



**OHIO COLLABORATIVE
LAW ENFORCEMENT AGENCY CERTIFICATION**

STANDARDS COMPLIANCE CHECKLIST

Standard Number: 1

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

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

1.1 Policy Statements

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

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

Comments: _____

1.2 Training

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

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

Comments: _____

1.3 Reporting

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

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

Comments: _____

1.4 Reviews/investigations

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

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

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

Comments: _____

Standard Number: 2

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

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

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

2.1 Policy statement

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

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

Comments: _____

2.2 Recruitment plan

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

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

Comments: _____

2.3 Employee recruitment and hiring equal employment opportunity plan

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

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

Comments: _____

2.4 Employee recruitment and hiring qualifications

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

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

Comments: _____

2.5 Application process

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

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

Comments: _____

2.6 Selection process

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

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

Comments: _____

2.7 Annual review/analysis of recruitment and hiring process

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

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

Comments: _____

Agency Name: The Ohio State University Police Division ORI # 0252700

Agency Contact: Adam Tabor Contact # 614-688-3783

Ohio Collaborative Law Enforcement Agency Certification

Agency Checklist

(To be included with Self Certification Document Submissions)

Name: Craig A. Stone Title Chief of Police

Department/Agency: The Ohio State University police Division

CALEA Accredited Agency Lexipol Subscriber Agency

Please check all that apply:

- Our agency has current policies on Use of Force including Use of Deadly Force and Recruitment and Hiring.
- Our agency policies meet the intent of the statewide minimum standards by having a basis in current case law.
- Officers within our agency have been made aware of the statewide minimum standards.

Craig A. Stone 6-21-16
Signature of Chief/Sheriff Date

**The following directives are excerpts from
The Ohio State University Police Division
General Orders.
Complete document available if requested.**

1.3.1 Degree of Force

Officers should be objectively reasonable when responding to resistance/aggression. Officers will respond in accordance with the objective reasonableness standard as outlined in *Graham v. Connor* (490 U.S. 386, 109 S. Ct. 1865). Personnel may only use the force which is objectively reasonable to affect lawful objectives including but not limited to: affecting a lawful arrest or overcoming resistance to a lawful arrest, preventing the escape of an offender, or protecting or defending others or themselves from physical harm.

Also compliance
documentation
for Standard 1.1

1.1 (Use of Force)

The area of response used shall be based upon the principles of the Action – Response Continuum (ARC) and shall be determined by the actions of the involved subject, environment in which the subject is encountered, and the totality of the circumstances. The ARC provides officers with a graphic reasonableness guideline to follow in applications of response. Generally accepted methods of response are identified in the model, with the levels of response corresponding to levels of offender resistance or aggression. These are general guidelines, not a strict standard that must be sequentially followed.

In applying techniques to gain legal compliance from subjects, officers will be held accountable to articulate the need to respond based on the elements of jeopardy and preclusion.

- Method
 - Non-Deadly Response Standard: Does the subject possess the capacity to resist the officer or to cause physical harm to the Officer or a third party?
 - Deadly Response Standard: Does the subject possess the capacity or the apparent capacity to kill the officer or a third party or cause the officer or a third party serious physical harm?
- Opportunity
 - Non-Deadly Response Standard: Does the subject have the opportunity to resist the Officer or to cause the officer or a third party physical harm?
 - Deadly Response Standard: Does the subject have the opportunity to kill the Officer or a third party or to cause the officer or a third party serious physical harm?
- Threat
 - Non-Deadly Response Standard: Has the subject demonstrated the intent to resist the Officer or to cause the Officer or a third party physical harm?
 - Deadly Response Standard: Has the subject demonstrated the intent to kill the Officer or a third party or to cause the Officer or a third party serious physical harm?

1.3.2 Deadly Force

Definitions:

Reasonable Belief: The facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

Serious Physical Injury: A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.

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



1.3.11 Training

All sworn officers are required to demonstrate proficiency with and receive biennial in-service training on all approved less-lethal weapons. All sworn officers are required to demonstrate proficiency with and receive biennial in-service training on weaponless control techniques.

All Officers shall receive annual in-service training on *and be tested on* General Orders 1.3.1, 1.3.2, 1.3.6, 1.3.7 and 1.3.11.

All sworn officers are required to demonstrate proficiency with and receive annual in-service training on all approved lethal weapons they are authorized to use.

Training and proficiency testing will be conducted by a certified instructor qualified to teach on the topic.

When an officer fails to qualify with an authorized weapon the officer must contact the training coordinator within three days in order to schedule remedial training. This training will occur at the soonest practical time as scheduled by the training coordinator. Upon completion of the training a *Remedial Firearm Training Outline* shall be signed by the officer and the instructor providing the training.

For Reference:

1.3.1 = Use of force policy statement.

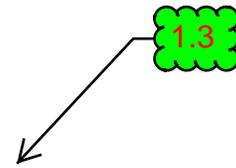
1.3.2 = Deadly force policy statement.

1.3.6 = Use of force and deadly force reporting policy.

1.3.7 = Use of force and deadly force reviews/investigations policy.

1.3.11 = Use of force and deadly force training policy.

1.3.6 Action-Response Report (ARR)



Use of Force Reporting Procedures:

All employees are required to report

1. Any discharges a firearm, for other than training or recreational purposes.
2. Application of lethal force resulting in or intended to result in injury or death of a human, while on or off duty.
3. Application of force through the use of issued or improvised lethal or less lethal weapons; or
4. Application of weaponless physical force.

The employee will report the incident orally to an on duty supervisor as soon as practical after the incident in which the weapon was fired or a deadly response was used. The employee involved, within a reasonable amount of time, depending on the physical and mental condition of the employee, will submit a written Action – Response Report (ARR), where applicable. If the employee involved is injured or unable to make the report, the employee's supervisor will submit the written report by the end of the tour of duty.

If an internal affairs investigation is ongoing, the AAR report will be maintained as part of the Internal Affairs file until the investigation is completed. This policy does not apply to rounds fired at the range during practice unless an injury results from such discharge, or to the discharge of a weapon to destroy a sick or injured animal.

In the event of an officer involved shooting or any use of deadly response, the Officer involved will be ordered to make a Public Safety Statement to the immediate supervisor. The Public Safety Statement will consist of the following questions:

- Are you injured?
- Is anyone else injured?
- In which direction did you fire your weapon?
- Are there any other suspects?
 - Are they armed?
 - What is their description?
 - Where are they?
- Are there any known witnesses?
 - Where are they?
- Is there any evidence?
 - What is it?
 - Where is it?

The Officer involved will be advised by the immediate supervisor, “For the integrity of your statement and this investigation, you are ordered to not make any further statements about this incident to anyone from this agency, including command staff, until you seek medical attention and legal representation.”

The immediate supervisor will assign an officer to assist the Officer involved in a support role. The assigned officer or EMS/Medics will then transport the officer to The Ohio State University Medical

Center Emergency Department for a Physical and Mental evaluation as soon as possible. If the incident occurs on a Regional Campus the officer will be transported to the local medical center. If the Officer involved was to be transported by marked police cruiser, the Officer involved will not be asked to sit in the prisoner transport area of the cruiser.

The immediate supervisor or their designee will contact the involved Officer's family and/or emergency contact as soon as possible.

After the involved Officer is treated at the Medical Center, they shall be ordered to return home. The Police Division should arrange for the Officer involved and their family to attend psychological counseling as soon as possible. The Police Division will schedule a Critical Incident Counseling/Debriefing for all involved parties or those who would benefit as soon as possible.

After a minimum of seventy-two (72) hours the officer involved in the shooting or any use of deadly response, should be scheduled with the incident investigators for an interview and statement. All necessary parties needing to hear the Officer involved interview should be scheduled to appear at the scheduled interview.

When the incident is not an officer involved shooting or any deadly response, officers may be required to answer questions, give statements and submit reports at the order of a superior officer or be subject to disciplinary actions. In any statement or reports made concerning any type of disciplinary problem or action, complaints from citizens, or if suspected of some illegality, Officers may assert the protection set forth in *Garrity v. New Jersey* 385 U.S. 493 (1967). The statement or report given under Garrity cannot be used against Officers in any subsequent proceedings bound by rules of evidence.

A complete investigation will be conducted into any accidental or deliberate discharge of a firearm or deadly response by an Officer in the line of duty. Exceptions to this policy include practice and range activities (unless injury results), and the euthanasia, of animals by use of a firearm. In all other instances, investigations will consist of the following:

- On scene investigation by the on duty supervisor - the watch supervisor shall secure the scene, ascertain the facts and circumstances surrounding the incident, and contact the Patrol Bureau Captain. The Patrol Bureau Captain will then make notification to the Deputy Chief. If the Deputy Chief cannot be reached, then the Chief of Police will be called directly.
- The supervisor at the scene shall secure the weapon(s) used in the incident and all ammunition, when it becomes practical. The items should be handled as evidence and marked accordingly.
- Arrangements will be made by the immediate supervisor and Ordnance Team to issue the Officer another weapon as soon as possible and schedule firearms qualification.
- In the event that the investigation concludes that the application of force was a result of negligence, the Officer will be required to complete remedial and/or Re-certification training.

The Investigations Section (IS) Supervisor will immediately be called to the scene of all Officer involved shootings and uses of a deadly response, except range training, and animal euthanasia. The IS Supervisor will be called to initiate and coordinate any investigation(s) needed, and to assign investigators as required. The Senior Command Staff personnel will make a final decision on how best to complete the internal review and criminal investigation.

The Patrol Bureau and the Investigations Section will carry out their responsibilities as they relate to any associated criminal investigation at hand.

Completion of Criminal Investigation - After the criminal portion of the investigation is completed by IS; the Chief of Police will confer with Safety Director, Public Safety Legal Counsel and the County Prosecutor. If appropriate, the findings of the investigation will be submitted to the County Grand Jury.

Use of Non-Lethal Force:

ARR Reports will be completed by the involved officer in all instances of injury, complaint of excessive responses, and responses at level two or above of the Action/Response Continuum

Injuries will be photographed, if possible, of the officer and the subject.

The on duty supervisor will make arrangements to ensure that available audio and videotapes, including logger-recorder and in car camera tapes, are saved, if applicable.

The Officer will advise an on duty supervisor immediately upon notice of a complaint.

Reporting process and format:

- The incident report will be completed in the Records Management System within a reasonable time following the incident. If reasonable the incident report should be completed prior to the end of the Officer's tour of duty, if the officer is physically and/or mentally able to do so.
- The narrative of the report will document, in chronological order, the following elements:
 - Officer arrival - Approach to the scene, Observations upon arrival, Initial contact with subject(s)
 - Subject Action – Verbal, Non-verbal, Physical actions
 - Officer Response - Control methods used, De-escalation methods used, Duration of resistance, Hand-cuffing method used
 - Follow-up treatment for the officer or the subject(s) involved
 - Listing and identification of any witnesses

REGIONAL CAMPUS

Notification Procedures: Officers assigned to regional campuses will comply with the notification procedures in this directive by contacting an on duty supervisor in Columbus by radio. Officers assigned to the Wooster campus will notify the radio Dispatcher and the Wooster Police Supervisor.

Investigation Procedures: The Support Services Bureau Captain will coordinate the investigation with OSU Police and local law enforcement officials.

1.3.7 Review of Action-Response Reports

Each ARR will be processed to include a review/investigation to determine compliance with Division Orders. The following procedure is to be used for processing each ARR:

- 1) The Reporting Officer will sign and date the completed ARR and forward it to his/her supervisor to be reviewed.
- 2) The supervisor, as soon as reasonable after receiving the ARR will review it in detail for compliance with Divisional Action - Response Directives. Supervisors shall take any necessary corrective measures or recommend corrective measures when non-compliance with the Division's Action - Response Directives is noted. The supervisor must document his corrective actions.
- 3) The supervisor reviewing the ARR will, upon completion, sign and forward it through channels with an attached notation of corrective measures taken or recommended.
- 4) The next level in the chain of command will review the ARR and attachments, take necessary corrective actions, and will forward it with any recommendations.
- 5) Completed ARR will be filed in the Deputy Chief's office.

Proofs of compliance for Standards 1.1-1.4: 2016 Read and Sign and Testing (samples) for sworn personnel. (Spans next 6 pages)

Use of Force

DIVISION TRAINING CHECKLIST			
(((Ohio Collaborative Certification - Standard 1)))			
		Signature	Date
201	Craig Stone (Chief)	Craig Stone #201	6-22-16
202	Vacant		
211	Dave Rose (Capt)	Dave Rose #211	06-23-16
214	Eric Whiteside (Capt)	Eric Whiteside #214	6-6-16
236	Andy West (Lt)	A. West 236	6/1/16
237	Kelly Gray (Lt)	Kelly Gray	6/9/16
235	George Spence (Lt)	George Spence #235	5/31/16
232	Kimberly Spears-McNatt (Lt)	K. Spears McNatt #232	06-09-16
233	Alex Rayner (Staff Lt)	Alex Rayner #233	06-24-16
230	Pete Dragonette (Lt)	Pete Dragonette #230	5-31-16
234	Mike Neff (Lt)	Mike Neff 234	5-31-16
320	Tim Cooper (K9)	Tim Cooper 320	6-1-16
304	Jaron Bernstein	Jaron Bernstein 304	6/1/16
316	Dave Ferimer	Dave Ferimer #316	6/9/16
327	Kevin Gray	Kevin Gray	06/14/16
343	Erik Winger	Erik Winger #343	5-31-16
306	Doug Cunningham	Doug Cunningham #306	6/9/16
335	Aaron Ward	Aaron Ward	6-9-16
319	Susan Liu (IS)	Susan Liu #319	06-00-16
344	Marge Rizalvo	Marge Rizalvo #344	6/9/16
338	Bryan Thompson (K9 JTTF)	Bryan Thompson	6/23/16
313	Kyle Howe	Kyle Howe	6-1-16

Use of Force

340	Brandon Yankanin	<i>B Yankanin #340</i>	5/31/16
341	Tom Schneider	<i>[Signature]</i>	5/31/16
333	Will Linton	<i>Will Linton</i>	6/14/16
311	Chuck Gierach	<i>[Signature] #311</i>	6-1-16
302	Jeremy Allen	<i>[Signature]</i>	6-23-16
305	Steve Cox	<i>[Signature]</i>	6/9/16
352	Adam Tabor (Staff)	<i>[Signature] #352</i>	5/21/16
350	Mark Sandbrink	<i>[Signature] 350</i>	6/14/16
307	Brian Dotkin	<i>Brian Dotkin 307</i>	6/1/16
309	Christ Chambers	<i>[Signature] 309</i>	6/6/16
346	Tom Shankle	<i>[Signature] 346</i>	5/31/16
326	Bhavin Patel	<i>[Signature] 326</i>	6/1/16
328	Scott Holbert (JP)	<i>[Signature] 328</i>	5/31/16
337	Dustin Mowery	<i>[Signature]</i>	6-19-16
349	Regina Shoopman (Mounted)	<i>[Signature] (Proxy)</i>	6-22-16
348	Cassi Shaffer (IS)	<i>[Signature] #348</i>	6/2/16
329	Kevin Huff	<i>[Signature]</i>	6/2/16
332	Steve Laman	<i>[Signature] #332</i>	6/1/16
308	Jason Becker (IS)	<i>[Signature]</i>	6-27-16
339	Joanna Shaul (K9)	<i>Joanna Shaul 339</i>	6-15-16
323	Cassie Griffiths	<i>Cassie Griffiths #323</i>	06/01/16
317	Brian Grefe	<i>[Signature] #317</i>	06/01/16
334	John Quinlan	<i>[Signature] #334</i>	6-11-16
312	Alan Horujko	<i>[Signature] (Proxy)</i>	6-22-16
301	Bruce Allen	<i>[Signature] 301</i>	6/9/16
314	Chris Dzubak	<i>Christopher Dzubak 314</i>	5-31-16
355	Kyle Yeager	<i>[Signature] #355</i>	06/01/16
250	Seth Walker (LT-Wooster)	<i>[Signature] Via</i>	6/22/16
251	Chad Stanton (SGT-Wooster)	<i>[Signature] e-mail</i>	
370	Justin Estill (FT-Wooster)	<i>[Signature]</i>	
375	Marcia Dodrill (FT-Wooster)	<i>[Signature] See Wooster Roster</i>	

2016 Ohio Collaborative LE Agency Certification (UoF)

Officer: B.M. ALLEN #301

INITIAL

BA

A. Compliance Expectations (Compliance Expectations handout):

i. I have read and understand the five steps involved in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

BA

B. Standards of Compliance (Standards of Compliance Checklist handout):

i. I have read and understand the Standards of Compliance Checklist and understand my role in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

BA

C. Receipt of Written Directives (Order 1.3 handout):

i. I have been issued a copy of The Ohio State University Police Division General Order 1.3 which includes the Division's use of force and deadly force *policy statements*, use of force and deadly force *training policies*, use of force and deadly force *reporting policies* and use of force and deadly force *review/investigation policies*.

BA

D. Training on Written Directives (Order 1.3 handout):

i. I have received training on the OSUPD use of force and deadly force *policy statements*, use of force and deadly force *training policies*, use of force and deadly force *reporting policies* and use of force and deadly force *review/investigation policies*.

E. Testing: Read each statement below and determine if it is a TRUE or FALSE statement with regard to the Division use of force and deadly force *policy*. Indicate your answer by circling T for True or F for false.

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

~~X~~ or F

ii. Officers must have an objectively reasonable belief deadly force is necessary to protect life before the use of deadly force. Deadly force may be used only under the following circumstances: 1. to defend themselves from serious physical injury or death; or 2. to defend another person from serious physical injury or death; or 3. in accordance with U.S. and Ohio Supreme Court decisions, specifically, Tennessee v. Garner and Graham v. Connor.

T or F

iii. All Officers shall receive biennial (Every two years) in-service training on and be tested on General Orders 1.3.1, 1.3.2, 1.3.6, 1.3.7 and 1.3.11.

T or F

iv. Officers are required to report any application of force through the use of issued or improvised lethal or less lethal weapons and/or weaponless physical force.

T or F

v. Each ARR will be processed to include a review/investigation to determine compliance with Division Orders.

T or F

Officer Signature: [Signature]

Date: 6/9/16

2016 Ohio Collaborative LE Agency Certification (UoF)

Officer: JEREMY ALLEN

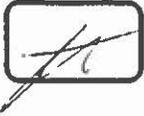
INITIAL

A. Compliance Expectations (Compliance Expectations handout):



- i. I have read and understand the five steps involved in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

B. Standards of Compliance (Standards of Compliance Checklist handout):



- i. I have read and understand the Standards of Compliance Checklist and understand my role in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

C. Receipt of Written Directives (Order 1.3 handout):



- i. I have been issued a copy of The Ohio State University Police Division General Order 1.3 which includes the Division's use of force and deadly force *policy statements*, use of force and deadly force *training policies*, use of force and deadly force *reporting policies* and use of force and deadly force *review/investigation policies*.

D. Training on Written Directives (Order 1.3 handout):



- i. I have received training on the OSUPD use of force and deadly force *policy statements*, use of force and deadly force *training policies*, use of force and deadly force *reporting policies* and use of force and deadly force *review/investigation policies*.

E. Testing: Read each statement below and determine if it is a TRUE or FALSE statement *with regard to the Division use of force and deadly force policy*. Indicate your answer by circling T for True or F for false.

- i. Officers may only use the force which is reasonably necessary to affect lawful objectives including: affecting a lawful arrest or overcoming resistance to a lawful arrest, preventing the escape of an offender, or protecting or defending others or themselves from physical harm. T or **F**
- ii. Officers must have an objectively reasonable belief deadly force is necessary to protect life before the use of deadly force. Deadly force may be used only under the following circumstances: 1. to defend themselves from serious physical injury or death; or 2. to defend another person from serious physical injury or death; or 3. in accordance with U.S. and Ohio Supreme Court decisions, specifically, Tennessee v. Garner and Graham v. Connor. **T** or F
- iii. All Officers shall receive biennial (Every two years) in-service training on and be tested on General Orders 1.3.1, 1.3.2, 1.3.6, 1.3.7 and 1.3.11. T or **F**
- iv. Officers are required to report any application of force through the use of issued or improvised lethal or less lethal weapons and/or weaponless physical force. **T** or F
- v. Each ARR will be processed to include a review/investigation to determine compliance with Division Orders. **T** or F

Officer Signature: 

Date: 6-23-16

2016 Ohio Collaborative LE Agency Certification (UoF)

Officer: JASON BECKER #308

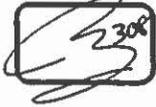
INITIAL

A. Compliance Expectations (Compliance Expectations handout):



- i. I have read and understand the five steps involved in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

B. Standards of Compliance (Standards of Compliance Checklist handout):



- i. I have read and understand the Standards of Compliance Checklist and understand my role in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

C. Receipt of Written Directives (Order 1.3 handout):



- i. I have been issued a copy of The Ohio State University Police Division General Order 1.3 which includes the Division's use of force and deadly force *policy statements*, use of force and deadly force *training policies*, use of force and deadly force *reporting policies* and use of force and deadly force *review/investigation policies*.

D. Training on Written Directives (Order 1.3 handout):



- i. I have received training on the OSUPD use of force and deadly force *policy statements*, use of force and deadly force *training policies*, use of force and deadly force *reporting policies* and use of force and deadly force *review/investigation policies*.

E. Testing: Read each statement below and determine if it is a TRUE or FALSE statement *with regard to the Division use of force and deadly force policy*. Indicate your answer by circling T for True or F for false.

- i. Officers may only use the force which is reasonably necessary to affect lawful objectives including: affecting a lawful arrest or overcoming resistance to a lawful arrest, preventing the escape of an offender, or protecting or defending others or themselves from physical harm. (T) or F
- ii. Officers must have an objectively reasonable belief deadly force is necessary to protect life before the use of deadly force. Deadly force may be used only under the following circumstances: 1. to defend themselves from serious physical injury or death; or 2. to defend another person from serious physical injury or death; or 3. in accordance with U.S. and Ohio Supreme Court decisions, specifically, Tennessee v. Garner and Graham v. Connor. (T) or F
- iii. All Officers shall receive biennial (Every two years) in-service training on and be tested on General Orders 1.3.1, 1.3.2, 1.3.6, 1.3.7 and 1.3.11. T or (F)
- iv. Officers are required to report any application of force through the use of issued or improvised lethal or less lethal weapons and/or weaponless physical force. (T) or F
- v. Each ARR will be processed to include a review/investigation to determine compliance with Division Orders. (T) or F

Officer Signature: _____



Date: 6-27-16

2016 Ohio Collaborative LE Agency Certification (UoF)

Officer: BERNSTEIN 304

INITIAL

JMB

A. Compliance Expectations (Compliance Expectations handout):

i. I have read and understand the five steps involved in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

JMB

B. Standards of Compliance (Standards of Compliance Checklist handout):

i. I have read and understand the Standards of Compliance Checklist and understand my role in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

JMB

C. Receipt of Written Directives (Order 1.3 handout):

i. I have been issued a copy of The Ohio State University Police Division General Order 1.3 which includes the Division's use of force and deadly force *policy statements*, use of force and deadly force *training policies*, use of force and deadly force *reporting policies* and use of force and deadly force *review/investigation policies*.

JMB

D. Training on Written Directives (Order 1.3 handout):

i. I have received training on the OSUPD use of force and deadly force *policy statements*, use of force and deadly force *training policies*, use of force and deadly force *reporting policies* and use of force and deadly force *review/investigation policies*.

E. Testing: Read each statement below and determine if it is a TRUE or FALSE statement *with regard to the Division use of force and deadly force policy*. Indicate your answer by circling T for True or F for false.

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

T or F

ii. Officers must have an objectively reasonable belief deadly force is necessary to protect life before the use of deadly force. Deadly force may be used only under the following circumstances: 1. to defend themselves from serious physical injury or death; or 2. to defend another person from serious physical injury or death; or 3. in accordance with U.S. and Ohio Supreme Court decisions, specifically, Tennessee v. Garner and Graham v. Connor.

T or F

iii. All Officers shall receive biennial (Every two years) in-service training on and be tested on General Orders 1.3.1, 1.3.2, 1.3.6, 1.3.7 and 1.3.11.

T or F

iv. Officers are required to report any application of force through the use of issued or improvised lethal or less lethal weapons and/or weaponless physical force.

T or F

v. Each ARR will be processed to include a review/investigation to determine compliance with Division Orders.

T or F

Officer Signature:  304

Date: 6/1/16

**2016 Proof of Compliance
Standard 1.3 and 1.4**

Action Response Report

1.3 - Reporting use of force

The Ohio State University Police Division

Date 01-15-16	Time 2234	Location 187 W. Lane Ave. Columbus, OH Torres House	Report # 16-0147
<input checked="" type="checkbox"/> Dispatched Run <input type="checkbox"/> Self-Initiated <input type="checkbox"/> Other	Type of Incident <input type="checkbox"/> Traffic Stop <input type="checkbox"/> Domestic	<input type="checkbox"/> Suspicious Person <input checked="" type="checkbox"/> Crime in Progress <input type="checkbox"/> Other	<input type="checkbox"/> Injury to Suspect <input type="checkbox"/> Injury to Officer <input checked="" type="checkbox"/> No Injury Reported
Number of Suspects 1		Number of Officers 2	
Officer Last Shankle	First Tom	Middle P	Badge 346
Height 5-07	Weight 175	Age 36	
Injury <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes explain:	Medical Treatment Given <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Refused	Treatment Given by: <input type="checkbox"/> Medic <input type="checkbox"/> OSU Med Center <input type="checkbox"/> Other
Subject Last	First	Middle	DOB
[REDACTED]		SSN	HT 504
WT 125			
Injury <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes explain:	Medical Treatment Given <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Refused	Treatment Given by: <input type="checkbox"/> Medic <input type="checkbox"/> OSU Med Center <input type="checkbox"/> Other
Witness Last	First	Middle	Address 901 Woody Hayes Dr. Columbus Student Safety Services
[REDACTED]		Phone # [REDACTED]	
Witness Last	First	Middle	Address
[REDACTED]		Phone #	
<input checked="" type="checkbox"/> Check if Additional Information Sheet added.			

**Aggressive/Resistive Subject Actions
(Check all that Apply)**

<input checked="" type="checkbox"/> Verbal or physical Danger Cues	<input checked="" type="checkbox"/> Not Responding to Commands	<input type="checkbox"/> Refusing to Move (Dead Weight)
<input type="checkbox"/> Pulling Away from Officer	<input type="checkbox"/> Running from Officer	<input type="checkbox"/> Pushing Officer
<input type="checkbox"/> Wrestling with Officer	<input type="checkbox"/> Striking or Kicking Officer	<input type="checkbox"/> Assaulting Third Party
<input type="checkbox"/> Life Threatening Weaponless Assault	<input type="checkbox"/> Attempt to Disarm Officer	<input type="checkbox"/> Weapon Used Against Officer
<input checked="" type="checkbox"/> Other Kicking cruiser windows		

Display of Weapon

<input type="checkbox"/> Firearm pointed at individual	Effective <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of firearm used:	

**Type of Force Used
(Check all that Apply)**

<input type="checkbox"/> Empty Hand Control (Pressure Point/Joint Manipulation/Pain Compliance)	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
Technique Used	
<input type="checkbox"/> Subject physically placed on ground	Effective <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Technique Used	
<input type="checkbox"/> Chemical Spray	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Empty Hand Control (Strike to Muscle Masses and Motor Points)	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
Technique Used	
<input type="checkbox"/> Impact Weapon (Baton)	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
Technique Used	
<input type="checkbox"/> Police Dog	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Specialty Impact Munitions	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
Round Used	
<input type="checkbox"/> Lethal (Deadly) Force	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Firearm	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Hobble	Effective <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Officer-Subject Factors / Special Circumstances
(Check all that Apply)**

Officer-Subject Factors (Check all That Apply)		Special Circumstances (Check All That Apply)	
<input type="checkbox"/> Age	<input type="checkbox"/> Subject Skill Level	<input type="checkbox"/> Closeness of a Weapon	<input type="checkbox"/> Suspected/Known mental issues
<input type="checkbox"/> Size	<input type="checkbox"/> Multiple Subjects	<input type="checkbox"/> Injury or Exhaustion	<input checked="" type="checkbox"/> Environmental Conditions
<input type="checkbox"/> Sex	<input type="checkbox"/> Relative Strength	<input type="checkbox"/> Being on the ground	<input checked="" type="checkbox"/> Subject Handcuffed
<input type="checkbox"/> Officer Skill Level	<input checked="" type="checkbox"/> Other (Explain in narrative)	<input type="checkbox"/> Distance from the Subject	<input type="checkbox"/> Building Search
		<input type="checkbox"/> Special Knowledge	<input type="checkbox"/> Other (Explain in narrative)
		<input checked="" type="checkbox"/> Suspected/known drug/alcohol use	

All of the above must be articulated in narrative.

Officer Narrative Summary

Report # 16-0147

- Copy of U-10 100 Attached
- Copy of Report Narrative Attached
- Narrative Summary Cont. (Page 3)

On Jan. 15, 2016 at approximately 2220, Officer Shankle and Officer Shoopman responded to Torres House for the report of an intoxicated male, [REDACTED], 19 years of age, being combative and disorderly. [REDACTED]'s behavior towards staff was turbulent and unpredictable. Officer Shankle attempted to talk to [REDACTED] and have him sit on his bed. [REDACTED] had glassy blood-shot eyes, was unsteady on his feet, and had the odor of an alcoholic beverage on his breath. While talking with [REDACTED], Officer Shankle had to remind [REDACTED] several times to sit on the bed. [REDACTED] became more and more agitated. He would blurt out abusive language and made challenges to officers. [REDACTED] and officers did not feel safe leaving [REDACTED] in his dorm as he could not take care of himself in his intoxicated state.

[REDACTED] was arrested and transported to OSU PD. While leaving Torres House, [REDACTED] began screaming and attempted to get away from Officer Shankle. After placing [REDACTED] in the back of our cruiser, Officer Shankle attempted to seatbelt [REDACTED]. While leaning across [REDACTED] to hook the seatbelt, [REDACTED] attempted to bite Officer Shankle and growled at him. [REDACTED] then tried to kick out the rear passenger side window of the cruiser so a hobble was applied to [REDACTED]'s ankles. The hobble was secured inside the passanger front door. The hobble kept [REDACTED]'s feet near the floor. While in the cruiser, [REDACTED] banged his head on the windows and began spitting.

In route to the jail Officers Howe and Shoopman stopped and placed a spit mask on [REDACTED] to contain his spit.

Officer's Signature T. Shankle

Date 01-15-16

1.4 - Review/Investigation

Reviewed by Shift Lieutenant: MICHAEL NEFF

Comments: I RESPONDED TO THE SCENE AND OBSERVED THAT THE HOBBLE WAS APPLIED CORRECTLY TO THE SUSPECTS ANKLES AND THAT THE HOBBLE WAS SECURED INSIDE THE PASSENGER SIDE FRONT DOOR. NO CORRECTIVE MEASURES REQUIRED.

Lieutenant's Signature [Signature] #234

Date 1-16-16

Reviewed by Operations Captain:

Comments: Officers' actions reasonable + within policy.

Captain's Signature [Signature] #211

Date 01-21-16

Reviewed by Deputy Chief:

Comments:

Deputy Chief's Signature

Date

Reviewed by Chief of Police:

Comments: A GOOD RESPONSE TO RESISTANCE WAS REASONABLE + WITHIN POLICY. RECOMMEND NO FURTHER ACTION.

Chief's Signature ACTING CHIEF Craig A. Stone #201

Date 3-8-16

Action response report

1.3 - Reporting use of force

The Ohio State University Police Division

Date 01/29/16	Time 22:25	Location Adriatico's 265 W. 11 th Avenue (rear of)	Report # 16-0343
<input type="checkbox"/> Dispatched Run <input checked="" type="checkbox"/> Self-Initiated <input type="checkbox"/> Other	Type of Incident <input type="checkbox"/> Traffic Stop <input type="checkbox"/> Domestic	<input type="checkbox"/> Suspicious Person <input checked="" type="checkbox"/> Crime in Progress Possession of Drugs (Mar.) <input type="checkbox"/> Other	<input type="checkbox"/> Injury to Suspect <input checked="" type="checkbox"/> Injury to Officer <input checked="" type="checkbox"/> No Injury Reported
Officer Last BOTKIN	First BRIAN	Middle ALBERT	Badge 307
			Height 6' 0"
			Weight 200
			Age 37
Injury <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes explain: VARIOUS BRUISES AS A RESULT OF A FALL DURING PURSUIT	Medical Treatment Given <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Refused	Treatment Given by: <input type="checkbox"/> Medic <input type="checkbox"/> OSU Med Center <input type="checkbox"/> Other
Subject Last	First	Middle	DOB
			SSN
			HT 5'11"
			WT 165
Injury <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes explain:	Medical Treatment Given <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused	Treatment Given by: <input type="checkbox"/> Medic <input type="checkbox"/> OSU Med Center <input type="checkbox"/> Other
	Injury Prior to Police Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
Witness Last	First	Middle	Address
			Phone #
Witness Last	First	Middle	Address
			Phone #
<input type="checkbox"/> Check if Additional Information Sheet added.			

Aggressive/Resistive Subject Actions (Check all that Apply)

<input type="checkbox"/> Verbal or physical Danger Cues	<input checked="" type="checkbox"/> Not Responding to Commands	<input type="checkbox"/> Refusing to Move (Dead Weight)
<input type="checkbox"/> Pulling Away from Officer	<input checked="" type="checkbox"/> Running from Officer	<input type="checkbox"/> Pushing Officer
<input type="checkbox"/> Wrestling with Officer	<input type="checkbox"/> Striking or Kicking Officer	<input type="checkbox"/> Assaulting Third Party
<input type="checkbox"/> Life Threatening Weaponless Assault	<input type="checkbox"/> Attempt to Disarm Officer	<input type="checkbox"/> Weapon Used Against Officer
<input type="checkbox"/> Other		

Display of Weapon

<input type="checkbox"/> Firearm pointed at individual	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of firearm used:	

Type of Force Used (Check all that Apply)

<input checked="" type="checkbox"/> Empty Hand Control (Pressure Point/Joint Manipulation/Pain Compliance)	Technique Used USED MY HANDS TO POSITION HIS RIGHT ARM BEHIND HIS BACK AFTER DISTRACTION (BELOW)	Effective <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Subject physically placed on ground	Technique Used USED MY HANDS TO GUIDE HIM BY USE OF HIS RIGHT ARM & HIS JACKET (TORSO)	Effective <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Chemical Spray		Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Empty Hand Control (Strike to Muscle Masses and Motor Points)	Technique Used EFFECTIVE DISTRACTION BY SINGLE OPEN RIGHT-HANDED TAP TO SUSPECT'S FOREHEAD	Effective <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Impact Weapon (Baton)	Technique Used	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Police Dog		Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Specialty Impact Munitions	Round Used	Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Lethal (Deadly) Force		Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Firearm		Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other		Effective <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Hobble		Effective <input type="checkbox"/> Yes <input type="checkbox"/> No

Officer-Subject Factors / Special Circumstances (Check all that Apply)

Officer-Subject Factors (Check all That Apply)	Special Circumstances (Check All That Apply)
<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Closeness of a Weapon
<input checked="" type="checkbox"/> Size	<input checked="" type="checkbox"/> Injury or Exhaustion
<input type="checkbox"/> Sex	<input type="checkbox"/> Being on the ground
<input type="checkbox"/> Officer Skill Level	<input type="checkbox"/> Distance from the Subject
<input type="checkbox"/> Subject Skill Level	<input type="checkbox"/> Special Knowledge
<input type="checkbox"/> Multiple Subjects	<input type="checkbox"/> Suspected/Known mental issues
<input type="checkbox"/> Relative Strength	<input type="checkbox"/> Environmental Conditions
<input type="checkbox"/> Other (Explain in narrative)	<input type="checkbox"/> Subject Handcuffed
	<input type="checkbox"/> Building Search
	<input type="checkbox"/> Other (Explain in narrative)

All of the above must be articulated in narrative.

Officer Narrative Summary

Report # 16-0343

- Copy of U-10 100 Attached
- Copy of Report Narrative Attached

DUE TO KNOWN DRUG ACTIVITY, I CONDUCTED A ROUTINE PATROL OF THE 11TH AVENUE PARKING GARAGE WHILE IN MARKED PATROL VEHICLE #39. UPON REACHING THE TOP LEVEL ON THE WEST END, I OBSERVED A GROUP OF MALES HUDDLED WITH THEIR BACKS TO ME IN THE CORNER, NEAR THE STAIRWELL. MR. [REDACTED] HAD IGNORED MY IDENTIFICATION AND COMMANDS TO STOP BY FLEEING ON FOOT FROM THE TOP LEVEL OF THE 11TH AVENUE PARKING GARAGE. HE USED VARIOUS AIR HANDLING EQUIPMENT AS COVER TO HIDE ON A ROOF TOP IN A DARKENED ALCOVE. SEVERAL MINNUTES PASSED BEFORE MR. [REDACTED] WAS SEEN WALKING TOWARDS OFFICERS FROM THE ABOVE LOCATION, IGNORING REPEATED DIRECTIONS TO LIE ON THE GROUND. I FEARED FOR ADDITIONAL RESISTANCE FROM MR. [REDACTED] DUE TO HIS ELEVATED POSITION AND PRIOR BEHAVIOR. I ESCORTED, WITH THE ASSISTANCE OF FELLOW OFFICERS, MR. [REDACTED] TO THE GROUND BY PLACING MY HANDS ON HIS ARM AND JACKET/TORSO. MR. [REDACTED] PRESSED HIS RIGHT ARM IN AN EXTENDED POSITION, OVER HIS HEAD, IGNORING OUR REPEATED DIRECTIONS FOR HIM TO PLACE HIS HANDS BEHIND HIS BACK. I DISTRACTED HIS FOCUS ON RESISTING BY TAPPING HIM ONCE ON THE FOREHEAD WITH MY OPEN RIGHT HAND. THE DISTRACTION WAS SUCCESSFUL, AND I MANIPULATED MR. [REDACTED]'S HAND BEHIND HIS BACK WITHOUT ADDITIONAL INCIDENT. ASSISTING OFFICERS COMPLETED THE ARREST PROCESS WITHOUT INCIDENT.

1.4 - Review/Investigation

Officer's Signature *Brian Bothan* BRIAN BOTHAN

Date 01/29/16

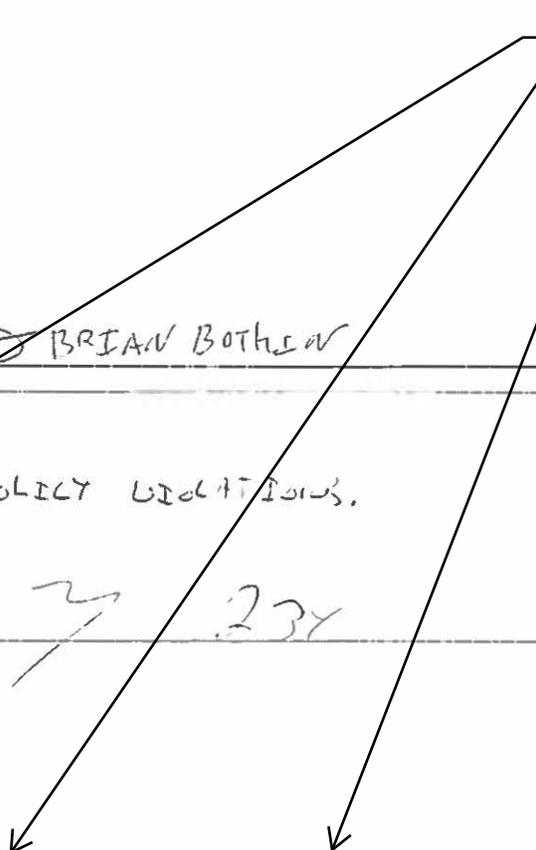
Reviewed by Shift Lieutenant:

Comments: I SEE NO POLICY VIOLATIONS.

Lieutenant's Signature *[Signature]* 238

Date 1-30-16

Reviewed by Operations Captain:



Comments: Officers' actions were within policy Not captured on video.

Captain's Signature *[Signature]* #211 Date 02-03-16

Reviewed by Deputy Chief:
Comments:
Deputy Chief's Signature _____ Date _____

Reviewed by Chief of Police: ACTIVE RESPONSE TO RESISTANCE WAS NECESSARY AND WITHIN POLICY. RECOMMENDS NO FURTHER ACTION.
Comments:
Chief's Signature *ACTIVE CHIEF [Signature]* #211 Date 3-8-16

Additional Information Sheet

Report #16-0343

Officer Last SCHNEIDER	First TOM	Middle	Badge 341	Height	Weight	Age
Injury <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes explain:		Medical Treatment Given <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused	Treatment Given by: <input type="checkbox"/> Medic <input type="checkbox"/> OSU Med Center <input type="checkbox"/> Other		
Officer Last SHANKLE	First TOM	Middle	Badge 346	Height	Weight	Age
Injury <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes explain:		Medical Treatment Given <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused	Treatment Given by: <input type="checkbox"/> Medic <input type="checkbox"/> OSU Med Center <input type="checkbox"/> Other		
Officer Last CHAMBERS	First CHRIS	Middle	Badge 309	Height	Weight	Age
Injury <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes explain:		Medical Treatment Given <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused	Treatment Given by: <input type="checkbox"/> Medic <input type="checkbox"/> OSU Med Center <input type="checkbox"/> Other		
Officer Last COOPER	First TIM	Middle	Badge 320	Height	Weight	Age
Injury <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes explain:		Medical Treatment Given <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused	Treatment Given by: <input type="checkbox"/> Medic <input type="checkbox"/> OSU Med Center <input type="checkbox"/> Other		

Subject 2 Last	First	Middle	DOB	SSN	HT	WT
Injury <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes explain:		Medical Treatment Given <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused	Treatment Given by: <input type="checkbox"/> Medic <input type="checkbox"/> OSU Med Center <input type="checkbox"/> Other		
Injury Prior to Officer Arrival <input type="checkbox"/> Yes <input type="checkbox"/> No						
Subject 3 Last	First	Middle	DOB	SSN	HT	WT
Injury <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes explain:		Medical Treatment Given <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused	Treatment Given by: <input type="checkbox"/> Medic <input type="checkbox"/> OSU Med Center <input type="checkbox"/> Other		
Injury Prior to Officer Arrival <input type="checkbox"/> Yes <input type="checkbox"/> No						
Subject 4 Last	First	Middle	DOB	SSN	HT	WT
Injury <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes explain:		Medical Treatment Given <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused	Treatment Given by: <input type="checkbox"/> Medic <input type="checkbox"/> OSU Med Center <input type="checkbox"/> Other		
Injury Prior to Officer Arrival <input type="checkbox"/> Yes <input type="checkbox"/> No						

The following directives are excerpts from
The Ohio State University Police Division
General Orders and OSU Human Resources
policies 1.10 and 4.10.
Complete documents available if requested.

31.1 ADMINISTRATIVE PRACTICES AND PROCEDURES

2.1

Recruitment and Hiring Policy Statements

It is the policy of The Ohio State University Police Division to practice non-discrimination and to promote equal opportunity in all recruitment and selection practices and activities. 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 shall be provided to all Division personnel. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

The Division shall utilize due diligence in ensuring that prospective employees have the proper temperament, knowledge and attitude to handle this very difficult job.

Also compliance
documentation
for Standard 2.1

31.1.1 Recruitment Program

The Ohio State University Police Division actively conducts its recruitment plan to attract applicants for actual or forecasted agency vacancies. All personnel within the Police Division are encouraged to notify known qualified candidates of application dates once they are established.

31.1.2 Recruitment and Hiring Personnel

Individuals involved with recruitment and hiring activities shall be knowledgeable in personnel matters, especially equal employment opportunity.

Individuals involved with recruitment and hiring activities shall be issued a copy of Division General Order 31 and 32, including all referenced University policies, and shall be trained on and tested annually on:

- The Recruitment and Hiring Policy Statements
- The Recruitment Plan
- The Equal Employment Opportunity Plan
- Recruitment and hiring qualifications
- The application and hiring processes
- The annual review/analysis of the recruitment and hiring process

31.2 EQUAL EMPLOYMENT OPORTUNITY AND RECRUITMENT

31.2.1 Recruitment Plan

The Police Division recruitment plan falls under OSU Human Resources policy 4.10 (Recruitment and Selection). <http://hr.osu.edu/policy/policy410.PDF>

The Ohio State University Police Division attempts to maintain an ethnic and gender composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available work force in the law enforcement agency's service community.

In order to achieve an ethnic and gender composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available work force in our community, the following objectives are established:

- The Ohio State University Police Division shall attempt to maintain an ethnicity and gender ratio of employees which are in approximate proportion to the makeup of the incorporated limits of our community. Any time that minority ethnic groups or gender groups become under-represented in proportion to the makeup of the community, special recruitment initiatives shall be implemented.
- The Division shall advertise recruitment opportunities using a wide variety of media postings such as the general circulation of newsprint in Central Ohio, the internet, and law enforcement groups or websites specific to campus policing. Recruitment information for sworn positions shall be distributed to local law enforcement academies within the State of Ohio and to departments within the university.

2.1

Also compliance documentation for Standard 2.1

2.2



Applies to: Staff and applicants

POLICY

Issued: 11/01/1973

Edited: 04/14/2014

The university recruits and selects the most qualified individuals for open positions. In all cases, recruitment and selection activities are guided by a commitment to diversity through equal employment opportunity and affirmative action. The Ohio State University is an Equal Opportunity, Affirmative Action Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Hiring of non-U.S. residents is subject to specific federal statutes. Questions regarding necessary visas or immigration filings should be addressed to either the Office of International Affairs or the Office of Legal Affairs.

Hiring for bargaining unit positions is subject to collective bargaining agreements.

Definitions

Term	Definition
Applicant	Any individual who completes an application form for a specific position.
Background check	Process of acquiring records regarding a candidate's past that is used to determine suitability for selection.
Candidate	Applicant who is considered beyond the initial screening portion of a selection process.
Criminal conviction	Having been found guilty, entered a guilty plea or pleaded no contest to a felony, misdemeanor and/or ordinance violation other than a minor traffic violation (e.g. speeding is considered minor while driving under the influence is major).
Final candidate	Internal or external applicant identified as the finalist for a position.
Health System and Hospitals	Includes employees of Dodd Hall, James Cancer Hospital and Solove Research Institute, OSU Ambulatory Services, OSU Harding Hospital, Ross Heart Hospital, Shared Services, Specialty Care Network, University Hospital, and University Hospital East.
Medical Center	Includes the Health System and Hospitals (defined above) and the Office of Health Sciences and College of Medicine.
Reference check	Process of acquiring information regarding a candidate's past job performance, issues of character and integrity, and appropriate qualities for the position.

Policy Details

- I. Requisition Initiation and Recruitment.
 - A. A fundamental part of the recruitment and selection activity is an intentional approach to initiating and approving requisitions to fill a vacant or new position and an accompanying recruitment strategy to identify qualified applicants.
 - B. Employing units coordinate recruitment and selection processes for staff in consultation with the Office of Human Resources Talent Acquisition or Medical Center Employment.
 - C. New positions must be reviewed by Compensation for appropriate title, pay range, classified or unclassified, and exempt or non-exempt status in accordance with the Fair Labor Standards Act (Salary Administration and Classification, Policy 3.10) before posting or advertising.
 - D. Positions that require posting:
 1. Regular (ongoing) positions, including seasonal.



Applies to: Staff and applicants

2. Term positions, with the exception of visiting scholar and post doctoral positions.
 3. Positions changing from temporary or term to regular.
- E. Positions that do not require posting (not an exhaustive list):
1. Reclassified positions (Salary Administration and Classification, Policy 3.10).
 2. Positions filled by CCS reinstatement, recall or a reduction in work force placement.
 3. Changes in full-time equivalency (FTE) levels.
 4. Acting and interim appointments.
 5. Intermittent positions.
 6. Temporary promotions and temporary work-level adjustments (Rules for Classified Civil Service, 3335-83-04).
 7. Temporary positions.
 8. Research scientist positions.
 9. Reassignments within a department without change of classification.
 10. Positions identified as not requiring posting in Reemployment of Faculty and Staff, Policy 4.25.
- F. There may be circumstances that necessitate the university not post a position. All such circumstances must be approved by HR Talent Acquisition or Medical Center Employment.
- G. Positions published online include classification, working title, employing department, summary of duties and qualifications, work schedule if applicable, and target hiring range. The posting should offer a realistic portrayal of the role, work environment, performance objectives, and experience requirements.
- H. Single postings may be used when multiple headcount of the same position exists. Language indicating multiple headcount must be included in the posting.
- I. Colleges, departments, and administrative units may publicize openings within their units and with external sources such as journals, newspapers, and web sites. Publicized information should be consistent with the position posting on the University Jobs Website and the Medical Center Jobs Website, and must direct applicants to the University Jobs or Medical Center Jobs website.
- J. Advertising in newspapers, professional trade magazines, journals, national or local publications, and relevant websites should be considered to reach the broadest and most diverse pool of applicants. HR Talent Acquisition or Medical Center Employment can provide assistance preparing and placing advertisements.
- K. The use of retained or contingent search firms must be approved by HR Talent Acquisition or Medical Center Employment. Terms and conditions of hiring a search firm must be outlined in a letter of agreement and agreed upon by the university and the search firm through the standard contract approval process.
- II. Eligibility and Application for Positions.
- A. Staff serving a probationary period are not eligible to be considered for any position.
 - B. Graduate associates and other student employees may apply for staff positions. They cannot concurrently hold a graduate associate or student appointment and a staff appointment.
 - C. Former staff who were involuntarily terminated may be deemed ineligible for reemployment at the university.
 - D. Staff are permitted reasonable release time from their work schedule, as determined by the supervisor, to interview for university positions and to take any associated civil service examinations (Rules for Classified Civil Service, 3335-59-01).
 - E. A current, certified application must be received for all final candidates prior to a job offer for a temporary, term or regular status position.



Applies to: Staff and applicants

III. Selection and Identification of Final Candidate.

- A. The method for applicant evaluation to be used in the selection process must be documented prior to the beginning of the selection process for CCS staff selection (Rules for the Classified Civil Service, 3335-57-02) and should also be documented for unclassified staff selection.
- B. Selection will be based on job-related qualifications such as education, experience, skill, training, ability, and job performance.
- C. The university values diversity and has a strong commitment to affirmative action.
- D. Staff affected by a reduction in force should be considered for positions for which they are qualified for 12 months from the effective date of termination.
- E. Salary and benefits offered to the successful candidate will be in accordance with appropriate policy guidelines (refer to Salary Administration and Classification, Policy 3.10).
 1. For approval for compensation packages exceeding \$250,000 annually, contact the Office of Human Resources Talent Acquisition.
 2. Exceptions to compensation guidelines must be approved in advance by Compensation.
 3. The university is not responsible for unauthorized commitments.
- F. When a university staff member is selected for transfer or promotion, a minimum two-week notice is expected prior to the transfer. Longer notice periods may be appropriate for certain positions and alternative arrangements for the time of transfer may be negotiated by mutual agreement between the employing units.

IV. Offer and Onboarding.

- A. The final candidate for a position must receive an authorized letter of offer.
- B. Employing units should develop onboarding plans consistent with any university onboarding initiative. These plans should include connecting the new hire with resources, department mission, and other staff and faculty to help ensure a successful transition in the new role.

V. Dual Career Support.

- A. Assistance may be available for dual career hiring opportunities at the request of the employing unit.
- B. Dual career hiring supports final candidates' partners to find employment opportunities at Ohio State as well as make community connections. It is not a placement agency nor does it guarantee employment for the partner.
- C. Dual career placements must be consistent with university hiring needs, policies, and rules.

PROCEDURE

Issued: 11/01/1973
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- I. Vacancies are published weekly on the University Jobs Website and the Medical Center Jobs Website.
- II. Background Checks and Criminal Convictions.
 - A. The university and applicants must comply with all aspects of the Self-Disclosure of Criminal Convictions and Background Check, Policy 4.15.
 - B. Individuals applying for positions are required to disclose criminal conviction information when they complete the employment application.
 - C. Individuals must also disclose to the Office of Human Resources any criminal convictions occurring after the submission of the application. For Medical Center applicants, disclosure is to Medical Center Human Resources.



Applies to: Staff and applicants

- III. Individuals applying for positions are required to disclose if they may be out of compliance with the Nepotism, Policy 1.25.
- IV. Applicants who provide false information or omit any requested information on the application materials or in the interview process may be deemed to have falsified their application and may be ineligible for hire. Internal applicants may be subject to corrective action up to and including termination.
- V. Ohio State is a drug-free workplace. Individuals offered employment may be required to successfully complete a pre-employment physical as a condition of employment that may include drug and/or alcohol testing. Refusing to take or failing a drug and/or alcohol test will result in removal from employment consideration. Internal applicants who fail a drug and/or alcohol test may be subject to corrective action up to and including termination.
- VI. Ohio State is required by federal law to verify the identity and work authorization of all new employees. All offers are contingent upon verification of identity and eligibility to be employed in the United States.
- VII. Ohio State is required by state law to have faculty and staff receive and acknowledge a copy of the Ohio Ethics Law (Ohio Revised Code, Chapter 102) for public officials and state employees.
- VIII. Job Postings.
 - A. Job openings received and approved by HR Talent Acquisition or Medical Center Employment by the established deadline are posted online for a minimum of seven days. The posting schedule may be adjusted for university holidays and system upgrades.
 - B. There are separate job posting and application systems for the university and the medical center, found at jobs.osu.edu.
 - C. With the pre-approval of HR Talent Acquisition, units may post internally for Ohio State employees only.

Responsibilities

Individual or Office	Responsibilities
Applicant	<ol style="list-style-type: none"> 1. Certify that all information furnished in the employment application, supplementary documents and interview is accurate and complete. See Procedure I.V. 2. Authorize the university and/or any third party to confirm, examine or supply any information related to the applicant. This information may include employment history, military status, driving record, convictions or any other data. 3. Disclose to the Office of Human Resources or Medical Center Human Resources any criminal convictions occurring after the submission of the application. 4. Disclose if you may be out of compliance with the Nepotism Policy 1.25. 5. Provide documentation to verify identity and eligibility to be employed in the United States if hired. 6. Complete and submit Ohio Ethics Law Acknowledgement form if hired.
Employing unit and/or service center; Medical Center Employment as applicable	<ol style="list-style-type: none"> 1. Complete position data and job opening pages in the HRIS. 2. Appoint a search committee and affirmative action advocate when appropriate (Guide to Effective Searches). 3. Document method for applicant evaluation prior to beginning the selection process (For CCS positions, see rules for Classified Civil Service, 3335-57-02). 4. Conduct a thorough review of the employment application to ensure all material information is provided. If it is not, follow up with the candidate during the interview process. 5. Consult with the unit human resources, if considering the applicant who has disclosed convictions or terminations and Medical Center recruiters work with Director of Employment and the Security Department on disclosure and results. 6. Consult with Human Resources Talent Acquisition prior to implementing any form of assessment other than standard interview questions, provision of past work samples or presentations. 7. Consult with HR Talent Acquisition if hiring persons less than 18 years of age. 8. Interview candidates and discuss essential job functions, specific position duties, salary, and hours of work. 9. Consult with the Office of Human Resources if falsification of an application is discovered. For Medical Center applicants, consult with Medical Center Human Resources, who will consult with OHR.



Applies to: Staff and applicants

Individual or Office	Responsibilities
	<ol style="list-style-type: none"> 10. Conduct reference checks on the finalists for the position. 11. Select the individual for hire and offer the position (Sample Letters of Offer). Salary and benefit commitments must be in accordance with policy (Salary Administration and Classification, Policy 3.10) or approved in advance by the Office of Human Resources or Medical Center Human Resources if over \$250,000 annually. 12. Initiate background checks on appointees and final candidates for positions listed in the Self-Disclosure of Criminal Convictions and Background Check, Policy 4.15 or identified in approved unit background check programs. 13. Establish a starting date and coordinate the appropriate actions in the HRIS to effect the hire or transfer. 14. Document reasons for selection or non-selection of applicants in the applicant tracking system. Reasons for selection or non-selection for self-identified veterans must include a comparison of the qualifications of the veteran to the individual selected. 15. Establish and implement an onboarding plan for the new hire. 16. Notify all applicants of status and close job openings that are posted on the University Jobs Website within two weeks of a hiring decision. Job openings posted on the Medical Center Jobs Website are closed automatically upon documenting reasons for selection or non-selection. 17. Maintain selection process records for three years, including application materials for those interviewed, evaluation criteria, notes from interviews, and reference checks. Maintain background check documentation in accordance with the General Records Retention Schedule. 18. Obtain the personnel file for any internal transfer from the previous employing unit.
Office of Human Resources / Medical Center Employment	<ol style="list-style-type: none"> 1. Approve new positions in the HRIS. 2. Edit and approve university job openings for posting on the University Jobs or Medical Center Jobs websites. 3. Assist units with journal, newspaper, and online advertisements. 4. Administer examinations for Classified Civil Service. 5. Refer applicants who meet minimum qualifications to the employing unit when necessary. Assist and advise units in the recruitment and selection process. 6. Maintain on-line records related to the hiring process. 7. Consult with units regarding this policy. 8. Conduct random audits to ensure a method of evaluating candidates for CCS staff selection is documented in accordance with Rules for the Classified Civil Service, 3335-57-02.

Resources

University Jobs Website, jobs.osu.edu

Medical Center Jobs Website, medicalcenter.osu.edu/careers/Pages/index.aspx

Forms

Ohio Ethics Law Acknowledgement, hr.osu.edu/forms/ethics.pdf

Sample Letters of Offer, hr.osu.edu/hrpubs/offer/olmain.aspx

Faculty Hiring

Office of Academic Affairs, oaa.osu.edu

Graduate Associate Hiring

Graduate School Handbook, gradsch.ohio-state.edu/Depo/PDF/Handbook.pdf

Information

Affirmative Action, Equal Opportunity, & Non-Discrimination/Harassment, Policy 1.10, hr.osu.edu/policy/policy110.pdf

Benefit Eligibility by Appointment, hr.osu.edu/Policy/empben/index.aspx

Conflict of Interest and Work Outside the University, Policy 1.30, hr.osu.edu/policy/policy130.pdf

Fair Labor Standards Act, dol.gov/whd/flsa

General Records Retention Schedule, library.osu.edu/documents/records-management/general-schedule.pdf

Nepotism, Policy 1.25, hr.osu.edu/policy/policy125.pdf



Applies to: Staff and applicants

Ohio Ethics Law, codes.ohio.gov/orc/102

Reemployment of Faculty and Staff, Policy 4.25, hr.osu.edu/policy/policy425.pdf

Rules for Classified Civil Service, hr.osu.edu/policy/ccs/index.aspx

Salary Administration and Classification, Policy 3.10, hr.osu.edu/policy/policy310.pdf

Self-Disclosure of Criminal Convictions and Background Check, Policy 4.15, hr.osu.edu/policy/policy415.pdf

Publications

Guide to Effective Searches, hr.osu.edu/hrpubs/guidesearches.pdf

Hiring Publications, hr.osu.edu/hrpubs/index.aspx#hiring

Recruitment Publications, hr.osu.edu/hrpubs/index.aspx#recruiting

Reference Checking Best Practices and Resources, hr.osu.edu/hrpubs/referencecheck.docx

Contacts

Subject	Office	Telephone	E mail/URL
Policy interpretation	Human Resources Talent Acquisition	614-292-1050	hr.osu.edu/talent
Compensation	Human Resources Compensation	614-292-1050	hr.osu.edu/comp
Medical Center employment	Medical Center Human Resources, Employment Office	614-293-4995	recruitment@osumc.edu medicalcenter.osu.edu/careers
Non U.S. hire	Office of International Affairs	614-292-6101	oia.osu.edu oia@osu.edu
Non U.S. hire	Office of Legal Affairs	614-292-0611	legal.osu.edu

History

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The Ohio State University Department of Public Safety

Diversity Recruitment Action Plan

Purpose

The purpose of this document is to affirm our commitment to creating and maintaining a workforce that reflects the rich diversity of the University community we serve. We recognize that better recruitment, retention and advancement of a diverse workforce will result in a dynamic and committed organization. Our goal with each job search is to create an applicant pool that is at least as reflective of the available labor pool and that we select those who have the skills, knowledge and ability to be successful. The Department of Public Safety will not discriminate against applicants or employees based on race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, disability or veteran status.

Diversity Recruitment Plan Goals

This Diversity Recruitment Plan will identify various methods to target under-represented groups and to make recruitment of qualified diverse employees a high priority. By initiating this plan, the Department of Public Safety will be able to:

- Establish recruitment goals for each division in Public Safety
- Set recruitment goals that are data-driven, targeted and realistic
- Develop specific strategies and detailed action plans for achieving recruitment goals
- Identify resources needed to achieve recruitment goals
- Track and monitor the effectiveness of recruitment tools and make adjustments where necessary to utilize resources more effectively
- Measure the progress Public Safety is making towards achieving a more diverse workforce

Key Recruitment Strategies

With the understanding that a successful recruitment plan depends upon Public Safety's ability to cast a wide net when attracting applicants, a variety of recruitment and outreach programs are outlined herein including the various resources and partnerships needed to carry out the plan. By focusing efforts and resources on these key

strategies, Public Safety expects to maximize its ability to increase the number of under-represented groups in its applicant pool and eventually its workforce. The following suggestions are not exhaustive and are not meant to be all-inclusive and must be considered in the context of available resources:

- Utilize minority-based websites, social media and publications to promote job postings
- Develop and coordinate outreach and recruitment programs and activities consistent with University policy 1.10
- Provide a recognized point of contact for applicants to express interest in Department vacancies.
- Maintain contact and association with other agencies to exchange ideas and obtain cooperation and support for improving recruitment techniques and procedures
- Coordinate and participate in career fairs and information sessions at educational institutions and with law enforcement and/or criminology programs
- Maintain partnerships with all educational institutions to advise them of opportunities for their students with Public Safety
- Continue to enhance a supportive environment for diversity in all its forms
- Continue to monitor the recruitment of women and minorities at all levels of the organization consistent with the available labor pool
- Benchmark for diversity using both local population statistics and applicable industry statistics as yardstick by which to measure our diversity efforts
- Incorporate diversity into our strategic plan
- Benchmark best practices for recruiting and retaining women and minority candidates

As part of a University whose mission is in part to prepare students for a future that includes an ever more diverse, multicultural, and global world, it is incumbent on Public Safety to be in lock step with that mission. By executing this action plan, Public Safety strives to continue to support and foster a diverse workforce and meet the challenges of recruiting and retaining under-represented individuals in the public safety industry.

Plan Administration

The process of recruiting the most diverse applicant pool and selecting the best candidate is the responsibility of each individual involved in the hiring process. The following outlines the general responsibilities of each level of employee involved in the hiring process:

Hiring Manager – Reviews position description and ensures it accurately reflects the duties to be performed. Works with the Human Resources Generalist/Director to develop selection criteria. Ensures criteria is based on objective measures which are tied to the essential job functions of the position. Assembles a team to review applications based upon the selection criteria and documents the team’s rankings. Works with the Human Resources

Generalist/Director to develop interview questions. Schedules and conducts interviews and takes notes of interview results. Makes recommendations to Division Director as to which candidates will move on in the process.

Division Director – Interviews those candidates deemed the best by the hiring manager. Ensures that quality underrepresented candidates are not passed over. Recommends 1 to 3 final candidates to be interviewed by the Director of Public Safety.

Human Resources Generalist and Director – Creates job posting and ensures that the summary of duties is accurate and that the target hiring range is appropriate. Coordinates with the Office of Human Resources to advertise the vacancy as broadly as possible including publications that serve women, minorities, individuals with disabilities, and veterans. Works with Hiring Manager to develop selection criteria that is based on objective measures tied to the essential job functions of the position. Assists Hiring Manager in developing interview questions. May help with coordinating interviews with candidates and communicating status of the search to candidates. May sit in on interviews at any step in the process and assist with making selection recommendations. Collects all notes and documentation related to the search and properly files these materials. The Human Resources Director will annually review the Diversity Recruitment Action Plan to ensure recruiting and hiring efforts are in compliance with the plan. The Human Resources Director will provide periodic reports to the Director of Public Safety outlining the effectiveness of the plan, highlighting its accomplishments and making recommendations for improvement.

Director of Public Safety – Provides approval to fill a vacant or newly created position. Conducts final interview in hiring process. Determines whether offer will be made to candidate.

Updated 9/19/14



31.2.2 Analysis of Recruitment Plan

The Deputy Chief of Police, with assistance from the Office of Human Resources, shall conduct a documented annual review/analysis of the recruitment and hiring process to evaluate the progress toward the recruitment plan objectives. The plan shall be revised and subsequently reissued as needed.

31.2.3 Equal Employment Opportunity Plan

The Ohio State University Police Division will not discriminate against applicants or personnel on the basis of protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, military status, national origin, race, religion, sex, sexual orientation, or veteran status with respect to recruitment, hiring, training, promotion, or other terms and conditions of employment.

Accordingly, all employment decisions shall be consistent with the guidelines of the University Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment Policy 1.10 and comply with all applicable state, federal and local laws.

<http://hr.osu.edu/policy/policy110.pdf>



THE OHIO STATE UNIVERSITY

Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment, 1.10

University Policy

Applies to: Faculty, staff, students, student employees, graduate associates, volunteers, and applicants

Responsible Office

Office of Human Resources

POLICY

Issued: 10/01/1973

Revised: 09/01/2015

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, **affirmative action**, and eliminating **discrimination**. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Purpose of the Policy

To establish a policy promoting **equal employment opportunity** and prohibiting discrimination based upon law, including and not limited to: Americans with Disabilities Act, Age Discrimination Act of 1975, Age Discrimination in Employment Act, Genetic Information Nondiscrimination Act, Pregnancy Discrimination Act, Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Vietnam Era Veterans' Readjustment Assistance Act of 1974 and any other laws related to equal opportunity.

Definitions

Term	Definition
Affirmative Action	Affirmative action is required under Executive Order 11246. It is designed to promote equal employment opportunity for protected class members in all policies and decisions affecting recruitment, selection, assignment, promotion, training, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and all other terms and conditions of employment.
Applicant	An individual who has applied for a specific position at Ohio State, meets the basic qualifications for the position, is considered by the university for the position, and does not voluntarily remove herself/himself from the position.
Discrimination	Discrimination (disparate treatment and disparate impact) occurs when an adverse employment action is taken and is based upon a protected class. Disparate treatment occurs when an employee suffers less favorable treatment than others because of the protected class. Disparate impact occurs when an employment policy, although neutral on its face, adversely impacts persons in a protected class.
Equal Employment Opportunity	All persons regardless of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law shall have equal opportunity for employment.
Harassment*	(1) Unwelcome, protected class-based verbal or physical conduct that (2) is sufficiently severe, persistent or pervasive that (3) it unreasonably interferes with, denies, or limits an individual's ability to participate in or benefit from the university's education and employment programs and activities; and (4) is based on power differentials (quid pro quo) or the creation of a hostile environment. * This definition does not include sexual harassment. See Sexual Misconduct, Sexual Harassment, and Relationship Violence policy 1.15, for the definition of sexual harassment.
Protected Class	Protected class is defined by federal law/executive order or Ohio State policy.



Applies to: Faculty, staff, student employees, graduate associates, volunteers, and applicants

Policy Details

- I. Guiding Principles
 - A. Recruitment processes should be designed and conducted so as to result in the most diverse and qualified **applicant** pool possible.
 - B. Selection practices should emphasize hiring the best-qualified individuals..
 - C. Management practices should facilitate inclusive work environments that value and seek out human diversity and reward effective human relations skills.
 - D. University practices should emphasize prevention of discrimination and **harassment**.
 - E. Training and development opportunities should be made available to employees and should provide equal opportunities for individuals from underrepresented groups.
 - F. Promotion practices, including tenure, should be inclusive and provide equal opportunity for individuals from underrepresented groups.

PROCEDURE

Issued: 10/01/1973

Revised: 09/01/2015

- I. Making a Complaint of Discrimination/Harassment
 - A. Allegations can be made by individuals who are directly involved in, who observe, or who receive reliable information that discrimination/harassment may have occurred.
 - B. Allegations of sexual misconduct, which includes sexual harassment, are handled under Sexual Misconduct, Sexual Harassment, and Relationship Violence, Policy 1.15.
 - C. Allegations of all other forms of discrimination/harassment involving students in the nonemployment setting can be filed by contacting the Office of the Vice President for Student Life; the Center for the Student Advocacy; or the Multi-Cultural Center, specifically the Bias Assessment and Response Team.
 - D. Filing a complaint with the university does not preclude the individual from filing a complaint with an external agency nor does it extend time limits with those agencies.
 - E. Individuals who wish to make a complaint of discrimination/harassment (outside of sexual harassment) should:
 1. Talk with the responsible party if desired and if comfortable doing so.
 2. Seek to resolve the situation in consultation with the supervisor and/or college/unit human resource professional if desired and if comfortable doing so.
 3. If the issue is not resolved through #1 and/or #2, contact the Office of Human Resources. Submit a completed Discrimination/Harassment Complaint form, available from the Office of Human Resources.
 4. Provide witnesses and/or documentation from individuals that have first-hand knowledge of the situation.
 5. Respect the confidentiality and reputation of all parties.
 6. Keep the investigator informed of any new concerns or actions taken against the complainant during the investigation.
- II. Confidentiality

The university recognizes the importance of confidentiality. To the extent possible, all information received in connection with the filing, investigation, and resolution of allegations will be treated as confidential except when necessary to conduct an appropriate investigation, to provide assistance and resources to complainants, to perform other appropriate university functions, or when the university is compelled to produce information in accordance with the law. When requests for confidentiality arise, they will be evaluated by the Office of Human Resources, Employee and Labor Relations or in cases of sexual misconduct, which includes sexual harassment, by the Title IX coordinator. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.



Applies to: Faculty, staff, student employees, graduate associates, volunteers, and applicants

III. Retaliation

The university will not tolerate retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a complainant, or participates in an investigation of discrimination or harassment. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or student status, independent of the merits of the underlying allegation. Allegations of retaliation should be directed to the Office of Human Resources, Employee and Labor Relations, or in cases of sexual misconduct, which includes sexual harassment, to the Title IX coordinator or deputy coordinator.

IV. Job Postings

- A. Required tagline for job postings and advertisements: The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or protected veteran status.
- B. Applicants are encouraged to complete and submit the [Equal Employment Identification form](#).

Responsibilities

Position or Office	Responsibilities
Employing unit	<ol style="list-style-type: none"> 1. Ensure that a diverse pool is created for each search. 2. Ensure that management practices prevent discrimination and support Equal Employment Opportunity (EEO). 3. Provide information and resources to supervisors, managers, and employees in support of Affirmative Action, EEO, and non-discrimination. 4. Ensure that instances of discrimination are promptly referred to Human Resources Employee and Labor Relations. Once findings and actions steps are issued ensure that they are properly implemented. 5. Display required EEO materials. 6. Consult with Human Resources Employee and Labor Relations to meet obligations under this policy. 7. Enter employee Affirmative Action employment data in the Human Resource Information System (HRIS). 8. Ensure confidentiality of individuals with HIV/AIDS infection, genetic information, or other issues governed by this policy. 9. Follow responsibilities outlined in the Guidelines for Reporting, Investigating, and Resolving Complaints of Discrimination and Harassment.
Office of Human Resources	<ol style="list-style-type: none"> 1. Consult with and guide units, managers, and employees regarding this policy. 2. Produce and maintain the university Affirmative Action Plan. 3. Consult with units regarding the Affirmative Action planning process and their responsibilities under this policy. 4. Provide Affirmative Action, EEO, and non-discrimination information and resources. 5. Investigate complaints of discrimination/harassment. 6. Provide training regarding this policy. 7. Ensure confidentiality of individuals with HIV infection, genetic information, or other issues governed by this policy. 8. Follow responsibilities outlined in the Guidelines for Reporting, Investigating, and Resolving Complaints of Discrimination and Harassment. 9. Evaluate requests for confidentiality.
Title IX coordinator	Evaluate requests for confidentiality related to sexual misconduct, which includes sexual harassment.
Applicant and employee	<ol style="list-style-type: none"> 1. Voluntarily complete and submit the Equal Employment Identification form if desired. 2. Talk with the party responsible for the offensive behavior if desired and if comfortable doing so. 3. Seek to resolve situations in consultation with the supervisor and/or college/unit HR professional if desired and if comfortable doing so. 4. Submit Discrimination/Harassment Complaint form to the Office of Human Resources. 5. Provide witnesses and/or documentation from individuals that have first-hand knowledge of the situation. 6. Respect the confidentiality and reputation of all parties. 7. Keep the investigator informed of any new concerns or actions taken against the complainant during the investigation.



Applies to: Faculty, staff, student employees, graduate associates, volunteers, and applicants

Position or Office	Responsibilities
	8. Direct allegations of retaliation to OHR Employee Relations, or in cases of sexual misconduct, which includes sexual harassment, to the Title IX coordinator or deputy coordinator. 9. Follow responsibilities outlined in the Guidelines for Reporting, Investigating, and Resolving Complaints of Discrimination and Harassment.

Resources

Discrimination/Harassment Complaint form, hr.osu.edu/public/documents/forms/shdiscomplaint.pdf
 Equal Employment Identification form, hr.osu.edu/forms/emp/aaed.pdf
 Equal Employment Opportunity Commission, eeoc.gov
 Guidelines for Reporting, Investigating, and Resolving Complaints of Discrimination and Harassment, hr.osu.edu/hrpubs/guidelinesdiscrim.pdf
 National Human Genome Research Institute, genome.gov, genome.gov/10002077
 Notice of Non-Discrimination, hr.osu.edu/policy/resources/110nondiscrimnotice.pdf
 Ohio Revised Code Section 4112 Unlawful discriminatory practices, codes.ohio.gov/orc/4112.02
 Posters, hr.osu.edu/hrpubs/index.aspx#EEOLabor
 Rehabilitation Act of 1973, Sections 503 and 504, eeoc.gov/policy/rehab.html
 Sexual Misconduct, Sexual Harassment, and Relationship Violence, Policy 1.15, hr.osu.edu/public/documents/policy/policy115.pdf

Contacts

Subject	Office	Telephone	E-mail/URL
Policy	Employee and Labor Relations, Office of Human Resources	614-292-2800	ohrc@hr.osu.edu hr.osu.edu/elr
ADA and accommodations	ADA Coordinator's Office, Office of Diversity and Inclusion	614-292-6207	ada-osu@osu.edu ada.osu.edu
Title IX	Title IX Coordinator, Office of University Compliance and Integrity	614-247-5838	titleix@osu.edu titleix.osu.edu

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 Edited: 09/01/2013
 Revised: 09/01/2015

32.1 PROFESSIONAL AND LEGAL REQUIREMENTS

Also compliance documentation for Standard 2.1

2.1

32.1.1 Application and Selection Processes

The selection process is designed to identify those persons who possess the skills, knowledge, and abilities for effective performance within the Ohio State University Police Division.

The selection process is developed under the guidance of the Chief of Police, The Ohio State University and University Human Resources to ensure job-relatedness and uniformity in scoring and interpretation of all elements utilized.

Those candidates desiring employment with The Ohio State University Police Division must complete all phases of the selection process. All testing will be conducted at the expense of The Ohio State University Department of Public Safety. The inability to complete any phase or failure to appear for any phase of this process may result in elimination from consideration.

The Police Division initiates the selection process for sworn positions. The selection process for sworn positions consists of the following elements:

- Applicants complete an application, which includes a comprehensive questionnaire.
- Applicants take a physical fitness examination designed to assess upper and lower body strength and cardiovascular condition. Applicants must pass the physical fitness test in order to move on to the written test phase of the application process.
- Applicants take a standardized written test, administered and scored according to the guidelines established by the company supplying the examination materials.
- Qualified candidates are ranked according to standardized scoring in the written testing phase. A military credit, when approved, is applied in accordance with standards established by the Office of Human Resources.
- If more than one vacancy is to be filled from the eligibility list, the number of names shall be determined in the following manner: for one (1) vacancy, fifteen (15) names; for two (2) to four (4) vacancies, twenty names; for five (5) to eight (8) vacancies, twenty-five names; and for nine (9) to twelve (12) names, thirty names. The top candidates, after the written examination and addition of military credit, when approved, may be asked to participate in further selection phases, to include:
 - An oral interview, the panel of which shall consist of a mixture of command staff from the Ohio State University Police Division, as well as various community and governmental representatives. The oral interview panel shall conduct the interview using standardized questionnaires and scoring methods.
 - An extensive background history check.
 - A truth verification examination to be specified by the Division (i.e. Polygraph, Voice Stress Analysis, etc.).
 - Final interviews with the Chief of Police. a non-scored portion of the process.
 - The top candidates may be invited to participate in the final phases of the selection

2.5

2.6

process, after receiving a conditional offer of employment, which may include:

- Additional truth verification testing, if requested.
- Psychological testing at a division approved site.
- A medical examination.

NOTE: For Regional Campus officer positions the selection process may be modified to meet the specific needs of the campus. The selection process will include as applicable the Regional Campus Supervisor, and the Regional Campus administration.

The Police Division initiates the selection process for non-sworn positions upon approval by the Director of Public Safety. The selection process for non-sworn positions will consist of the following elements:

- Applicants complete an application, which includes a comprehensive questionnaire.
- Applicants take a standardized written test, administered and scored according to the guidelines established by the company supplying the examination materials.
- Qualified candidates shall be ranked according to standardized scoring in the written testing phase. A military credit, when approved, shall be applied in accordance with standards established by the Office of Human Resources. If more than one vacancy is to be filled from the eligibility list, the number of names shall be determined in the following manner: for one (1) vacancy, fifteen (15) names; for two (2) to four (4) vacancies, twenty names; for five (5) to eight (8) vacancies, twenty-five names; and for nine (9) to twelve (12) names, thirty names. The top candidates, after the written examination and addition of military credit, when approved, may be asked to participate in further selection phases, to include:
 - An oral interview, the panel of which shall consist of a mixture of command staff from the Ohio State University Police Division, as well as various community and governmental representatives. The oral interview panel shall conduct the interview using standardized questionnaires and scoring methods.
 - An extensive background history check.
 - A truth verification examination to be specified by the Division (i.e. Polygraph, Voice Stress Analysis, etc.).
 - Final interviews with the Chief of Police and the Assistant Vice President-Director of Public Safety a non-scored portion of the process.
 - The top candidates may be invited to participate in the final phases of the selection process, after receiving a conditional offer of employment, which may include:
 - Additional truth verification testing, if requested.
 - Psychological testing at a division approved site.
 - A medical examination.

2.1

Also compliance documentation for Standard 2.1

32.1.2 Job Related Rating Criteria or Minimum Qualifications

Elements of the job-selection process shall use only those rating criteria or qualifications that are job related. The goal of the selection process is to ensure that candidates are evaluated by a process that measures skills, traits, characteristics, and abilities that are a significant part of the job. The Ohio State University Police Division may utilize private vendors who specialize in the law enforcement selection process. Any tests administered must be validated as being able to assess the skills necessary for an entry level probationary police officer.

The qualifications for all sworn applicants are listed on the Ohio State University Classified Civil Service Classification Specification for OSU title code 8506 and state title code 36410, "University Law Enforcement Officer."

2.4



Classification Specification for Classified Civil Service
Developed for Equal Opportunity

OSU TITLE CODE (STATE CODE): 8506 (63410)

CLASSIFICATION TITLE: UNIVERSITY LAW ENFORCEMENT OFFICER (pay grade 50)

Function Statement:

Under supervision from higher-level law enforcement officer or supervisor, carries out the duties and responsibilities of a university law enforcement officer at a state-supported university with a student population over 50,000.

Job Duties: *(These duties are illustrative only) Incumbents may perform some or all of these duties or other job-related duties as required.*

Patrols assigned area as a commissioned officer, makes arrests, conducts investigations, maintains order, resolves conflicts between persons or groups within campus community, directs vehicle and pedestrian traffic, enforces traffic laws and regulations, submits incident reports (i.e., criminal and non-criminal) and reports on unusual or hazardous conditions which might endanger life, property or public safety. (75-90%)

Receives and follows instruction, supervision, orders and directions from higher ranking officers on the purpose and responsibilities of a university law enforcement officer, standards of ethics, uniform regulations and care, public and human relations, laws-of evidence, methods of arrest, search and seizure investigation, handling of prisoners and court conduct, patrolling and enforcement techniques and use and maintenance of firearms. (10-25%)

Works with local, county and federal law enforcement and public safety agencies during special events and emergencies as assigned. (5-10%)

Major Work Characteristics:

Knowledge of (1) criminal and civil law, rules and regulations dealing with universities*, (2) university law enforcement (i.e., patrolling and enforcement techniques, laws of evidence, methods of arrest, search and seizure and investigation, handling of prisoners)*, (3) public and human relations*; (4) departmental regulations outlining standards of ethics & uniform dress and care*; skill in (5) use and maintenance of firearms*, (6) first aide techniques*; ability to (7) interpret extensive variety of techniques, material in books, journals and manuals, (8) prepare meaningful and concise reports; (9) cooperate with co-workers on group assignments; (10) demonstrate agility and physical fitness, (11) understand manual and verbal instructions, technical in nature, (12) handle sensitive inquiries and contacts with other governmental law enforcement personnel.

Minimum Class Requirements: *(including license, if any)*

Minimum age 21; Valid unrestricted drivers license (must obtain a valid Ohio driver's license prior to the end of probationary period); Minimum seventy-two (72) quarter college credit hours or equivalent semester credit hours of documented college course work or twelve (12) months public law enforcement

experience or equivalent combination education and experience; Eligibility for faithful performance bond; Must successfully complete medical/visual, psychological, physical performance evaluations, polygraph, and other pre-employment requirements prescribed by the University and police department prior to appointment, and possibly thereafter; No conviction record for felony or crime of moral turpitude; Current Peace Officer certification(if certification is from a state other than Ohio, must be able to meet all of the conditions necessary as determined by the Ohio Peace Officer Training Academy (OPOTA) to receive an Ohio Peace Officer Certification within 6 months of employment).

Unusual Working conditions:

Law enforcement hazards. Work hours may vary; may have to work weekends and/or evenings; subject to 24 hour emergency call in; may need to work overtime.

Training & Development:

None

*Developed after employment

32.1.3 Uniform Administration

All elements of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner.

- Any written test used shall be scored according to the scoring guidelines set forth by the test designer.
- Any oral examination conducted shall be administered and scored utilizing a uniform question and answer sheet developed for the process.
- All time limits, oral instructions, and practice problems, if used, shall be clearly stated and provided to all candidates participating in the selection process.

32.1.4 Candidate Notification

The Department of Public Safety Human Resources Manager will provide the following in writing to all candidates at the time of their formal application:

- A list of the elements in the selection process.
- The expected duration of the selection process.
- The Division's policy on reapplication, retesting, and reevaluation of candidates who are not appointed.

32.1.5 Non Selection Notification

Candidates not selected for appointment are informed in writing by the Department of Public Safety Human Resources Manager.

32.1.6 Selection Process Records

Records of candidates not selected for appointment shall be maintained and disposed of, by the Department of Public Safety Human Resources Manager, in accordance with The Ohio State University General Records Retention Schedule.

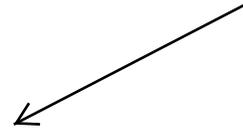
32.1.7 Selection Material Security

Materials will be stored in a secured area with access being granted only to those deemed by the Chief of Police and Department of Public Safety Human Resources Manager to have legal access to such records.

When selection materials are disposed of according to the University General Records Retention Schedule, the method used will prevent disclosure of the information contained within the documents.

32.2 ADMINISTRATIVE PRACTICES AND PROCEDURES

25



32.2.1 Background Investigations

A background investigation of each candidate is conducted prior to appointment in a probationary status, and includes:

- Verification of qualifying credentials.
- A review of any criminal record.
- Verification of at least three personal references.

32.2.2 Background Investigators

Background investigations are conducted by members of the Investigations Section and other personnel approved to do so by the Chief of Police or designee. These personnel are trained in collecting required information and follow the Police Division Background Investigation Checklist.

32.2.3 Retention of Background Information

A candidate's background records shall remain with the application at the conclusion of the process. When an individual is hired, the background record is included in the individual's personnel file.

The background records of an individual determined ineligible for selection is filed with the application and maintained under the control of the Human Resource Manager. The application and supporting documentation shall be maintained according to the University General Record Retention Schedule under the direction of the Human Resource Manager.

25



32.2.4 Truth Verification Questions

All candidates for sworn and non-sworn positions in the Police Division shall be required to take a truth verification examination. They shall be provided with a list of areas from which polygraph (or other instrument for the detection of deception) questions will be drawn prior to examination.

32.2.5 Truth Verification Examiner

The administration of a polygraph examinations (and/or other instrument for the detection of deception) and the evaluation of the results are conducted by person(s) trained in these procedures. The sensitive nature of these tests makes it necessary to rely upon examiners who possess professional training and credentials in the use and interpretation of these investigative tools.

32.2.6 Truth Verification Examination Results

Polygraph examinations or other instruments used for the detection of deception should only be used as an investigative aid. The use of the results of the polygraph examination or other instruments used for the detection of deception shall not be the single determinant of employment status. An admission during pretest, test, or posttest interview, together with other information, may be sufficient to support decisions relevant to employment status.

32.2.7 Medical Examination

For each candidate for a sworn position, a medical examination is conducted, prior to appointment to probationary status, the purpose of which is to certify the general health of the candidate.

32.2.8 Psychological Examination

An emotional stability and psychological fitness examination of each candidate for a sworn position is conducted and assessed by a qualified professional prior to appointment to probationary status.

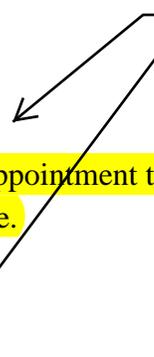
32.2.9 Retention of Medical and Psychological Examination Results

A candidate's medical and psychological records shall remain with the application at the conclusion of the process. When an individual is hired, the medical and psychological record is included in the individual's personnel file. The medical and psychological records of an individual determined ineligible for selection is filed with the application and maintained by the Department of Public Safety Human Resources Manager according to the University General Record Retention Schedule.

32.2.10 Probationary Period

All sworn employees in the ranks of Captain, Lieutenant, Sergeant and Officer shall be required to successfully complete a one year probationary period commencing from the date of hire or from the date of graduation from the police academy, whichever occurs latest. All non-sworn civil service employees

2.5



shall be required to successfully complete a six month probationary period from their date of appointment.

Administrative and professional unclassified university employees do not have a defined probationary period, per University policy.

Proofs of compliance for Standards 2.1-2.7: 2016 Read and Sign and Testing (samples) for personnel involved in recruitment and hiring. (Spans next 9 pages)

Recruitment & Hiring

TRAINING CHECKLIST
 ((((Ohio Collaborative Certification - Standard 2)))

		Signature	Date
201	Craig Stone (Chief)	<i>Craig Stone #201</i>	6-22-16
202	Vacant		
211	Dave Rose (Capt)	<i>Dave Rose #211</i>	6-13-16
214	Eric Whiteside (Capt)	<i>Eric Whiteside #214</i>	6-6-16
233	Alex Rayner (Staff Lt)	<i>Alex Rayner #233</i>	06-27-2016
352	Adam Tabor (Staff Ofc)	<i>Adam Tabor #352</i>	5/31/16
319	Susan Liu (IS)	<i>Susan Liu #319</i>	06.06.16
338	Byran Thompson (IS)	<i>Byran Thompson #338</i>	6-23-16
352	Adam Tabor (Staff)	<i>Adam Tabor #352</i>	5/31/16
348	Cassi Shaffer (IS)	<i>Cassi Shaffer #348</i>	6/4/16
308	Jason Becker (IS)	<i>Jason Becker</i>	6-27-16
250	Seth Walker (LT-Wooster)	Via e-mail <input checked="" type="checkbox"/>	6-21-16
251	Chad Stanton (SGT-Wooster)	Via e-mail <input checked="" type="checkbox"/>	6-21-16
401	Joe Eringman (Civ-USSS)	<i>Joe Eringman</i>	6/6/16
406	Renee Kopczewski (Civ-Crim Anal)	<i>Renee Kopczewski</i>	6/8/16
	Todd Hunter (HR)	<i>Todd Hunter</i>	6/8/16 <input checked="" type="checkbox"/>
	Kurt Farnsworth (HR)	<i>Kurt Farnsworth</i>	6/22/16

2016 Ohio Collaborative LE Agency Certification (R&H)

Employee: CRAIG A. STONE

INITIAL

A. **Compliance Expectations (Compliance Expectations handout):**

CAT

- a. I have read and understand the five steps involved in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

B. **Standards of Compliance (Standards of Compliance Checklist handout):**

CAZ

- a. I have read and understand the Standards of Compliance Checklist and understand my role in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

C. **Receipt of Written Directives (Orders 31-32 & Recruitment Plan handout):**

CAZ

- a. I have been issued a copy of The Ohio State University Police Division General Order 31 and 32, OSU HR Classification Specification for University Law Enforcement Officer, *Recruitment Plan* and *Equal Employment Opportunity Plan* which includes the Division's *recruitment and hiring policy statement for sworn personnel*, the *employee recruitment and hiring qualifications, application and selection process* and the *annual review/analysis of the recruitment and hiring process*.

D. **Training on Written Directives (Order 1.3 handout):**

CAZ

- a. I have received training on the OSUPD *Recruitment Plan, Equal Employment Opportunity Plan, recruitment and hiring policy statement for sworn personnel, employee recruitment and hiring qualifications, application and selection process* and the *annual review/analysis of the recruitment and hiring process*.

E. **Testing: Read each statement below and determine if it is a TRUE or FALSE statement with regard to Division recruitment and hiring Directives.** Indicate your answer by circling T for True or F for false.

- a. It is the policy of The Ohio State University Police Division to practice non-discrimination and to promote equal opportunity in all recruitment and selection practices and activities.

T or F

- b. Individuals involved with recruitment and hiring activities shall be issued a copy of Division General Order 31 and 32, including all referenced University policies, and shall be trained on and tested annually on the Recruitment and Equal Employment Opportunity Plan

T or F

- c. In all cases, recruitment and selection activities are guided by a commitment to diversity through equal employment opportunity and affirmative action.

T or F

- d. Positions published online include classification, working title, employing department, summary of duties and qualifications, work schedule if applicable, and target hiring range and should offer a realistic portrayal of the role, work environment, performance objectives, and experience requirements.

T or F

- e. The Deputy Chief of Police, with assistance from the Office of Human Resources, shall conduct a documented annual review/analysis of the recruitment and hiring process to evaluate the progress toward the recruitment plan objectives T or F
- f. Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment. T or F
- g. Officer applicants take a physical fitness examination designed to assess upper and lower body strength and cardiovascular condition. Applicants must pass the physical fitness test in order to move on to the written test phase of the application process. T or F
- h. Top candidates, after the written examination and addition of military credit, when approved, may be asked to participate in further selection phases, to include an oral interview, the panel of which shall consist of a mixture of command staff from the Ohio State University Police Division, as well as various community and governmental representatives. The oral interview panel shall conduct the interview using standardized questionnaires and scoring methods. T or F
- i. The qualifications for all sworn applicants are listed on the Ohio State University Classified Civil Service Classification Specification for OSU title code 8506 and state title code 36410, "University Law Enforcement Officer." T or F
- j. Sworn position applicants must meet the following minimum requirements: Minimum age 21; Valid unrestricted driver's license (must obtain a valid Ohio driver's license prior to the end of probationary period); Minimum seventy-two (72) quarter college credit hours or equivalent semester credit hours of documented college course work or twelve (12) months public law enforcement experience or equivalent combination education and experience; Eligibility for faithful performance bond; Must successfully complete medical/visual, psychological, physical performance evaluations, polygraph, and other pre-employment requirements prescribed by the University and police department prior to appointment, and possibly thereafter; No conviction record for felony or crime of moral turpitude. T or F

Employee Signature: _____

Craig A. [Signature]

Date: _____

6-22-16

2016 Ohio Collaborative LE Agency Certification (R&H)

Employee: Eric Whiteside

INITIAL

A. Compliance Expectations (Compliance Expectations handout):

EW

- a. I have read and understand the five steps involved in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

B. Standards of Compliance (Standards of Compliance Checklist handout):

EW

- a. I have read and understand the Standards of Compliance Checklist and understand my role in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

C. Receipt of Written Directives (Orders 31-32 & Recruitment Plan handout):

EW

- a. I have been issued a copy of The Ohio State University Police Division General Order 31 and 32, OSU IIR Classification Specification for University Law Enforcement Officer, *Recruitment Plan* and *Equal Employment Opportunity Plan* which includes the Division's *recruitment and hiring policy statement for sworn personnel*, the *employee recruitment and hiring qualifications, application and selection process* and the *annual review/analysis of the recruitment and hiring process*.

D. Training on Written Directives (Order 1.3 handout):

EW

- a. I have received training on the OSUPD *Recruitment Plan, Equal Employment Opportunity Plan, recruitment and hiring policy statement for sworn personnel, employee recruitment and hiring qualifications, application and selection process* and the *annual review/analysis of the recruitment and hiring process*.

E. Testing: Read each statement below and determine if it is a TRUE or FALSE statement *with regard to Division recruitment and hiring Directives*. Indicate your answer by circling T for True or F for false.

- a. It is the policy of The Ohio State University Police Division to practice non-discrimination and to promote equal opportunity in all recruitment and selection practices and activities.

T or F

- b. Individuals involved with recruitment and hiring activities shall be issued a copy of Division General Order 31 and 32, including all referenced University policies, and shall be trained on and tested annually on the Recruitment and Equal Employment Opportunity Plan

T or F

- c. In all cases, recruitment and selection activities are guided by a commitment to diversity through equal employment opportunity and affirmative action.

T or F

- d. Positions published online include classification, working title, employing department, summary of duties and qualifications, work schedule if applicable, and target hiring range and should offer a realistic portrayal of the role, work environment, performance objectives, and experience requirements.

T or F

- e. The Deputy Chief of Police, with assistance from the Office of Human Resources, shall conduct a documented annual review/analysis of the recruitment and hiring process to evaluate the progress toward the recruitment plan objectives T or F
- f. Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment. T or F
- g. Officer applicants take a physical fitness examination designed to assess upper and lower body strength and cardiovascular condition. Applicants must pass the physical fitness test in order to move on to the written test phase of the application process. T or F
- h. Top candidates, after the written examination and addition of military credit, when approved, may be asked to participate in further selection phases, to include an oral interview, the panel of which shall consist of a mixture of command staff from the Ohio State University Police Division, as well as various community and governmental representatives. The oral interview panel shall conduct the interview using standardized questionnaires and scoring methods. T or F
- i. The qualifications for all sworn applicants are listed on the Ohio State University Classified Civil Service Classification Specification for OSU title code 8506 and state title code 36410, "University Law Enforcement Officer." T or F
- j. Sworn position applicants must meet the following minimum requirements: Minimum age 21; Valid unrestricted driver's license (must obtain a valid Ohio driver's license prior to the end of probationary period); Minimum seventy-two (72) quarter college credit hours or equivalent semester credit hours of documented college course work or twelve (12) months public law enforcement experience or equivalent combination education and experience; Eligibility for faithful performance bond; Must successfully complete medical/visual, psychological, physical performance evaluations, polygraph, and other pre-employment requirements prescribed by the University and police department prior to appointment, and possibly thereafter, No conviction record for felony or crime of moral turpitude. T or F

Employee Signature:



Date:

6-6-16

2016 Ohio Collaborative LE Agency Certification (R&H)

Employee: Todd Hunter

INITIAL

OH

A. Compliance Expectations (Compliance Expectations handout):

- a. I have read and understand the five steps involved in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

OH

B. Standards of Compliance (Standards of Compliance Checklist handout):

- a. I have read and understand the Standards of Compliance Checklist and understand my role in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

OH

C. Receipt of Written Directives (Orders 31-32 & Recruitment Plan handout):

- a. I have been issued a copy of The Ohio State University Police Division General Order 31 and 32, OSU HR Classification Specification for University Law Enforcement Officer, *Recruitment Plan* and *Equal Employment Opportunity Plan* which includes the Division's *recruitment and hiring policy statement for sworn personnel*, the *employee recruitment and hiring qualifications*, *application and selection process* and the *annual review/analysis of the recruitment and hiring process*.

OH

D. Training on Written Directives (Order 1.3 handout):

- a. I have received training on the OSUPD *Recruitment Plan*, *Equal Employment Opportunity Plan*, *recruitment and hiring policy statement for sworn personnel*, *employee recruitment and hiring qualifications*, *application and selection process* and the *annual review/analysis of the recruitment and hiring process*.

E. Testing: Read each statement below and determine if it is a TRUE or FALSE statement *with regard to Division recruitment and hiring Directives*. Indicate your answer by circling T for True or F for false.

- a. It is the policy of The Ohio State University Police Division to practice non-discrimination and to promote equal opportunity in all recruitment and selection practices and activities.

T or F

- b. Individuals involved with recruitment and hiring activities shall be issued a copy of Division General Order 31 and 32, including all referenced University policies, and shall be trained on and tested annually on the Recruitment and Equal Employment Opportunity Plan

T or F

- c. In all cases, recruitment and selection activities are guided by a commitment to diversity through equal employment opportunity and affirmative action.

T or F

- d. Positions published online include classification, working title, employing department, summary of duties and qualifications, work schedule if applicable, and target hiring range and should offer a realistic portrayal of the role, work environment, performance objectives, and experience requirements.

T or F

- e. The Deputy Chief of Police, with assistance from the Office of Human Resources, shall conduct a documented annual review/analysis of the recruitment and hiring process to evaluate the progress toward the recruitment plan objectives T or F
- f. Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment. T or F
- g. Officer applicants take a physical fitness examination designed to assess upper and lower body strength and cardiovascular condition. Applicants must pass the physical fitness test in order to move on to the written test phase of the application process. T or F
- h. Top candidates, after the written examination and addition of military credit, when approved, may be asked to participate in further selection phases, to include an oral interview, the panel of which shall consist of a mixture of command staff from the Ohio State University Police Division, as well as various community and governmental representatives. The oral interview panel shall conduct the interview using standardized questionnaires and scoring methods. T or F
- i. The qualifications for all sworn applicants are listed on the Ohio State University Classified Civil Service Classification Specification for OSU title code 8506 and state title code 36410, "University Law Enforcement Officer." T or F
- j. Sworn position applicants must meet the following minimum requirements: Minimum age 21; Valid unrestricted driver's license (must obtain a valid Ohio driver's license prior to the end of probationary period); Minimum seventy-two (72) quarter college credit hours or equivalent semester credit hours of documented college course work or twelve (12) months public law enforcement experience or equivalent combination education and experience; Eligibility for faithful performance bond; Must successfully complete medical/visual, psychological, physical performance evaluations, polygraph, and other pre-employment requirements prescribed by the University and police department prior to appointment, and possibly thereafter; No conviction record for felony or crime of moral turpitude. T or F

Employee Signature: _____

CAI/HA

Date: _____

6/8/16

2016 Ohio Collaborative LE Agency Certification (R&H)

Employee: KURT FARNSWORTH

INITIAL

A. Compliance Expectations (Compliance Expectations handout):

KOF

- a. I have read and understand the five steps involved in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

B. Standards of Compliance (Standards of Compliance Checklist handout):

KOF

- a. I have read and understand the Standards of Compliance Checklist and understand my role in The Ohio State University Police Division's Ohio Collaborative LE Agency Certification process:

C. Receipt of Written Directives (Orders 31-32 & Recruitment Plan handout):

KOF

- a. I have been issued a copy of The Ohio State University Police Division General Order 31 and 32, OSU HR Classification Specification for University Law Enforcement Officer, *Recruitment Plan* and *Equal Employment Opportunity Plan* which includes the Division's *recruitment and hiring policy statement for sworn personnel*, the *employee recruitment and hiring qualifications, application and selection process* and the *annual review/analysis of the recruitment and hiring process*.

D. Training on Written Directives (Order 1.3 handout):

KOF

- a. I have received training on the OSUPD *Recruitment Plan, Equal Employment Opportunity Plan, recruitment and hiring policy statement for sworn personnel, employee recruitment and hiring qualifications, application and selection process* and the *annual review/analysis of the recruitment and hiring process*.

E. Testing: Read each statement below and determine if it is a TRUE or FALSE statement *with regard to Division recruitment and hiring Directives*. Indicate your answer by circling T for True or F for false.

- a. It is the policy of The Ohio State University Police Division to practice non-discrimination and to promote equal opportunity in all recruitment and selection practices and activities.

T or F

- b. Individuals involved with recruitment and hiring activities shall be issued a copy of Division General Order 31 and 32, including all referenced University policies, and shall be trained on and tested annually on the Recruitment and Equal Employment Opportunity Plan

T or F

- c. In all cases, recruitment and selection activities are guided by a commitment to diversity through equal employment opportunity and affirmative action.

T or F

- d. Positions published online include classification, working title, employing department, summary of duties and qualifications, work schedule if applicable, and target hiring range and should offer a realistic portrayal of the role, work environment, performance objectives, and experience requirements.

T or F

- e. The Deputy Chief of Police, with assistance from the Office of Human Resources, shall conduct a documented annual review/analysis of the recruitment and hiring process to evaluate the progress toward the recruitment plan objectives or F
- f. Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment. or F
- g. Officer applicants take a physical fitness examination designed to assess upper and lower body strength and cardiovascular condition. Applicants must pass the physical fitness test in order to move on to the written test phase of the application process. or F
- h. Top candidates, after the written examination and addition of military credit, when approved, may be asked to participate in further selection phases, to include an oral interview, the panel of which shall consist of a mixture of command staff from the Ohio State University Police Division, as well as various community and governmental representatives. The oral interview panel shall conduct the interview using standardized questionnaires and scoring methods. or F
- i. The qualifications for all sworn applicants are listed on the Ohio State University Classified Civil Service Classification Specification for OSU title code 8506 and state title code 36410, "University Law Enforcement Officer." or F
- j. Sworn position applicants must meet the following minimum requirements: Minimum age 21; Valid unrestricted driver's license (must obtain a valid Ohio driver's license prior to the end of probationary period); Minimum seventy-two (72) quarter college credit hours or equivalent semester credit hours of documented college course work or twelve (12) months public law enforcement experience or equivalent combination education and experience; Eligibility for faithful performance bond; Must successfully complete medical/visual, psychological, physical performance evaluations, polygraph, and other pre-employment requirements prescribed by the University and police department prior to appointment, and possibly thereafter; No conviction record for felony or crime of moral turpitude. or F

Employee Signature: _____



Date: _____

6/22/16

2016 OSUPD RECRUITING EFFORTS

Compiled by Acting Chief of Police, Craig A. Stone

- BUFFALO STATE COLLEGE (BUFFALO, NY)
- CENTRAL STATE UNIVERSITY (WILBERFORCE, OH)
- CLEVELAND STATE UNIVERSITY (CLEVELAND, OH)
- COLUMBUS STATE COMMUNITY COLLEGE (COLUMBUS, OH)*
- CUYAHOGA COMMUNITY COLLEGE (CLEVELAND, OH)
- FIRST CHURCH OF GOD (COLUMBUS, OH)
- NATIONAL ORGANIZATION OF BLACK LAW ENFORCEMENT EXECUTIVES-CINCINNATI & CLEVELAND CHAPTERS
- NELSON LYNCH BARBER SHOP
- NEW SALEM BAPTIST CHURCH (COLUMBUS, OH)
- OHIO COMMISSION ON HISPANIC/LATINO AFFAIRS
- OSU BLACK MALE FACULTY/STAFF
- OSU DEPARTMENT OF PUBLIC SAFETY
- OSU POLICE
- OSU STUDENT SAFETY SERVICES
- SINCLAIR COMMUNITY COLLEGE (DAYTON, OH)
- UNITED BLACK FUND OF CLEVELAND
- WIZARDS OF HAIR CARE BARBER SHOP
- WOODWARD PARK RECREATION CENTER (COLUMBUS, OH)

List of organizations to whom an informational recruiting e-mail and/or brochure was delivered April/May 2016.

Job announcement and brochure was emailed to Ohio community colleges that have a basic law enforcement peace officer program. In addition, requests were made for the above organizations to forward the info to potential applicants or their list serves and/or make announcements.

*Detective Bryan Thompson and Acting Chief Craig Stone participated in a job fair at Columbus State Community College on 5-5-16.

In-Person recruiting activity.

See 2016 Recruitment Brochure below

Salary ▶ Trainees start at **\$44,033** PER YEAR

NEW OFFICER

\$51,022
PER YEAR

AFTER 1 YEAR

\$54,600
PER YEAR

Rates as of April 2016. Excludes additional incentives/shift differential.

Qualifications

Officer Trainee

- » Minimum age 21
- » Valid unrestricted Ohio driver's license upon appointment
- » High school degree or equivalent
- » Must successfully complete medical/visual, psychological, physical performance evaluations, polygraph, and drug screen
- » No conviction record for felony, drug- or sex-related crimes
- » Completion of the Ohio Peace Officer Training Academy (obtained after employment)

University Law Enforcement Officer

- » Minimum age 21
- » Valid unrestricted Ohio driver's license upon appointment
- » Minimum seventy-two (72) quarter college credit hours or equivalent semester credit hours of documented college course work or twelve (12) months of public law enforcement experience or equivalent combination education and experience
- » Must successfully complete medical/visual, psychological, physical performance evaluations, polygraph, and drug screen
- » No conviction record for felony, drug- or sex-related crimes
- » Current Ohio Peace Officer certification



Lt. Kimberly Spears-McNatt

Being an Ohio State Police Officer is rewarding because no two days are the same and I get the opportunity to work with, protect and serve a diverse university community.



Ofc. Mark Sandbrink

In addition to loving my job, I appreciate being part of the campus community and the unique educational and training opportunities offered by The Ohio State University Police Division.



Ofc. Doug Cunningham

We have a unique ability to have a positive impact on the lives of people from all over the world – right here on our campus – and maintaining these relationships is very rewarding.



Ofc. Joanna Shaul & K9 Rita

From presidential visits to big sporting events, no two days are the same working for OSUPD. Our canine units help prepare for large events both on campus and around the state.



Ofc. Marjorie Rizalvo

We are guiding the next generation of world leaders at Ohio State. With such a global community, we interact with people of different perspectives, cultures, experiences and abilities.



Ofc. Erik Winger

Bike patrol allows me to stay connected through direct contact with the university community. As an Ohio State alumnus, I give back by providing a safe environment for students to learn and grow.

AFTER 2 YEARS

\$61,776
PER YEAR

AFTER 3 YEARS

\$70,616
PER YEAR

Years of experience transferable.

Benefits

Not all inclusive. Subject to change without notice.

Outstanding Medical & Retirement Options

- » Comprehensive medical coverage with choice of care providers
- » Dental, Vision and Prescription Drug coverage for staff and dependents
- » A variety of life insurance options for employees, same-sex domestic partners/spouses and their dependents
- » Enrollment in either the Ohio Public Employees Retirement System (OPERS) or the Alternative Retirement Plan (ARP)

Continue Your Education

- » The university pays 100 percent of the Instructional, General and non-Ohio resident fees for employees to take up to 10 credit hours per semester. The university pays 50 percent of the undergraduate level Instructional and General fees for eligible dependents.

Paid Leave Benefits

- » Ten paid holidays annually
- » 120 hours of sick leave and 80 hours of vacation annually

Support Athletic Events

- » Eligibility for admission to home athletic events
- » For detailed information regarding university benefit plans, see the Office of Human Resources web page at hr.osu.edu/benefits.

Contact

PHONE:
614-292-2121

WEBSITE:
dps.osu.edu

Follow Us

 **@OSUPOLICE**

 **/OSUPD**

Our Values

Service: The principle of assisting others who need our help and setting aside our individual needs to accomplish our goal.

Innovation: The commitment to generating and discovering new ideas and processes through creative inquiry.

Respect: Treating all individuals with courtesy and dignity.

Integrity: Our duties are performed with the utmost honesty, consistency of character and ethical standards.

Diversity: The acceptance and appreciation of the differences in culture, thought, and experiences of all individuals and to integrate those differences in all we do.



**DEPARTMENT of
PUBLIC SAFETY**

April 2016



THE OHIO STATE UNIVERSITY



Department of Public Safety
Division of Police

*Dedicated to protecting and serving
the university community.*

**Proofs of compliance for Standard 2.3:
EEO statement on HR application portal
EEO Plan**



THE OHIO STATE
UNIVERSITY

Careers at Ohio State

- [Home](#)
- [Search Jobs](#)
- [Create Account](#)
- [Log In](#)
- [Help](#)
- [Frequently Asked Questions](#)
- [About Columbus Ohio](#)
- [About Ohio State](#)
- [Ohio State Benefits](#)
- [Discovery Themes](#)

See EEO statement below



Search Postings (1)

To view open positions, please enter your search criteria below. You may view all open positions by not specifying any search criteria and clicking the **Search** button.

Keywords Posted Within

Location Working Title

University Title Job Opening Number

Job Category Full/Part Time

(1)

To view the position details and/or apply to an open position, click on the position title or the **View Details** link. If you would like to bookmark a position for later review, click on the **Bookmark** link.

[Working Title](#) [Department](#) [Application Deadline](#) [Job Opening Number](#) [Target Salary](#)

Public Safety Officer-Regnl Camp	Public Safety Officer-Regnl Camp	MRN-Safety and Security	05/29/2016	418111	\$24.00 Hourly
---	----------------------------------	-------------------------	------------	--------	-------------------

This position serves as public safety officer at the Ohio State University at Marion and Marion Technical College to perform public safety and security, parking and other emergency response issues; assists in coordinating programs and services that increase student, faculty, staff, and community safety awareness; performs routine patrol of buildings and grounds; serves as a first response for v... [View Details](#)

[Bookmark](#)

THE OHIO STATE UNIVERSITY

The Office of Human Resources | 1590 N. High St., Suite 300 | Columbus, OH 43201-2190 | For questions, please call 614-688-9675 or email hr-employmentservices@osu.edu.

The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or protected veteran status. EEO is the law.





Applies to: Faculty, staff, students, student employees, graduate associates, volunteers, and applicants

Responsible Office

Office of Human Resources

POLICY

Issued: 10/01/1973
Revised: 09/01/2015

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Purpose of the Policy

To establish a policy promoting equal employment opportunity and prohibiting discrimination based upon law, including and not limited to: Americans with Disabilities Act, Age Discrimination Act of 1975, Age Discrimination in Employment Act, Genetic Information Nondiscrimination Act, Pregnancy Discrimination Act, Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Vietnam Era Veterans' Readjustment Assistance Act of 1974 and any other laws related to equal opportunity.

Definitions

Table with 2 columns: Term and Definition. Rows include Affirmative Action, Applicant, Discrimination, Equal Employment Opportunity, Harassment*, and Protected Class.



Applies to: Faculty, staff, student employees, graduate associates, volunteers, and applicants

Policy Details

- I. Guiding Principles
 - A. Recruitment processes should be designed and conducted so as to result in the most diverse and qualified **applicant** pool possible.
 - B. Selection practices should emphasize hiring the best-qualified individuals..
 - C. Management practices should facilitate inclusive work environments that value and seek out human diversity and reward effective human relations skills.
 - D. University practices should emphasize prevention of discrimination and **harassment**.
 - E. Training and development opportunities should be made available to employees and should provide equal opportunities for individuals from underrepresented groups.
 - F. Promotion practices, including tenure, should be inclusive and provide equal opportunity for individuals from underrepresented groups.

PROCEDURE

Issued: 10/01/1973

Revised: 09/01/2015

- I. Making a Complaint of Discrimination/Harassment
 - A. Allegations can be made by individuals who are directly involved in, who observe, or who receive reliable information that discrimination/harassment may have occurred.
 - B. Allegations of sexual misconduct, which includes sexual harassment, are handled under Sexual Misconduct, Sexual Harassment, and Relationship Violence, Policy 1.15.
 - C. Allegations of all other forms of discrimination/harassment involving students in the nonemployment setting can be filed by contacting the Office of the Vice President for Student Life; the Center for the Student Advocacy; or the Multi-Cultural Center, specifically the Bias Assessment and Response Team.
 - D. Filing a complaint with the university does not preclude the individual from filing a complaint with an external agency nor does it extend time limits with those agencies.
 - E. Individuals who wish to make a complaint of discrimination/harassment (outside of sexual harassment) should:
 1. Talk with the responsible party if desired and if comfortable doing so.
 2. Seek to resolve the situation in consultation with the supervisor and/or college/unit human resource professional if desired and if comfortable doing so.
 3. If the issue is not resolved through #1 and/or #2, contact the Office of Human Resources. Submit a completed Discrimination/Harassment Complaint form, available from the Office of Human Resources.
 4. Provide witnesses and/or documentation from individuals that have first-hand knowledge of the situation.
 5. Respect the confidentiality and reputation of all parties.
 6. Keep the investigator informed of any new concerns or actions taken against the complainant during the investigation.
- II. Confidentiality

The university recognizes the importance of confidentiality. To the extent possible, all information received in connection with the filing, investigation, and resolution of allegations will be treated as confidential except when necessary to conduct an appropriate investigation, to provide assistance and resources to complainants, to perform other appropriate university functions, or when the university is compelled to produce information in accordance with the law. When requests for confidentiality arise, they will be evaluated by the Office of Human Resources, Employee and Labor Relations or in cases of sexual misconduct, which includes sexual harassment, by the Title IX coordinator. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.



Applies to: Faculty, staff, student employees, graduate associates, volunteers, and applicants

III. Retaliation

The university will not tolerate retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a complainant, or participates in an investigation of discrimination or harassment. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or student status, independent of the merits of the underlying allegation. Allegations of retaliation should be directed to the Office of Human Resources, Employee and Labor Relations, or in cases of sexual misconduct, which includes sexual harassment, to the Title IX coordinator or deputy coordinator.

IV. Job Postings

- A. Required tagline for job postings and advertisements: The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or protected veteran status.
- B. Applicants are encouraged to complete and submit the [Equal Employment Identification form](#).

Responsibilities

Position or Office	Responsibilities
Employing unit	<ol style="list-style-type: none"> 1. Ensure that a diverse pool is created for each search. 2. Ensure that management practices prevent discrimination and support Equal Employment Opportunity (EEO). 3. Provide information and resources to supervisors, managers, and employees in support of Affirmative Action, EEO, and non-discrimination. 4. Ensure that instances of discrimination are promptly referred to Human Resources Employee and Labor Relations. Once findings and actions steps are issued ensure that they are properly implemented. 5. Display required EEO materials. 6. Consult with Human Resources Employee and Labor Relations to meet obligations under this policy. 7. Enter employee Affirmative Action employment data in the Human Resource Information System (HRIS). 8. Ensure confidentiality of individuals with HIV/AIDS infection, genetic information, or other issues governed by this policy. 9. Follow responsibilities outlined in the Guidelines for Reporting, Investigating, and Resolving Complaints of Discrimination and Harassment.
Office of Human Resources	<ol style="list-style-type: none"> 1. Consult with and guide units, managers, and employees regarding this policy. 2. Produce and maintain the university Affirmative Action Plan. 3. Consult with units regarding the Affirmative Action planning process and their responsibilities under this policy. 4. Provide Affirmative Action, EEO, and non-discrimination information and resources. 5. Investigate complaints of discrimination/harassment. 6. Provide training regarding this policy. 7. Ensure confidentiality of individuals with HIV infection, genetic information, or other issues governed by this policy. 8. Follow responsibilities outlined in the Guidelines for Reporting, Investigating, and Resolving Complaints of Discrimination and Harassment. 9. Evaluate requests for confidentiality.
Title IX coordinator	Evaluate requests for confidentiality related to sexual misconduct, which includes sexual harassment.
Applicant and employee	<ol style="list-style-type: none"> 1. Voluntarily complete and submit the Equal Employment Identification form if desired. 2. Talk with the party responsible for the offensive behavior if desired and if comfortable doing so. 3. Seek to resolve situations in consultation with the supervisor and/or college/unit HR professional if desired and if comfortable doing so. 4. Submit Discrimination/Harassment Complaint form to the Office of Human Resources. 5. Provide witnesses and/or documentation from individuals that have first-hand knowledge of the situation. 6. Respect the confidentiality and reputation of all parties. 7. Keep the investigator informed of any new concerns or actions taken against the complainant during the investigation.



Applies to: Faculty, staff, student employees, graduate associates, volunteers, and applicants

Position or Office	Responsibilities
	8. Direct allegations of retaliation to OHR Employee Relations, or in cases of sexual misconduct, which includes sexual harassment, to the Title IX coordinator or deputy coordinator. 9. Follow responsibilities outlined in the Guidelines for Reporting, Investigating, and Resolving Complaints of Discrimination and Harassment.

Resources

Discrimination/Harassment Complaint form, hr.osu.edu/public/documents/forms/shdiscomplaint.pdf
 Equal Employment Identification form, hr.osu.edu/forms/emp/aaed.pdf
 Equal Employment Opportunity Commission, eeoc.gov
 Guidelines for Reporting, Investigating, and Resolving Complaints of Discrimination and Harassment, hr.osu.edu/hrpubs/guidelinesdiscrim.pdf
 National Human Genome Research Institute, genome.gov, genome.gov/10002077
 Notice of Non-Discrimination, hr.osu.edu/policy/resources/110nondiscrimnotice.pdf
 Ohio Revised Code Section 4112 Unlawful discriminatory practices, codes.ohio.gov/orc/4112.02
 Posters, hr.osu.edu/hrpubs/index.aspx#EEOLabor
 Rehabilitation Act of 1973, Sections 503 and 504, eeoc.gov/policy/rehab.html
 Sexual Misconduct, Sexual Harassment, and Relationship Violence, Policy 1.15, hr.osu.edu/public/documents/policy/policy115.pdf

Contacts

Subject	Office	Telephone	E-mail/URL
Policy	Employee and Labor Relations, Office of Human Resources	614-292-2800	ohrc@hr.osu.edu hr.osu.edu/elr
ADA and accommodations	ADA Coordinator's Office, Office of Diversity and Inclusion	614-292-6207	ada-osu@osu.edu ada.osu.edu
Title IX	Title IX Coordinator, Office of University Compliance and Integrity	614-247-5838	titleix@osu.edu titleix.osu.edu

History

Issued: 10/01/1973
 Revised: 10/01/1980
 Revised: 01/03/1985
 Revised: 10/23/2000
 Edited: 09/06/2002
 Revised: 02/02/2004
 Revised: 11/01/2009
 Revised: 02/01/2012
 Edited: 09/01/2013
 Revised: 09/01/2015

**Proofs of compliance for Standard 2.4:
Job Postings for the 2015 and 2016 hiring
process detailing the applicant requirements
and communication to an applicant who did
not meet the minimum requirements.**

Univ Law Enfrment Offr Trainee

Position Information

Position Information

Top Message Both current Ohio State employees and the general public may apply for this classified civil service position.

Message to Applicants

Number of Positions Available 3

University Title Univ Law Enfrment Offr Trainee

Working Title Univ Law Enfrment Offr Trainee

Department University Police

Department Location Columbus

Requisition Number 417660

Summary of Duties Under close supervision from a University Law Enforcement Officer Supervisor or higher level supervisor, the University Law Enforcement Officer Trainee attends the prescribed training to learn the principles, practices, and theory of criminal and civil law enforcement and codified and case law. The trainee also receives training in report writing, physical fitness techniques, firearm use and maintenance, and arrest and control techniques. Under close supervision, may assist other police officers with the performance of their duties. This is a non-sworn, officer-in-training position.

Additional Information for Applicants: **Unusual Working Conditions: Subject to 24-hour call in. May work evenings and weekends. May have to chase, tackle, and engage suspects. Must annually qualify with firearm. May have to reside at training academy.**

There are three positions available for this job opening.

Pre Employment Screening

Required Qualifications Minimum age 20 years, six months at the time of hire; valid unrestricted Ohio operator's license upon appointment; high school degree or equivalent; eligibility for faithful performance bond; successfully complete drug screen as well as medical/visual, psychological, physical performance evaluations, polygraph and other pre-employment requirements prescribed by the University, Department of Public Safety and Police Division prior to appointment and possibly thereafter; no conviction record for felony or crime of moral turpitude.

Desired Qualifications Minimum seventy-two (72) quarter college credit hours or equivalent semester credit hours of documented college coursework.

Target Salary \$20.87 Hourly

Job Category Civil Service

Qualifications for sworn applicants

Job Appointment (FTE%)	100.0
Full/Part Time	Full-time
Temporary or Regular	Regular
Posting Start Date	04/30/2016
Posting End Date	05/15/2016
Dept Contact Name	Farnsworth, Kurt R
Dept Contact Phone	614/292-5192
Quick Link	http://www.jobsatosu.com/postings/69831

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you related in any way to a faculty/staff member in the unit of the position for which you are applying?
 - Yes
 - No
 2. * What prompted you to apply for this position at The Ohio State University? Please select an answer below:
 - Referred by personal contact
 - Referred by OSU recruiter
 - Job/Career Fair
 - JobsatOSU.com
 - LinkedIn
 - Twitter
 - Monster.com
 - Columbus Dispatch
 - Dice.com
 - Professional organization
 - HERC (Higher Education Recruitment Consortium)
 - Local newspapers
 - Other
 3. * Will you be at least 20 years and six months of age at the time of hire?
 - Yes
 - No
 4. * Will you or do you have a valid unrestricted Ohio operator's license upon appointment?
 - Yes
 - No
 5. * Do you have a High School degree or equivalent?
 - Yes
 - No
 6. * Are you eligible for a faithful performance bond?
 - Yes
 - No
 7. * Do you have a minimum seventy-two (72) quarter college credit hours or equivalent semester credit hours of documented college coursework?
 - Yes
 - No
-

Required Documents

Required Documents

None

Optional Documents

1. Resume
2. Cover Letter
3. Other

Univ Law Enforcement Officer

Posting Details

Posting Details

Enter the message below to appear as first field to applicants on job details page.

Enter the message below to appear to applicants that staff member has been identified.

University Title

Both current Ohio State employees and the general public may apply for this classified civil service position.

Job Code

Univ Law Enforcement Officer
8506

Working Title

Univ Law Enforcement Officer

Department (org number)(internal display)

University Police

Department

University Police

Responsible Hiring Manager

Job Opening Number

408432

Position Number

7460

Summary of Duties

This position patrols assigned area; maintains order; directs vehicle/pedestrian traffic; enforces state laws and regulations; performs assigned investigations of criminal and non-criminal incidents; makes on-view or warrant arrests for criminal statute violations; resolves or prevents conflicts between persons or groups within campus community; enforces traffic laws and regulations; may, with specific supervisory direction, work independently in the resolution of department problems and/or needs; submits detailed reports regarding investigations of criminal and non-criminal incidents; may be assigned to a technical or specialized function related to law enforcement operations.

Special Offline Instructions:

There are multiple positions available.

This position is subject to 24-hour call in; may work evenings and weekends.

Additional Information for Applicants:

This position is identified as an Essential position, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of the campus population and/or physical plant.

Qualifications for sworn applicants



Required Qualifications

Minimum age 21; valid unrestricted driver's license (must obtain a valid Ohio driver's license prior to the end of probationary period); minimum seventy-two (72) quarter college credit hours or equivalent semester credit hours of documented college course work or twelve (12) months public law enforcement experience or equivalent combination education and experience; eligibility for faithful performance bond; must successfully complete medical/visual, psychological, physical performance evaluations, polygraph, and other pre-employment requirements prescribed by the University and police department prior to appointment, and possibly thereafter; no conviction record for felony or crime of moral turpitude; current Peace Officer certification (if certification is from a state other than Ohio, must be able to meet all of the conditions necessary as determined by the Ohio Peace Officer Training Academy (OPOTA) to receive an Ohio Peace Officer Certification within 6 months of employment).

Desired Qualifications

Pre Employment Screening	Yes
Target Salary	\$24.05 - \$33.28 Hourly
Salary Plan	50
Min Salary	24.05
Max Salary	33.28
Pay Basis	FOP
Salary Negotiable (from PS)	2
Job Category	Civil Service
Job Appointment (FTE%)	100.0
Number of Positions Available	6
Full/Part Time	Full-time
Temporary/Term/Regular	Regular
Internal Candidates Identified Candidate	
Posting Start Date	05/16/2015
Posting End Date	06/07/2015
Post to HERC	Yes
HERC Category Ids	Security/Public Safety
Dept Contact Employee ID	100453093
Dept Contact Name	Farnsworth, Kurt R
Dept Contact Address 1	2003 Millikin Rd
Dept Contact Address 2	
Dept Contact City	Columbus
Dept Contact State	OH
Dept Contact Zip	43210

Dept Contact Phone 614/292-5192
Dept Contact Email
Department Location Columbus
Responsible Talent Acquisition User HRP User
HR Professional Kurt Farnsworth
Employer Pass Msg Your application has been received. Thank you for your interest in The Ohio State University.
Employer Fail Msg Your application has been received. Based on the requirements specified in the posting, you do not meet the minimum qualifications for this position. We hope that you will consider other job opportunities that interest you.

Faculty Application Instructions
Guest User

Guest User Credentials

- Username: gu1088095
- Password: 141ff2

Email Addresses of Guest User Recipients

None Entered.



Message informing the applicant that the minimum qualifications were not met.

**Proofs of compliance for Standard 2.4:
Recruiting brochure for the 2016 hiring process
detailing the applicant requirements.**

Salary ▶ Trainees start at **\$44,033** PER YEAR

NEW OFFICER

\$51,022
PER YEAR

AFTER 1 YEAR

\$54,600
PER YEAR

Rates as of April 2016. Excludes additional incentives/shift differential.

Qualifications

Officer Trainee

- » Minimum age 21
- » Valid unrestricted Ohio driver's license upon appointment
- » High school degree or equivalent
- » Must successfully complete medical/visual, psychological, physical performance evaluations, polygraph, and drug screen
- » No conviction record for felony, drug- or sex-related crimes
- » Completion of the Ohio Peace Officer Training Academy (obtained after employment)

University Law Enforcement Officer

- » Minimum age 21
- » Valid unrestricted Ohio driver's license upon appointment
- » Minimum seventy-two (72) quarter college credit hours or equivalent semester credit hours of documented college course work or twelve (12) months of public law enforcement experience or equivalent combination education and experience
- » Must successfully complete medical/visual, psychological, physical performance evaluations, polygraph, and drug screen
- » No conviction record for felony, drug- or sex-related crimes
- » Current Ohio Peace Officer certification

Minimum qualifications for sworn applicants



Lt. Kimberly Spears-McNatt

Ohio State Police Officer is rewarding because no days are the same and I get the opportunity to work hard and serve a diverse university community.



Ofc. Doug Cunningham

We have a unique ability to have a positive impact on the lives of people from all over the world – right here on our campus – and maintaining these relationships is very rewarding.



Ofc. Marjorie Rizalvo

We are guiding the next generation of world leaders at Ohio State. With such a global community, we interact with people of different perspectives, cultures, experiences and abilities.



Ofc. Mark Sandbrink

In addition to loving my job, I appreciate being part of the campus community and the unique educational and training opportunities offered by The Ohio State University Police Division.



Ofc. Joanna Shaul & K9 Rita

From presidential visits to big sporting events, no two days are the same working for OSUPD. Our canine units help prepare for large events both on campus and around the state.



Ofc. Erik Winger

Bike patrol allows me to stay connected through direct contact with the university community. As an Ohio State alumnus, I give back by providing a safe environment for students to learn and grow.

AFTER 2 YEARS

\$61,776
PER YEAR

AFTER 3 YEARS

\$70,616
PER YEAR

Years of experience transferable.

Benefits

Not all inclusive. Subject to change without notice.

Outstanding Medical & Retirement Options

- » Comprehensive medical coverage with choice of care providers
- » Dental, Vision and Prescription Drug coverage for staff and dependents
- » A variety of life insurance options for employees, same-sex domestic partners/spouses and their dependents
- » Enrollment in either the Ohio Public Employees Retirement System (OPERS) or the Alternative Retirement Plan (ARP)

Continue Your Education

- » The university pays 100 percent of the Instructional, General and non-Ohio resident fees for employees to take up to 10 credit hours per semester. The university pays 50 percent of the undergraduate level Instructional and General fees for eligible dependents.

Paid Leave Benefits

- » Ten paid holidays annually
- » 120 hours of sick leave and 80 hours of vacation annually

Support Athletic Events

- » Eligibility for admission to home athletic events
- » For detailed information regarding university benefit plans, see the Office of Human Resources web page at hr.osu.edu/benefits.

Contact

PHONE:
614-292-2121

WEBSITE:
dps.osu.edu

Follow Us

 **@OSUPOLICE**

 **/OSUPD**

Our Values

Service: The principle of assisting others who need our help and setting aside our individual needs to accomplish our goal.

Innovation: The commitment to generating and discovering new ideas and processes through creative inquiry.

Respect: Treating all individuals with courtesy and dignity.

Integrity: Our duties are performed with the utmost honesty, consistency of character and ethical standards.

Diversity: The acceptance and appreciation of the differences in culture, thought, and experiences of all individuals and to integrate those differences in all we do.



**DEPARTMENT of
PUBLIC SAFETY**

April 2016



THE OHIO STATE UNIVERSITY



Department of Public Safety
Division of Police

*Dedicated to protecting and serving
the university community.*

**Proofs of compliance for Standard 2.5 and 2.6:
Correspondence sent to applicants detailing
next steps in the application, selection and
hiring process.**

Tabor, ADAM

From: Farnsworth, Kurt
Sent: Wednesday, May 18, 2016 11:01 AM
To: Farnsworth, Kurt
Subject: University Law Enforcement Officer Trainee Next Steps
Attachments: Background Questionnaire - ULEOT May 2016.pdf; ULEO phys stands.pdf



Good Morning,

Thank you for completing the online application for the **University Law Enforcement Officer Trainee (ULEOT)** position.

Attached to this message are two documents: A questionnaire with Removal Standards and Physical Fitness Testing Requirements

The next step in the application process is to **Complete, Sign & Return** the attached Abbreviated Background Questionnaire and Testing Preference Sheet. Please submit only the questionnaire and testing preference sheets, you may keep the removal standards.

Please complete the form, sign, then scan signed copy and email, or drop it off in person to:

Kurt Farnsworth
The Ohio State University
Department of Public Safety – HR
Blankenship Hall
901 Woody Hayes Dr.
Columbus, Ohio 43210-1243
farnsworth.13@osu.edu

Due to the deadline for submission, regular mail is **not** recommended.

If you *drop off* the questionnaire, it will need to be delivered to me at by 5:00 p.m. on Wednesday, May 25th 2016. You may leave your questionnaire with security personnel who will put it in my mailbox.

We cannot accept late questionnaires nor can we accept questionnaires without your original signature.

If you have problems opening the attachment or if you have any questions, please call or respond to this email for the quickest response.

You will be contacted for next steps in the process once I have received your questionnaire/testing preference and the deadline has passed.

Thank you,



Kurt R. Farnsworth, PHR, SHRM-CP

Human Resources Generalist

Administration & Planning

Department of Public Safety / Transportation & Traffic Management / WOSU Public Media

102 Printing Services Facility | 2500 Kenny Rd. Columbus, OH 43210

614-292-5192 Office | 614-688-8223 Fax

farnsworth.13@osu.edu osu.edu



Applicant Name: _____



The Ohio State University Police Department
Abbreviated Background Questionnaire

Thank you for your interest in the University Law Enforcement Officer Trainee (ULEOT) position at The Ohio State University. As part of the application process, you must meet the Background Standards in order to take the test. For more detailed **removal standards** see the attached listing.

Please read each of the following questions carefully and answer honestly. Once you have answered all questions, please sign the form, which indicates all your responses are true and accurate to the best of your knowledge.

IMPORTANT:

In order to be considered for the University Law Enforcement Officer Trainee Exam, you must return this form to us by **Wednesday, May 25th 2016 (it must be completed, scanned & emailed, or dropped off in person)**. Exams will be scheduled once we have reviewed your completed form. **Due to strict timelines, we will not be able to accept late entries.**

Prior to any offer of employment, The Ohio State University Police Division will conduct a comprehensive background investigation. Any disqualifying information disclosed on this Abbreviated Background Questionnaire, or during the background investigation, will cause your name to be removed from further consideration. All information is subject to verification through record checks, background investigation and polygraph examination.

If at any time during the selection process, you are in violation of the Background Standards, your name will be removed from the eligible list.

Please return this form by **Wednesday, May 25th 2016** to:

Kurt Farnsworth
Department of Public Safety – Human Resources
Blankenship Hall
901 Woody Hayes Dr.
Columbus, OH 43201-1243
farnsworth.13@osu.edu

Please contact Kurt Farnsworth, Human Resources with the Department of Public Safety at (614)292-5192 if you have further questions. Thank you.

All questions must be answered and turned in order to be considered for the exam.

1. Have you been convicted of domestic violence? ___Yes ___No
If "yes", please provide the year of the conviction: _____

2. Have you been convicted of a felony theft offense ___ Yes ___No
or felony crime of violence?

3. Have you used, tried or purchased marijuana within ___Yes ___No
the last 12 months?

4. Have you used, tried or purchased any other illegal ___Yes ___No
drug (except marijuana) within the last 3 years?

5. Have you sold marijuana, prescription drugs or ___Yes ___No
illegal drugs?

6. Have you been convicted of a gambling offense ___Yes ___No
within the last 5 years?

7. In the last 5 years, have you been convicted of ___Yes ___No
operating a motor vehicle while under the influence
of alcohol or drugs (OMVI, DUI)?

8. Have you had 3 or more moving violations within the ___Yes ___No
last 12 months?

9. In the last 5 years, has your driver's license been ___Yes ___No
revoked or suspended, as an adult, due to points
violations or by the Courts?

10. In the last five (5) years have you filed for Yes No
Bankruptcy or have you had a derogatory credit
history, such as history of late payments, or a
pattern of financial irresponsibility?

I certify that all of the information furnished in this background questionnaire are true and complete to the best of my knowledge. I understand that my stated pre-employment qualifications are subject to verification and I hereby authorize The Ohio State University to confirm or investigate any information provided.

I understand that providing any false information or omitting any material information on my application materials or misrepresentation provided in the interview process will be sufficient grounds for rejection of the application, or termination of employment whenever discovered. I understand that any future offer of employment may be conditioned upon the results of examinations, physical or other, as may be necessarily required by the university. The university will pay the reasonable cost of any examination which may be required.

I also authorize each of my former employers, educational institutions, organizations, and references listed herein to give The Ohio State University any and all information concerning my education, previous employment, military status, convictions or other pertinent information they may have regarding my work performance, whether such information is favorable or unfavorable to me. I further release any such person, firm, or organization from any responsibility in disclosing such information, including from all liability for any damage that may result from furnishing such information to the university. I authorize the university to obtain information regarding my record with the Bureau of Motor Vehicles if the position for which I am applying involves or requires driving.

The Ohio State University is a drug-free workplace. Individuals offered employment at The Ohio State University may be required to successfully complete a pre-employment physical which includes drug testing as a condition of employment. Individuals who refuse to take or who fail the drug test, after being informed, will be removed from employment consideration.

If hired, I agree to provide proof of my identity and work authorization for verification of employment eligibility. Any falsification of employment documents shall result in immediate termination of employment.

****Please Note** Documents submitted to The Ohio State University
for employment opportunities are public record and subject to
disclosure under
the Ohio Public Records Law.**

By signing below, I certify that I have read and agree with these statements.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

Name : _____



As part of the hiring process for the University Law Enforcement Officer Trainee position, you will be required to take a written and physical exam. Please rank in order of preference (1-2, 1 being 1st choice) the dates listed below for scheduling the University Law Enforcement Officer Trainee Exam /Physical Examination. We will make an effort to accommodate your preferred date, however due to the volume of applicants testing times may be filled on a first come first serve basis. Please submit this request when submitting the background questionnaire.

_____ June 10, 2016

_____ June 15, 2016

**THE OHIO STATE UNIVERSITY DEPARTMENT OF PUBLIC SAFETY
DIVISION OF POLICE REMOVAL STANDARDS**



UNIVERSITY LAW ENFORCEMENT OFFICER CANDIDATES

1. **HONESTY/FALSIFICATION** - Applicants will be removed from the eligibility list for any of the following reasons:
 - a. Any intentional falsehood or attempt to conceal disqualifying information during the selection process to include the omission of pertinent information.
 - b. Failure to pass a polygraph examination or any attempt to distort the polygraph examination results.
 - c. Use or attempted use of political influence in securing employment as a University Law Enforcement Officer.
 - d. Failure or refusal to answer or respond to oral or written questions during any phase of the selection process

2. **FAMILY HISTORY** - Applicants will be removed from the eligibility list for any of the following reasons:
 - a. Verified or admitted physical, emotional, and/or sexual abuse of one's spouse, ex-spouse, person living as a spouse, child, step-child, parent, or any other relative or person whom one lives or has a relationship.
 - b. Non-compliance with a court order or legal contract to provide child support, spousal support, or other financial responsibility as determined by a finding of any court of law.
 - c. Intentional violation of any protective or temporary restraining order as determined by a court of law.
 - d. A conviction of any crime of Domestic Violence involving use of force or threatened use of a deadly weapon.

3. **EMPLOYMENT** - Applicants will be removed from the eligibility list for any of the following reasons:
 - a. Two (2) or more involuntary termination and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment.
 - b. Discharge, resignation in lieu of discipline from any criminal justice or public sector employment.

4. **MILITARY HISTORY** - Applicants will be removed from the eligibility list for any of the following reasons:
 - a. Dishonorable discharge from military service.
 - b. Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felon under the Ohio Revised Code (ORC).

5. **TRAFFIC RELATED OFFENSES** - Applicants will be removed from the eligibility list for any of the following reasons:
- a. OVI conviction within the last three (3) years.
 - b. No more than two (2) OVI convictions including juvenile convictions.
 - c. Four (4) or more moving violations or at fault accidents in the past three (3) years as an adult.
 - d. Having ten (10) or more points on a driving record within the past 24 months prior to application.
 - e. At the time of application the applicant does not possess a valid Driver's License and/or have valid insurance as required by the residence state on owned vehicles.
 - f. One (1) revocation or suspension of a drivers license as an adult, in effect, due to points violations or by the courts, in the last (5) five years.
 - g. Been convicted of, plead "no contest" to, or admitted to any of the following motor vehicle violations in the last five (5) years or twice ever:
 1. Vehicular Homicide
 2. Unauthorized Use of Vehicle
 3. Fleeing and Eluding
 4. Hit Skip / Leaving the scene of an accident
6. **GAMBLING OFFENSES** - Applicants will be removed from the eligibility list for any of the following reasons:
- a. Conviction of a gambling offense in the last five (5) years.
 - b. Admissions to gambling that has resulted in an unstable financial or credit history within the last seven (7) years.
 - c. Conviction of or admission of engaging in the promotion of illegal gambling activity where in the applicant gains a financial benefit.
7. **CRIMINAL ACTIVITY** - Applicants will be removed from the eligibility list for any of the following reasons:
- a. Any admission or conviction of a theft offense as an adult or a juvenile as defined by the federal, state or local law of the jurisdiction where the offense(s) occurred as a felony.
 - b. Any pattern of theft offenses from an employer during the course of employment.
 - c. Any fraudulent insurance claims or fraudulent applications for welfare, workers compensation, unemployment compensation, or other public assistance programs.
 - d. Any conviction of M-1, M-2 misdemeanors as defined by the federal, state or local law in the jurisdiction where the offense occurred as adult in the last five (5) years.
 - e. Any conviction of more than one (1) M-1, or M-2 misdemeanors as listed in ORC as a juvenile. (Does not include traffic misdemeanors)
 - f. Any admission or conviction of a misdemeanor offense as defined by the federal, state or local law of the jurisdiction where the offense occurred as an adult in the last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards)
 - g. Any admission or conviction of any criminal sexual offense.
 - h. Any admission or conviction of immoral conduct and/or corrupting minors.
 - i. Any conviction of more than (1) M-4 Disorderly Conduct.
 - j. Convictions of a crime involving moral turpitude or an offense of violence.

8. **SUBSTANCE ABUSE** - Applicants will be removed from the eligibility list for any of the following reasons:
- a. Any use or purchase of drugs of abuse (except marijuana) within three (3) years before application. Drugs of abuse include chemical agents/solvent-based substances and prescription drugs taken for reasons other than intended use, in more than one incident and without a prescription, especially Schedule I, II and III drugs.
 - b. Any use, purchase, or cultivation of marijuana within one (1) year before application or any time during the selection process.
 - c. Any illegal manufacture or sale of drugs of abuse, marijuana or prescriptive drugs. If the substance was sold without profit to the applicant, the amount sold was de minimus, and the sales occurred when the applicant was a juvenile or more than five (5) years ago, then the above Rule shall be negated.

For the purposes of this standard, the "purchase" of marijuana or other illegal drugs include those purchases made by pooling of resources or money by the applicant and others for substances for their own use.

9. **FINANCIAL** - Applicants will be removed from the eligibility list for any of the following reasons:
- a. Bankruptcy or maintaining a derogatory credit history in the past five (5) years.
 - b. Having a history of late or non-payments, or otherwise showing a pattern of financial irresponsibility.
10. **APPLICANT NON-RESPONSIVENESS** – Applicants will be removed from the eligibility list for any of the following reasons:
- a. Failure to appear for pre-interview/interview.
 - b. Failure to appear for polygraph examination.
 - c. Failure to appear for medical/stress test.
 - d. Failure to appear for psychological exam.
 - e. Failure to return Personal History Questionnaire or Supplemental Questionnaire, or to respond to phone calls or correspondence from Background personnel.
 - f. Unable to locate at address/phone number on file.
 - g. Applicant is no longer interested in employment with the Division.
 - h. Failure to appear for oral board.



**The Ohio State University Department of Public Safety
Police Officer
Entry Physical Fitness Standards
(35th Percentile)**

Age and Gender Minimum Scores

	Males (<29)	Females (<29)
Sit-ups (1 min)	37	31
Push-ups	27	14
1.5 Mile Run	13:06	15:48
	Males (30-39)	Females (30-39)
Sit-ups (1 min)	33	24
Push-ups	21	10
1.5 Mile Run	13:53	16:23
	Males (40-49)	Females (40-49)
Sit-ups (1 min)	28	19
Push-ups	16	8
1.5 Mile Run	14:47	16:59
	Males (50-59)	Females (50-59)
Sit-ups (1 min)	22	12
Push-ups	11	18:09
1.5 Mile Run	15:53	
	Males (60+)	Females (60+)
Sit-ups (1 min)	18	5
Push-ups	9	
1.5 Mile Run	16:58	18:54

*Based on The Cooper Institute for Aerobic Research, national norms

Farnsworth, Kurt

From: Farnsworth, Kurt
Sent: Wednesday, June 17, 2015 4:07 PM
To: [REDACTED]
Subject: OSU PD Testing Confirmation



Hello [REDACTED],

Thank you for submitting your questionnaire, the following message describes the testing portion of the Hiring Process.

Your physical fitness test is scheduled for July 8, 2015 at 9 A.M..

You must pass the fitness exam before you are invited to take the written exam. Applicants will take the exams as a group – they will not be given on an individual basis.

The physical fitness testing will occur at:

Jesse Owens Memorial Stadium
2450 Fred Taylor Dr.
Columbus, OH 43210
<https://www.osu.edu/map/building.php?building=092>
(building 092 on above map)

Parking is available around the venue at visitor "Pay-n-Display" locations. Information regarding visitor parking can be found here: <http://www.campusparc.com/osu/visitors-patients/visitor-parking>

Once you complete the physical fitness exam, you will be informed as to whether you passed. If you passed, you will be invited to go to the Office of Human Resources to take the written exam in the afternoon. The written exam is a 2 hour multiple choice exam with a 25 minute study guide prior to the test beginning. **You will need to report for the written exam at 1:00pm.** It will be held at:

South Campus Gateway Complex
1590 N. High Street, Suite 425A
<http://www.osu.edu/map/building.php?building=863>
(building 863 on above map)

The parking garage is accessible on W. 9th and W. 11th. Information regarding this garage can be found online at: <http://www.campusparc.com/osu/garages/south-campus-gateway>

The entire process will occupy the majority of the day, so please plan accordingly. Dress in workout clothes for the physical fitness exam. Dress is casual for the written exam. You will have time to change your clothes after the fitness exam if you like. Please contact me with any additional questions you may have.



Kurt R. Farnsworth, PHR, SHRM-CP
Human Resources Generalist
Administration & Planning
Department of Public Safety / Transportation & Traffic Management
129 McCracken Power Plant | 2003 Millikin Rd. Columbus, OH 43210
614-292-5192 Office | 614-688-8223 Fax
farnsworth.13@osu.edu osu.edu

Farnsworth, Kurt

From: Farnsworth, Kurt
Sent: Thursday, August 20, 2015 10:18 AM
To: [REDACTED]
Subject: ULEO Interview Confirmation



Mr. [REDACTED],

This message is to confirm your scheduled interview for the University Law Enforcement Officer position. The details of your Oral Board review are as follows:

Date: Monday, August 24th, 2015

Time: Your scheduled time is 8:30 a.m.

Location: Report to the Lobby/Information Desk in Blankenship Hall – 901 Woody Hayes Dr. Columbus, OH 43210 Online Here: <http://www.osu.edu/map/building.php?area=ag&building=360>

Oral Board Panel:

- OSU Police – Capt. Dave Rose
- OSU Police – Lt. Andrew West
- OSU Police – Ofc. Doug Cunningham
- Transportation & Traffic Management, Asst. Director – Tom Holman
- Office of Student Life, Director Student Advocacy Center – Kimberly Pachell

Please let me know of any questions you may have.

Thanks.



Kurt R. Farnsworth, PHR, SHRM-CP

Human Resources Generalist
Administration & Planning
Department of Public Safety / Transportation & Traffic Management / WOSU Public Media
129 McCracken Power Plant | 2003 Millikin Rd. Columbus, OH 43210
614-292-5192 Office | 614-688-8223 Fax
farnsworth.13@osu.edu osu.edu



Farnsworth, Kurt

From: Farnsworth, Kurt
Sent: Thursday, November 05, 2015 4:03 PM
To: [REDACTED]
Subject: Interview Confirmation



Mr. [REDACTED],

This message is to confirm your scheduled interview for the University Law Enforcement Officer position. The details of your interview are as follows:

Date: Friday, November 20, 2015

Time: Your scheduled time is 11:00 a.m.

Location: Report to the Lobby/Information Desk in Blankenship Hall – 901 Woody Hayes Dr. Columbus, OH 43210 Online Here: <http://www.osu.edu/map/building.php?area=ag&building=360>

Interviewers:

- Craig Stone – Acting Chief of Police
- Vernon Baisden – Assistant Vice President & Director of Public Safety

Please let me know of any questions you may have.

Thanks.



Kurt R. Farnsworth, PHR, SHRM-CP
Human Resources Generalist
Administration & Planning
Department of Public Safety / Transportation & Traffic Management / WOSU Public Media
129 McCracken Power Plant | 2003 Millikin Rd. Columbus, OH 43210
614-292-5192 Office | 614-688-8223 Fax
farnsworth.13@osu.edu osu.edu



Farnsworth, Kurt

From: Farnsworth, Kurt
Sent: Tuesday, December 29, 2015 3:37 PM
To: [REDACTED]
Subject: Conditional Offer
Attachments: [REDACTED]

Good Afternoon [REDACTED],

I wanted to get this to you as soon as I received it. My apologies for the delay, during this time of year schedules can be hectic. **Included in this message is your Conditional Offer Letter. This offer is contingent on successfully completing the drug/physical/hearing screening, polygraph examination and psychological evaluation. As you are aware these items are already in progress or completed.** Please review the attached letter and return a signed copy to me at your earliest convenience. Additionally, if you prefer we can meet so you can sign the original. (There will be another final offer letter as well provided all of the above is successful) While the letter states you should accept/sign by December 28th, you may disregard that as due to the delay that time has passed.

Please let me know if you have any questions.

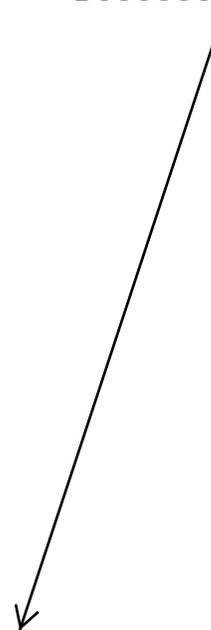
Thanks.



Kurt R. Farnsworth, PHR, SHRM-CP
Human Resources Generalist
Administration & Planning
Department of Public Safety / Transportation & Traffic Management / WOSU Public Media
129 McCracken Power Plant | 2003 Millikin Rd. Columbus, OH 43210
614-292-5192 Office | 614-688-8223 Fax
farnsworth.13@osu.edu osu.edu



See individual testing documents below (next 6 pages)



Farnsworth, Kurt

From: Farnsworth, Kurt
Sent: Wednesday, December 23, 2015 11:11 AM
To: [REDACTED]
Cc: Moscato, Michael
Subject: Pre-employment Steps
Attachments: Dri_Dir_McCampbell_Hall[1][1].pdf

Hello [REDACTED],

As part of the employment process for the Department of Public Safety, we have scheduled you for a **drug screen and physical** at Employee Health on Thursday, December 31st, 2015, at 10:00 a.m. Attached are directions to McCampbell Hall where Employee Health is located. When you get to McCampbell, take the elevator to the second floor and look for the sign that says, "University Health Services." In the event you would need to reschedule, the phone number for University Health Services is 293-8146. Please be sure to bring valid ID with you to the appointment.

Additionally, please contact our Equipment Supervisor: Michael Moscato at moscato.1@osu.edu at your earliest convenience to make an appointment to get fitted for uniforms/equipment.

Let me know if you have any questions.

Thanks.



Kurt R. Farnsworth, PHR, SHRM-CP
Human Resources Generalist
Administration & Planning
Department of Public Safety / Transportation & Traffic Management / WOSU Public Media
129 McCracken Power Plant | 2003 Millikin Rd. Columbus, OH 43210
614-292-5192 Office | 614-688-8223 Fax
farnsworth.13@osu.edu osu.edu

Farnsworth, Kurt

From: Farnsworth, Kurt
Sent: Thursday, January 21, 2016 1:30 PM
To: [REDACTED]
Cc: Hunter, Todd; Rose, David; Stone, Craig A.
Subject: Congratulations!
Attachments: [REDACTED] Final Offer.pdf; overviewbook.pdf

Good Afternoon [REDACTED],

Congratulations and welcome to The Ohio State University, Department of Public Safety. Per our discussion, I have attached your final offer letter as well as a benefits overview book. Additionally, your start date will be Monday, February 8th, 2016. You will report to McCracken Power Plant room 143 at 7:00 a.m. for **Orientation**. Additional details regarding this orientation schedule will be forthcoming. Please review the attached letter and return a signed copy to me at your earliest convenience. Additionally, if you prefer we can meet so you can sign the original.

Please let me know if you have any questions.

Thanks.



Kurt R. Farnsworth, PHR, SHRM-CP
Human Resources Generalist
Administration & Planning
Department of Public Safety / Transportation & Traffic Management / WOSU Public Media
129 McCracken Power Plant | 2003 Millikin Rd. Columbus, OH 43210
614-292-5192 Office | 614-688-8223 Fax
farnsworth.13@osu.edu osu.edu



Post Offer Screening Appointment Form

Date/Time of Appointment: 12/29 @ 10:30 AM
~~12/31 @ 10 AM~~
 Medical Record Number: 980467950

Aley
 left v7/011
 12/21 0809

Location of Appointment: **McC Campbell Hall Suite 201**

New Hire Details – All Information Is Required In Order to Schedule

Name: [REDACTED]	SSN: [REDACTED]
Maiden Name: [REDACTED]	Employee ID: [REDACTED]
DOB: [REDACTED]	Gender: M
Home Address: [REDACTED]	
City/State/Zip: [REDACTED]	Primary Contact Number: [REDACTED]
Availability: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> AM <input checked="" type="checkbox"/> PM Dates:	

Hiring Department Details – Please fill out completely

Hiring Organization: <input checked="" type="checkbox"/> University (inc. COM, CON, COD) <input type="checkbox"/> WMC
Hiring Department: Public Safety Job Title: Univ. Law Enforcement Officer
Hiring Dept Address: 901 Woody Hayes Dr.
Clearance Contact: Kurt Farnsworth Contact Phone #: 292-5192
Method of Clearance: <input checked="" type="checkbox"/> Secure Email <input type="checkbox"/> Fax <input type="checkbox"/> Campus Mail
Email Address or Fax Number: farnsworth.13@osu.edu
Supervisor (if applicable): Supervisor Phone:

Required Screening Details – Please select the from the dropdown list

Type of Exam: **Public Safety Employee**

for providers only, Credentialing Required: Yes No

Initial Exam Annual Exam Audio Required*: Yes No

Other (if not on the list):

Special Instructions:

If audio exam is required please schedule appt. with Occupational Medicine at 614-688-6492 prior to screening appt. and have new hire bring results with them to UHS

UPON COMPLETION: Please fax this form to University Health Services at: 614-685-4507

For UHS Use Only:

<input checked="" type="checkbox"/> Data Entered	<input checked="" type="checkbox"/> OK to Clear	Clear. Date: <u>01/06/16</u>	Nurse: <u>R. Mitchell</u>
<input checked="" type="checkbox"/> Clearance Sent	Date: <u>1/6/15</u>	Sent By: <u>R. Mitchell, RN</u>	
<input type="checkbox"/> Appt. w/ UHS Required	What is Needed: <u>varicella vaccines x 2 (if will be also in med center)</u>		
Clearance Expiration Date: <u>12/29/17</u>	Cleared w/ Conditions: <input type="checkbox"/> Yes* <input type="checkbox"/> No Cond.		

*If the employee is cleared with conditions, please see attached "Clearance for Duty" form.



THE OHIO STATE UNIVERSITY
WEXNER MEDICAL CENTER

Univeristy Health Services
McCampbell Hall, Suite 201
1581 Dodd Drive
Columbus, OH 43210
614-293-8146 Phone
614-293-8018 Fax

CLEARANCE FOR DUTY



Respirator & Protective Equipment Use

- This individual is medically cleared for respirator fit testing and use without limitations.
- This individual is medically cleared for respirator fit testing and use with limitations as checked:
 - Cleared for N95 respirator only.
 - Cleared for half face respirator only
 - Full face respirator requires corrective lens inserts or use of contact lenses
 - May use only powered air respirator or hood
 - Not to use SCBA, impermeable or encapsulating suite (NIOSH level A or B)
 - Not cleared for rescue or re-entry into hazardous area
 - Cleared for emergency escape use only
 - Use only non-latex containing respirator (face seal, valves); may use silicone or synthetic rubber
 - Other: _____
 - Not cleared for respirator use

Employee Name

Supervisor Name

This clearance is valid as long as there is no change in the job requirements or the individual's health status, or until indefinite (date or "indefinite") *for N-95, all others expire: 12/29/2022*

Schedule fit testing with Environmental Health & Safety (292-1284) or OARDC Safety as appropriate.

This individual has undergone medical evaluation for:

- | | |
|--|--|
| 1. <input type="checkbox"/> Animal Handler Duties | 5. <input type="checkbox"/> Pesticide Handling/Application |
| 2. <input type="checkbox"/> Asbestos Abatement/Exposure* | 6. <input checked="" type="checkbox"/> Security/Law Enforcement |
| 3. <input type="checkbox"/> Confined Space Entry | 7. <input type="checkbox"/> Hearing Conservation-(Ear protection & employee training must be provided by supervisor) |
| 4. <input type="checkbox"/> Hazmat*(type*#): _____ | 8. <input type="checkbox"/> Other: _____ |

and is qualified for the following numerically referenced clearances:

- 6 no limitations
- _____ limitations as follows: _____
- _____ not qualified

Additional comments: _____

This clearance is valid until 12/29/2017

*Employees who require asbestos and HAZMAT evaluations are requested to have an exit evaluation. Please call Employee Health and schedule an evaluation prior to the employees separation date.

**HAZMAT includes biologic, chemical, or radiological hazardous substances or conditions, cleanup and/or transport.

[Signature]
Medical Examiner Signature (Employee Health)

12/29/15
Date

Copies to: Supervisor EH&S OARDC Safety ULAR Hospital Security University Police Wexner Security

Medical Record Other Kurt Farnsworth

chr/m/PC/K/0706



The Polygraph Bureau Ltd.

6161 Busch Boulevard Suite 336

Columbus, Ohio 43229-2558

614-781-0255

Fax 614-781-0257

Philip R. Osborne, A.C.P.

December 21, 2015

Kurt R. Farnsworth, PHR, SHRM-CP
Human Resources Generalist
Administration & Planning
129 McCracken Power Plant
2003 Millikin Road
Columbus, Ohio 43210

Re: [REDACTED]

Dear Mr. Farnsworth,
On Monday, December 21, 2015, [REDACTED]
[REDACTED] appeared at our office to be examined on the polygraph, a detection of deception technique.

Prior to the polygraph examination, [REDACTED] signed our waiver / release form indicating he wished to continue with the polygraph examination.

The purpose of the examination was to determine whether or not [REDACTED] was attempting to conceal or withhold any information that would disqualify him from becoming a member of the Ohio State University Police Department.

Prior to the polygraph examination, but during the pretest interview, [REDACTED] provided the following information that the examiner feels important to the background investigation.

The applicant is single, has never been married and has no dependent children.

Family:

Father: [REDACTED]

Mother: [REDACTED]

Brother: [REDACTED]

Employment:

[REDACTED]

Email: posborne2@aol.com

Member: American Polygraph Assoc., Ohio Assoc. of Polygraph Examiners,
American Assoc. of Police Polygraphists, Academy of Certified Polygraphists



Psych Evaluation

PRADCO PRE-HIRE ASSESSMENT
DECEMBER 23, 2015



Law Enforcement Officer
Ohio State University Police Department

CONFIDENTIAL

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We Understand People

440.337.4700 | pradco.com

PRADCO strengthens organizations by helping leaders select, develop and retain people who fit their culture and contribute to its success. Our commitment is to deliver responsive service and high-quality products tailored to our clients' changing needs.

**Proof of Compliance for Standard 2.7 -
2015 Recruitment plan analysis
(Spans next 10 pages)**

Tabor, ADAM

From: Hunter, Todd
Sent: Thursday, September 10, 2015 10:11 AM
To: Tabor, ADAM
Cc: Stone, Craig A.; Farnsworth, Kurt
Subject: RE: September 2015 Review of the Time Sensitive Accreditation Tasks
Attachments: eeo data 2015.xlsx; memo3 - eeo.doc; policy - diversity recruiting2.doc

Adam,

Attached is the updated diversity recruitment plan for the last year. The attached memo outlines our recruitment efforts and how our applicant pool compared to both the Franklin County area and university. On the attached spreadsheet, I updated the numbers from last year. Let me know if you need anything else on this.

Department of Public Safety



Memorandum

To: Acting Chief Craig Stone
From: Todd Hunter
Date: September 10, 2015
Subject: **Police Division Equal Employment Opportunity and Recruitment Annual Analysis**

Since September 1, 2014, the Police Division has filled 2 sworn positions:

December 15, 2014 - Police Officer
January 11, 2015 – Police Officer

These positions were posted and filled in accordance with the Office of Human Resources Recruitment and Selection Policy 4.10 and the Department of Public Safety's Diversity Recruitment Action Plan. As stated in these policies, all recruitment and selection activities are guided by a commitment to diversity through equal employment opportunity and affirmative action.

When recruiting and selecting qualified individuals for open positions the following process is followed:

- Posting all vacancies on the University's website which has a national reach
- All of our postings include the phrase, "The Department of Public Safety at The Ohio State University is an EEO/AA employer. The Department of Public Safety at Ohio State strives to build a diverse workforce and encourages applications from minorities, veterans, women, and individuals with disabilities. "
- In order to cast the widest net possible, the following resources are used to advertise positions:
 - Columbus Dispatch (Print ad and 30 day web)
 - Columbus Call and Post (Print ad in primarily a minority newspaper)
 - Women in Higher Ed (30 day web)
 - Hispanic Outlook (30 day web)
 - Diverse.com (30 day web)
 - Policeone.com
 - Theblueline.com
 - Officer.com
 - Monster.com

As you know, our goal with each job search is to create an applicant pool that is at least as reflective of the available labor pool that we draw from and that we select individuals who best have the skills, knowledge and ability to be successful. While the majority of our applications for sworn positions come from central Ohio, we also draw applicants from across the county. We hired two officers from the May 2014 posting in which the pool was largely white males (83%). We hired two white males from this pool. By comparison, based on 2010 census data, Franklin County is 65% White.

When comparing our applicant pools for these postings to the general university population and central Ohio demographics, the number of minorities in our applicant pool (16.8%) was lower than that of the Professional/Technical segment of the university population (24.8%). However, it must be noted that of the two officer positions that were filled in the last year required that applicants already possess their Peace Officer Certification at the

Page Two

time of hire. This requirement is often necessary due to the need to hire officers who can be placed on patrol after a short training period instead of putting individuals through a police academy and then an extended training period before they are ready to be placed on patrol. Our experience has been that when we have the luxury of time and can hire individuals without their Peace Officer Certification, we get a much more diverse applicant pool. Unfortunately with our current staffing levels, we typically need applicants who already possess their certification so that they can be placed on patrol as quickly as possible. In such cases, we are dependent upon the diversity of the various police academy classes, which historically have been predominately white males.

Each time we post for a sworn position, we analyze whether it can be done as a Trainee knowing the tradeoff is that we will get a more diverse pool but it will also take longer before the hired candidate is ready to be assigned to patrol. With this particular search, there was an urgent need to hire individuals who would be ready for patrol as quickly as possible and so the positions were posted with the requirement that Peace Officer Certification was needed upon hire. We will continue to conduct this type of analysis with each posting and whenever possible, post a sworn vacancy as a Trainee in order to get a more diverse applicant pool.

Todd Hunter
Human Resources Director
Public Safety



The Ohio State University Department of Public Safety

Diversity Recruitment Action Plan

Purpose

The purpose of this document is to affirm our commitment to creating and maintaining a workforce that reflects the rich diversity of the University community we serve. We recognize that better recruitment, retention and advancement of a diverse workforce will result in a dynamic and committed organization. Our goal with each job search is to create an applicant pool that is at least as reflective of the available labor pool and that we select those who have the skills, knowledge and ability to be successful. The Department of Public Safety will not discriminate against applicants or employees based on race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, disability or veteran status.

Diversity Recruitment Plan Goals

This Diversity Recruitment Plan will identify various methods to target under-represented groups and to make recruitment of qualified diverse employees a high priority. By initiating this plan, the Department of Public Safety will be able to:

- Establish recruitment goals for each division in Public Safety
- Set recruitment goals that are data-driven, targeted and realistic
- Develop specific strategies and detailed action plans for achieving recruitment goals
- Identify resources needed to achieve recruitment goals
- Track and monitor the effectiveness of recruitment tools and make adjustments where necessary to utilize resources more effectively
- Measure the progress Public Safety is making towards achieving a more diverse workforce

Key Recruitment Strategies

With the understanding that a successful recruitment plan depends upon Public Safety's ability to cast a wide net when attracting applicants, a variety of recruitment and outreach programs are outlined herein including the various resources and partnerships needed to carry out the plan. By focusing efforts and resources on these key

strategies, Public Safety expects to maximize its ability to increase the number of under-represented groups in its applicant pool and eventually its workforce. The following suggestions are not exhaustive and are not meant to be all-inclusive and must be considered in the context of available resources:

- Utilize minority-based websites, social media and publications to promote job postings
- Develop and coordinate outreach and recruitment programs and activities consistent with University policy 1.10
- Provide a recognized point of contact for applicants to express interest in Department vacancies.
- Maintain contact and association with other agencies to exchange ideas and obtain cooperation and support for improving recruitment techniques and procedures
- Coordinate and participate in career fairs and information sessions at educational institutions and with law enforcement and/or criminology programs
- Maintain partnerships with all educational institutions to advise them of opportunities for their students with Public Safety
- Continue to enhance a supportive environment for diversity in all its forms
- Continue to monitor the recruitment of women and minorities at all levels of the organization consistent with the available labor pool
- Benchmark for diversity using both local population statistics and applicable industry statistics as yardstick by which to measure our diversity efforts
- Incorporate diversity into our strategic plan
- Benchmark best practices for recruiting and retaining women and minority candidates

As part of a University whose mission is in part to prepare students for a future that includes an ever more diverse, multicultural, and global world, it is incumbent on Public Safety to be in lock step with that mission. By executing this action plan, Public Safety strives to continue to support and foster a diverse workforce and meet the challenges of recruiting and retaining under-represented individuals in the public safety industry.

Plan Administration

The process of recruiting the most diverse applicant pool and selecting the best candidate is the responsibility of each individual involved in the hiring process. The following outlines the general responsibilities of each level of employee involved in the hiring process:

Hiring Manager – Reviews position description and ensures it accurately reflects the duties to be performed. Works with the Human Resources Generalist/Director to develop selection criteria. Ensures criteria is based on objective measures which are tied to the essential job functions of the position. Assembles a team to review applications based upon the selection criteria and documents the team's rankings. Works with the Human Resources

Generalist/Director to develop interview questions. Schedules and conducts interviews and takes notes of interview results. Makes recommendations to Division Director as to which candidates will move on in the process.

Division Director – Interviews those candidates deemed the best by the hiring manager. Ensures that quality underrepresented candidates are not passed over. Recommends 1 to 3 final candidates to be interviewed by the Director of Public Safety.

Human Resources Generalist and Director – Creates job posting and ensures that the summary of duties is accurate and that the target hiring range is appropriate. Coordinates with the Office of Human Resources to advertise the vacancy as broadly as possible including publications that serve women, minorities, individuals with disabilities, and veterans. Works with Hiring Manager to develop selection criteria that is based on objective measures tied to the essential job functions of the position. Assists Hiring Manager in developing interview questions. May help with coordinating interviews with candidates and communicating status of the search to candidates. May sit in on interviews at any step in the process and assist with making selection recommendations. Collects all notes and documentation related to the search and properly files these materials. The Human Resources Director will annually review the Diversity Recruitment Action Plan to ensure recruiting and hiring efforts are in compliance with the plan. The Human Resources Director will provide periodic reports to the Director of Public Safety outlining the effectiveness of the plan, highlighting its accomplishments and making recommendations for improvement.

Director of Public Safety – Provides approval to fill a vacant or newly created position. Conducts final interview in hiring process. Determines whether offer will be made to candidate.

Updated 9/19/14

**Franklin County and State of Ohio Census Data
2010 Census**

Ethnicity

	Franklin		Ohio	
	County			
White	760,873	65.40%	9,206,130	79.80%
African American	255,951	22.00%	1,442,063	12.50%
Hispanic	58,171	5.00%	392,241	3.40%
Asian American	50,027	4.30%	219,194	1.90%
American Indian	3,490	0.30%	34,610	0.30%
Native Hawaiian/Pacific Islander	1,163	0.10%	11,537	0.10%
Two or More Races	33,739	2.90%	230,729	2.00%
Total	1,163,414		11,536,504	

Gender

	Franklin		Ohio	
	County			
Male	566,583	48.70%	5,641,351	48.90%
Female	596,831	51.30%	5,895,153	51.10%
Total	1,163,414		11,536,504	

Data reported by the US Census Bureau website for 2010 at:
<http://quickfacts.census.gov/qfd/states/>

Staff EEO Data
Autumn 2013

Ethnicity

	Academic Leadership		Executive/Administrative		Professional		Clerical/Secretarial		Paraprofessional/Technical		Skilled Crafts		Service/Maintenance		Total	
White	152	82.16%	1,574	86.39%	10,046	79.81%	2,159	75.75%	2,883	75.20%	498	83.70%	686	44.14%	17,998	76.83%
African American	10	5.41%	125	6.86%	789	6.27%	448	15.72%	523	13.64%	55	9.24%	697	44.85%	2,647	11.30%
Hispanic	6	3.24%	26	1.43%	226	1.80%	48	1.68%	82	2.14%	7	1.18%	36	2.32%	431	1.84%
Asian American	11	5.95%	41	2.25%	929	7.38%	52	1.82%	126	3.29%	2	0.34%	6	0.39%	1,167	4.98%
American Indian		0.00%	4	0.22%	25	0.20%	2	0.07%	6	0.16%	5	0.84%	28	1.80%	70	0.30%
Native Hawaiian/Pacific Islander		0.00%		0.00%	2	0.02%		0.00%	2	0.05%		0.00%		0.00%	4	0.02%
Two or More Races		0.00%	14	0.77%	86	0.68%	113	3.96%	49	1.28%	1	0.17%	5	0.32%	268	1.14%
Undisclosed	6	3.24%	38	2.09%	484	3.85%	28	0.98%	163	4.25%	27	4.54%	96	6.18%	842	3.59%
Total	185		1,822		12,587		2,850		3,834		595		1,554		23,427	

Gender

	Academic Leadership		Executive/Administrative		Professional		Clerical/Secretarial		Paraprofessional/Technical		Skilled Crafts		Service/Maintenance		Total	
Male	137	74.05%	651	35.73%	4,035	32.06%	342	12.00%	1,277	33.31%	575	96.64%	975	62.74%	7,992	34.11%
Female	48	25.95%	1,171	64.27%	8,552	67.94%	2,508	88.00%	2,557	66.69%	20	3.36%	579	37.26%	15,435	65.89%
Total	185		1,822		12,587		2,850		3,834		595		1,554		23,427	

Data reported by the Office of Human Resources on their website at http://hr.osu.edu/public/documents/statistics/div/University_summary_2013.pdf data as of 9/30/13 which is the most current data posted as of the submission of this report

Student Enrollment EEO Data Autumn 2014

Ethnicity

	Columbus Campus		Total Univeristy	
White	48,209	82.66%	53,652	82.71%
African American	3,108	5.33%	3,630	5.60%
Hispanic	2,049	3.51%	2,235	3.45%
Asian American	3,339	5.73%	3,527	5.44%
American Indian	76	0.13%	93	0.14%
Native Hawaiian/Pacific Islander	35	0.06%	38	0.06%
Two or More Races	1,506	2.58%	1693	2.61%
Total	58,322		64,868	

Gender

	Columbus Campus		Total Univeristy	
Male	29,664	50.86%	32,778	50.53%
Female	28,658	49.14%	32,090	49.47%
Total	58,322		64,868	

Data reported by the Office of Human Resources on their website at:

www.osu.edu/osutoday/stuinfo.php

Date Posted:	May 16, 2015
Job Title	Univ Law Enforcement Officer
Posting Number	408432
Working Title	Univ Law Enforcement Officer
Job Number	7460

All Applicants

Gender

Male	94	83.2%
Female	19	16.8%
No Answer	0	0.0%
Total	113	

Ethnicity

White	73	64.6%
African American	18	15.9%
Hispanic	9	8.0%
Asian	4	3.5%
American Indian/Alaska Native	3	2.7%
Native Hawaiian Or Other Pacific Islander	1	0.9%
Two Or More Races	1	0.9%
Not Disclosed	4	3.5%
Total	113	

Police Staff EEO Data
September 2014

	Acting Chief		Deputy Chief		Captain		Lieutenant		Officer		Totals	
White	0	0.00%	0	0.00%	2	100.00%	5	83.33%	29	80.56%	36	80.00%
African American	1	100.00%	0	0.00%	0	0.00%	1	16.67%	2	5.56%	4	8.89%
Hispanic	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	2.78%	1	2.22%
Asian American	0	0.00%	0	0.00%	0	0.00%	0	0.00%	4	11.11%	4	8.89%
American Indian	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Native Hawaiian/Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Two or More Races	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total	1		0		2		6		36		45	

Gender

	Chief		Deputy Chief		Captain		Lieutenant		Officer		Totals	
Male	1	100.0%	0	0.00%	2	100.0%	5	83.3%	30	83.3%	38	84.4%
Female	0	0.00%	0	0.00%	0	0.00%	1	16.67%	6	16.67%	7	15.56%
Total	1		0		2		6		36		45	

Data produced from Human Resources report EAB 100
Data reflects only sworn staff on the Columbus campus