<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda</th>
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<tbody>
<tr>
<td>6:00 - 6:10 PM</td>
<td><strong>Co-Chairs, A. Rodriguez, J. Ridgeway</strong></td>
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<td>Call to Order</td>
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<td>Welcome &amp; Roll Call</td>
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<td>Adoption of Agenda</td>
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<td>Meeting Decorum</td>
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<td>Approval of Minutes</td>
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<td>6:10 – 6:45 PM</td>
<td><strong>Public Comment Period (See Guidelines Below)</strong></td>
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<td>6:45 – 7:15 PM</td>
<td><strong>Co-Chair Report</strong></td>
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<td><strong>Executive Director Report (J. Goodrick, Interim Executive Director)</strong></td>
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<td><strong>Introduction of New CPC Staff Attorney</strong></td>
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<td><strong>Committee Status Reports</strong></td>
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<td><strong>Police Accountability Committee (Standing)</strong></td>
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<td>Teri Wang, Chair</td>
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<td><strong>Budget and Grants Committee (Standing)</strong></td>
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<td>Dr. John Adams, Chair</td>
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<td><strong>Police Policy Committee (Standing)</strong></td>
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<td>Piet van Lier, Chair</td>
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<td>General Police Orders Forwarded for Consideration:</td>
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<td>Animal Incidents 2.01.09</td>
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<td>Transitional Duty 1.05.13</td>
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<td>Restricted Duty 1.02.05</td>
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<td>Gunshot Detection System: Shotspotter 5.08.04</td>
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<td><strong>Outreach Committee (Standing)</strong></td>
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<td>Sharena Zayed, Chair</td>
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<td><strong>Rules Committee (Standing)</strong></td>
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<td>Teri Wang, Chair</td>
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<td><strong>Training Committee (Standing)</strong></td>
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<td>Dr. John Adams, Chair</td>
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<td>7:15- 7:45 PM</td>
<td><strong>Election of Co-Chairs</strong></td>
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<td>7:45 - 8:30 PM</td>
<td><strong>Old Business</strong></td>
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<td>Ad-Hoc Committee Conflict of Interest Update</td>
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<td><strong>New Business</strong></td>
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<td>Motion: Removal of Commissioner as Committee Chair</td>
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<td>Motion: Recommendation for Removal of Commissioner</td>
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<td><strong>CLOSING PUBLIC COMMENT IF TIME ALLOWS</strong></td>
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<tr>
<td>8:30 PM</td>
<td><strong>Formal Adjournment</strong></td>
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**Agenda subject to change**

**Thank you all for the investment of time, intellect and heart toward building community collaboration in police reform. You are appreciated**

**From Charter Section § 115-5 Community Police Commission**

Voter findings. The voters of the City of Cleveland find, based on continuing, serial instances of police misconduct, that there is a need to significantly strengthen civilian oversight of the police force, and to hold the police force more accountable; strengthen the police reform initiated by, but grossly insufficient in, the Consent Decree in *United States of America v. City of Cleveland*, U.S. District Court for the Northern District of Ohio Case No. 1:15-cv-2046; institutionalize cultural change within the Division of Police; and reform the arbitration process by which unelected arbitrators who do not reflect the values, concerns, or diversity of the community - and who themselves often do not live in the community and therefore do not personally bear the burden of any problematic police practices - routinely undermine police accountability by reducing or reversing disciplinary decisions.

**GUIDELINES FOR PUBLIC COMMENT**

The purpose of public comment is to hear as many community voices and points of view as possible. In order to achieve this, please follow the community guidelines:

- Everyone is encouraged to participate.
- Please step to the mic, state your name and where you live.
- If you have already voiced your ideas, let others have an opportunity to speak. Be brief and to the point.
- One person speaks at a time. Please refrain from side conversations.
- Try your best to understand the pros and cons of every perspective, not just those you prefer. Be as objective and fair-minded as you can be.
- Public comment will occur for approximately 30 minutes during the CPC meeting. After the allotted timeframe, if a pressing issue arises any additional comments can be directed to Ms. Williams, CPC community engagement specialist.
- If time permits, the co-chairs may reopen the public comment portion if all CPC business items are addressed.
- Commissioners will generally not respond to comments or questions but will consider all comments and questions. Community members are encouraged to follow up with questions and concerns via email at clepc@clevelandohio.gov.
Purpose: To establish guidelines for officers involved in incidents with animals and interactions with the Division of Animal Care and Control (DACC).

Policy: It is the policy of the Cleveland Division of Police to address the unique set of problems officers may encounter during interactions with animals; when necessary, officers shall take appropriate measures, including enforcement actions, referrals, euthanasia of an injured animal, and/or documentation of the incident.

Definitions:

Critical Firearm Discharge - discharge of a firearm by a member including, but not limited to accidental discharges, discharges at animals, other than to euthanize, and discharges at individuals where no one is struck, as well as discharges by officers employed by an outside law enforcement agency within the jurisdiction of the Division of Police.

Procedures:

I. General Guidelines

A. Officers shall handle animal incidents and take appropriate actions to control the situation until DACC or other assisting agencies arrive.

1. Officers encountering an injured animal shall notify the Communications Control Section (CCS).

2. CCS personnel shall request the assistance of the appropriate agency.

B. Officers shall take all precautions to ensure the safety of the DACC personnel while they are assisting the Division of Police.

1. Officers shall not leave the scene until the DACC personnel complete their duties and clear the scene.

2. DACC personnel has the discretion and final authority to decide if a situation is too risky for them to proceed.

C. A critical firearm discharge at an animal as a defensive/enforcement action taken by an officer against an animal taking aggressive action or being used as a weapon against the officer or innocent person (e.g., an attacking dog) requires the notification of the Force Investigation Team. (Refer to 2.01.07 Force Investigation Team).
D. Conducted electrical weapons (CEWs) have been shown to be effective in some incidents of controlling or minimizing threats posed by animals; while it may be extremely difficult to shoot an animal accurately and effectively with a CEW, using the device on an animal is permissible to deter an attack or to prevent injury to a person.

E. The use of oleoresin capsicum (OC) spray on a dangerous animal is permissible to deter an attack or to prevent injury to a person.

F. Officers shall take all reasonable steps under the circumstances, before and during any use of a weapon, to avoid unnecessary risk to bystanders, and involved civilians, officers or other emergency personnel. (Refer to GPO 2.1.03 Use of Force - General)

II. Contacting the Division of Animal Care and Control

A. All requests from officers for DACC assistance shall be made through CCS.
   1. Officers shall not communicate directly with the DACC unless specifically ordered to do so.
   2. Officers shall notify CCS if DACC personnel respond to the scene of a police incident without officers’ request.
   3. Officers shall note in their dispositions when CCS is requested to notify the DACC.

B. The DACC will contact the Animal Protective League (APL) as needed; officers shall not contact the APL for animal-related calls.

III. Dog Incidents

A. DACC is responsible for stray dogs, dogs posing a public safety threat, and dog owners in violation of Cleveland Codified Ordinances (CCO); officers may cite for CCO violations when DACC is unavailable.

B. For complaints of loose or barking dogs, members of the general public may only be transferred to or advised to call:
   1. CCS for non-emergencies at (216) 621-1234, or 911 for emergencies.
   2. The DACC designated public telephone number (216) 664-3069, Monday through Friday from 0700 hours to 1530 hours; on weekends or outside of regular business hours a voicemail message may be left.
   3. Officers shall not transfer calls from the public to the DACC “Police Line” or disseminate the “Police Line” telephone number.

C. The DACC is available to assist in instances of the crime of dogfighting.
   1. Dogfighting is a felony of the fourth degree under Ohio Revised Code Section 959.16.
2. Persons involved in dogfighting may pose a risk to unarmed DACC personnel.

3. CCS shall dispatch a zone car before the arrival of any DACC personnel.

D. If officers are confronted with a dog that is chasing or approaching in a menacing fashion or in an apparent attitude of attack, or if the dog attempts to bite or otherwise endangers, injures or kills a person, officers shall attempt to contain the dog in a confined area and request CCS to notify the DACC.

1. If containment is not possible, DACC is not available to respond, and the officer perceives that the dog presents a threat to themselves or others, they shall take whatever action is necessary to ensure the safety of themselves and the public.

2. Destroying the dog shall be the last resort (Refer to Section VI. Humane Animal Euthanasia).

E. Dog bite victims shall be encouraged to seek professional medical attention.

1. Except in cases involving bites resulting from law enforcement canine deployment, the treating physician will generate a “Dog Bite” report which is forwarded to the DACC.

2. Based on the report, the DACC may institute quarantine.

IV. Wildlife/Pest Procedures

A. Residents may call the DACC to arrange for a wildlife trapper to respond to problems with skunks, raccoons, groundhogs, or opossums.

B. CCS shall refer deer complaints to the Ohio Department of Natural Resources (ODNR) Division of Wildlife.

V. Dead Animal Procedures

A. Officers who encounter an animal carcass or humanely euthanize an animal in a public place shall request CCS to notify the Division of Waste Collection and Disposal - Dead Animal Pickup Unit.

B. Notification of Dead Animal Pick-up is not required in the following circumstances:

1. When an officer has euthanized a deer and an individual requests to take possession of the carcass, officers may allow them to take the carcass and remove it from the scene.

   a. Before the individual takes possession, a superior officer shall complete an ODNR Division of Wildlife Deer Carcass Receipt.

   b. The yellow copy of the receipt shall be issued to the individual.
c. The superior officer shall attach the white copy of the Deer Carcass Receipt to their investigation.

2. When it becomes necessary to kill a dog, and the involved dog has bitten a person, officers shall avoid striking the head of the dog.
   a. Officers shall secure the animal carcass and contact the DACC.
   b. The DACC shall remove the carcass for rabies testing.

VI. Humane Animal Euthanasia

A. Officers shall exercise reasonable due care in accommodating public sensitivity in carrying out any task involving the euthanasia of an animal.
   1. Officers shall not allow a member of the public to euthanize a seriously sick or injured animal by a firearm or any other means.
   2. Euthanasia shall be the responsibility of the Cleveland Division of Police or other appropriate agency (i.e., Division of Wildlife).

B. Officers shall not fire or deploy a weapon to kill a seriously sick or injured animal unless its euthanasization is reasonable and humane.
   1. If an animal is so severely injured that euthanasia may be the most humane course of action, officers shall request a superior officer respond to the scene to make the determination to euthanize.
   2. However, an officer may euthanize a seriously injured animal before the arrival of a superior officer if there are well-articulated reasons to do so (i.e. extent of the animal’s suffering, the public sensitivities involved, etc.).
   3. If the use of a firearm is necessary for euthanizing a seriously sick or injured animal, the most effective and humane method is a shot to the heart/lung area just behind the front shoulder of the animal.
      a. The shotgun shall be the preferred firearm for euthanizing large animals (e.g., deer); the Patrol Rifle shall not be used to euthanize animals.
      b. The head of the animal is not the preferred location to place a shot; the brain may be needed to test for rabies.
      c. Even with the correct shot placement, it may not immediately expire; continue to maintain vigilance until the animal has expired.
      d. If the animal does not immediately expire, and there are well-articulated reasons to do so, additional rounds may be fired.
e. Universal health and safety precautions shall be taken to protect officers and members of the public.

f. Officers shall be keenly aware of the projectile paths of any fired rounds and shall exercise reasonable care that fired rounds will not endanger citizens or property.

g. Extreme caution must be exercised when shooting at a running or fleeing dog/dangerous animal.

VII. Reporting Procedures

A. When an animal incident causes serious injury, death, or if criminality is involved, officers shall:

1. Notify a superior officer of the incident. The superior officer will determine if further notifications are required.

2. Complete an incident report and forward it to a supervisor for review and approval.

3. The supervisor shall ensure the appropriate investigative section/unit is notified for any follow up investigation.

B. Officers discharging a CEW or OC Spray at an animal shall:

1. Notify a superior officer of the incident; the superior officer will determine if further notifications are required.

2. Complete an incident report describing the justification and circumstances of the use of a CEW or OC Spray and forward it to a supervisor for review and approval.

C. A firearm discharge for the euthanization of a sick or injured animal requires notification of the Inspection Unit via CCS.

1. The Inspection Unit shall confer with the superior officer conveying necessary procedures and reporting.

2. The on scene superior officer shall complete any investigation necessary for the incident, attaching all available video, to be entered into the division tracking software within three tours of duty.

3. The completed investigation shall be forwarded through the chain of command to the District/Bureau Commander with each level completing their review within two tours of duty.

4. District/Bureau Commanders shall forward the completed investigation to the Inspection Unit for administrative review.
D. Officers shall not complete an incident report for minor dog bites; the DACC shall handle this documentation.

E. Animal incidents involving horses require:

1. The completion of the pre-structured Horse-Related Incident Form-1 (Attachment).
2. The completion of an incident report as needed.
3. The Horse Related Incident Form-1 and incident report shall be forwarded to the Mounted Unit for follow up.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.
PURPOSE:  To establish guidelines for members who are assigned temporary work assignments due to medical restrictions.

POLICY:  It is the policy of the Cleveland Division of Police to give members of the Division an opportunity to work alternative temporary job duties while recovering from an injury or illness. Transitional Duty work gives the member an opportunity to remain a productive part of the work group and to maintain communication with co-workers and supervisors during the transition from disability to full recovery.

DEFINITIONS:

Transitional Duty - the temporary assignment of a member to alternative job duties, for a specified period of time, while the member is recovering from an injury or illness. In order to accommodate the member’s transitional duty, the work assignments may be different than those in the member’s normal job classification.

PROCEDURES:

I. General Guidelines
   A. The Division of Police may grant temporary assignment details to limited duty members who are temporarily unable to perform the full range of essential duties required by their current classification due to an illness or injury (work related or personal), as confirmed by the Occupational Health and Safety Unit (OHSU) Medical Director, dependent on staffing levels and the operational needs of the Division.
   B. Placement in a temporary assignment shall be consistent with the Division’s needs and the member’s specific incapacitation, restrictions and abilities. A temporary assignment transfer will not be considered permanent.
   C. Members who do not comply with OHSU and/or Division communication, reporting and/or documentation requirements shall be subject to the disciplinary process, up to and including termination. Non-compliance with any part of this procedure, or any other failure to cooperate with providing routine medical progress reports indicating a potential return to full, unrestricted, law enforcement duties may result in corrective action.

II. Eligibility
   A. To qualify for transitional duty work, a member must:
1. Have an initial assessment and comply with subsequent reporting to the OHSU Medical Director;

2. Be unable to perform the essential duties of their normal job classification; and

3. Be expected to be able to perform the duties of their normal classification within 90 days from the date of commencement of transitional duty work.

III. Terms and Conditions

A. The Chief of Police or designee shall have sole authority to grant transitional duty status. Upon a recommendation by the OHSU Medical Director for transitional duty and before an assignment has been made, the member requesting transitional duty shall complete the Terms of Transitional Duty Assignment Form (attached) and submit it to the Personnel Unit. This form will be provided by the Personnel Unit.

B. Members shall not conduct any patrol/field law enforcement activities or engage in security or law enforcement secondary employment while on transitional duty.

C. Members on transitional duty shall be prohibited from firearm re-qualification and not work overtime, other than subpoenaed court overtime.

D. Members on transitional duty are required to surrender their City-issued duty firearm to a superior officer, who will oversee its conveyance to the Firearms Training Unit. The Firearms Training Unit will then be responsible for maintaining the duty firearm until the member returns to full duty status. Prior to returning the City-issued firearm, the Firearms Training Unit will verify the member's full duty status with the Chief's Office.

E. All participants in the Transitional Duty return to work program will comply with all personnel policies, procedures and safe work practices. Members are required to follow all established injury policies and procedures.

IV. Assignment Preferences

A. Transitional Duty work assignments are to be made to accommodate the member’s bona fide medical restrictions prescribed by the member’s physician of record. The tasks that a member can perform will be listed in writing by either a Medco14 (work related) or Medical Appraisal Workability Report (personal) and certified by the OHSU Medical Director.

B. Preference in placement of Transitional Duty work assignments may be made in the following order based on the operational needs of the Division:

1. Job duties within the member’s normal job classification and within the District where the member works;
2. Job duties outside the member’s normal job classification and within the District where the member works;
3. Job duties within the member’s normal job classification and outside of the District where the member works;
4. Job duties outside of the member’s normal job classification and outside of the District where the member works.

V. Length of Transitional Duty Work Program

A. Transitional Duty work assignments shall be no longer than 90 days in duration. For good cause, a Transitional Duty work assignment can be extended.

B. The City may require periodic examinations to determine the continued extent of incapacity and fitness for return to full duty.

VI. Fitness for Duty

A. Member’s Inability to Return to Original Position

1. If it is medically determined that the member is unable to return to a former full duty position, a review of alternative options will be considered:

   a. Disability Retirement

      i. If the employee will never be able to return to normal duty, then application can be made for a disability retirement pension.

   b. Civil Service 9.10.14 Examination

      i. When it is medically documented that the member will not be able to return to a full duty status and has reached maximum medical improvement, the OHSU Medical Director may recommend a 9.10.14 Fitness for Duty evaluation, to be approved by both the Chief Director of Public Safety and Civil Service Commission.

   c. Permanent Restrictions

      i. If a medical provider determines that the member’s restrictions are permanent, the member may choose to apply for an accommodation under the American’s with Disabilities Act. An application form will be given to the member. Each application for accommodation must be reviewed by the appointing authority and then sent to the City’s Accommodation Review Committee. The member is responsible for providing documentation from the physician of record stating that the restrictions are permanent in nature and that he/she has reached Maximum Medical Improvement (MMI).
B. Due Process

1. When the City's Civil Service Commission approves a Civil Service Rule 9.10.14 Fitness for Duty evaluation or Functional Capacity Evaluation and determines that a member is no longer capable of fulfilling the essential duties of a police officer and will not be able to resume full patrol officer duties, a due process hearing will be conducted. This hearing, presided over by the Chief Director of Public Safety, provides the member with an opportunity to address the conclusions drawn by the medical professional to prevent termination of their City employment.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.
DAD/BCP
Occupational Health and Safety Unit
Purpose: To establish guidelines for temporary, restricted duty (RD) assignments.

Policy: *It is the policy of the Cleveland Division of Police* that in instances of a member’s alcohol or drug policy violation, Employee Assistance Unit (EAU) recommendation, misdemeanor criminal charge, criminal or administrative investigations for a serious violation of rules and regulations or General Police Orders, a member temporarily unable to perform regular duties may be given an opportunity for a temporary alternative assignment, known as RD.

Procedures:

I. General Guidelines
   A. The City of Cleveland and the respective labor unions acknowledge that there are no permanent RD assignments.
   B. Members may be temporarily detailed to a RD assignment consistent with the Division’s operational needs.
      1. The Chief of Police holds sole authority to grant a member RD status.
      2. RD assignments are limited, and authorization is granted on a case by case basis.
      3. The Officer-in-Charge of the Personnel Unit designates RD assignments after Chief of Police approval.
   C. Before the assignment is made, the requesting member, upon recommendation for RD status, must complete the Terms of Restricted Duty Assignment form (attached) and submit it to the Personnel Unit.

II. Recommendation and Authorization
   A. *Illness or injury transitional duty assignments are based on Occupational Health and Safety Unit (OHSU) recommendation.*
   B. Traumatic incident/EAU recommendation RD assignment.
      1. For traumatic incidents, follow the General Police Order Post-Traumatic Incident Protocols.
      2. The member meets with the EAU and Stress Consultant.
      3. The member reports to OHSU before being returned to full duty, but only in the event of an injury, whether physical or psychological.
C. Administrative, alcohol or drug policy violation, or misdemeanor criminal charge RD assignment.

1. The member surrenders their Division-issued firearm to a superior officer.
2. The superior officer ensures the firearm is conveyed to the Ordnance Unit.
3. Ordnance Unit maintains the firearm until final disposition of the criminal case or administrative hearing. If on RD after a non-violent misdemeanor charge, the member returns to duty within sixty (60) calendar days following final case disposition (subject to any applicable disciplinary suspension).
4. The Chief of Police may approve the member to return to full duty and/or approve return of the member’s Division-issued firearm.

III. Restrictions

A. Members on RD status shall not:

1. Engage in law enforcement-related secondary employment until regular duty status is restored.
2. Work overtime, except subpoenaed court overtime, unless approved by the Chief of Police.

B. Firearm requalification.

1. Members are prohibited from firearm requalification unless on administrative RD (i.e., non-medical reasons) and approved by the Chief of Police.
2. Members receiving approval to requalify will be issued their primary firearm at the Ordnance Unit and surrender their primary firearm prior to leaving.

IV. Oversight Committee

A. The committee shall be comprised of:

1. The lieutenant (OIC) of the Personnel Section or their designee
2. The OHSU Manager.
3. The Bureau of Support Services Commander or their designee.
4. The Deputy Chief, Chief of Staff or their designee.
5. The Bureau of Compliance Commander or their designee

B. The committee convenes quarterly to review RD, transitional duty status and extended illness of members and submits their recommendations to the Chief of Police.
THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.
PURPOSE:  To establish guidelines for use of ShotSpotter®, a gunshot detection system.

POLICY:  

It is the policy of the Cleveland Division of Police that ShotSpotter® gunshot detection technology will be deployed in designated locations throughout the City. This technology will enhance the Division’s ability to respond effectively and efficiently to conduct investigations of violent crime involving gunfire. Through the coordinated placement of sensors in designated areas, the location of gunfire will be conveyed and dispatched as a crime-in-progress. The system is designed to assist with precise and efficient response to gunfire, rendering aid to victims, evidence collection, investigations, and prosecution of violent offenders. The technology provides opportunities for a collaborative effort with the community for crime reduction where gunfire is most prevalent and enhances the Division’s overall mission.

DEFINITIONS:

Detailed Forensic Report - a highly detailed report of a gunfire incident that may be requested from ShotSpotter by investigators or prosecutors for serious felony incidents that are going to trial or for highly sensitive incidents (officer involved shootings).

Errors - following are the definitions of potential errors in the detection of gunfire:

- **False Positive**: ShotSpotter alerts the Division to a gunfire incident that officers can verify was not gunfire.
- **False Negative**: ShotSpotter detected the incident, did not identify it as gunfire, and did not publish it to the Division. Officers later confirm that there was gunfire (outdoor, unsuppressed, and over .25 caliber) not reported by ShotSpotter.
- **Missed Incidents**: ShotSpotter did not detect or report outdoor and unsuppressed gunfire over .25 caliber.
- **Mislocated Incidents**: The gunfire incident did not occur within the area identified by the ShotSpotter alert.

Investigative Lead Summary - an automated report members can generate via ShotSpotter Respond that includes detailed information about the gunfire incident.

ShotSpotter Insight - a web based application that provides members access to all historical ShotSpotter data. This application can be used for review and investigation of specific incidents as well as more detailed analysis of trends and production of reports.

ShotSpotter Respond - the web based application members will use to receive real time alerts. Respond is also available as an application for smartphones and other devices. Seven (7) days of alerts are available for review in Respond.
PROCEDURES:

I. General Information/Guidelines

A. Through the placement of acoustic sensors, ShotSpotter software detects the location of gunfire. Within approximately sixty seconds, ShotSpotter will provide an alert from unsuppressed, outdoor gunfire from weapons above .25 caliber. The alert conveys a location typically within a 25-meter (82-foot) radius where the shots were fired and can include information about the number of gunshots, the firearm's capacity, and if multiple firearms are involved.

B. The Communications Control Section (CCS), the Real-Time Crime Center (RTCC), and members with ShotSpotter Respond access will receive the alert from ShotSpotter.
   1. ShotSpotter alerts will be sent to CCS and tracked with a unique CAD entry.
   2. The alert will be prioritized as an in-progress violent felony and dispatched accordingly.
   3. While an address will be provided in the alert, officers shall be dispatched to the “dot” which is the center of a 25-meter (82-foot) radius circle representing the location of the shooter. Dispatchers shall provide a description of the exact location of the “dot.”

C. Incidents involving gunfire within the coverage area that are not reported by ShotSpotter shall necessitate the investigating officer to contact ShotSpotter support via the ShotSpotter Respond application (support tab). Officers shall report the suspected time and location of the gunfire. ShotSpotter will review sensors near the location and provide any data or evidence that they have available.
   1. Unreported data from the sensors are kept for 24 hours, therefore timely notification to ShotSpotter is critical.

D. Critical incidents (i.e., homicides, felonious assaults, officer involved shootings, etc.) occurring outside of the ShotSpotter coverage area may have triggered ShotSpotter sensors. ShotSpotter can be contacted via the Respond application to inquire if any evidence of the shooting is available (audio, time of shooting, possible location, etc.).

II. Member Responsibilities

A. Members assigned to work locations where ShotSpotter is deployed shall access ShotSpotter Respond via the web on their Mobile Data Computer (MDC) or via the ShotSpotter app on cellular devices. Each member will have a unique account sign on.

B. Members working patrol will receive alerts concurrently with CCS. Members may respond to an alert before being given the assignment through MCAD; however, the unit responding shall notify the dispatcher via radio.
C. Members shall utilize information provided through the ShotSpotter alert and shall approach the scene tactically, bearing in mind that the shooter may still be in the area. This tactical approach includes, but is not limited to, the need for additional units, consideration for how units will approach the scene, and consideration for perimeter control.

D. Members responding to ShotSpotter alerts shall follow procedures outlined in General Police Order (GPO) 2.02.01 Investigatory Stops and GPO 2.02.02 Search and Seizure. The ShotSpotter alert will need to be supported by further investigative actions by responding members.

E. Upon arrival, members shall, in order of priority, address the following:

1. Ensure the scene is safe.

2. Victims in need of medical attention: Due to the timely nature and precision of alert locations, officers shall treat the alert as an exigent circumstance justifying an outdoor search for injured parties. The search may include looking over fences into backyards if the 25-meter radius extends into those areas.

   Victims in need of medical attention: Officers shall conduct an outdoor visual search for injured parties. The search may include looking over fences into backyards if the 25-meter radius extends into those areas. While conducting the search, officers shall not enter into the curtilage of a residence, or the residence itself, unless the particular facts and circumstances, including the alert, are sufficient to provide an exigent circumstance to enter the curtilage or the residence.

3. Suspects: A ShotSpotter alert alone does not provide probable cause for entry into a backyard, business, or residence to search for suspects. The notification may provide reasonable suspicion that a crime involving gunfire has occurred. Members responding to ShotSpotter notifications shall consider the totality of the circumstances, conduct of subjects, and information supplied by citizens while investigating.

   Suspects: A ShotSpotter alert alone does not provide probable cause for entry into a backyard, business, or residence to search for suspects. Officers shall not automatically stop and frisk all individuals located at the scene of a ShotSpotter alert. An individual located at the scene may be subjected to an investigatory stop (Terry stop) if there is reasonable suspicion that this particular individual committed a crime involving gunfire or another offense. An individual located at the scene may be patted down (frisked) for weapons if there is reasonable suspicion that this particular individual is armed and dangerous.

4. Evidence: A search for evidence shall be conducted within the 25-meter radius of “the dot” at a minimum. Particular emphasis shall be placed on locating discarded firearms and shell casings. Shell casings shall be collected at all alert incidents and submitted for processing. This will facilitate the subsequent investigation of crimes linked to the same weapon. For an incident report containing evidence in connection with a ShotSpotter alert, members may utilize CCO 627.09—Improperly Discharging a Firearm on or near Prohibited Premises. A Property Found report is not acceptable in these cases.
4. Evidence: A search for evidence shall be conducted within the 25-meter radius of “the dot” at a minimum. Particular emphasis shall be placed on locating discarded firearms and shell casings. Officers may not enter into the curtilage of a residence, or the residence itself, to search for or retrieve evidence unless they obtain a warrant or voluntary consent from the resident to enter onto the curtilage and/or residence.

Shell casings shall be collected at all alert incidents and submitted for processing. This will facilitate the subsequent investigation of crimes linked to the same weapon. For an incident report containing evidence in connection with a ShotSpotter alert, members may utilize CCO 627.09 – Improperly Discharging a Firearm on or near Prohibited Premises. A Property Found report is not acceptable in these cases.

5. Vehicles: A ShotSpotter alert standing alone does not provide reasonable suspicion to stop or search a vehicle. If the alert, combined with any other evidence in the totality of the circumstances, provides reasonable suspicion that a vehicle on the scene was involved in gunfire, officers may conduct an investigative stop (Terry stop) of the vehicle. Officers may search a vehicle for evidence if they have probable cause to believe the vehicle contains evidence of a crime, or if they receive voluntary consent from the driver. (note GPO for voluntary consent – add cross reference)

6. The more quickly officers are able to respond to an alert, the more relevant the alert is in assessing reasonable suspicion or probable cause. The longer the amount of time before officers are able to respond, the less relevant the alert becomes

7. Community Canvass: Members shall attempt to contact residents of at least six addresses nearest the ShotSpotter alert. Officers shall exercise discretion when knocking on residences that are dark, especially in the late evening or early morning hours. During the contact, officers shall:

a. Advise the resident police are investigating a ShotSpotter alert.

b. Inquire about any injuries or damage due to the gunfire.

c. Inquire about suspect information.

d. Provide the resident with a Gunfire Incident door hanger.

e. For residents who are not home or do not come to the door, leave a Gunfire Incident door hanger at the residence, filling out the date and time fields of the form.

F. Members responding to the scene for investigation should view the alert information and listen to audio files for situational context prior to interviewing victims, witnesses, or suspects.

G. Upon completion of the assignment, the following information shall be conveyed to CCS or entered into MCAD by the primary unit:

1. The number of arrests made.
2. The number of shell casings recovered.

3. The number of guns recovered.

4. The number of reports generated as a result of the assignment.

5. If a community canvass was completed, note the number of residences and/or businesses contacted or provided with a Gunfire Incident door hanger.

6. Any lifesaving first aid rendered (i.e., CPR, QuikClot®, chest seal, tourniquet, etc.).

H. Daily, designated members chosen by the commander will review ShotSpotter alerts to determine the need for follow-up for evidence recovery and/or community outreach. If required, members shall return to the scene and may utilize resources such as canine handlers, investigators, community outreach officers, and metal detectors. Results shall be documented under the original CAD/incident report number.

III. Supervisory Responsibilities

A. Sector Supervisors shall:

1. Be responsible for assisting CCS and patrol in prioritizing response to calls for service, including ShotSpotter alerts, when call volumes are high.

2. Be responsible for ensuring that the tactical response to a ShotSpotter alert is appropriate for information known at the time of dispatch.

3. Be responsible for ensuring patrol officers are properly searching for and seizing evidence found at the scenes of ShotSpotter alerts.

4. Be responsible for ensuring that officers conduct a community canvass, when appropriate, prior to completing the call for service.

5. Ensure that all dispositions are documented via MCAD and all inconsistencies are reported to ShotSpotter.
6. Ensure that all reports created as a result of evidence collected from a ShotSpotter alert are routed to the District Detective Unit for review.

B. District Commanders shall:

1. Ensure that a sufficient supply of door hangers are available.

2. Ensure a staff member is assigned daily to gather required data associated with the ShotSpotter Program.

3. Ensure that any concerns or identified problems are brought to the attention of the Program Manager.

IV. Investigatory Response

A. Real Time Crime Center (RTCC): Upon receiving an alert, members of the RTCC will determine if camera resources are available in the area. All safety and time-sensitive information (e.g., suspect location, description) from those resources will be relayed to the responding officers immediately through CCS. Any snapshots or video evidence will be forwarded via email or phone app. The RTCC will upload video evidence to evidence.com or other Division storage sites.

B. Detectives

1. Detectives have two reports available from ShotSpotter to support their investigation:

   a. Investigative Lead Summary: This is a report available via the Respond Application and is generated automatically by the ShotSpotter software. This report can provide detailed information including the location of each round fired, the time that each round was discharged, and the interval of time between rounds fired.

   b. Detailed Forensic Report: This is a highly detailed report generated by ShotSpotter analysts, which is typically used for trial or in highly sensitive incidents (e.g. officer involved shootings). This report must be requested from ShotSpotter and can take some time to be prepared and delivered.

2. Historical data via ShotSpotter Insight may be used to determine if there were other gunfire incidents in the area to provide a connection between crimes. Specific location information, especially repeat alerts, along with other factors (i.e., known residence of a parolee, recovered casings, etc.), can be a basis for a search warrant. Incident reports, audio files, and detailed forensic reports shall be included in the investigative packet, and when appropriate, presented to the prosecutor's office.

3. Officer Feedback: Detectives shall notify officers when shell casings they recover are identified through the NIBIN process as being connected to other crimes. This is intended to keep the officer engaged in the investigatory process and encouraged to make casing recoveries a priority.
V. Errors

A. ShotSpotter technology is accurate, but not infallible. Errors need to be reported to improve the delivery of service and allow for correction.

B. If an error is discovered, (i.e., false positives, false negatives, missed incidents, and mislocated incidents) members shall report the error to ShotSpotter. Members shall utilize the support option on ShotSpotter Respond to report inconsistencies. Serious or significant errors shall also be documented via email and forwarded to the Program Manager through their Commander’s Office.

VI. Data

A. Tracking

1. Each district shall designate a staff member who will update required statistical documentation daily. The Program Manager will provide the required documents to each command.

2. A copy of the tracking documentation shall be forwarded to the Program Manager bi-weekly via email.

B. Analytics

1. Analysts, when available, should be directed to perform daily analysis on gunshot and other relevant crime data to provide commanders situational awareness.

2. Analyst shall provide regular weekly, monthly and annual reports on gunfire activity that provide temporal activity (days of the week and hour of the day), along with repeat gunfire activity locations.

VII. Program Management

A. The Chief of Police shall designate a supervisor to be the Program Manager of ShotSpotter.

B. Administrative Users: Each command will designate an Administrative User who shall manage access to ShotSpotter for members under that command.

1. The Administrative User can provide access to the various ShotSpotter applications.

2. The Administrative Users are responsible for removing members under their command who leave employment from the Division of Police.

C. Partnering Agencies: Partnering law enforcement agencies operating within the coverage areas of Shotspotter may have access provided to their members. The Program Manager can be contacted to provide access to these entities.
THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.

DAD/BK
Special Projects and Innovations
Motion: Recommendation for Removal of Commissioner

WHEREAS, The Cleveland Community Police Commission was established to "respond to community needs and concerns regarding regulation of the City's police force and community-police relations"; and,

WHEREAS, The Commission has established internal rules requiring members to "demonstrate the highest standards of personal integrity, commitment, truthfulness, and fortitude in order to inspire trust among CPC stakeholders, and to set an example for others"; and,

WHEREAS, These rules stipulate that Commission members "must treat all individuals with dignity and respect, and without preference or discrimination"; and,

WHEREAS, These rules further require members to engage in "open, candid, and non-defensive dialogue with all stakeholders and seek to educate and learn from the community"; and,

WHEREAS, The rules require members to "place their obligation to the community, their duty to uphold the law and the goals and objectives of the CPC, above personal self-interest"; and,

WHEREAS, Cleveland City Charter Section 115-5 stipulates that the Mayor may remove for malfeasance, misfeasance, nonfeasance, or gross neglect of duty Commissioners who are not police-association representatives; and,

WHEREAS, Commissioner Teri Wang was appointed to a two-year term on the Commission and sworn into office in December 2022; and,

WHEREAS, Commissioner Wang has repeatedly violated the norms and requirements established by the Commission since January 2023, and these violations rise to the level of malfeasance and nonfeasance:

- Impugning the motives, character and integrity of community members and fellow Commissioners; and,
- Privately and publicly attacking and disparaging community members and fellow Commissioners; and,
- Verbally attacking Commission staff over whom the Commission, by City Charter, exercises direct supervisory authority; and,
- Using the power of her role as a commissioner to delay the work of the Commission by canceling meetings and/or failing to schedule meetings in a timely manner; and,
- On at least one occasion using her role as a Commissioner to interfere with active and ongoing police activity in Cleveland;

THEREFORE, BE IT RESOLVED:
That the Cleveland Community Police Commission hereby recommends to Cleveland Mayor Justin M. Bibb that he remove Commissioner Wang from her role as a member of the Commission.
Motion: Removal of Commissioner as Committee Chair

WHEREAS, The Cleveland Community Police Commission was established to "respond to community needs and concerns regarding regulation of the City's police force and community-police relations"; and,

WHEREAS, The Commission has established internal rules requiring members to "demonstrate the highest standards of personal integrity, commitment, truthfulness, and fortitude in order to inspire trust among CPC stakeholders, and to set an example for others"; and,

WHEREAS, These rules stipulate that Commission members "must treat all individuals with dignity and respect, and without preference or discrimination"; and,

WHEREAS, The rules further require members to "engage in open, candid, and non-defensive dialogue with all stakeholders and seek to educate and learn from the community"; and,

WHEREAS, The rules require members to "place their obligation to the community, their duty to uphold the law and the goals and objectives of the CPC, above personal self-interest"; and,

WHEREAS, Commissioner Wang serves as Chair of both the Rules Committee and the Police Investigations, Discipline and Accountability Committee; and,

WHEREAS, The Commission's internal rules are silent on the procedure for removing committee chairs; and,

WHEREAS, Robert's Rules of Order Newly Revised have been approved by the Commission as its governing rules on issues on which the Commission's internal rules are silent, and section 62:16 of Robert's Rules of Order Newly Revised, 12th Edition, allows that "any regularly elected officer of a permanent society can be removed from office by the society's assembly" with a majority vote when previous notice has been given; and,

WHEREAS, Commissioner Wang has repeatedly violated the norms and requirements of both the established rules adopted by the Commission since January 2023 and Robert's Rules by:

- Impugning the motives, character and integrity of community members and fellow Commissioners; and,
- Privately and publicly attacking and disparaging community members and fellow Commissioners; and,
- Verbally attacking Commission staff over whom the Commission, by City Charter, exercises direct supervisory authority; and,
- Using the power of her role as Chair to delay the work of Commission committees by canceling meetings and/or failing to schedule meetings in a timely manner,

THEREFORE, BE IT RESOLVED:
That Commissioner Wang is hereby removed from her role as Chair of the Police Investigations, Discipline & Accountability Committee and Chair of the Rules Committee, effective immediately upon an affirmative vote of a majority of Commissioners present and voting; and,

That Commissioner Wang, once removed as chair of these committees, may not be considered for or elected as chair of any committee for no less than six months upon approval of this resolution.