

# EXHIBIT A



# GENERAL POLICE ORDER

## CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE :	REVISED DATE:	NO. PAGES:	NUMBER:
SUBJECT: <b style="text-align: center;">In Service Training Instructor/External Instructor Selection</b>			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE:			

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

**POLICY:** The Division shall select In Service Training instructors and external instructors who have met the established criteria and successfully completed the requirements and application process.

### PROCEDURES:

#### I. Identification of Instructors

- A. Annually, a Divisional Notice shall be issued to solicit new instructors. Candidates shall be required to submit a Form-1 request noting their qualifications.
  - 1. Division members may submit a Form-1 at any time for consideration as an instructor.
- B. As part of the responsibility to review and update the Division training plan annually, the Training Review Committee (TRC) shall conduct a needs assessment to identify training curricula and assess current instructors' qualifications, reviews and conduct, to identify any deficiencies of Ohio Peace Officer Training Academy (OPOTA)-certified instructors to train for a particular topic.
  - 1. Division members and external instructors shall be sought to fill any instructor gaps and assessed based on the same standards as current instructors.

#### II. Instructor Selection Prerequisites

- A. Officers requesting selection as instructors shall possess the following minimum qualifications:
  - 1. Five years of law enforcement service with the Division of Police and/or an outside police agency (lateral transfers)
  - 2. Free of sustained discipline (written reprimand, suspension, demotion) for the preceding two years

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3. Satisfactory level on the annual performance evaluation rating scale per General Police Order 1.1.05, Performance Evaluations
4. Recommendation from their commanding officer
5. Demonstrate knowledge of subject matters proposed for instruction

### III. Application / Selection Process

- A. The TRC shall review all Form-1 requests, interview candidates (to determine suitability, provide forum for candidate 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. Applicants 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 subject for which the applicant is seeking to provide training)?
    - 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. In addition to assessing each candidate's prerequisites and the criteria listed above, 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 OPOTA Instructional Skills certificate.
    - d) any other relevant experience or training, including experience or training outside of 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.
- D. The candidate shall be required to schedule attendance at the next available OPOTA Instructional Skills course, and must become a certified OPOTA instructor prior to teaching solo (may participate with a certified instructor / co-teaching).

### IV. Post Selection Requirements

- A. Upon selection, prospective instructors shall:

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1. Be required to schedule attendance at the next available OPOTA Instructional Skills course, and must become a certified OPOTA instructor prior to teaching solo (may participate with a certified instructor / co-teaching).
2. Be trained by OPOTA 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. Outside 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
  1. External instructors shall be required to teach from an lesson plan, PowerPoint and curriculum approved by the Chief