



<b>Hilliard Division of Police Policy Manual</b>		<b>Policy 401</b>
<b>Subject: Bias-Free Policing</b>		
<b>Standard Reference: OCLEAP 2.03</b>		
<b>Effective Date:</b> December 7, 2018	<b>Last Revision Date:</b> December 08, 2025	
<b>Approved By:</b> Chief Michael Woods		<i>Michael A. Woods</i>

## Bias-Free Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to Division members that affirms the Division’s commitment to fair and objective policing and establishes appropriate controls to ensure employees do not engage in Bias-based policing or violate any related laws while serving the community.

#### 401.1.1 DEFINITIONS

**Bias-based policing or improper profiling** - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin (including limited English proficiency), religion, sex, sexual orientation, economic status, age, cultural group, disability, or affiliation with any other similar identifiable group as a factor in deciding whether to take law enforcement action or to provide service or enforcement. This includes explicit and implicit biases (i.e., conscious, and unconscious beliefs or attitudes towards certain groups).

#### 401.1.2 CERTIFICATION STANDARDS

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

### 401.2 POLICY

The Hilliard Division of Police is committed to providing law enforcement services to the community with due regard for the racial, cultural, or other differences of those served. It is the policy of this Division to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

### 401.3 BIAS-BASED POLICING PROHIBITED

- A. Bias-based policing is strictly prohibited in all enforcement actions, including traffic contacts, field contacts, and asset seizure and forfeiture efforts.
- B. However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely, and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns, or specific schemes.

## Hilliard Division of Police Policy Manual

### 401.4 MEMBER RESPONSIBILITY

- A. Every member of this Division shall perform their duties in a fair and objective manner and is responsible for promptly reporting any known instances of bias-based policing to a supervisor.
- B. Members shall, when reasonable to do so, intervene to prevent any biased-based actions by another member.

#### 401.4.1 REASON FOR CONTACT

- A. Officers detaining a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.
- B. To the extent that written documentation would otherwise be completed (e.g., arrest report, citations, field contacts), the involved officer should include those facts giving rise to the officer's reasonable suspicion or probable cause for the detention, as applicable.
- C. Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

#### 401.4.2 REPORTING TRAFFIC STOPS

- A. Officers shall collect data regarding the race and gender of the driver on all self-initiated traffic stops. This information should be derived from the officer's observations, perceptions, or from other trusted informational services such as LEADS, OHLEG, CCH. Officers should not request information about the race or gender of the contacted person.
- B. Officers shall notify NRECC of the race and gender of the driver on all self-initiated stops. This information will be logged in the CFS by NRECC. The preferred method is to notify NRECC when conducting a driver's license query.

#### 401.4.3 ATTORNEY GENERAL REPORTS

The Support Services Bureau Supervisor should ensure that procedures are in place for the submission of bi-monthly reports relating to certain traffic citations (e.g., texting while driving, driving while distracted) to the Ohio Attorney General's Office consistent with the requirements of [ORC § 4511.992](#).

### 401.5 SUPERVISOR RESPONSIBILITY

- A. Supervisors shall monitor those individuals under their command for any behavior that may conflict with the purpose of this policy and shall handle any alleged or observed violation of this policy in accordance with HPD Policy 1010, Personnel Complaint Policy.
  - 1. Supervisors should discuss any issues with the involved officer and their supervisor in a timely manner.

## Hilliard Division of Police Policy Manual

- a. Supervisors shall document these discussions as a performance review note as well as in personnel evaluations.
2. Supervisors should periodically review Mobile Audio Video (MAV) recordings, Mobile Data Terminal (MDT) data, body worn camera (BWC) media, and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
  - a. Supervisors should document these periodic reviews.
  - b. Recordings that capture a potential instance of bias-based policing shall be appropriately retained for administrative investigation purposes.
3. Supervisors shall initiate investigations of any actual or alleged violations of this policy.
  - a. If biased-based profiling occurs, corrective measures shall be taken in accordance with the Personnel Complaints policy.
4. Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this Division who discloses information concerning bias-based policing.

### **401.6 ADMINISTRATION**

- A. The Professional Standards Administrator shall prepare a documented annual review of Division practices, collected data, and citizen concerns and complaints, and submit an annual report to the Chief of Police. The report should also include a documented review of Division activities with potential for bias. This may include traffic and field contacts, asset forfeiture efforts, and any corrective measures taken. The report should not contain any identifying information regarding any specific complaint, member of the public, or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.
- B. Supervisors shall review this report and discuss the results with those they are assigned to supervise.

#### **401.6.1 PUBLISHING AN ANNUAL REPORT TO THE PUBLIC**

The documented annual review of Division practices will be made available to the public.

### **401.7 TRAINING**

- A. Training on fair and objective policing and a review of this policy shall be conducted annually and include:
  1. Explicit and implicit bias.
  2. Avoiding improper profiling.

## Hilliard Division of Police Policy Manual

- B. Annual training should also include bias-based policing issues and relevant legal aspects, such as; field contacts, traffic stops, search issues, asset seizures and forfeiture, interview techniques, cultural diversity, discrimination, and community support.