



OHIO COLLABORATIVE LAW ENFORCEMENT ONLINE CERTIFICATION SYSTEM

Phase 2 Agency Representative Manual (2018)

Using technology to enhance the Ohio law enforcement certification process

Oliver Corbin
odcorbin@dps.ohio.gov

Contents

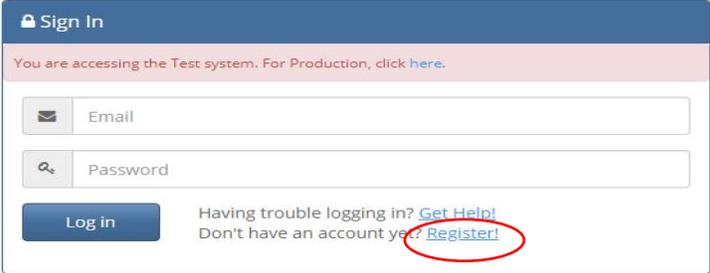
Registering with Identity Manager.....	2
Log In	5
Menu Tabs	8
Group Tab	8
Assignment Tab	9
Requirements Tab	11
Waiver Tab	14
Peer to Peer Tab	16
Review Doc Tab	17
Certificate Tab	18
Notes Tab	18
Misc. Documents Tab	19
Ohio Collaborative Contacts	19

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



ODPS Identity Manager
Single sign-on for the Ohio Department of Public Safety

Sign In

You are accessing the Test system. For Production, click [here](#).

Email

Password

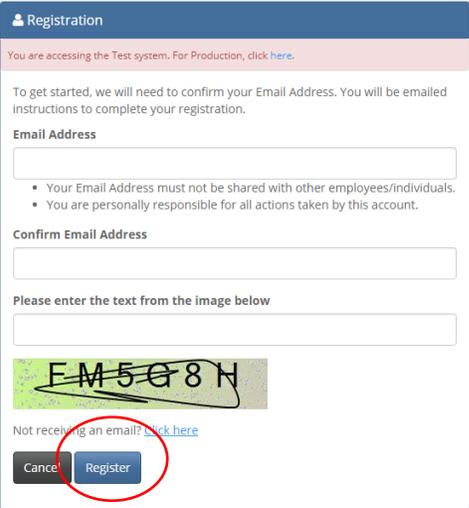
Log in

Having trouble logging in? [Get Help!](#)
Don't have an account yet? [Register!](#)

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.



ODPS Identity Manager
Single sign-on for the Ohio Department of Public Safety

Registration

You are accessing the Test system. For Production, click [here](#).

To get started, we will need to confirm your Email Address. You will be emailed instructions to complete your registration.

Email Address

- Your Email Address must not be shared with other employees/individuals.
- You are personally responsible for all actions taken by this account.

Confirm Email Address

Please enter the text from the image below

EM5G8N

Not receiving an email? [Click here](#)

Cancel Register

After clicking the **Register** button, the user will receive an email with instructions on how to move forward.



Registration Successful

You are accessing the Test system. For Production, click [here](#).

You have been sent an email with instructions to complete your registration.

[Return to Login](#)

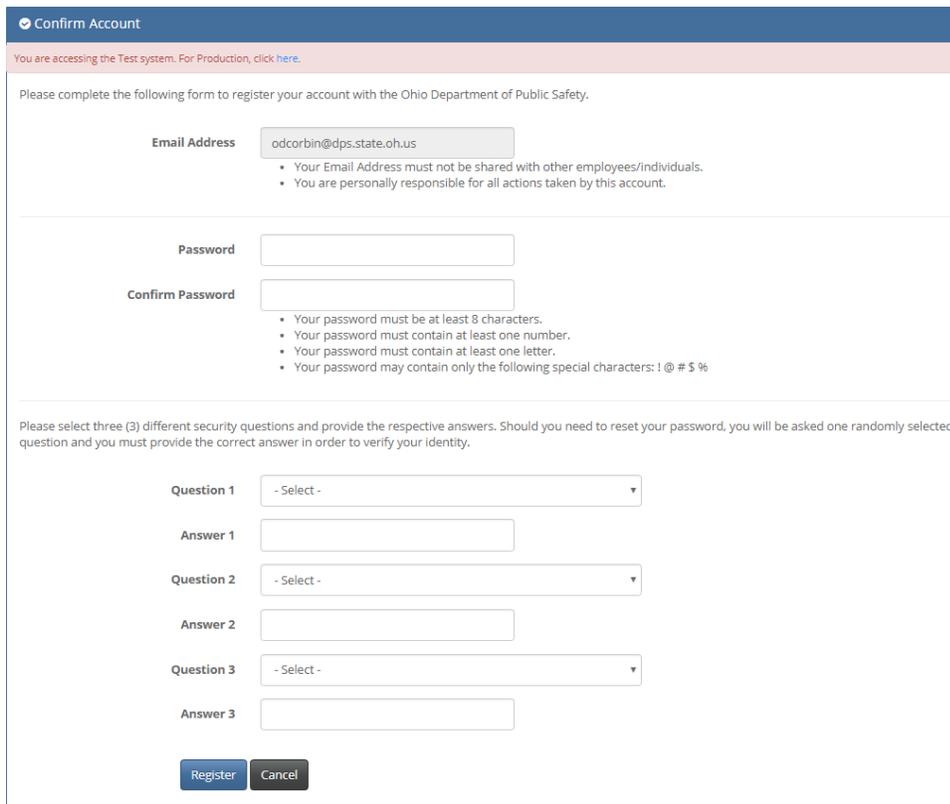
Below is the email message the user will receive in order to complete the registration process.

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/Y8CiR2izlCOdRoCxVoAKSCv0HcBrRzIFf64RULQpiUwC175fE/14ec7406-174e-4b05-abd7-b0e77577fa13>

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



Confirm Account

You are accessing the Test system. For Production, click [here](#).

Please complete the following form to register your account with the Ohio Department of Public Safety.

Email Address

- Your Email Address must not be shared with other employees/individuals.
- You are personally responsible for all actions taken by this account.

Password

Confirm Password

- Your password must be at least 8 characters.
- Your password must contain at least one number.
- Your password must contain at least one letter.
- Your password may contain only the following special characters: ! @ # \$ %

Please select three (3) different security questions and provide the respective answers. Should you need to reset your password, you will be asked one randomly selected question and you must provide the correct answer in order to verify your identity.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

[Register](#) [Cancel](#)

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.

Application Access Request Form

A screenshot of a web form titled "Application Access Request Form". The form contains the following fields: "Email Address" with the value "odcorbin@dps.state.oh.us"; "First Name" with the value "Oliver"; "Last Name" with the value "Corbin"; "Role" with a dropdown menu set to "Both"; and "Agency" with a dropdown menu set to "--Select Agency--". At the bottom of the form, there are two buttons: a green "Save Changes" button and a blue "Close" button. The "Save Changes" button is circled with a red oval.

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

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.

ODPS Identity Manager
Single sign-on for the Ohio Department of Public Safety

Sign In

You are accessing the Test system. For Production, click [here](#).

Email

Password

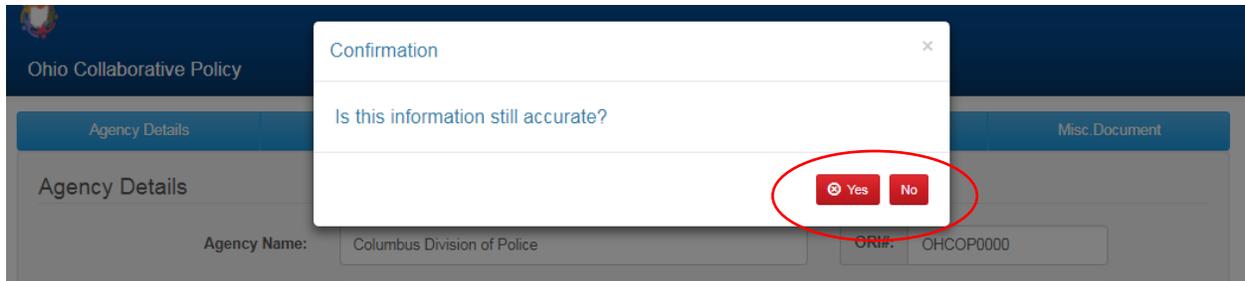
Having trouble logging in? [Get Help!](#)
Don't have an account yet? [Register!](#)



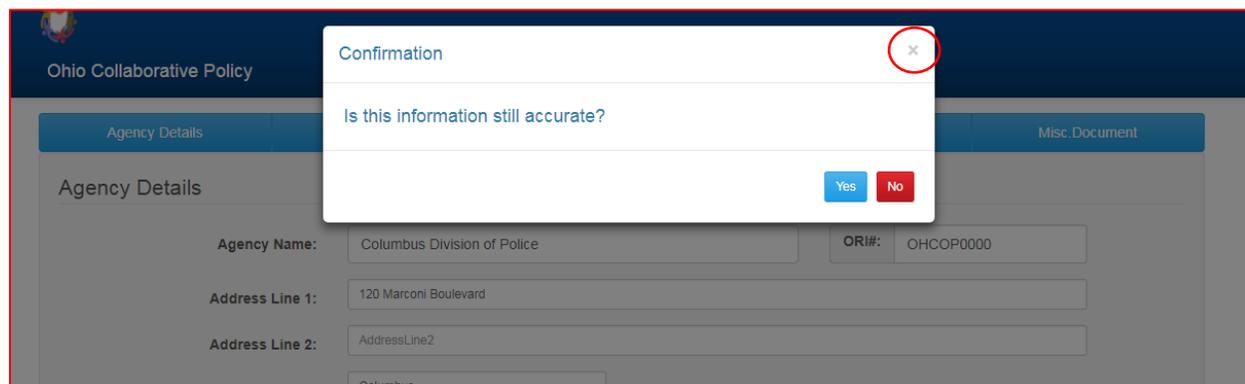
After logging in, the user will see this screen. Select the **My Agency** tile to enter the application.



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 about their agency. Please make sure this data is current so that Ohio Collaborative internal staff can serve the agency better. **Remember to click the Save Changes button at the bottom right corner of the page when updates to this form are made.**

Agency Details
Groups
Certificate
Notes
Misc Document

Agency Details

Agency Name: ORI#:

Address Line 1:

Address Line 2:

City: State:

Zip Code: County:

Population Coverage: Assisting Agency Name:

Coverage Status: 24/7 Part Time Off-hours

Agency Size	Authorized Sworn	Auxiliary Officers	Volunteers	Total
Full Time	<input type="text" value="1846"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Part Time	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1846

Application Date: Is CALEA:

Prepared By: Is Lexipol:

Chief/Sheriff Details

Salutation:

Last Name: Middle Name:

First Name: Suffix:

Phone: Email:

Contact Details

Salutation:

Last Name: Middle Name:

First Name: Suffix:

Phone: Email:

Policy Management Details

Salutation:

Last Name: Middle Name:

First Name: Suffix:

Phone: Email:

Modification details

Last Modified On: Last Modified By:

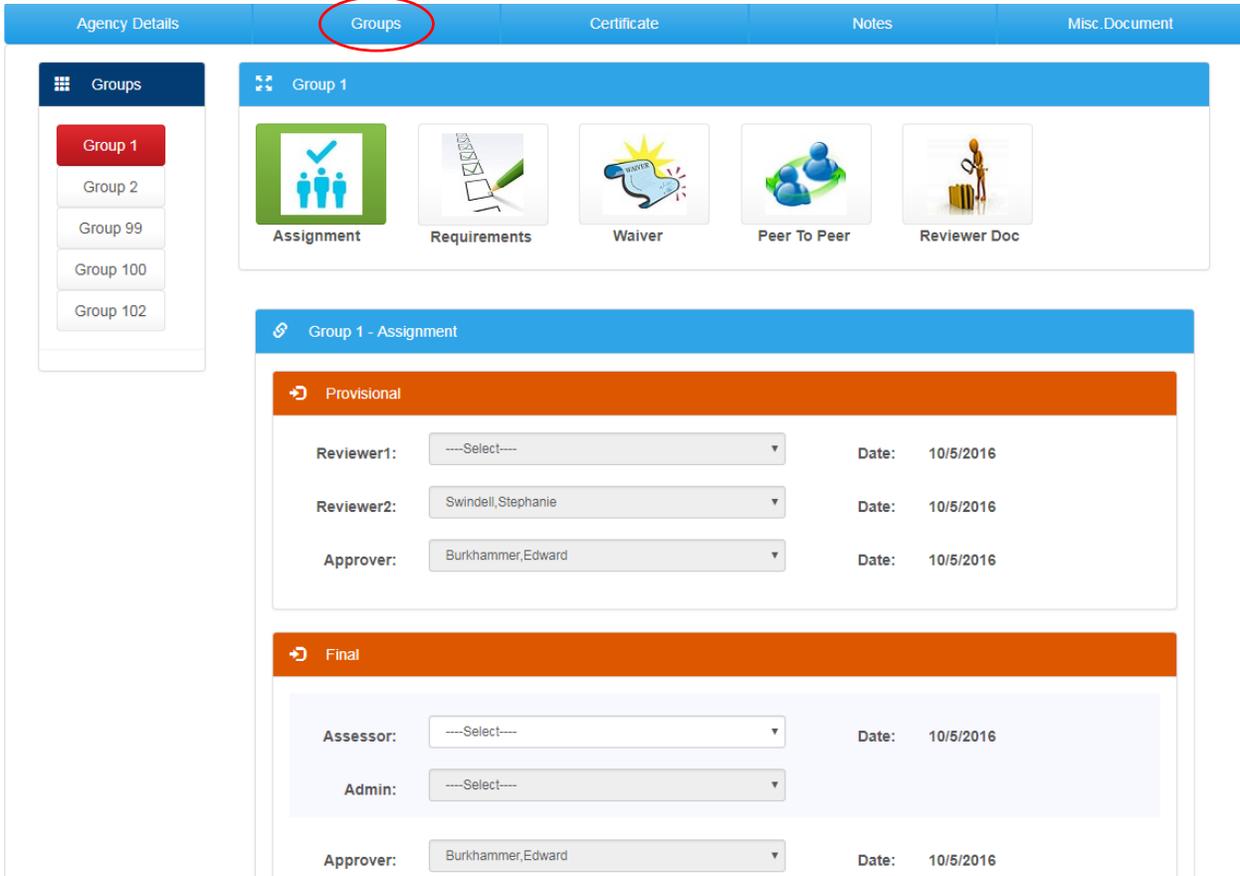
Menu Tabs

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 need 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 must 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**.

Agency Details
Groups
Certificate
Notes
Misc.Document

Groups

Group 1

Group 2

Group 99

Group 100

Group 102

Group 1



Assignment



Requirements



Waiver



Peer To Peer



Reviewer Doc

Group 1 - Assignment

Provisional

Reviewer1: **Date:** 10/5/2016

Reviewer2: **Date:** 10/5/2016

Approver: **Date:** 10/5/2016

Final

Assessor: **Date:** 10/5/2016

Admin:

Approver: **Date:** 10/5/2016

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.



Group - Standard

Use of Force

Doc.	Bullet	Proof of Compliance	Upload	Date of Receipt	Meet
	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	<input type="checkbox"/>
	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	<input type="checkbox"/>
	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	<input type="checkbox"/>
	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	<input type="checkbox"/>

[Save](#)

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.

Use of Force						
Doc.	Bullet	Proof of Compliance	Upload	Date of Receipt	Meet	
	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		<input type="checkbox"/>
	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		<input type="checkbox"/>

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.

Use of Force						
Doc.	Bullet	Proof of Compliance	Upload	Date of Receipt	Meet	
	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		<input type="checkbox"/>
	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		<input type="checkbox"/>

Proof of Compliance: This refers to an example of document(s) needed to satisfy the corresponding requirement. For example, the bullet or 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.

Use of Force						
Doc.	Bullet	Proof of Compliance	Upload	Date of Receipt	Meet	
	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		<input type="checkbox"/>
	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		<input type="checkbox"/>

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.

Use of Force					
Doc.	Bullet	Proof of Compliance	Upload	Date of Receipt	Meet
	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	<input type="checkbox"/>
	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	<input type="checkbox"/>

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.

Requirements Details

Description : 8.2015.1/A - Use of Force Policy in support of Ohio Collaborative guiding principles

ProofOfCompliance : Agency Use of Force/Deadly Force policy

Document:

Documents

No document uploaded.

Next click the **Upload** button.

Requirements Details

Description : 8.2015.1/A - Use of Force Policy in support of Ohio Collaborative guiding principles

ProofOfCompliance : Agency Use of Force/Deadly Force policy

Document:

Documents

No document uploaded.

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.

Requirements Details

Description : 8.2015.1/A - Use of Force Policy in support of Ohio Collaborative guiding principles

ProofOfCompliance : Agency Use of Force/Deadly Force policy

Document:

Documents

Use of Force.pdf	Corbin, Oliver	
------------------	----------------	---

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.

Group - Standard

Use of Force

Doc.	Bullet	Proof of Compliance	Upload	Date of Receipt
	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 

Waiver Tab:

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.

 Group 1

 Assignment	 Requirements	 Waiver	 Peer To Peer	 Reviewer Doc
---	---	---	--	---

Peer To Peer

P2P Required:

Reviewer:

Onsite Reviewer:

Reviewer Date:

Review 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 documents can be viewed and printed from this screen.

Group 1

 Assignment	 Requirements	 Waiver	 Peer To Peer	 Reviewer Doc	 Documents
---	---	---	---	---	--

Provisional - Review Documents

Review 1 Completed on : 10/18/2018

Review 2 Completed on : 10/18/2018

Approved Date : 10/18/2018

Provisional Review Documents

Richfield PD Group 1,2&3 provisional report.pdf	Swindell, Stephanie
---	---------------------

Final - Review Documents

Review Date : 11/27/2018

Approved Date : Approval is In Progress

Final Review Documents

Richfield final assessment.pdf	Swindell, Stephanie
--	---------------------

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.”***

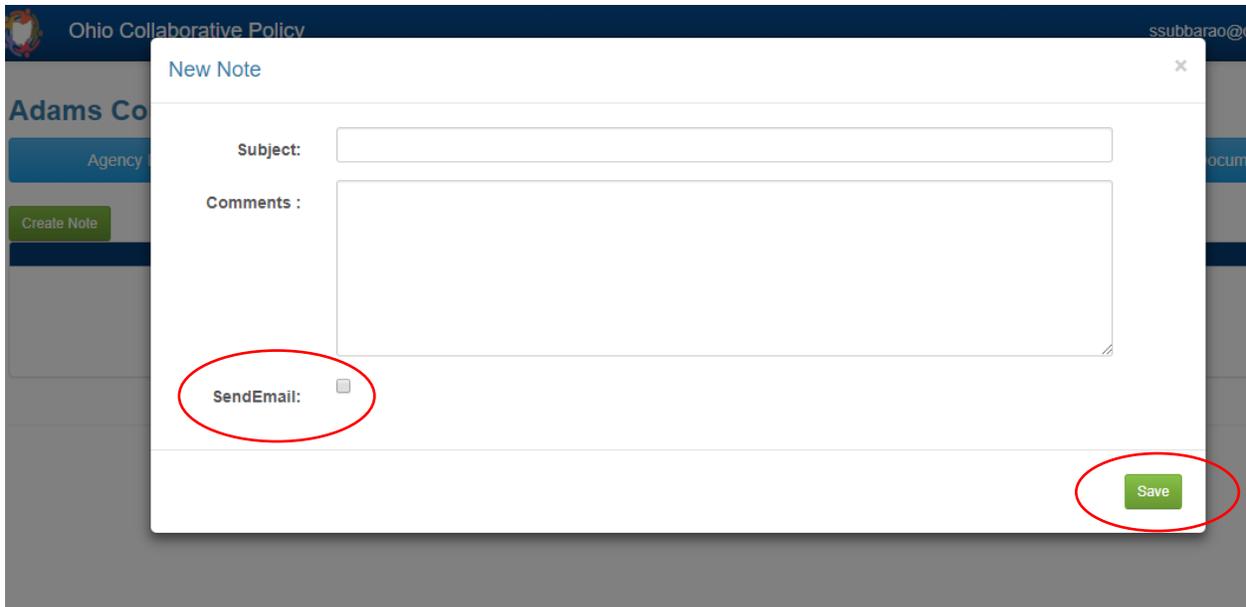
Agency Details	Groups	Certificate	Notes	Misc. Document
Provisional Certificates				
Group 1	Provisional Certification.pdf			
Final Certificates				
Group 1	Final Certification.pdf			

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.

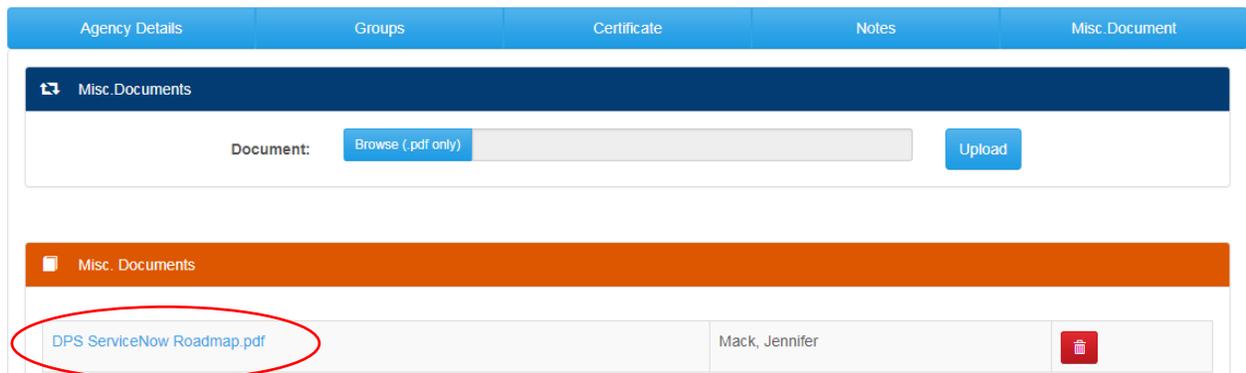
Agency Details	Groups	Certificate	Notes	Misc. Document
Create Note				
Subject	Comments	User	Add Date	
Test note.	All documents looks good.	PS\rrk	5/22/2018	

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
Ed Burkhammer	Program Manager	614.466.5996	edburkhammer@dps.ohio.gov
Stephanie Swindell	Program Administrator	614.728.4790	saswindell@dps.ohio.gov
Carley Auddino	Program Administrator	614.752.4569	cmauddino@dps.ohio.gov

