

EXHIBIT A

Selection Process for the City of Cleveland Division of Police Specialized Crisis Intervention Team Officers

The Cleveland Division of Police is committed to a rigorous selection process in choosing police officers for the Crisis Intervention Team (CIT).

This selection process will ensure that only volunteers who are committed to the CIT concept and its principles will be selected as specialized CIT officers. Volunteers who are committed to the concepts and principles will create better outcomes for the citizens of Cleveland who suffer from mental illness, substance abuse issues, or other special needs.

All Cleveland Division of Police Officers that become Specialized Crisis Intervention Team Members must be selected by the following process:

1. Participation Request
2. Personnel File Review
3. Selection Board Interview

Participation Request

- Participation must be voluntary.
- Officers must have a minimum of three years of experience as a Cleveland Division of Police officer to be considered for selection.
- Participation for Specialized Crisis Intervention Training shall be requested by a Form-1, (the Form-1 will be considered the application) to include the following:
 - Recommendation of at least 1 of the officer's current supervisors and the Commander of the District the officer works in.
 - History of the officer's assignments.
 - Background, history, and education that relates to CIT.
 - Willingness to handle all crisis incidents, assigned or self-identified while also handling standard patrol duties.
 - Willingness to divert individuals in crisis from the Criminal Justice System into the mental health care system, when feasible.
 - Willingness to treat individuals in crisis in a fair and unbiased manner.
 - Willingness to wear a CDP issued marker/pin identifying them as a Specialized CIT officer.

- Willingness to foster relationships with the MHRAC and other mental health/social service agencies as well as participate in community engagement, awareness, and education.
- Previous CIT Training/Certification and year if completed.

Personnel File Review

A personnel file review will be conducted that examines the following factors:

- **Disciplinary Record:**
 - A review of all available disciplinary history
 - A review will be conducted of any disciplinary charges and the disposition thereof. The nature of the charges, the seriousness of the charge, as well as any evidence of pattern of behavior should all be considered in the review.
 - Number and nature of all available citizen's complaints (founded or unfounded) should be reviewed and considered as part of the totality of the officer's record.
 - Officers with a history of complaints of, or who have been disciplined for, excessive use of force against individuals in crisis will be presumptively ineligible to be specialized CIT officers.
- **Sick Time:** any officer on any stage of sick leave abuse status will be disqualified from consideration (see G.P.O. 1-3-06 – Sick Leave Review).
- **Awards, Commendations and Citizen Letters** that reflect outstanding performance of the officer's duties, in particular, any CIT-related incidents, shall be reviewed.
- **Experience/Education:** A review of the officer's experience as a police officer and in previous employment, as well as educational level and training. There should be particular attention paid to previous employment/education in social service, mental health or developmental disability related fields.
- **Performance Evaluations:** Review of supervisor's annual performance evaluations of the officer.

Selection Board Interview Process

- The officer must appear in person before the Selection Board for an interview of such length that his character and suitability for the position is established. The interview will touch, at a minimum, the following areas:
 - Why the officer wants to be a specialized CIT officer.
 - The officer's background and education as it relates to CIT.
 - A discussion of the Crisis Intervention reports completed by the officer and handling of previous CIT calls.
 - A discussion of any previous discipline, awards, and evaluations from the personnel files that merit attention.

- All officers to be interviewed will bring with them a minimum of 2 Crisis Intervention reports that they had personally completed for review.
- Interview with the CIT Selection Board, which is made up of the following members:
 - A member of the Command Staff or their designee
 - CIT Coordinator or their designee
 - One Sergeant, Lieutenant, or Captain
 - Two CIT trained Patrol Officers
- The CIT Selection Board shall vote to enter the officer into the program, with a simple majority decision. The Board may also decide to hold a decision in abeyance and monitor the officer's performance for a specified time period before making a final decision or denying the officer.

Timeline

- August 1, 2017: Departmental Notice for Specialized Crisis Team Members issued.
- August 25, 2017: Deadline for submission of Form-1 requests for selection to Specialized Crisis Intervention Team.
- August 25, 2017-September 30, 2017: Review of personnel files of candidates.
- October 1, 2017 –October 31, 2017: Interview candidates for Specialized Crisis Intervention Team. Selections made, notifications completed.
- Sometime after November 1, 2017 -, 40 hour Specialized CIT Training will begin after court approval.