

EXHIBIT A



CLEVELAND DIVISION OF POLICE

GENERAL



EFFECTIVE DATE: January 1, 2018	CHAPTER: 1 - Administrative	PAGE: 1 of 3	NUMBER: 1.03.09
SUBJECT: DIVISION TRAINING INSTRUCTOR SELECTION			
CHIEF:			

PURPOSE: To establish guidelines for the selection of Division Training instructors and the use of external instructors.

POLICY: The Division shall select Training instructors who have met the established criteria.

PROCEDURES:

I. Identification of Instructors

- A. A Divisional Notice shall be issued annually to solicit new instructors. Candidates shall be required to submit a Form-1 request with their qualifications.
- B. Division members may submit a Form-1 at any time for consideration as an instructor.
- C. The Training Review Committee (TRC) shall conduct an annual needs assessment to identify training curricula; evaluate current instructors' qualifications, reviews, and conduct; and to determine Ohio Peace Officer Training Commission (OPOTC) – certified instructors suitability to train for a particular topic.
- D. Division members and external instructors shall be sought to fill any instructor shortages and will be assessed based on the same standards as current instructors.

II. Instructor Selection Prerequisites

- A. Instructor candidates shall possess the following minimum qualifications:
 1. Five years of full-time law enforcement service with the Division of Police and/or an outside police agency (lateral transfers);
 2. Personnel record/file free of sustained discipline (written reprimand, suspension, demotion) for the preceding two years;
 3. Satisfactory rating values on the annual performance evaluation rating scale per General Police Order 1.1.05 Performance Evaluations;
 4. A recommendation from their commanding officer; and
 5. Knowledge of subject matters proposed for instruction.

III. Application / Selection Process

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- A. The TRC shall review all Form-1 requests, interview candidates (to determine suitability, provide a forum for candidates to expound on motivation to be an instructor, and to clarify any questions concerning the position of instructor), and forward recommendations to the Commander who oversees training.
1. Candidates shall be judged on the following criteria:
 - a. Were minimum qualifications met?
 - b. Are they Field Training Officers/Supervisory Training Officers? (if relevant to the applicant's proposed topic/subject of instruction)
 - c. Does the candidate have the requisite law enforcement experience?
 - d. Does the candidate possess previous experience in teaching?
 - e. Does the candidate possess subject matter expertise through training certification?
 - f. Does the candidate possess subject matter expertise through specific law enforcement experience, i.e., homicide investigator, motor vehicle accident investigator, community policing, crisis intervention, etc?
 2. The TRC shall also consider the presence of the following attributes as favorable to a candidate's application:
 - a. College/post-graduate degree
 - b. Military experience (honorable discharge)
 - c. Possession of OPOTC Instructional Skills certificate(s)
 - d. Any other relevant experience or training, including experience or training nonspecific to law enforcement.
- B. The Commander who oversees training shall review the recommendations and provide a list of candidates to the Chief of Police for approval.
- C. Upon approval by the Chief of Police, the TRC shall advise the candidate of his/her selection.

IV. Post Selection Requirements

- A. Prospective instructors shall:
1. Schedule attendance at the next available OPOTC Instructional Skills course, and must become a certified OPOTC instructor prior to teaching solo (may participate with a certified instructor/co-teaching).

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2. Be trained by OPOTC and/or an accredited educational entity in contemporary adult instructional and learning techniques (curriculum shall be based on Division requirements, and/or best practices).
3. Sign a declarative statement to attend requalification and elective training annually.
4. Maintain all instructor and related certifications in order to continue training.

V. External Instructors

- A. External instructors may include subject matter experts, including judges, attorneys, crime victims, and community members
- B. External instructors shall be recommended by the TRC and subsequently approved by the Chief of Police.
- C. External instructors shall be required to teach using lesson plans, PowerPoint presentations, and curricula approved by the Chief or his designee.