When criminal activity does occur, we will respond promptly and professionally, never forgetting the needs of victims of the crime. Active participation in community activities is encouraged for all personnel, as personal involvement can increase our understanding of our city. We will always be alert to the constant necessity for impartial enforcement action, recognizing the need for understanding of diverse cultures, lifestyles and age groups. Enforcement action is one part of a complete officer; we emphasize courtesy and fairness in all situations. We will accomplish our goals as a team. We will evaluate our direction at every opportunity without fearing change. Every person in the Worthington Division of Police has a voice in our direction and shares in the corresponding responsibility for our successes and failures.

Core Values

Integrity - We will always maintain a character of high standards and do what is legally, ethically and morally right.

Respect - We are dedicated to being objective, fair, consistent and compassionate in the treatment of our community and fellow employees in all of our actions.

Commitment - We strive to consistently do what is right and to build strong working relationships with coworkers and members of our community through open and timely communications.

Honesty - We are truthful and open in our interactions with each other and with members of our community.

Professionalism - We are dedicated to treating all people with respect, fairness and compassion while continually pursuing the highest levels of knowledge, skills and expertise.



History of Community Policing

Much of the focus in policing over the last 20-30 years has been on the relationship between police and the communities they serve. In some communities, a strong culture of community policing exists. This is best demonstrated by community understanding of policing, police understanding of the community, and a cooperative relationship built upon trust, that allows the police to work together with community to solve many challenges, especially those where unmet social needs threaten good order. In others, a distrust of police within the community damages that relationship and impedes that cooperative effort. The reasons for that distrust can be real or perceived. Regardless of the reason, distrust can have a detrimental impact on the ability of police to effectively serve their community.

Sir Robert Peel, an English Statesman, understood this concept. Widely recognized as the father of modern policing, Peel established a system aimed at preventing crimes and reforming criminals rather than simply punishing them. And, in the Metropolitan Police Act of 1829, Peel laid the foundations of a modern professional police force. He established the Metropolitan Police based upon a series of founding principles.

These nine basic principles are often referred to as "*The Peelian Principles*." Upon close examination of each of the Peelian principles, not only are direct connections to policing in today's world apparent, but often the nine principles are cited as the foundation for current law enforcement organizations and community policing throughout the world.

Peelian Principle 1 - "*The basic mission for which the police exist is to prevent crime and disorder.*"

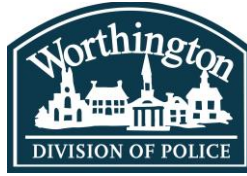
Peelian Principle 2 - "*The ability of the police to perform their duties is dependent upon public approval of police actions.*"

Peelian Principle 3 - "*Police must secure the willing co-operation of the public in voluntary observance of the law to be able to secure and maintain the respect of the public.*"

Peelian Principle 4 - "*The degree of co-operation of the public that can be secured diminishes proportionately to the necessity of the use of physical force.*"

Peelian Principle 5 - "*Police seek and preserve public favour not by catering to the public opinion but by constantly demonstrating absolute impartial service to the law.*"

Peelian Principle 6 - "*Police use physical force to the extent necessary to secure observance of*



the law or to restore order only when the exercise of persuasion, advice and warning is found to be insufficient.”

Peelian Principle 7 - *“Police, at all times, should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.”*

Peelian Principle 8 - *“Police should always direct their action strictly towards their functions and never appear to usurp the powers of the judiciary.”*

Peelian Principle 9 - *“The test of police efficiency is the absence of crime and disorder, not the visible evidence of police action in dealing with it.”*

<http://www.lacp.org/2009-Articles-Main/062609-Peels9Principals-SandyNazemi.htm>

Over my nearly 27 years in the police profession, I have concluded that when a community’s basic needs fail to be met, the likelihood for crime and disorder increases. This can be at the macro level, involving the entire community, or the micro-level, impacting a single family or neighborhood.

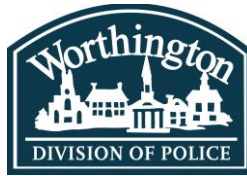
As a result, it is easy for police to become more the enforcer and less the guardian. As police move into enforcement mode, more and more encounters between the police and community become adversarial encounters, less rooted in Peel’s principles of policing, creating an environment in which community trust erodes and the relationship between police and community suffers damage. For some, that distrust is passed from one generation to the next.

Police agencies must strive to follow the Peelian Principles and develop strong community relationships built upon trust if they expect to be respected in their community and able to garner public approval for their actions. Police can be, and should be, partners in serving those that are disadvantaged, underserved, or otherwise lacking in having basic needs met.

Historically, Worthington has been a relatively low crime, safe, and highly desirable community in which to live. Due to the efforts of previous police executive leadership, the city of Worthington has benefited from a highly professional Police Division that embraced Peel’s fundamental principles. In fact, the list of principles was posted in my office when I arrived.

On April 24, 1992, Paul Abbott retired from the Worthington Division of Police after a 45-year career, including 29 years as Worthington’s third police chief. Worthington was still a quiet little town where very little had changed during his 33 years in the department, according to his accounts documented in “A History of Law Enforcement in Worthington, Franklin County, Ohio 1803-2017”, published in 2018.

Upon Chief Abbott’s retirement, City Manager Dave Elder hired Wayne McCoy as Abbott’s replacement. Chief McCoy’s focus was on establishing himself as a liaison to the community,



and continuing the good things happening within the agency, which included the Drug Abuse Resistance Education (DARE) training, bicycle patrols, and the Police Explorer program, a program under the auspices of the Boy Scouts of America. Perhaps his most important endeavor was a complete review of the policies and procedures, which led to his recommendation that the city explore agency accreditation.

Policies and Standards

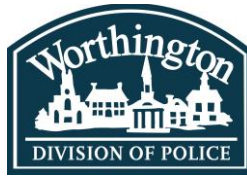
In 1994, Chief McCoy initiated the application process to obtain certification of the Worthington Division of Police as an accredited agency under the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA®). According to their website, CALEA was established in 1979 as a credentialing authority through the joint efforts of law enforcement's major executive associations; International Association of Chiefs of Police (IACP), National Association of Black Law Enforcement Executives (NOBLE), National Sheriff's Association (NSA), and the Police Executive Research Forum (PERF). <https://www.CALEA.org/about-us>

The 21 member CALEA Commission is made up of 11 law enforcement practitioners and 10 members of the public and private sectors. Each commissioner is selected in consultation with the founding organizations to a 3-year term. The makeup of the Commission is typically representative of local, state/provincial, and international law enforcement and public safety organizations, as well as membership from business academia, the judiciary, and state/provincial government. <https://www.calea.org/content/calea-commissioners>

The purpose behind the accreditation program is to ensure that police agencies engage in community policing and openness through integrity, transparency, and accountability. It is also designed to ensure that government has an objective measure of the excellence in police leadership, management, and service delivery, while also reducing risk and liability exposure. The latter is accomplished by creating a proven system of management that encompasses policies, procedures, written directives, reporting and training. Widely known as the gold standard in public safety, it is one of the means through which best practices in the law enforcement profession are disseminated.

In 1997, the Worthington Division of Police was officially accredited by CALEA. The Division adopted a mission statement, a set of values, policies and procedures, department standards, forms, practices, and training that met the approval of the CALEA Commission.

One of the drawbacks of the certification process and maintenance of accreditation is the amount of staff time and financial resources required to manage the program. It is particularly difficult on small and medium size agencies. That strain was particularly felt within the Worthington Division of Police. In 2006, City Manager Elder and Police Chief Mike Mauger elected to no longer seek recertification due to the demand on staff resources and the increasing costs of accreditation.



Despite this decision, the Worthington Division of Police continued to engage in the best practices previously adopted and continued to engage the community, adding such programs as the open houses, National Night Out, Shop with a Cop, and the Worthington Police Citizens Academy. Through the efforts of the Worthington Police Academy Alumni Association, the connection between the Worthington Division of Police and the Worthington Community remains generally strong. The Division continues to enjoy broad community support, despite severing ties with the CALEA. While no longer accredited, the Worthington Division of Police continues to be a highly professional police agency. When those high standards are violated, systems are in place to respond appropriately.

That has not been the case throughout the country, as some law enforcement agencies have become the subject of severe public distrust, criminal and civil inquiries, and high-profile incidents of loss of life in police-community engagement. In 2014, the nation experienced civil riots after an incident in Ferguson, Missouri.

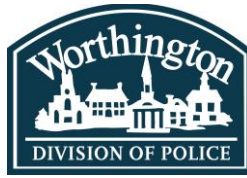
In the months following Ferguson, then U.S. President Barack Obama signed an executive order creating The President's Task Force on 21st Century Policing. It was created to strengthen community policing and trust among law enforcement and the communities they serve. The task force was comprised of eleven members representing law enforcement, academia, and civil rights activists. It was co-chaired by former Philadelphia Police Commissioner Charles Ramsey and George Mason University professor of criminology, law, and society, Laurie Robinson. Of particular note, Commissioner Ramsey was active in the leadership within the IACP and PERF, two of the founding organizations for CALEA and well respected within the law enforcement community.

The task force held seven listening sessions across the country, including one in Cincinnati, Ohio. Each session involved upwards of 100 community stakeholders. There, members listened to testimonials, concerns, and opinions from people with varied backgrounds.

On May 18, 2015, the task force delivered its final report to the President. The recommendations contained within the report were grouped into six pillars: Building Trust and Legitimacy, Policy and Oversight, Technology and Social Media, Community Policing and Crime Reduction, Officer Training and Education, and Officer Safety and Wellness. In addition, the report provided two overarching recommendations; establishing a task force to examine all areas of criminal justice and pose reforms, and support programs that take a comprehensive and inclusive look at community-based initiatives that address core issues such as poverty, education, and health and safety.

<https://www.our.gov/ncjrs/virtual-library/abstracts/final-report-presidents-task-force-21st-century-policing>

Concurrent with the efforts at the federal level, then Ohio Governor John Kasich signed an executive order announcing the creation of the Ohio Task Force on Community-Police Relations. The task force was formed in response to a number of incidents, including some in Ohio, that placed the focus on the challenges between police and the communities they serve. The 24-



member panel included representation from the state's executive, legislative, and judicial branches, local law enforcement, prosecuting attorneys, and community leaders, as well as municipalities, organized labor, and the faith-based community.

The Task Force was given three charges:

1. To explore the cause of fractured relationships that exist between some law enforcement and the communities they serve.
2. To examine strategies to strengthen trust between communities and law enforcement to resolve the underlying causes of friction.
3. To provide the Governor with a report including recommendations about best practices available to communities.

This Task Force held four public meetings to elicit public comments, with each location hosting between 100 and 200 participants from diverse backgrounds. During these listening sessions, common themes emerged.

1. This Task Force is important, and the members must take their charge seriously.
2. Law enforcement must be engaged with the community.
3. The community perceives race to be an issue among some officers.
4. Citizens perceive law enforcement to be procedurally unjust.
5. Training and resources for law enforcement are critical.

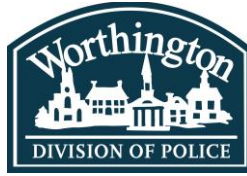
On April 29, 2015, the task force delivered its final report to the Governor. Through a subsequent executive order, the Governor established the Ohio Collaborative Community-Police Advisory Board (Ohio Collaborative) to oversee the implementation of the task force recommendations.

One of the first duties of the Ohio Collaborative, a 12-member panel consisting of law enforcement experts and community leaders from throughout the state, was to establish state standards for use of force and deadly force, as well as the recruitment and hiring of agency employees. This was the first time that the state of Ohio had developed state standards for law enforcement. <https://www.ocjs.ohio.gov/ohiocollaborative/about.html>

While not mandatory for adoption, over 500 police agencies, more than half of Ohio's law enforcement agencies, adopted the minimum state standards, or exceeded the standards, incorporating them into their agency policies. The Worthington Division of Police was one of those adopting agencies.

Since the adoption of the first two policies, the Ohio Collaborative has established state minimum standards in the following areas:

- Use of Force
- Use of Deadly Force



- Agency Employee Recruitment and Hiring
- Community Engagement
- Body Worn Cameras
- Law Enforcement Telecommunicator Training
- Bias Free Policing
- Investigation of Employee Misconduct
- Law Enforcement Telecommunicator Training
- Law Enforcement Vehicular Pursuit
- Law Enforcement Response to Mass Protests/Demonstrations

Agencies must meet certain criteria to receive certification. The elements of a standard consist of the following:

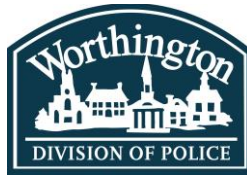
- Policy / Procedure
- Knowledge / Awareness (Read & Sign)
- Proficiency (Roll Call Training / Quizzes)
- Compliance (Agency Activity & Accountability)

When audited, not only is it necessary to demonstrate that the agency has adopted the language within the standard, but they must also demonstrate that employees are aware of policy, understand the content of policy, and have received proper documented training. Finally, the agency must have proof that it holds itself and its employees accountable when conducting business.

The foundation of policy and procedure development rests upon the very oath that we swear to as we take our office and assume the huge responsibility that accompanies the tremendous authority given to an officer by way of state law. However, it is most important, as Peel pointed out nearly 200 years ago, that, *"Police must secure the willing co-operation of the public in voluntary observance of the law to be able to secure and maintain the respect of the public."*

In previous years, the task of ensuring that officers had acknowledged policy was relegated to someone keeping written documentation, usually through read and sign off paper packets. It required a member to be present and initial or provide signature verification of the delivery of the policy. This process was not only slow and inefficient, but it required the keeping of significant paper files.

Such was also the case for documenting training at roll calls for officers or otherwise. Officers would receive training or be required to pass an exam or quiz to demonstrate proficiency. Both of which required someone to administer the test and collect signatures.



Finally, the agency supervisors would review the activities of the agency and ensure accountability for officers following the standards. That documentation of the review and enforcement of the standards completed the four steps necessary to prove compliance with the state standards. Similar to CALEA, the Ohio Collaborative conducts an audit of participating agencies every three years as part of the re-certification process.

The increasing need to ensure policies are up to date with rapidly changing law, collaborative and industry standards, and a mechanism for delivering and documenting training and understanding, led to the decision to contract with Lexipol. In addition to the previously discussed benefits of reduction in risk and liability, the convenience of having a one stop location for policy management and training makes Lexipol an invaluable system for improving the efficiency and effectiveness of the Division.

The Lexipol platform ensures that we receive a timely notification of recommended policy modifications based upon court rulings, law changes at the state and federal level, as well as best practices established across the law enforcement profession. It provides all of the content and resources in an electronic format, accessible to the officers 24 hours a day by computer, tablet, and smart phones. Most importantly, daily training bulletins (DTB) are provided on policy and successful completion is documented in the system's database. The DTB helps keep officers fresh on the content of policy, necessary understanding of policy in application, and provides much of the documentation needed for standards compliance with the Ohio Collaborative. This saves considerable staff time in managing countless files and reports in preparation for our audits.

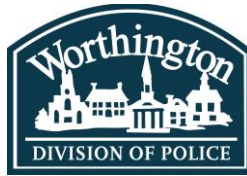
The Worthington Division of Police has met the certification, or recertification, for each of the applicable standards to our agency. Most notably, the Worthington Division of Police is one of only five Franklin County law enforcement agencies to achieve certification and re-certification at every opportunity since the standards were introduced six years ago.

<https://www.ocjs.ohio.gov/links/Ohio-CollaborativeReport2021.pdf>

The standard for Telecommunicator Training no longer applies to the Division of Police, since the transition of dispatching services to the Northwest Regional Emergency Communications Center (NRECC). The Ohio Collaborative just recently established (December 4, 2020) a standard for Law Enforcement Response to Mass Protests / Demonstrations. Certification in this standard, as well as the Body Worn Camera standard, should the Division employ the technology, will occur as a part of the next review by the Ohio Collaborative.

Training

In addition to the state and federal task forces that were established with the goal of improving the relationship between police and community, in December 2014, then Ohio Attorney General Mike DeWine appointed a 16-member Advisory Group on Law Enforcement Training. The members, from diverse personal and professional backgrounds throughout the state, were tasked



with examining the training received by Ohio's law enforcement officers and making recommendations on how to improve such training. The subcommittees of the advisory group focused on the following:

- Mental Health
- Use of Force
- Community Relations

<https://www.ohioattorneygeneral.gov/Media/Videos/Ohio-Attorney-General-s-Advisory-Group-on-Law-Enfo>

On April 23, 2015, the final report of the advisory group was accepted by Attorney General DeWine. The report recommended increasing the eligibility standards for acceptance into Ohio's basic peace officer academies, increasing the minimum number of hours of instruction in those academies, as well as increasing the number of hours of annual training for existing officers to 40 hours, among other recommendations. <https://www.ohioattorneygeneral.gov/Files/Briefing-Room/News-Releases/OPOTA/2015-LETAG-Report-Web-and-Press-Release.aspx>

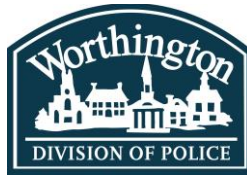
In 2016, state mandated continuing professional training (CPT) hours increased to 11 hours. In 2017, the number of hours increased to 20 hours. This training, with prior approval, qualified agencies for reimbursement for costs incurred in meeting the training mandates. Much of the training was focused on areas of public concern that were raised in the reports generated by the task forces and advisory group reports presented to the President, Governor, and Ohio Attorney General.

Among the topics covered:

- Trauma informed policing (6 hours)
- Community-police relations, focusing on implicit bias, procedural justice, character, and Blue Courage; organizational mission as a purpose, character, and devotion (4 hours)
<https://bluecourage.com/about-us/>
- Procedural justice and police legitimacy (4 hours)
- Officer and community wellness / Blue Courage (4 hours)
- Practical application of force (4 hours)
- Constitutional use of force (2 hours)
- Crisis de-escalation focused on mental health (2 hours)
- Legal updates (2 hours)
- General law enforcement topics (2 hours)
- Human trafficking (1 hour)

Required trainings in previous years included those related to:

- Crime victims, advocacy, and services
- Human trafficking
- Crimes against family



The training requirements have been met by all active Division officers at the time of the requirement, or in their basic peace officer academy training. They are not inclusive of all training that has been received by Division staff. The state of Ohio has not mandated CPT since 2017, mostly because of funding deficiencies.

The Worthington Division of Police has continued to focus on areas identified in the task force reports as pertinent to sound police – community relations, particularly in the areas of mental health, biases, people in crisis, use of force, interpersonal communications, and others. Officers continue to receive training above and beyond any mandated courses in a variety of ways, including on-the-job (OJT), consisting of experiential learning and practical application, to include live fire training and semi-annual weapons qualification that exceed the state mandated annual qualification, virtual learning through the Ohio Peace Officer Training Academy (E-OPOTA), and formal training classes offered by a variety of professional organizations.

Inservice and scenario-based training rounds out the means of learning experienced by officers and allows officers to take the knowledge gained and apply it practically. This is especially helpful when evaluating the ability of officers to employ communication, de-escalation, and tactical techniques in a dynamic, yet controlled, learning environment.

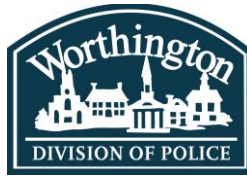
While training to employ force legally and reasonably, we have focused a lot on understanding cultural differences and communication. In 2017, Officer Jeff Jones received certification from the Racial Intelligence Training and Engagement (RITE) Academy to instruct Racial Intelligence training. The following year, all officers were required to take four hours of classroom instruction taught by Officer Jones. In addition, all officers were provided with course materials which included the book *6 Lessons to Racial Intelligence* by Freidman and Webb (2015).

The RITE Academy advocates that Racial Intelligence awareness is increased by learning to manage your own emotions by incorporating Social Intelligence (SI) with Emotional Intelligence (EI) training. The right way for law enforcement to improve community service is by “de-escalating, diffusion, showing transparency, upholding the utmost integrity and ethics while preserving justice for all involved”.

<https://riteacademy.com/training/>

In 2019, the Division invested in the use of an online training platform called Virtual Academy (VA) to provide high quality training that is remotely accessible 24/7 to maximize efficiency within the Division. In 2019, in addition to a variety of training conducted internally or attended outside the agency, officers received training through VA in the following areas:

- Autism Spectrum (7 hours)
- Cultural Competency: Profiling/Implicit Bias (4 hours)
- Mental illness (2 hours)
- Communication and Intrinsic Bias (1 hour)



Most recently, we have three officers and a civilian staff member who have volunteered to be a part of the city's newly formed employee diversity and inclusion team. The team, as well as the city's executive staff, has participated in trainings focused on bias.

Due to the pandemic, budgetary concerns, and operational tempo of the agency, 2020 was a year in which little external training occurred. Nearly all our training involved internal proficiency, re-qualification, legal updates, and in-service training. One topic of particular interest that was delivered internally, focused on missing persons and the unique challenges encountered when the missing person is a child, elder, or is autistic.

In 2021, external training has resumed. We have relied upon VA for the delivery of training in specific areas of importance to complement our internal training. All officers have completed or are scheduled to complete by mid-year, additional coursework in the following topics:

- Elder Abuse (1 hour)
- Officer Safety: CLEAR (Communication, Legal Authority, Emotional Intelligence, Adaptive Decision Making, Respect Unconditionally) Thinking (2 hours)
 - Focuses on respectful interaction, legitimacy, de-escalation, and self-awareness.
- Watch your Six: Mental Wellness Resiliency (2 hours)
- Emotional Intelligence and the Duty to Intervene (1 hour)

Elder Abuse was chosen to ensure our officers are aware of the signs of abuse and exploitation, the duty to report suspected abuse, as well as the identification of resources available to prosecute cases of abuse, link victims to services, and provide for a safe environment for our community's elder population. The remaining three courses, delivered via VA, were specifically chosen because it is important that officers understand that their own emotional and physical health is a key component to their ability to remain calm in high stress situations. The training focuses on how an officer's demeanor, reactions to the behavior of others, and ability to remain alert, confident, and competent can enhance the ability to calm others and lessen the likelihood of an encounter escalating into a force event in which injury or death can occur to the officer, the other party, or innocent bystanders.

Policy

Merriam-Webster defines policy as a definite course or method of action selected from among alternatives and given conditions to guide and determine present and future decisions. Policy decisions are guided by the organizational values and standards of performance, industry standards, professional standards adopted by a credentialing body, and federal, state, and local law.

Policies create the foundation for all operations in the Worthington Division of Police. The Division has dozens of policies that provide guidance to the officers in performing their duties. As previously stated, the Division has contracted with Lexipol, to ensure that we are provided fully developed, state-specific policies researched and written by subject matter



experts and vetted by attorneys. Lexipol policies are based on nationwide standards and best practices while also incorporating state and federal laws and regulations where appropriate. <https://www.lexipol.com/solutions/policies-and-updates/>

Within each policy, sections are labeled to accurately reflect the origins of the language in a particular section. Examples of the labels include:

- Federal law
- State law
- Adopted standards compliance
- Best practices
- Discretionary
- Agency content

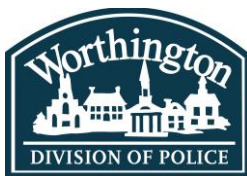
When policy content is delivered to the Division for purposes of agency acceptance, language meets the requirements found in law, as well as the expectations of standards compliance (Ohio Collaborative). The language follows the recommended industry accepted best practices. Best practices may exceed the minimum actions required by law (court rulings) and standards compliance. Discretionary language is language that agency modification would not have an impact on law, standards, or best practices. Agency content is typically language that is added to indicate the expectations for internal processes. Policies are regularly reviewed by Lexipol staff, as well as agency staff. Critical policies such as Force and Deadly Force are reviewed more frequently.

Force

The use of force by a law enforcement officer is of critical importance to both law enforcement and the community. There are two types of force.

- Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. (It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.)
- Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Officers are involved in thousands of interactions and, when warranted, may legally use reasonable force in carrying out their duties. Officers must understand and have an appreciation for their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.



The Worthington Division of Police recognizes and respects the value of all human life and dignity without prejudice to anyone. We have trained extensively on de-escalation, and practical application of force. The Division has incorporated force policies, upon the recommendations of Lexipol, which incorporate the policy positions of the National Consensus Policy on Use of Force.

The National Consensus Policy on Use of Force makes clear that it is the policy of law enforcement agencies to value and preserve human life and that they should develop policies and training practices that focus on de-escalation and the application of force only when necessary.

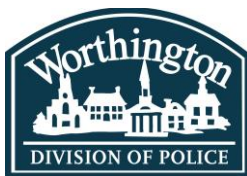
In addition, the Consensus Policy states:

1. Officers shall use force only when no reasonably effective alternative appears to exist and shall use only the level of force that a reasonably prudent officer would use under the same or similar circumstances.
2. Officers shall use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the officer and others.
3. Use of physical force should be discontinued when resistance ceases or when the incident is under control.
4. Physical force shall not be used against individuals in restraints, except as objectively reasonable to prevent their escape or prevent imminent bodily injury to the individual, the officer, or another person or property damage. In these situations, only the minimal amount of force necessary to control the situation shall be used.
5. Once the scene is safe, and as soon as practical, an officer shall provide appropriate medical care consistent with his or her training to any individual who has visible injuries, complains of being injured, or requests medical attention. This may include providing first aid, requesting emergency medical services, and/or arranging for transportation to an emergency medical facility.
6. An officer has a duty to intervene to prevent or stop the use of excessive force by another officer when it is safe and reasonable to do so.
7. Both chokeholds and vascular neck restraints are extremely dangerous maneuvers that could easily result in death. As a result, chokeholds and vascular neck restraints should only be used in situations where deadly force is authorized.
8. All uses of force shall be documented and investigated.

https://www.theiacp.org/sites/default/files/all/no/National_Consensus_Policy_On_Use_Of_Force.pdf

Sometimes, the use of force to apprehend an uncooperative or violent offender is unavoidable. Sometimes, the application of force to prevent harm, injury, or death is necessary. When that occurs, a complete and thorough by a supervisor is conducted to ensure the amount of force was following policy.

In some cases, the necessity to use force is unavoidable. In a vast majority of encounters, officers can gain compliance through their communications, both verbal and non-verbal, their competent and confident demeanor, and their tactics. As previously mentioned, we spend a great deal of



time training officers to improve their communications, de-escalation techniques, crisis intervention skills, and wellness to ensure that decisions to use force are grounded in sound decision making not influenced by overstimulation of emotion. Decisions made in a heightened sense of emotional stimulation can lead officers to make poor decisions, overreact, or use excessive force, resulting in injury or death.

In the preceding pages, I have discussed the standards of professional policing that the Worthington Division of Police has adopted, and how they are incorporated into policy and the very fabric of our organizational culture. I have outlined the extensive and proactive training administered within the Division to ensure officers are prepared to serve all persons in a safe and understanding manner. Having sound policy and competent officers is only part of what makes for a great organization.

In-Car Video Technology and Body Worn Cameras

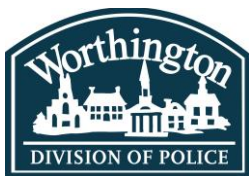
The advent of video and audio technology has given the public an increased look inside the daily operations of law enforcement agencies. Since the early 1990's the Worthington Division of Police has employed video camera systems in their patrol vehicles.

In-car video systems are important tools in documenting the activities of the officer and the interaction they have with members of the public. In-car systems, coupled with advancements in technology, can now capture and display the speed of the officer's vehicle when in emergency response, the status of emergency lighting systems, braking, both wide angle and normal views, as well as the surrounding environment.

The advanced resolution and sound capturing capabilities provide many benefits for law enforcement and community. The deployment of these in-car systems provides increased transparency, accountability, and training opportunities for law enforcement. It also provides the ability to capture the behavior and demeanor of the person contacted by law enforcement. Through the technological ability to record after the fact and look back features, it is possible to see video of the infraction that precipitated the traffic stop.

Other advantages for both police and the prosecuting attorney, is the capture of significantly important footage that documents a more accurate depiction of the event. For example, an officer can record the administration of field sobriety tests and capture supporting evidence for why the officer effected the arrest. The likelihood of capturing a motorist abandoning illegal contraband, the recording of Miranda warnings before questioning, and the proper conducting of searches incident to a lawful arrest, and response to resistance help to provide transparency and accountability.

Despite its benefits, the use of in-car video recording systems is not without its limitations. For example, the field of view is finite. Absent redirection of the camera lens, the system does not capture video of the entire event if the officer or contact moves out of the field of view. Additionally, it is not first-person point of view, resulting in partial footage of an encounter. This



particularly important when the officer goes behind or into a structure, searches the interior compartment of a vehicle, or conducts law enforcement duties outside the frame of the camera.

It is rather common for officers to work outside the view of the mobile video recorder installed in patrol vehicles. Officers routinely engage with pedestrians on the sidewalks, enter a business establishment, a person's home, or other structures away from the patrol vehicle, creating both a public expectation and a desire amongst law enforcement officers to have body worn cameras.

The BWC allows a near point of view (POV) capture of an officer's actions when outside the vehicle and often captures activity that cannot be seen by the dash camera. BWC technology has become increasingly popular across the law enforcement profession, especially after an officer involved shooting that took place in Ferguson, Missouri in August of 2014, that was not captured on video and left many questions.

In its final report, the Task Force on 21st Century Policing advocated for the increased use of technology by police, specifically advocating the use of BWC systems to build trust with the community. Many agencies began deploying the technology and its use has only increased since that time.

<https://www.our.gov/ncjrs/virtual-library/abstracts/final-report-presidents-task-force-21st-century-policing>

There are many perceived benefits to the use of BWC's.

- Documentation purposes, to include interactions with victims, witnesses, and others during police-public encounters; arrests; and critical incidents.
- Favorable resolution of both administrative and criminal complaints against officers and as a defense resource in cases of civil liability.
- Clearly documented, firsthand, objective account of what was said during the incident in question.
- Providing courts with the actual statements of officers, suspects, victims, and witnesses that might not otherwise be admissible in court based upon hearsay concerns or might not get sufficient consideration if there are conflicting memories of the statements.
- Detailed, visual images captured by recordings at crime and incident scenes can provide investigators, prosecutors, and juries with far more detailed, accurate, and compelling evidence.
- Accurate depiction a victim's state of mind and insight into the victim's emotions and levels of fear and stress.
- Any attempts of witness intimidation by suspects can be captured, in addition to the victim's reactions to such behavior
- Documenting the circumstances establishing probable cause for arrest.
- An effective way to demonstrate the clear and accurate reading of items such as Miranda and other rights related to custodial interrogation to the suspect—and an invocation or waiver of those rights by the suspect.
- Providing a judge or jury the opportunity to see the actions and hear the words uttered by a suspect, including statements of hostility and anger.



- Reducing the amount of time an officer must spend in court, more efficient utilization of prosecutorial and judicial resources, and reducing potential suffering of victims by preventing them from having to relive the traumatic experience.
- More effective in helping law enforcement agencies evaluate officer performance in a more complete and fair manner.
- Supervisory personnel can review officer conduct and performance on a random or systematic basis.
- Increased accountability
- Ability to identify any areas in which additional officer training, guidance, commendations, or discipline may be required.

[BWCs June 2020.pdf \(theiacp.org\)](#)

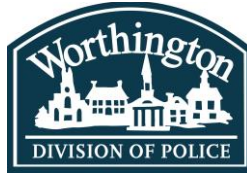
According to Brett Chapman, a social science analyst at the National Institute of Justice, the use of BWC technology has outpaced research into the relationship between their use and the desired outcomes. In 2014, the Office of Justice Programs Diagnostic Center funded an Arizona State University research study, led by Professor Michael D. White. While he concluded that much of the earlier studies found many beneficial outcomes, the few studies completed between 2007 and 2013, had methodical limitations or were conducted in a manner which raised questions about research independence. [Police Officer Body-Worn Cameras.pdf \(asu.edu\)](#)

More studies have emerged in recent years, indicating that the BWC technology offers benefits. More research is needed to determine its true value.

[Body-Worn Cameras: What the Evidence Tells Us \(NIJ Journal 280\) \(ojp.gov\)](#)

One of the under studied areas of research is whether the viewing of video prior to writing a report can have undo influence over the perceptions or recollection of events. Dr. Bill Lewinski, executive Director of the Force Science Institute, has studied the effects of video on policing as it relates to identifying the differences between digital ‘memory’ and human memory. In an article published on the Force Science Institute website and republished by Lexipol, Dr. Lewinski discusses a 2019 literature review study conducted by researchers at Carleton University that focused on the effect of BWC’s on memory, in which several potential benefits of viewing video to enhance memory and some potential pitfalls of viewing video were identified. According to the author, Lewis “Von” Kliem, additional police-specific research is needed to identify and validate the positive outcomes, as well as the challenges. [Body-Worn Cameras and Memory \(lexipol.com\)](#).

During my research, I reviewed several sample policies in addition to our current policies on Mobile Video Recorders (MVR) and Portable Video Recorders (PVR) which accompany this product. Additionally, I spoke to law enforcement executives from various local and state agencies to understand the lessons they have learned from their programs as well current policies. They vary greatly on when or how the cameras are activated, but they all allow for review by officers before writing reports, even in significant and critical incidents. The sample



policy provided by the Ohio Collaborative allows for the review of recordings before writing reports.

In addition to the many perceived benefits, there are drawbacks as well. It is easy to assume that what the video shows is the same view that the officer had during the encounter. The placement of the camera has limitations. With a camera worn on the upper torso, it may not be pointed in the same direction as the officer's line of sight.

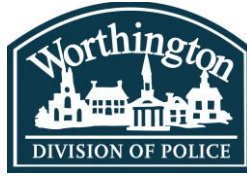
Privacy becomes a major concern as to the use of BWC's. The expectation of privacy increases significantly when not in a public setting, as well as many other concerns raised by privacy advocates. While there are many circumstances when an officer can lawfully record, there are many where recording should not take place.

Privacy can apply to both officers and community members. Under Ohio public records laws, video recordings are considered a public record, and as such, open to requests from the public. Without specific safeguards and exceptions, many of the recordings, and others, would be publicly viewable.

The state of Ohio recently enacted reform to the public records laws to provide exemptions to the definition of a public record. Effective March 24, 2021 the following is exempted from inclusion in a public record:

"Restricted portions of a body-worn camera or dashboard camera recording" means any visual or audio portion of a body-worn camera or dashboard camera recording that shows, communicates, or discloses any of the following:

- (a) The image or identity of a child or information that could lead to the identification of a child who is a primary subject of the recording when the law enforcement agency knows or has reason to know the person is a child based on the law enforcement agency's records or the content of the recording.
- (b) The death of a person or a deceased person's body, unless the death was caused by a peace officer or, subject to division (H)(1) of this section, the consent of the decedent's executor or administrator has been obtained.
- (c) The death of a peace officer, firefighter, paramedic, or other first responder, occurring while the decedent was engaged in the performance of official duties, unless, subject to division (H)(1) of this section, the consent of the decedent's executor or administrator has been obtained.
- (d) Grievous bodily harm, unless the injury was affected by a peace officer or, subject to division (H)(1) of this section, the consent of the injured person or the injured person's guardian has been obtained.
- (e) An act of severe violence against a person that results in serious physical harm to the person, unless the act and injury was affected by a peace officer or, subject to division (H)(1) of this section, the consent of the injured person or the injured person's guardian has been obtained.



(f) Grievous bodily harm to a peace officer, firefighter, paramedic, or other first responder, occurring while the injured person was engaged in the performance of official duties, unless, subject to division (H)(1) of this section, the consent of the injured person or the injured person's guardian has been obtained.

(g) An act of severe violence resulting in serious physical harm against a peace officer, firefighter, paramedic, or other first responder, occurring while the injured person was engaged in the performance of official duties, unless, subject to division (H)(1) of this section, the consent of the injured person or the injured person's guardian has been obtained.

(h) A person's nude body, unless, subject to division (H)(1) of this section, the person's consent has been obtained.

(i) Protected health information, the identity of a person in a health care facility who is not the subject of a law enforcement encounter, or any other information in a health care facility that could identify a person who is not the subject of a law enforcement encounter.

(j) Information that could identify the alleged victim of a sex offense, menacing by stalking, or domestic violence.

(k) Information, that does not constitute a confidential law enforcement investigatory record, that could identify a person who provides sensitive or confidential information to a law enforcement agency when the disclosure of the person's identity or the information provided could reasonably be expected to threaten or endanger the safety or property of the person or another person.

(l) Personal information of a person who is not arrested, cited, charged, or issued a written warning by a peace officer.

(m) Proprietary police contingency plans or tactics that are intended to prevent crime and maintain public order and safety.

(n) A personal conversation unrelated to work between peace officers or between a peace officer and an employee of a law enforcement agency.

(o) A conversation between a peace officer and a member of the public that does not concern law enforcement activities.

(p) The interior of a residence, unless the interior of a residence is the location of an adversarial encounter with, or a use of force by, a peace officer.

(q) Any portion of the interior of a private business that is not open to the public, unless an adversarial encounter with, or a use of force by, a peace officer occurs in that location. [Section 149.43 - Ohio Revised Code | Ohio Laws](#)



In a February 5, 2019 newsletter, the American Civil Liberties Union (ACLU) applauded Ohio's efforts on "how to do it right when it comes to holding police accountable." They recognized that to maximize the benefits of body cameras and minimize the drawbacks, laws had to balance the need to promote police transparency and accountability with the need to protect privacy. "The new Ohio law makes all police body camera footage subject to the state's strong open records laws, which is a big win for transparency. It then proceeds to exempt certain highly sensitive and private footage from disclosure in the absence of permission from the video's subject...That's a victory for privacy and practical policing." [Ohio Bucks a Bad Trend With New Police Body Camera Law | American Civil Liberties Union \(aclu.org\).](#)

BWC Legislation

In preparation for bringing legislation back from the table, staff has met to discuss recommendations for the BWC program. Considering recent events in the area, discussions with agencies that currently employ the use of BWC technology, and the need to address future server capacity, our IT Director, Gene Oliver and I met with representatives of Motorola, the new owners of WatchGuard, to discuss their latest technology, maintenance, and replacement programs, as well as data storage options.

After consultation, review, and analysis, we discussed our recommendations with the City Manager and Finance Director. We are recommending additional hardware purchases that will cover a larger number of police personnel than originally contemplated, which increases the initial cost of starting the program, but allows for the recovery of other costs. The total cost of the program is estimated at \$155,000 over 5-years. This will require an appropriation of \$100,000 in funds from the Capital Improvement Fund, in addition to the \$55,000 appropriation from the Law Enforcement Trust Fund. We will discuss these changes in scope and why we believe they are beneficial with you in detail at the City Council meeting.

Use of Force

300.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this division is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Federal MODIFIED

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

300.1.2 CERTIFICATION STANDARDS

State

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

[See attachment: OCLEAC Standards Compliance Checklist 5-19-2020.pdf](#)

300.2 POLICY

Best Practice MODIFIED OCLEAC - 8.2015.1 (a)

Worthington Division of Police

Policy Manual

Use of Force

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Worthington Division of Police recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE AND REPORT

Federal MODIFIED OCLEAC - 8.2015.1 (a)

Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force.

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor.

300.2.2 PERSPECTIVE

Best Practice MODIFIED

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.3 USE OF FORCE

Federal MODIFIED OCLEAC - 8.2015.1 (a)

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

Use of Force

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this division. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 ALTERNATIVE TACTICS - DE-ESCALATION

Best Practice **MODIFIED**

When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

300.3.2 USE OF FORCE TO EFFECT AN ARREST

Best Practice **MODIFIED** **OCLEAC - 8.2015.1 (a)**

Any officer who has reasonable cause to believe that the person to be arrested has committed a crime or public offense may use reasonable force to effect the arrest, to prevent escape or to overcome resistance. An officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested, nor shall an officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape or to overcome resistance.

300.3.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

Federal **MODIFIED** **OCLEAC - 8.2015.1 (a)**

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual's mental state or capacity.
- (f) The individual's ability to understand and comply with officer commands..

Use of Force

- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
- (i) The availability of other reasonable and feasible options and their possible effectiveness.
- (j) Seriousness of the suspected offense or reason for contact with the individual.
- (k) Training and experience of the officer.
- (l) Potential for injury to officers, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) Any other exigent circumstances.

300.3.4 PAIN COMPLIANCE TECHNIQUES

Best Practice **MODIFIED**

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed division-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the Individual can comply with the direction or orders of the officer.
- (c) Whether the Individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

Best Practice **MODIFIED**

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be

Use of Force

restricted. Officers are encouraged to use techniques and methods taught by the division for this specific purpose.

300.3.6 VASCULAR NECK RESTRAINTS

Best Practice **MODIFIED**

A vascular neck restraint, sometimes referred to as a carotid control hold, temporarily restricts blood flow through the application of pressure to the side of the neck and, unlike a chokehold, does not restrict the airway. Due to the potential for injury, the use of the vascular neck restraint is limited to those circumstances where deadly force is authorized and is subject to the following:

- (a) At all times during the application of the vascular neck restraint, the response of the individual should be monitored. The vascular neck restraint should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.
- (b) Any individual who has had the vascular neck restraint applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until such examination occurs.
- (c) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the vascular neck restraint and whether the individual lost consciousness as a result.
- (d) Any officer attempting or applying the vascular neck restraint shall promptly notify a supervisor of the use or attempted use of such technique.
- (e) The use or attempted use of the vascular neck restraint shall be thoroughly documented by the officer in any related reports.

300.3.7 RESPIRATORY NECK RESTRAINTS

Best Practice **MODIFIED**

The use of a respiratory restraint, also known as a chokehold, is limited to circumstances where deadly force is authorized and if applied, is subject to the same guidelines and requirements as a carotid control hold.

300.4 DEADLY FORCE APPLICATIONS

Federal **MODIFIED** **OCLEAC - 8.2015.1 (a)**

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify him/herself as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury.

Use of Force

- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

[See attachment: final-standards-deadly-force.pdf](#)

300.4.1 MOVING VEHICLES

Best Practice **MODIFIED**

Shots fired at or from a moving vehicle involve additional considerations and risks, and are rarely effective.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Best Practice **MODIFIED** **OCLEAC - 8.2015.1 (b)**

Use of force by a member of this division shall be documented promptly, completely and accurately with an incident report and the division's Use of Force Report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

A use of force report is to be completed whenever possible prior to the end of shift. A use of force report shall be completed for the following responses to resistance or aggression:

- (a) Firearms are used in the defense of the officers or citizens.
- (b) Use of less than lethal force or intermediate weapons.
- (c) Emergency tools i.e. knives are used.
- (d) Non-weapon use of force where officers use their own physical force to respond to resistance or aggression.

Worthington Division of Police

Policy Manual

Use of Force

- (e) Injury or alleged injury to the offender due to the actions of Worthington officers.
- (f) Hands and feet, martial arts or hand to hand self-defense.
- (g) Forcibly placing an individual on the ground in order to stop their aggression or resistance.
- (h) Force is used to implement handcuffs in response to resistance rather than inability to comply due to impairment.

If the officers involved in the incident are incapacitated or otherwise incapable of filling out a use of report, the officers' immediate supervisor will initiate these actions. The officers will supplement the supervisor's report as soon as it is feasible.

If the use of force report cannot be finished by the end of the watch, the Shift Supervisor may approve the delay of the report and will identify the reason in his or her final synopsis and review of the incident.

To collect data for purposes of training, resource allocation, analysis and related purposes, the division may require the completion of additional report forms, as specified in division policy, procedure or law.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Best Practice MODIFIED OCLEAC - 8.2015.1 (b)

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the TASER device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.5.2 NOTIFICATION TO COMMAND STAFF

Agency Content

- (a) The supervisor will notify a Division Commander if the individual is injured or claims to be injured.

Use of Force

- (b) The Chief of Police will be notified if a serious injury occurs to individuals as a result of our application of force and when any of the following occurs:
 - 1. An individual is seriously injured.
 - 2. If a firearm was discharged in the application of force.
 - 3. If an officer is injured in the line of duty.
- (c) Chief of Police or his or her designee will advise the City Manager in a timely manner of the incident.

300.6 MEDICAL CONSIDERATION

Best Practice **MODIFIED**

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel, at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

Best Practice **MODIFIED** **OCLEAC - 8.2015.1 (c)**

Use of Force

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:
 - 1. The content of the interview should not be summarized or included in any related criminal charges.
 - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
 - 1. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the individual may pursue civil litigation.
 - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 COMMAND STAFF RESPONSIBILITY

Best Practice MODIFIED

A completed use of force report is forwarded to the Division Commander for review and is then forwarded to the Chief of Police. The report will note recommendations by the Division Commander as to the actions taken by the officers. In the event the force is used by a Division Commander

Use of Force

or the Chief of Police, the review will take place by the next higher authority up to and including to the Director of Safety or his/her designee.

Administrative Review:

- (a) Any use of force incident where deadly force was employed, serious physical harm occurred, or where the individual alleges excessive force shall result in an administrative investigation conducted by Internal Affairs.
- (b) The use of force report will be forwarded to Internal Affairs if there are issues of policy failure or issues of inappropriate use of force applied during the incident.
- (c) The use of force report will be forwarded to the Chief of Police in a timely manner for final review. The Chief of Police will render any final finding or initiate any further investigations.
- (d) In use of force incidents involving a failure to comply with the O.R.C. or Federal law, the County Prosecutor will be contacted by the Chief of Police. The Prosecutor will be asked to become involved if criminal proceedings are to be initiated.

300.8 TRAINING

Best Practice MODIFIED OCLEAC - 8.2015.1 (d)

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding, at least annually, including use of deadly force, use of force and use of deadly force reporting, and use of force and use of deadly force reviews/investigations.

Subject to available resources, officers should receive periodic training on:

- (a) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.
- (b) De-escalation tactics, including alternatives to force.

300.9 USE OF FORCE ANALYSIS

Best Practice MODIFIED

At least annually, the Support Services Division Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

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 #

final-standards-deadly-force.pdf

Policy statement for the State of Ohio standard for 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, including, but not limited to, the use of a choke hold or vascular neck restraint¹, 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 The term “choke hold” is defined as a physical maneuver that restricts an individual’s ability to breathe for the purposes of incapacitation. “Vascular neck restraint” (also known as lateral neck restraint) is a technique that can be used to incapacitate individuals by restricting the flow of blood to their brain.

Portable Audio/Video Recorders

422.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Worthington Division of Police facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

422.1.1 CERTIFICATION STANDARDS

State

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

[See attachment: OCLEAC Standards Compliance Checklist 5-19-2020.pdf](#)

422.2 POLICY

Best Practice **OCLEAC - 12.2016.4 (a)**

The Worthington Division of Police may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

422.3 MEMBER PRIVACY EXPECTATION

Best Practice

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

422.4 MEMBER RESPONSIBILITIES

Discretionary **MODIFIED**

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder if issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Portable Audio/Video Recorders

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, WPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

422.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

Best Practice **OCLEAC - 12.2016.4 (b)**

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The portable recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which an officer would normally notify Communications Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

Worthington Division of Police

Policy Manual

Portable Audio/Video Recorders

422.5.1 CESSATION OF RECORDING

Best Practice OCLEAC - 12.2016.4 (b)

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

422.5.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER

State

Ohio law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (ORC § 2933.52).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

422.5.3 EXPLOSIVE DEVICE

Best Practice

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

422.6 PROHIBITED USE OF PORTABLE RECORDERS

Best Practice **MODIFIED**

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Chief of Police. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

Portable Audio/Video Recorders

422.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

Best Practice OCLEAC - 12.2016.4 (c)

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

422.7.1 RETENTION REQUIREMENTS

Best Practice

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule.

422.8 REVIEW OF RECORDED MEDIA FILES

Best Practice OCLEAC - 12.2016.4 (e), 12.2016.4 (d)

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

Portable Audio/Video Recorders

- (c) By media personnel with permission of the Chief of Police or the authorized designee.
- (d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

422.9 COORDINATOR

Best Practice OCLEAC - 12.2016.4 (c), 12.2016.4 (d), 12.2016.4 (e)

The Chief of Police or the authorized designee should designate a coordinator responsible for:

- (a) Establishing procedures for the security, storage and maintenance of data and recordings.
- (b) Establishing procedures for accessing data and recordings.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging or marking events.
- (e) Establishing procedures for a documented review of recordings.

422.10 RETENTION OF RECORDINGS

Best Practice OCLEAC - 12.2016.4 (d)

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

422.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Best Practice OCLEAC - 12.2016.4 (d)

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

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 #