OHIO COLLABORATIVE LAW ENFORCEMENT ONLINE CERTIFICATION SYSTEM

Phase 2 Agency Representative Manual (2018)-Revised 2022

Using technology to enhance the Ohio law enforcement certification process

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Contents

Phase 2 of the Ohio Collaborative Law Enforcement Online Certification contains all the functions necessary for certifying law enforcement agencies in one application.

Accessing the Application
The URL to access the application is: www.ohiocollaborative.dps.ohio.gov

Registering with Identity Manager

The Ohio Collaborative web address will take users to the ODPS Identity Manager login screen. Registration for Identity Manager is required by the Department of Public Safety to access this application.

Select the "Register" link to setup a user account.

Next step: complete the form below and click the "Register" button.
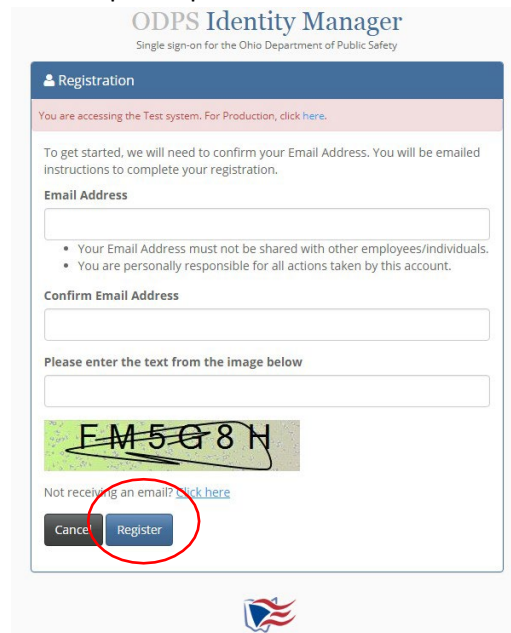
After clicking the **Register** button, the user will receive an email with instructions on how to move forward.
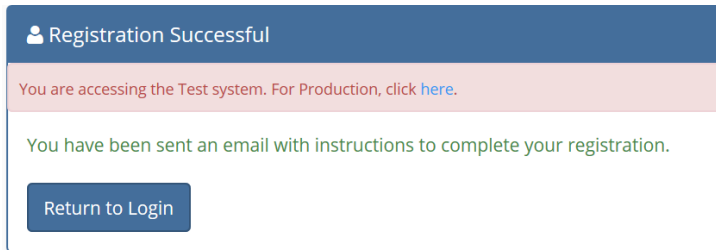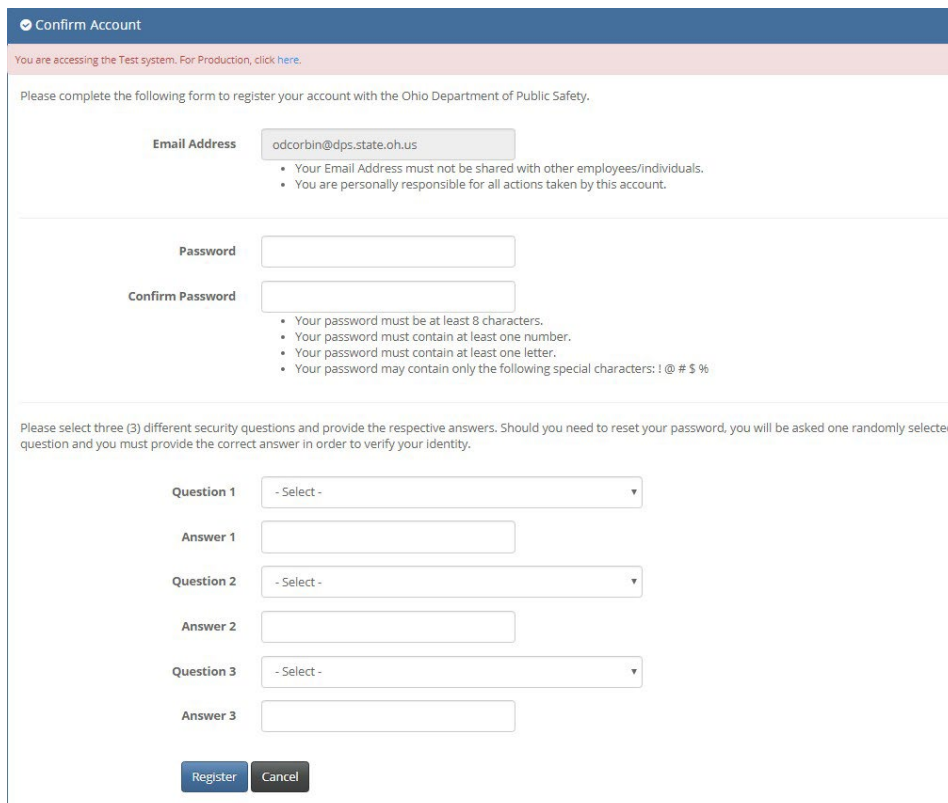

Below is the email message the user will receive in order to complete the registration process.

You are receiving this email because someone attempted to use your Email Address to create an Account with the Ohio Department of Public Safety. Note: This hyperlink will expire in 72 hours. Once it expires, you will need to register again.

Click or copy and paste the below hyperlink to confirm your account and complete your registration:
https://servicesq.dps.ohio.gov/IdentityManager/Login/ConfirmAccount/Y8CiR2izICOdRoCxVoAKSCv0HcBrRzlFf64lRULQpiUwC175fE/14ec7406-174e-4b05-abd7-b0e77577fa13

After clicking on the registration link in the email, the user will be presented with this screen:

After completing the registration form, the user will come to this screen below. Click the **OCJS Access Request** tile.

After clicking the **OCJS Access Request** tile, the user will be asked to enter their first and last name as well as select a user role from the drop down menu. The choices are:

"Agency": choose this role if the user is representing a law enforcement agency seeking state certification.

"Assessor": if the user has been chosen by OACP or BSSA to assist agencies in the certification process and perform on-site audits.

"Both": if the user is an approved assessor AND currently work in an agency role, select "Both."

If the user selects either **Agency** or **Both**, another drop down menu will display prompting the user to select his/her agency. After selecting the agency, click on the **Save Changes** button.

Once the user selected the Save Changes button, a request will be sent to the Ohio Collaborative team for review. Click **OK**.

Access Request Status :	Pending
Last Name :	Corbin
First Name :	Oliver
Email Address :	odcorbin@dps.state.oh.us
Role :	Both

Ok

Log In

After the Ohio Collaborative team has approved the request for access, the user will receive an approved access notification email. The user will need to log back into Identity Manager by entering their email address and password to access the application.

After logging in, the user will see this screen. Select the **My Agency** tile to enter the application.

If an agency already submitted an application with the Ohio Collaborative, the information will be in our system. Selecting **Yes** or **No** will give users access to the "Agency Details" page where the user can make changes.
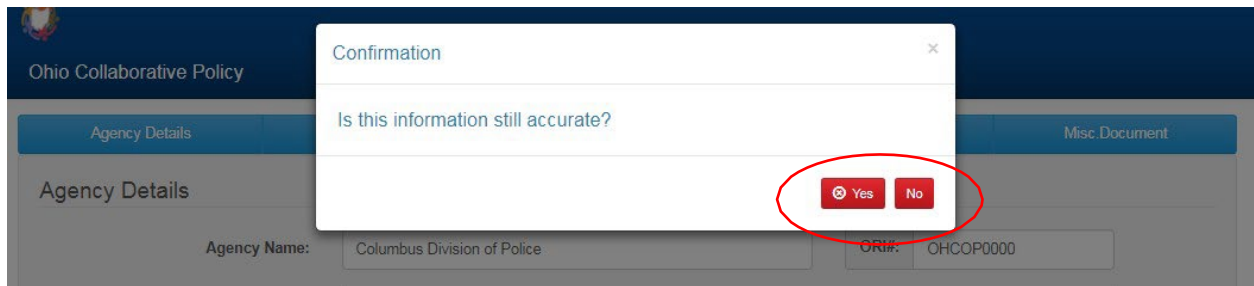
New agencies will need to complete the "Agency Detail" form. Just click the **x** at the top right corner of the popup window and complete the form.
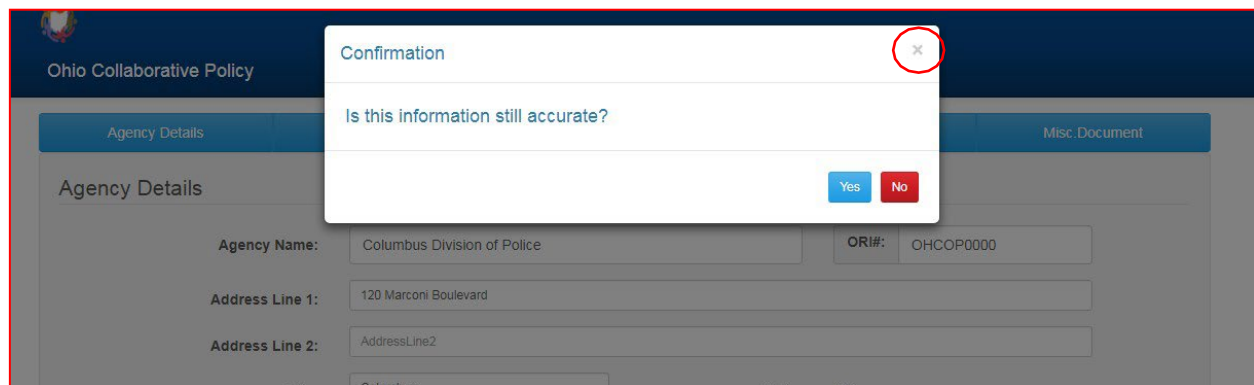
The next screen the user will see is the "Agency Details" page which houses agency and personnel details. Please make sure this data is current so that Ohio Collaborative internal staff can better serve the agency. **Remember to click the Save Changes button at the bottom right corner of the page when updates to this form are made.**
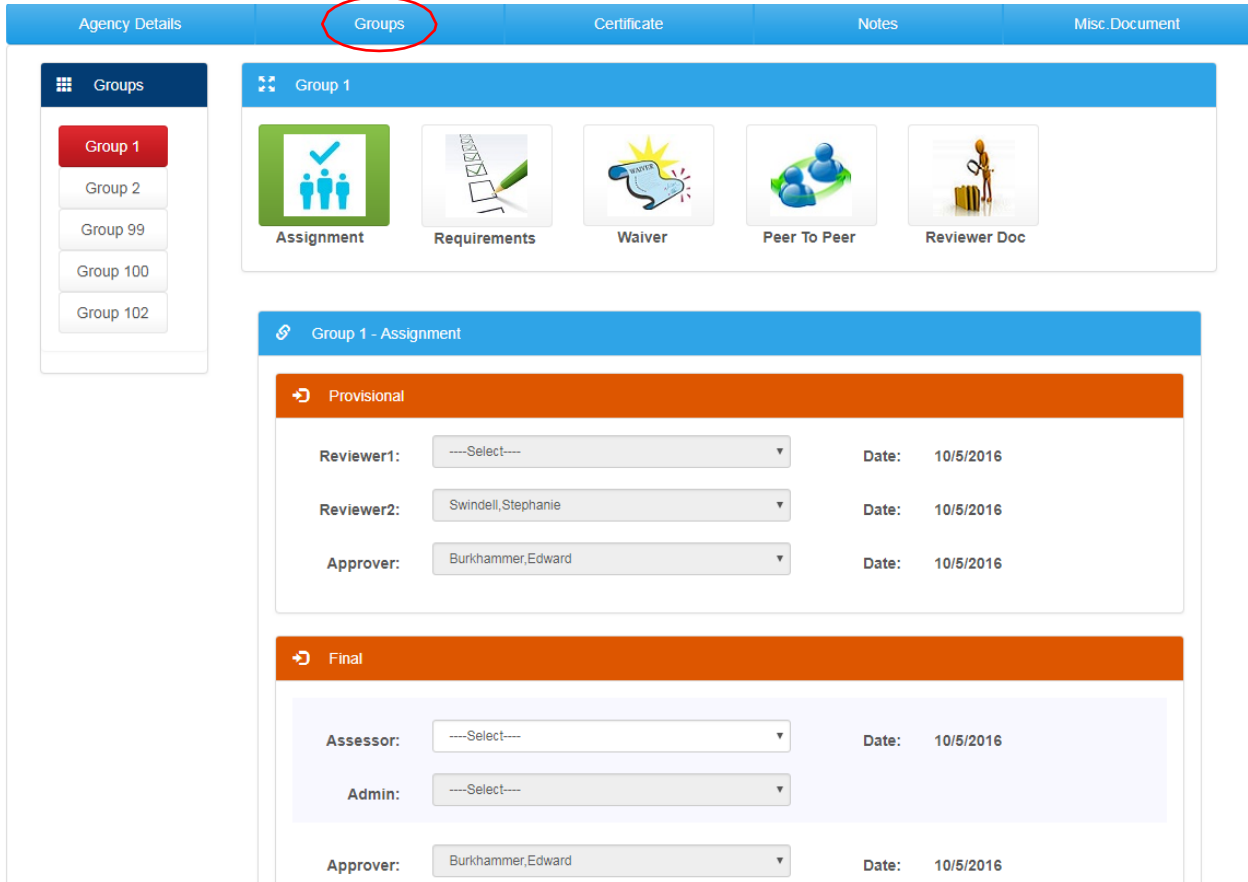
Menu Tabs

At the top of the "Agency Details" page is a menu bar with very important tabs. We've already detailed the Agency Details tab above. Let's go over the other tabs.
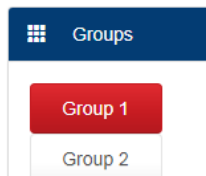

Group Tab

Click on the **Groups** tab and this screen will appear. This is where users will focus most of their time in this application. It contains the tools the user needs to achieve certification.

Within the "Groups" tab are a "Groups" menu pane on the upper left side.

These Group buttons correspond to the standard groupings. For example, the following standards are included in Group 1:

- Standard 1: Use of Force/Deadly Force
- Standard 2: Recruitment and Hiring

By selecting the "Group 1" button, all information and actions taken will apply only to the Group 1 standards.

When the user selects the "Group 2" button, all information and actions taken will apply to the following Group 2 standards:
- Standard 3: Community Engagement
- Standard 4: Body Worn Cameras
- Standard 5: Telecommunicator Training
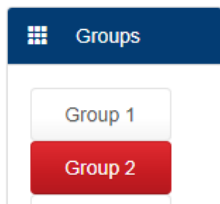
Note: In order to view information or submit compliance documentation, the user <u>must</u> select the **Group** number button he/she would like to see on the left side menu pane.

For the purpose of simplicity, this manual will mostly use "Group 1" standards to demo the application. The functionality is the same for all Group buttons.

Let's take a closer look at the menu options within Group 1:

Assignment Tab:

The Assignment tab displays information about Provisional and Final status for Group 1. The user will see who has been assigned to review and approve the agency's compliance documentation along with the dates the assignment was made. For the agency representative, this screen will be **read-only**.

Requirements Tab:

The Requirements tab is the most important tab for an agency because this is where the user submits policy and compliance documentation to comply with the standards.


| Doc.	Bullet	Proof of Compliance	Upload	Date of Receipt		Meet
📁 0	8.2015.1/A - Use of Force Policy in support of Ohio Collaborative guiding principles	Agency Use of Force/Deadly Force policy	📄	9/11/2018	📅	☐
📁 0	8.2015.1/B - Policy language indicating when a use of force report shall be completed	Completed agency use of force reports demonstrating compliance	📄	9/11/2018	📅	☐
📁 0	8.2015.1/C - Conduct investigation/report review for use of force policy compliance	Completed agency use of force reports indicating report reviews are being conducted	📄	9/11/2018	📅	☐
📁 0	8.2015.1/D - Annual read and sign and testing of applicable agency personnel over agency use of force content	Read and sign and testing reports for current year	📄	9/11/2018	📅	☐

Let's learn about each column in the table below:

*Doc.***:** The Doc (or document) column displays the number of documents uploaded for that particular requirement.

*Bullet***:** The Bullet is the requirement an agency needs to show proof of compliance. The number "8.2015.1/A" is an identifier for the requirement. The circled requirement calls for an agency's "Use of Force" policy.

*Proof of Compliance***:** This refers to an example of documents needed to satisfy the corresponding requirement. For example, the bullet A requirement is "*Use of Force Policy in support of Ohio Collaborative guiding principles*." The proof of compliance is the agency's policy on Use of Force.

Upload: The Upload button allows users to upload document(s) to comply with a specific requirement. This must be a .pdf file. Below is a screen shot after selecting the "Upload" button.

Selecting the **Browse** button will open the user's computer file folder system where he/she can choose the file to upload. In this case, the user would choose their agency's Use of Force policy in a .pdf format.

Next click the **Upload** button.

The uploaded document displays under the "Documents" section. The red delete button allows the user to remove the uploaded document and upload a different one. Please note that users will only be able to delete documents up until a reviewer is assigned to begin the review process. The agency rep will be able to upload documents at all times, including after review assignments have been made.

Notice the "1" next to the folder? That refers to the document that was added. Each time a document is added, it will display the document count. Also, the "Date of Receipt" is recorded for all uploaded documents.

You will also notice that there are different tabs for each year listed within the folders. Documents will appear in each folder based on the year they were uploaded. For example, a document uploaded in 2020 will appear in the 2020 folder.

The Waiver tab allows the user to upload a waiver for a particular standard or multiple standards. There are two types of waivers: OCJS and CALEA. An OCJS waiver can be submitted for a standard if it is not applicable to the agency. For example, an agency may not have body worn cameras, therefore an OCJS waiver may be submitted for that standard instead of compliance documents. A CALEA waiver can be submitted by CALEA agencies who already adhere to standards similar to the Ohio Collaborative standards.

The "Standards" drop down menu contains the standards in the group selected by the user. Let's use Group 2 standards in this example because OCJS and/or CALEA waivers can be applied to these standards. The standards in Group 2 are :
Standard 3: Community Engagement
Standard 4: Body Worn Cameras
Standard 5: Telecommunicator Training

If the agency is non-CALEA and do not use body worn cameras, the user would submit an OCJS waiver for the body worn camera standard. For CALEA agencies, the user could submit a CALEA waiver for all three standards. CALEA agencies may also submit a combination of CALEA and OCJS waivers, if applicable.

"Waiver Type" can be an OCJS waiver or CALEA waiver. Waivers do not apply to Standards 1 and 2.

Clicking the **Browse** blue button allows the user to add a waiver document for a particular standard. Waivers can be accessed by clicking here and scroll down to the "Waivers" section. Remember to fill out the middle section of the waiver, sign and date it. Once completed, the agency rep can upload the waiver into the application.

Group 1

Assignment	Requirements	Waiver	Peer To Peer	Reviewer Doc	Documents

Waivers

Standards : ---- Select Document ---

Waiver Type : ---- Select Waiver Type ---

Waiver Document: Browse (.pdf only)   Upload

Waiver Documents

No document uploaded.

Peer to Peer Tab:

The Peer to Peer tab is for Ohio Collaborative personnel only. If an agency needs assistance from a peer, it is noted in this section. Agency reps will be able to see this screen but it will be in Read Only format.

Reviewer Doc Tab:

The Reviewer Doc tab displays the progress of an agency through the certification process. An agency rep can see when provisional and final certifications were achieved per group. Since we're in Group 1, this screen will show where an agency is in the certification process for Group 1. If the user selected Group 2, they would see the current status for Group 2 standards. All provisional and final certification documents can be viewed and printed from this screen.
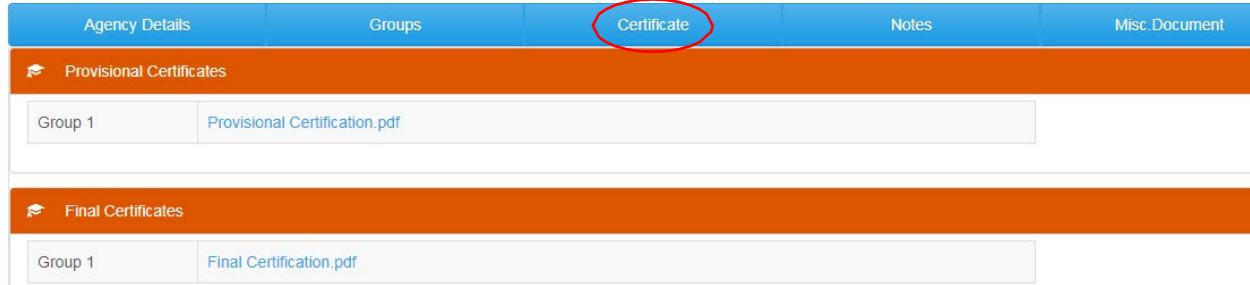
Certificate Tab:

The Certificate tab is where users can view and print provisional and final certificates for each group. Once an agency earns provisional or final approval, a certificate is generated and an email will be sent to the agency contacts: ***"Congratulations on earning your Provisional certification! Please click on the link below, sign in, then go to your "Certificate" tab to print your certificate. Thank you for participating in the Ohio Collaboration certification process."***

Agency Details	Groups	Certificate	Notes	Misc.Document

📢 Provisional Certificates

Group 1	Provisional Certification.pdf

📢 Final Certificates

Group 1	Final Certification.pdf

Notes Tab:

The Notes section allows communication between an agency the Ohio Collaborative team and assessors assigned to the agency. This rolling list of communication can be seen by agency reps, assessors and the Ohio Collaborative team.
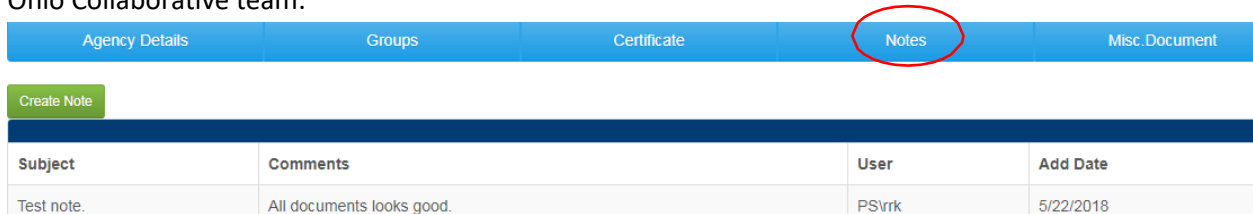
Agency Details	Groups	Certificate	Notes	Misc.Document

Create Note

Subject	Comments	User	Add Date
Test note.	All documents looks good.	PS\rrk	5/22/2018

When you select **Create Note** the window below will display. The "Send Email" feature gives the user the ability to send an email notification to all agency contacts from the "Agency Details" page as well as the reviewer and assessor. Let's say your reviewer requests additional documents to comply with a requirement. After the agency rep uploads the document, they can create a note stating the upload has been done, check the "Send Email" checkbox, then select **Save.** An email notification will be sent to the reviewer to check the note the user created.
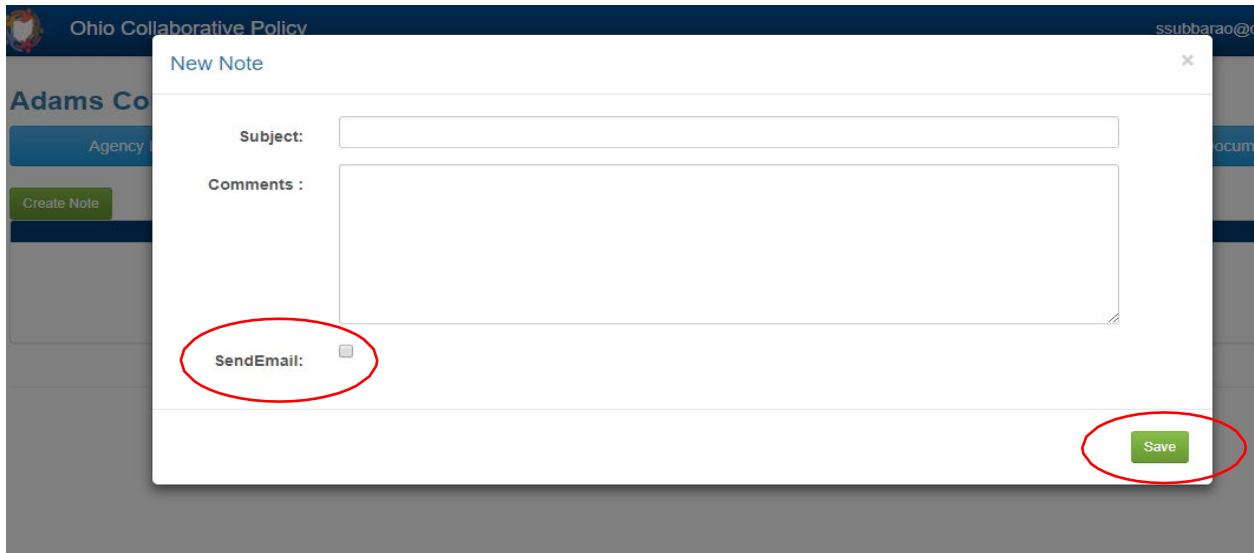
Misc. Documents Tab:

The Misc. Documents tab is a place to store documents such as maps, organization charts, pictures, etc. and is accessible by all team members.
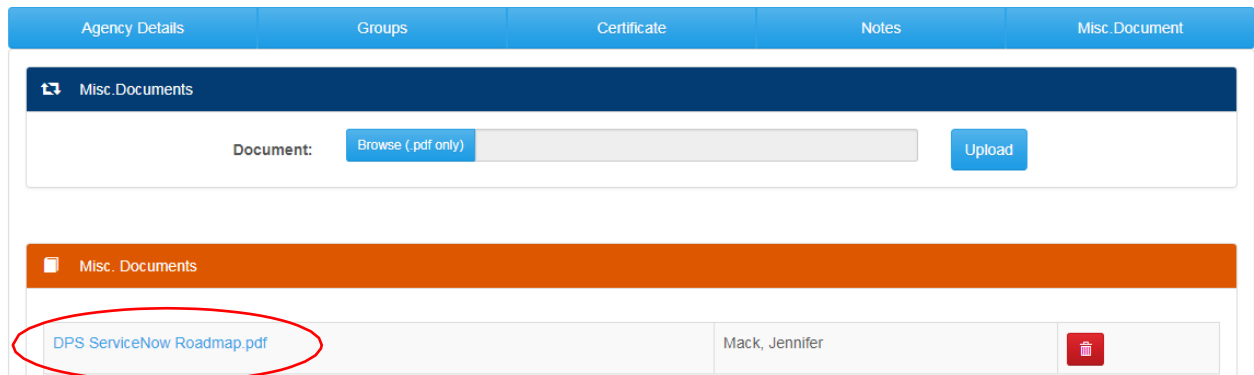
Ohio Collaborative Contacts – Any questions or concerns, please contact us.

Staff	Title	Phone	Email
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