



OHIO COLLABORATIVE LAW ENFORCEMENT AGENCY CERTIFICATION

COMPLIANCE EXPECTATIONS

These steps provide guidance to law enforcement agencies that choose to go through the Ohio Collaborative's certification process. People and resources will be available to provide additional help if needed through any step of the process, from application to Agency Declaration to the final onsite assessments. Law enforcement agencies may request this assistance at any stage of the compliance process. All documents referenced in this communication may be found at <http://www.ocjs.ohio.gov/ohiocollaborative>. All communications related to an agency obtaining certification will be directed to the "Contact for Certification" (agency contact) as listed on the Agency Application form. Questions pertaining to the Compliance Expectations may be directed to ohiocollaborative@dps.ohio.gov or by calling Kathy Mahl of Criminal Justice Services at 614.512.6351.

STEP 1: Submit Application form

Obtain the Agency Application form at <http://www.ocjs.ohio.gov/ohiocollaborative> by clicking on the tab labeled LAW ENFORCEMENT. Using the drop down menu select Agency Application. E-mail the application and attachments to ohiocollaborative@dps.ohio.gov, fax to 614-466-5061, or mail to Ohio Department of Public Safety, OCJS, 1970 West Broad Street, Columbus, OH 43223.

Within 14 calendar days, the Office of Criminal Justice Services (OCJS) will review application for completeness and notify the agency contact, via email, that the application has been received and processed by OCJS. At this time contact may also be made to address additional information or clarifications.

To expedite the process agencies may complete Step 2 at the same time as Step 1 if they are ready to submit compliance documentation related to the Standards Compliance Checklist (see Step 2).

STEP 2: Submit compliance documentation for Self-Certification

After receiving notification that the application has been received and processed, the agency should submit compliance documentation as identified in the Standards Compliance Checklist within **30 calendar days**. Detailed guidelines to assist with preparation of compliance documentation as well as the Standards Compliance Checklist can be found at <http://www.ocjs.ohio.gov/ohiocollaborative>. Click on the LAW ENFORCEMENT tab where you will locate "Guidelines for Self-Certification Document Submissions" as well as the "Standards Compliance Checklist."

E-mail compliance documentation to ohiocollaborative@dps.ohio.gov, fax to 614-466-5061, or mail to Ohio Department of Public Safety, OCJS, 1970 West Broad Street, Columbus, OH 43223. Upon OCJS's receipt of compliance documentation, the agency contact shall receive an email confirmation within **14 calendar days** that compliance documentation was received and is under review.

OCJS will begin the review process upon notification that documentation was received. During this time OCJS may reach out to the agency contact to clarify agency submissions or collect additional information. The agency contact will be notified of the agency's provisional certification status, no later than **30 calendar days** following receipt of compliance documentation notice.

Upon final approval, a Provisional Certificate will be mailed by OCJS to the agency and notifications will be sent to the applicable stakeholder, i.e. Ohio Association of Chiefs of Police (OACP), Buckeye State Sheriffs Association (BSSA) or Office of Criminal Justice Services (OCJS), to assign an assessor for the onsite review.

STEP 3: Onsite review for full certification

Within **10 calendar days** after receiving notice of Provisional Certification the agency will be contacted by the assigned assessor to schedule an onsite review at a time mutually agreed upon by the assessor and the agency. Prior to the onsite review, the assigned assessor will explain the onsite expectations to the agency to ensure both the agency and assessor expectations are met during the onsite. The onsite review shall occur no later than **60 calendar days** from the initial assessor-to-agency contact.

Upon completion of the onsite review, the assigned assessor shall have the final report submitted to the OCJS Executive Director within **7 calendar days** of the onsite date.

STEP 4: OCJS reviews onsite report for full certification

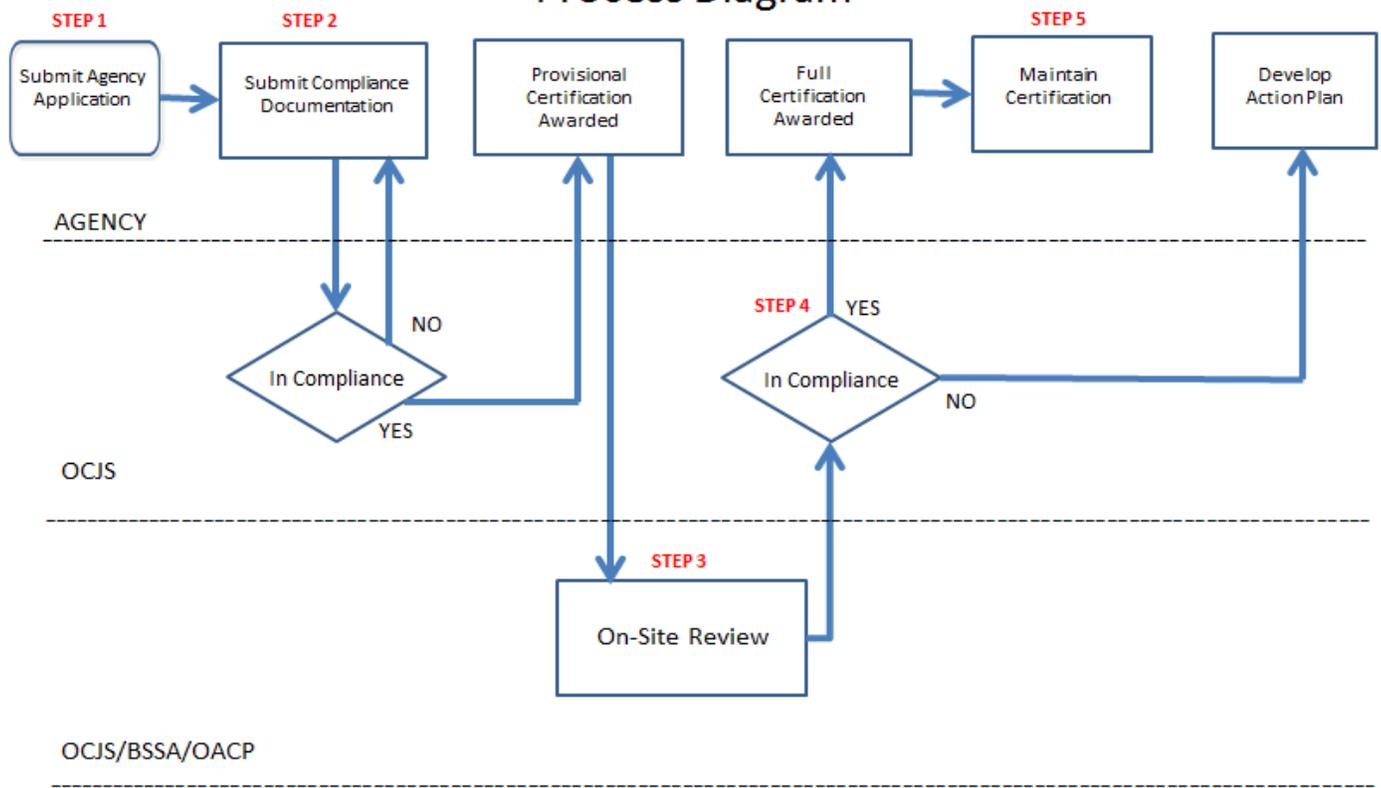
The OCJS Executive Director will review the final report submitted by the assessor to determine if the agency is in full compliance. The agency contact shall receive notification of their compliance status no later than **30 calendar days** following their onsite date, at which time a full compliance certificate will be mailed to the agency contact.

STEP 5: Maintain compliance

Agencies will be required to maintain Self-Certification compliance on an annual basis (Steps 1-2). An onsite review will be required for an agency every four years (Steps 3-4).

Each year agencies shall submit annual compliance documentation for all standards developed by the Ohio Collaborative Community-Police Advisory Board. This documentation shall be submitted at least **30 calendar days** prior to the anniversary date of the agency's final award for Ohio Collaborative Law Enforcement Certification. For example, if an agency was awarded certification on April 15, 2016, documentation for the following year is expected by March 15, 2017. Information on the agency's anniversary dates can be found at <http://www.ocjs.ohio.gov/ohiocollaborative> under the LAW ENFORCEMENT tab, by selecting "Agency Anniversary Dates".

Process Diagram



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