

Call for Proposals for Survey Firm for Cleveland Ohio Police Officer Focus Groups

Seeking a polling/survey/research firm that can assist the Court appointed Monitor in Cleveland in assessing the perceptions of Cleveland Police Officers and in particular around the emphasis areas outlined in the [United States Department of Justice Settlement Agreement](#) (use of force and community engagement). The firm will: 1) assist in the design of a method for sampling members of the Cleveland Division of Police by rank, tenure, and assignment (specialty unit/patrol/administrative) using four to six focus groups, 2) design the focus groups, 3) work with the Monitoring Team to recruit a sample of police officers, 4) conduct the focus groups and 5) provide detailed analysis in a report.

It is important to gauge the sentiments of police officers with regard to their perceptions of the quality of police-community relations, use of force, de-escalation, and officer safety. Please describe the methods you would employ to reach diverse groups of police officers (rank, tenure, assignment, race/ethnicity, gender) based on publicly accessible information about the Cleveland Division of Police and with the assistance of the monitoring team.

The firm should be able to demonstrate an ability to conduct the following assessments through and focus groups and possess the capacity referenced:

1. Knowledge of the City of Cleveland
2. Community perceptions of the police overall
3. Responders' experience with the Cleveland Division of Police and its officers in general
4. Knowledge of use of force issues and related law
5. Ability to articulate a plan for assessing the quality of police/community interactions—in particular the quality of police interactions based on personal interactions or based on what they have heard from a third party

In a narrative format, please provide information about your **capacity** as a research firm to recruit participants, organize and implement focus groups, your familiarity with the City of Cleveland and the state of police-community relations, and your familiarity with the topics mentioned above. Describe your methods and technological means to ensure confidentiality of sources and conform to generally accepted standard of human subject research.

We recommend, and are open to discussion, focus groups organized around rank and assignment. Groups that have a mix of tenure is acceptable. All groups should be run by a skilled professional facilitator. If the firm chooses to audio record the group for ease of note taking, please describe the firm's policy on the secure maintenance and destruction of the audio recording.

Proposals should provide:

- Information about your capacity as a research firm to address each of the topics mentioned above, items 1-5 on the prior page,
- Statement and evidence of firm's capacity, including three references of similar work, demonstrating a familiarity with, appreciation of, and ability to connect with law enforcement officers,
- Recommendations for the number and the composition of focus groups to meet the goals of this initiative,
- A plan for liaising with the Monitoring Team to hone further the topics for discussion and to recruit focus group attendees,
- Proposed structure of the groups including sample text to recruit police officers,
- A draft script with different language for different ranks of officers for the moderators use in the focus group,
- A sample script for facilitators explaining participants privacy and confidentiality, and
- The methods and technological means to ensure confidentiality of sources and data protection,
- Pricing per focus group.

In order to ensure the appropriate match between the skill set of the facilitators and the project, firms should expect the Monitoring Team representatives to meet with and approve the proposed facilitators.

Proposals should be submitted to:

Proposals should be submitted by November 8, 2016 via email to:

Christine M. Cole at ccole@crj.org

Include: *Cleveland Community Focus Group Response* in Subject line

Applicants should plan on an in person interview in Cleveland the week of November 14, 2016.

Decisions and offer will be extended the week of November 21, 2016.

Scoring will be weighted 60% demonstration of an understanding of the topic, 25% on experience, and 15% on price.

Questions will be entertained by sending an email to ccole@crj.org. All questions and responses will be posted on the Cleveland Police Monitor Website, <http://www.clevelandpolicemonitor.net/>