CLEVELAND COMMUNITY POLICE COMMISSION

Commissioner–Staff Pairing Framework

Duties, Special Interests, Goals & Metrics Under the Two-Committee Structure

October 2026

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1. Purpose and How the Split Works

This framework replaces the six standing committees with six areas of responsibility (AORs), split between the Operations Committee and the Oversight Committee. For each AOR it sets out what the Commissioner is responsible for, what paired staff are responsible for, the special interest subjects a Commissioner could pursue, and proposed 90-day, 180-day, and year-end goals.

Staff research, draft, process, and track. Commissioners set priorities, judge substance, approve, and present. Every AOR follows the same chain:

1. The **lead Commissioner** sets the AOR's priorities and works with paired staff to develop each work product.
2. **Paired staff** do the research, drafting, logistics, and recordkeeping. Staff never make a substantive decision or recommendation on the Commission's behalf.
3. The **committee** (Operations or Oversight) reviews the product and votes it forward.
4. The **Full Commission** takes final action. Charter § 115-5(h) vests that authority in the Commission, not the committees.

Two standing rules apply to every AOR:

- Any AOR meeting with multiple Commissioners may need to be noticed with minutes created under O.R.C. 121.22.
- Disagreements on administrative matters go to the committee Co-Chair. Disagreements on substance go to the full committee with both positions stated.

Special interest subjects are deeper projects a Commissioner can take on within an AOR, and any resulting recommendation still goes through the chain above.

Goals and metrics are proposals. Every number in this document is a starting target for discussion, not an adopted performance standard, and may be raised, lowered, or replaced by the committees.

2. Pairing Summary

Total staff: 16. Vacant seats are shown so that any goal assigned to them reads as a target once the seat is filled, not a current commitment.

Committee	AOR	Commissioner(s)	Staff partner(s)
Operations	Budgets & Grants	Umosen	Grant Administrator (Lisa Johnson); ED Williams for budget
Operations	Rules	Coleman, Roddy	Compliance Manager (vacant; interim AD Scott); Policy Analyst – Operations (vacant)

Committee	AOR	Commissioner(s)	Staff partner(s)
Operations	Outreach	Kincaid, Rodriguez	Marketing Manager (Sean Shapiro); 2 Community Engagement Coordinators (Wali Shareef + 1 TBD); Social Media Coordinator (Jocelyn Sandusky)
Oversight	Accountability	Mason, Nelson, Chura	Accountability Staff (4, vacant; interim: all staff)
Oversight	Policy	van Lier, Benito	Policy Analyst – Oversight (Claire Foley)
Oversight	Training & Promotions	Miller	T&P Manager (vacant; interim ED Williams and AD Scott)
Shared	Leadership and HQ	Co-Chairs (joint oversight)	Executive Director, Assistant Director, Office Manager

Staff count: ED (1), AD (1), Office Manager (1), Compliance Manager (1), Grant Administrator (1), Marketing Manager (1), Community Engagement Coordinators (2), Social Media Coordinator (1), Policy Analysts (2), Accountability Staff (4), T&P Manager (1).

3. Operations Committee

The Operations Co-Chair confirms each Operations AOR has an active lead Commissioner and that its staff report regularly to the committee.

3.1 Budgets & Grants

Charter basis: § 115-5(h)(xxvi)

Commissioner(s): Umosen

Staff partner(s): Grant Administrator (Lisa Johnson); Executive Director Williams for the annual budget

Duties

Duty	Commissioner(s)	Staff
Grant priorities	Sets funding priorities for each cycle	Drafts solicitations, award criteria, and the cycle calendar
Intake and eligibility	Receives the eligibility list	Screens applications for completeness and eligibility; keeps grantee files
Scoring and awards	Scores on program merit, community need, and fit; approves or denies grant work product; recommends awards to the committee	Prepares scoring packets and funding recommendations; has no authority to approve or deny

Duty	Commissioner(s)	Staff
Spending floor	Reports fund status and concerns to the committee and, as needed, the Full Commission	Tracks the required grant budget (at least 0.5% of the Division of Police budget) and spending against it
Grantee compliance	Joins periodic site visits; recommends corrective action	Serves as the grantees' point of contact; monitors terms, outcomes, and drawdowns
Budget	Approves or denies the ED's proposed budget items for the AOR	ED prepares the proposed budget; Grant Administrator prepares grant figures
Outside funding	Researches state and federal grants for CPC needs	ED applies for outside grants and donations
Reporting	Signs the quarterly status report	Drafts the quarterly grant-status report

Special interest subjects

- Grant outcomes: whether funded violence-prevention programs reduce incidents in the neighborhoods they serve
- Geographic equity: how awards are spread across police districts
- Small-applicant capacity: application help or a smaller grant tier for grassroots groups
- Restorative justice and mediation models worth funding, drawn from other cities
- Overlap with other City and county violence-prevention funding
- CPC budget benchmarking against peer oversight agencies

Goals and metrics (proposed)

Checkpoint	Targets
90 days	Grant Program Policy adopted 3 grantee site visits completed 1 quarterly grant-status report delivered to the committee
180 days	6 cumulative grantee site visits 50% of the pre-2026 awarded-but-undistributed backlog disbursed 2 cumulative quarterly reports delivered
Year-end	1. 100% of the pre-2026 backlog disbursed 2. 12 grantee site visits (about 1 per month) 3. 4 quarterly reports delivered 4. 90% of new applications processed within 45 days 5. Drawdown tracking system used for 100% of active grants

Fulfilling Charter duties

- Commissioner approval of grant work product, and fund-status reporting to the committee, keep grant decisions with the Commission.
- Staff administration, site-visit support, and grant research supply the capacity the duty requires, so it is carried out rather than only assigned.

Consent Decree compliance

- In-house grant administration gives the Federal Monitor a direct view of how CPC funds are managed, supporting its review of CPC independence and resources.
- Regular fund-status reporting creates a documented financial record the Monitoring Team can check.

3.2 Rules

Charter basis: § 115-5(h)(xi), (xvi), (xvii), (xxiii), (xxiv), (xxvii)

Commissioner(s): Coleman, Roddy

Staff partner(s): Compliance Manager (vacant; interim AD Scott); Policy Analyst – Operations (vacant)

The Compliance Manager is an HQ-level position serving the Full Commission; its Commissioner pairing is Rules. The Operations Policy Analyst supports Rules, with legislative advocacy under (xi) as the core duty.

Duties

Duty	Commissioner(s)	Staff
Rules and bylaws (xxvii)	Sponsors items through committee and Full Commission votes	Compliance Manager drafts and redlines the Commission Bylaws, Committee Bylaws, and related policies
Leadership selection (xxvii)	Oversees the election process	Compliance Manager prepares ballots, notices, and records
Meeting decorum	Enforces decorum during Commission proceedings	Compliance Manager logs incidents and procedural objections
Post-Consent Decree infrastructure	Signs off on milestones before they reach the Full Commission	Compliance Manager tracks requirements and keeps the master rules/policy status log
Legislation (xi)	Sponsors legislative positions; advocates to Council and the State	Policy Analyst – Operations drafts legislation and tracks bills, including proposals responsive to ORC Chapter 4117
City records requests (xvii)	Escalates late or denied requests	Compliance Manager sends requests and tracks response times
Confidential records (xxiii)	Approves the confidentiality protocol	Compliance Manager maintains the protocol; HQ logs access

Duty	Commissioner(s)	Staff
Outside counsel (xxiv)	Recommends engagement when a conflict exists	Compliance Manager coordinates the engagement
Independence (xvi)	Reports interference to the Co-Chairs	Compliance Manager documents incidents
Open Meetings and Public Records	None directly	Compliance Manager monitors compliance across all committees
Commissioner Service Records	Reviews monthly compliance summaries	Compliance Manager collects weekly logs by Monday noon and compiles each CSR

Special interest subjects

- Records-request timeliness log: how quickly each City department answers CPC requests under (xvii)
- Charter and CBA conflict tracker: each place the collective bargaining agreement limits Charter authority
- State legislation affecting civilian oversight, including ORC Chapter 4117
- Open Meetings Act practices for AOR and committee work
- Commissioner ethics and conflict-of-interest standards
- Bylaws and rules of peer commissions, such as Detroit, Chicago, and Seattle

Goals and metrics (proposed)

Checkpoint	Targets
90 days	3 documents adopted as internal rules 100% of the quarter's Post-Consent Decree milestones signed off 0 decorum incidents unresolved past the quarter
180 days	5 documents adopted as internal rules Average 60 days or fewer from policy draft to committee vote 2 cumulative Post-Consent Decree milestones signed off
Year-end	1. 6 or more policies adopted 2. Average 45 days or fewer from policy draft to committee vote 3. 4 Post-Consent Decree milestones signed off (1 per quarter) 4. 0 decorum incidents unresolved at year-end 5. 100% of meetings held without a sustained decorum-related procedural objection

Fulfilling Charter duties

- Commissioner sponsorship keeps final rule-making authority with the Commission.
- Staff drafting and redlining supply the sustained capacity the Commission has lacked, so the Charter-mandated rulebook is established and maintained.

Consent Decree compliance

- This pairing is the CPC's direct Post-Consent Decree compliance mechanism: staff track requirements and the Commissioner signs off, producing a verified record the Federal Monitor can review.
- An adopted set of governing rules is evidence of the "substantial and effective" institutional change the Monitor wants to see before recommending the Consent Decree end.

3.3 Outreach

Charter basis: § 115-5(h)(xii), (xiii), (xiv), (xix), (xxv)

Commissioner(s): Kincaid, Rodriguez

Staff partner(s): Marketing Manager (Sean Shapiro); 2 Community Engagement Coordinators (CECs) (Wali Shareef + 1 TBD); Social Media Coordinator (Jocelyn Sandusky)

Outreach staff carry the engagement calendar. Commissioners participate and bring what they hear back to their AORs.

Duties

Duty	Commissioner(s)	Staff
Priorities	Set target communities each quarter; champion the Youth Engagement Initiative and report its progress	Marketing Manager builds the calendar and drives the Youth Engagement Initiative on the Strategic Plan schedule
Events (xii)	Represent the Commission at community-hosted events	Plan and host CPC events; CECs handle logistics, materials, and accessibility
Community relationships (xiii)	Represent the CPC to the CRB and police-district committees	CECs maintain contacts and community-partner records
Policing issues and feedback (xiv)	Relay community-identified issues to staff; approve compiled feedback before it leaves the CPC	Identify issues; draft CDP-intervention recommendations; route feedback to CDP, OPS, CPRB, or IA
Public comment on policy (xxv)	Choose which policies go out for comment	Run comment intake and summarize results
Reports, notices, and social media (xix)	Approve content before publication	Social Media Coordinator drafts content and runs the accounts and content calendar; HQ posts to the website
Outreach metrics	Review attendance and feedback themes	Marketing Manager tracks attendance, engagement, themes, and reach

Special interest subjects

- Youth engagement through schools, rec centers, and youth programs
- Language access for immigrant and refugee communities
- Listening sessions with families affected by police violence

- Engagement with CDP officers and civilian employees, who (xii) also covers
- District-by-district feedback mapping to spot trends
- Digital engagement: online comment tools and social media reach

Goals and metrics (proposed)

Checkpoint	Targets
90 days	2 community events hosted or attended 3 community-identified policing issues formally referred to staff and CDP Youth Engagement Initiative: 1 of 4 Strategic Plan milestones met
180 days	4 community events hosted or attended 6 cumulative issues referred Youth Engagement Initiative: 2 of 4 milestones met
Year-end	1. 8 community events hosted or attended (about 2 per quarter) 2. 100% of Youth Engagement Initiative milestones met on schedule 3. 10 community-identified issues referred to staff and CDP 4. Community Engagement & Transparency Policy adopted 5. Both Community Engagement Coordinator seats filled

Fulfilling Charter duties

- Commissioner representation, sponsorship of the Youth Engagement Initiative, and referral of community issues keep the Commission accountable for these duties.
- Splitting representation (Commissioner) from execution (staff) sustains more engagement than Commissioners could manage alone.

Consent Decree compliance

- Each event and referred issue is evidence the CPC meets the Federal Monitor's standard that it openly solicit community values and priorities.
- A staffed Outreach function gives the public a consistent channel to see and engage with the CPC's accountability work.

4. Oversight Committee

The Oversight Co-Chair confirms each Oversight AOR has an active lead Commissioner and coordinates with the Parliamentarian so meetings and hearings follow Robert's Rules and the Commission's hearing procedures.

4.1 Accountability

Charter basis: § 115-5(h)(i), (ii), (iv), (ix), (x), (xxi), (xxii)

Commissioner(s): Mason, Nelson, Chura

Staff partner(s): Accountability Staff (4, vacant; interim: all staff)

The four staff positions stay undifferentiated until the Commission resolves whether ORC Chapter 4117 preempts its § 115-5(h)(i)–(ii) authority to hold binding hearings and order discipline. If that authority does not survive, these duties shift to non-binding sufficiency findings and public reporting under (xix); Brady/Giglio, subpoena, and audit duties continue either way.

Duties

Duty	Commissioner(s)	Staff
Disciplinary hearings (i), (ii)	Sit on hearing panels; review case files before each hearing; vote on discipline-sufficiency determinations	Prepare case files and evidentiary summaries; schedule hearings; keep the official record and disposition log
Complaint tracking	Assigned Commissioner reviews and documents each open case file	Log and assign new complaints within 5 business days; track status
Subpoenas (iv)	Request them; the Co-Chairs sign	Draft, serve, and track them with the ED's office
Brady/Giglio list (ix)	Vote on list updates	Draft first-pass updates; coordinate publication with HQ
CPRB referrals (x)	Decide which suits, settlements, and judgments to refer	Monitor cases; draft referral memos
Case-file access (xxii)	Review un-redacted files	Request, log, and secure files with HQ
Systemic improvements (xxi)	Recommend reforms to the committee	Analyze case trends; flag officers named in 2 or more complaints

Special interest subjects

- Arbitration case log: every Cleveland police discipline case taken to arbitration, the original discipline, the outcome, and the stated reasons
- Settlements and judgments log: costs, case types, and officers named more than once
- Repeat-complaint patterns and how well early-warning systems catch them
- Discipline consistency: whether similar misconduct draws similar outcomes across districts and ranks

- Complaint-to-decision timelines at each stage (OPS, CPRB, IA, Chief)
- Brady/Giglio list practices in peer cities

Goals and metrics (proposed)

Checkpoint	Targets
90 days	100% of new complaints logged and assigned within 5 business days Case Review & Evidentiary Hearing procedures drafted and submitted 25% of Brady/Giglio list entries reviewed or updated
180 days	100% of open case files reviewed and documented by an assigned Commissioner Average 45 days or fewer from intake to completed case file 50% of Brady/Giglio entries reviewed or updated
Year-end	1. 100% of the year's complaints logged, tracked, and compiled, with no file older than 120 days lacking a status update 2. Average 30 days or fewer from intake to completed case file 3. 100% of Brady/Giglio entries reviewed at least once 4. Every officer named in 2 or more complaints flagged and reviewed by an assigned Commissioner 5. Quarterly public status report covering 100% of pending case files

Fulfilling Charter duties

- Final disciplinary and Brady/Giglio decisions stay with the Commissioner panel; staff prepare and coordinate but never make the final call.
- This division lets hearings and list maintenance run at a steady pace instead of only when Commissioners have spare time.

Consent Decree compliance

- Consistent hearings and an actively reviewed Brady/Giglio list are the documented record the Federal Monitor uses to judge CPC accountability work.
- The hearing record and disposition log give the Monitoring Team a paper trail to review against the "substantial and effective" standard.

4.2 Policy

Charter basis: § 115-5(h)(v), (vii), (xviii), (xx)

Commissioner(s): van Lier, Benito

Staff partner(s): Policy Analyst – Oversight (Claire Foley)

Duties

Duty	Commissioner(s)	Staff
Recruit screening and bias policy (v)	Review and vote on recommendations	Analyze and draft recruitment, screening, and exam policy, including bias-screening criteria

Duty	Commissioner(s)	Staff
Police policies and training regimens (vii)	Review and vote on new and revised policies; oversee adoption of CDP GPOs	Draft GPOs and policies; align training regimens with T&P audit findings
Policy effectiveness	Monitor crime-trend data for policy effectiveness	Track crime trends; produce a quarterly effectiveness report
Advising the Mayor and Council (xviii)	Present findings and recommendations	Research national practices, data, and records; draft memos
Audits and investigations (xx)	Approve each audit's scope; present findings	Support audits and quality reviews with Accountability staff
Public comment on drafts	Decide what goes to Outreach for comment	Write plain-language summaries for Outreach

Special interest subjects

- Use-of-force policy compared with national model policies
- Crisis response: co-responder and mental health response models
- Traffic stop and search data, including disparities by race and district
- Body-worn camera activation, review, and public release rules
- Surveillance technology: facial recognition, drones, and gunshot detection
- Consent decree compliance tracking for the policies the CPC reviews

Goals and metrics (proposed)

Checkpoint	Targets
90 days	1 GPO drafted 1 crime-trend / policy-effectiveness report produced Second Policy Analyst seat filled
180 days	2 policies adopted 2 cumulative effectiveness reports 3 new or revised policy recommendations reviewed and voted on
Year-end	1. 5 flagged issues turned into GPOs or policies 2. 4 effectiveness reports (1 per quarter) 3. Both Policy Analyst seats filled for at least 3 consecutive quarters 4. 6 new or revised policy recommendations voted on by the Commission 5. 90% of GPOs or policies reaching a committee vote within 60 days of first draft

Fulfilling Charter duties

- Commissioner review-and-vote authority keeps policy adoption with the Commission, while staff drafting and crime-trend tracking supply the analysis these duties assume.

- Filling both analyst seats matters: the policy workload, plus Rules' legislative work, is more than one analyst can sustain.

Consent Decree compliance

- This pairing is the CPC's main vehicle for the Federal Monitor's requirement that it comment on and assess CDP policies, practices, and trainings.
- The effectiveness reports are the documented assessment work the Monitoring Team looks for.

4.3 Training & Promotions

Charter basis: § 115-5(h)(iii), (vi), (viii)

Commissioner(s): Miller

Staff partner(s): Training & Promotions Manager (vacant; interim ED Williams and AD Scott)

Duties

Duty	Commissioner(s)	Staff
Commander and inspector general candidates (iii)	Interview candidates; vote on the Commanders Promotions policy and on moving promotions from interim to permanent	Coordinate the interview and recommendation process; draft the Commanders Promotions policy; track outcomes
Bias screening and training (vi)	Approve the Bias-Free Policing Training Assessment policy, framework, and recommendations	Develop the assessment and framework; help administer bias training
Training audits (viii)	Observe sessions; approve audit findings	Audit training records; identify OPOTA deficiencies; work with the CDP training division
Training requirements	Recommend stronger requirements, through Policy for (vii) changes	Benchmark standards; draft the recommendation
Recruiting and retention	Review CDP recruiting and retention strategies and outcomes; recommend improvements with Outreach	Analyze CDP recruiting and retention data and strategies; draft recommendations
Quarterly Commissioner training	Schedule and conduct it	Organize sessions; record attendance in each CSR

Special interest subjects

- De-escalation under physical engagement: how well academy techniques hold up when officers must go hands-on, and whether martial arts-based control training (such as grappling) would add to it
- Crisis intervention training: hours, refresher frequency, and field results
- Procedural justice and bias training: whether it changes complaint or stop outcomes

- Field training officer program quality and selection
- Promotion process fairness: who reaches promotion lists and why
- Command staffing: whether CDP has enough lieutenants and captains supervising in the field rather than at headquarters, since more field supervision can prevent misconduct before it happens (§ 115-5(h)(xviii), (xxi))
- Officer wellness and peer support as a retention factor

Goals and metrics (proposed)

Checkpoint	Targets
90 days	T&P Manager position filled Bias-Free Policing Training Assessment 75% complete 1 quarterly Commissioner training held
180 days	Bias-Free Policing Training Assessment adopted 2 cumulative quarterly trainings held Commanders Promotions policy before the committee for a vote
Year-end	1. Bias-Free Policing Training Assessment policy, framework, and recommendations adopted 2. Commanders Promotions policy adopted 3. 4 quarterly Commissioner trainings held 4. Recommendations made on 100% of eligible interim Commander promotions 5. T&P Manager filled and retained through year-end

Fulfilling Charter duties

- Commissioner approvals and votes keep training and promotions decisions with the Commission.
- Staff development of the policies and identification of OPOTA deficiencies supply the groundwork the Commission needs before it approves.

Consent Decree compliance

- The Bias-Free Policing Training Assessment responds directly to the Federal Monitor's mandate to assess CDP training for effectiveness.
- Quarterly Commissioner training shows the CPC's own oversight capacity is improving, not only CDP practice.

5. Shared Support: Leadership and HQ

These roles serve every AOR rather than pairing with one Commissioner. The Co-Chairs oversee them jointly; they carry no separate goals table.

Duty	Commissioners	Staff
Technical assistance to CDP, OPS, IA, and CPRB (xv)	Co-Chairs jointly oversee the work	Assistant Director provides it
Staff administration	Lead Commissioners give input on the quality of their paired staff's work	AD handles scheduling, evaluations, and personnel; reports to the ED
Leadership briefing	Co-Chairs attend the Monday leadership meeting	AD briefs it, including Commissioner service compliance
Records and IT (xxii)	None directly	Office Manager runs records intake, secure storage, access logs, and IT support
Website and public postings (ix), (xix)	Approve content in their AOR first	Office Manager posts it
Meeting support	Co-Chairs set committee agendas	Office Manager circulates agendas, posts notices, and supports minutes
Other duties (xxviii)	Co-Chairs hold them until assigned to an AOR	As assigned

6. How to Use This Framework

Each pairing is checked three times a year: a 90-day check-in, a 180-day check-in, and a year-end review against its five metrics.

- At each check-in, the pairing reports progress against its goals, updates each year-end metric, and flags any vacancy blocking a goal.
- Results feed the Commissioner Service Record and the Commission's broader Key Performance Indicators.
- Goals and metrics are revisited whenever the Bylaws, Committee Bylaws, or related policies are amended. Committees may adjust any target once first-quarter results are known.

7. Open Items to Confirm

- Accountability staff titles and duties, pending the ORC Chapter 4117 preemption question.
- Whether Rules should carry a legislation metric now that (xi) sits with the Operations Policy Analyst.
- Whether (vii) training regimens stay with Policy (as placed here) or move to Training & Promotions.
- Check the Charter paraphrases against the Charter text before adoption.

Appendix: Staff Position Descriptions

Duties for all 16 positions. Salary ranges and full-time justifications remain in the Staff Position Duties document used for the budget request.

Executive Director

Supports: Full Commission

Charter basis: § 115-5(b), (k), (l)

- Manage the day-to-day functions of the Office of the Commission and carry out duties the Commission assigns.
- Hire, supervise, and when necessary discharge staff, ensuring the team has the skills the Charter duties require.
- Negotiate and administer agreements; apply for outside grants and donations; coordinate volunteers.
- Build the annual budget proposal and advocate for it through the City budget process; authorize expenditures and contracts.
- Serve as Secretary of the Commission and its advisory committees, keeping official records of Commission action.
- Maintain relationships with community groups, police associations, and other stakeholders, and represent the Commission alongside Commissioners.

Assistant Director

Supports: Full Commission; deputizes for the Executive Director

Charter basis: § 115-5(k); technical assistance under (h)(xv)

- Serve as the Commission's technical-assistance point of contact to CDP, OPS, IA, CPRB, and other accountability entities.
- Act as the ED's deputy and assume ED responsibilities in their absence.
- Supervise Commission staff and oversee daily administrative operations.
- Coordinate scheduling and information flow between the committees and the Full Commission; brief the Monday leadership meeting.
- Assist with budget preparation, contract administration, and grant applications; track Commission action items.

Office Manager (Web, Records & Office)

Supports: Full Commission; reports to the Assistant Director

Charter basis: § 115-5(h)(xxii); supports (ix) and (xix) publication

- Maintain the public website and SharePoint, including permissions and version control.
- Post meeting materials, reports, Brady/Giglio disclosures, the Commissioner Service Record, and the Annual Report on schedule.
- Run records intake, document retention, and access logs for confidential records, consistent with public-records and open-meetings law.
- Schedule meetings, circulate agendas, post public notices, and support minutes.

- Handle front-office duties (phones, visitors, mail, supplies) and basic IT support, serving as liaison to City IT.

Compliance Manager

Supports: Full Commission; paired with the Rules AOR

Charter basis: § 115-5(h)(xvi), (xvii), (xxiii), (xxiv), (xxvii)

- Draft and maintain the Commission's bylaws, rules of procedure, and governance documents.
- Coordinate City information requests and track response timeliness.
- Maintain safeguards for confidential, non-public records.
- Coordinate outside legal counsel when a conflict of interest exists.
- Monitor Ohio Public Records Act and Open Meetings Act compliance across all committees.
- Collect weekly Commissioner service logs and compile each Commissioner Service Record.

Grant Administrator

Supports: Operations Committee – Budgets & Grants

Charter basis: § 115-5(h)(xxvi)

- Administer the grant program for community-based violence-prevention, restorative-justice, and mediation programs.
- Develop solicitations, applications, and award criteria for committee review.
- Track the required grant budget (at least 0.5% of the Division of Police budget) and spending against it.
- Screen applications, prepare funding recommendations, and monitor grantee compliance and outcomes.
- Prepare grant budget materials for the ED's annual budget submission and answer public and grantee inquiries.

Marketing Manager

Supports: Operations Committee – Outreach; serves all committees for communications

Charter basis: § 115-5(h)(xii), (xiii), (xiv), (xix)

- Plan and lead the community-outreach program, including monthly outreach events.
- Build relationships with community organizations, the Community Relations Board, and police-district committees.
- Route community feedback to CDP, OPS, CPRB, IA, and other entities.
- Coordinate publication of Commission reports and notices; lead crisis communications with the ED and AD.
- Supervise the CECs and Social Media Coordinator; track outreach and communications metrics.

Community Engagement Coordinators (2)

Supports: Operations Committee – Outreach; report to the Marketing Manager

Charter basis: § 115-5(h)(xii), (xiii)

- Staff outreach events, district meetings, and public forums.

- Build relationships with neighborhood organizations, faith communities, schools, and other groups across the police districts.
- Collect community feedback and route it to the Marketing Manager.
- Handle event logistics, including translation and accessibility accommodations; maintain contact lists.
- Start with 2 CECs (one per side of the city), with a goal of 5 (one per police district).

Social Media Coordinator

Supports: Operations Committee – Outreach; reports to the Marketing Manager

Charter basis: § 115-5(h)(xix)

- Manage the Commission's social media accounts and content calendar.
- Draft public-facing posts and notices for Commissioner review before publication.
- Publicize outreach events, meeting and hearing schedules, and Commission reports.
- Monitor engagement and public sentiment; support rapid-response communications.
- Coordinate website posting with the Office Manager.

Policy Analyst – Operations

Supports: Operations Committee – Rules; cross-functional with the Compliance Manager

Charter basis: § 115-5(h)(xi); supports (xvi), (xvii), (xxvii)

- Draft proposed legislation, regulations, and policy positions for advocacy to City Council and the State, including proposals responsive to ORC Chapter 4117.
- Track state and local legislation affecting the Commission and flag items needing action.
- Align legislative proposals with Commission rules in coordination with the Compliance Manager.
- Provide policy research for grantmaking criteria and outreach initiatives.
- Prepare briefing materials for Operations Committee and Full Commission meetings.

Accountability Staff (4)

Supports: Oversight Committee – Accountability

Charter basis: § 115-5(h)(i), (ii), (iv), (ix), (x)

- Prepare hearing case files and evidentiary summaries; schedule hearings; keep the official hearing record and disposition log.
- Log and track complaints; prepare findings for Commissioner approval.
- Draft, serve, and track subpoenas with the ED's office.
- Maintain the Brady/Giglio list and coordinate its publication.
- Provide procedural support, including Robert's Rules, at hearings and meetings.
- Final titles and duty assignments await resolution of the ORC Chapter 4117 question.

Policy Analyst – Oversight

Supports: Oversight Committee – Policy

Charter basis: § 115-5(h)(v), (vii), (xviii), (xx)

- Draft recommendations on recruit recruitment, screening, and exam policy, including bias screening.
- Research and draft police policies, procedures, GPOs, and training regimens.
- Track crime trends and produce policy-effectiveness reports.
- Support audits and quality reviews of closed investigations with Accountability staff.
- Prepare briefing materials for Oversight Committee and Full Commission meetings.

Training & Promotions Manager

Supports: Oversight Committee – Training & Promotions

Charter basis: § 115-5(h)(iii), (vi), (viii)

- Coordinate the process for interviewing and recommending commander and inspector general candidates.
- Develop and help administer bias-screening and training programs for current officers.
- Audit and verify officer training records, working with the CDP training division.
- Prepare training and promotions recommendations for committee review.
- Organize quarterly Commissioner training.