

Tasks: Make a Plan for CIT

Task	Instructions	Resources	Completed
Designate Community and Law Enforcement CIT Coordinators	<p>CIT Coordinator positions can vary significantly depending on the needs of the community and the individual partner agencies. Typically, communities designate a law enforcement CIT Coordinator and/or a community CIT coordinator.</p> <p>Law Enforcement CIT Coordinators are often assigned to implement and manage the law enforcement agency's operational needs for CIT. The law enforcement CIT Coordinator is most likely to achieve success holding a supervisory rank and should have experience or a current assignment within uniform patrol. The law enforcement CIT Coordinator will also be assigned responsibilities to ensure CIT is collaborating with other agencies and maintain community partnerships. The law enforcement CIT Coordinator should be considered as the go-to person to ensure that CIT is nurtured and sustained in the long term.</p> <p>Community CIT Coordinators typically serve more as a linkage between the partner organizations. Specific day-to-day operations of law enforcement would not be part of this role; but a community CIT coordinator may work with a Law Enforcement CIT Coordinator To ensure CIT is sustained as community program.</p> <p>Both Coordinator positions serve to improve communication and coordination between the</p>	CIT Coordinator job description on U Memphis website	

	<p>partner organizations and ensure that all partners are actively engaged in supporting the program. CIT continues to be a community program, and the coordinator works to keep those partnerships active and continuously reexamines the overall system to make sure that it adapts and improves.. Other individuals may play a similar role of championing CIT within the community but not be assigned as formal CIT coordinators. The commitment and efforts by all will help to carry CIT beyond the initial planning stages.</p>		
<p>Select representatives to visit another CIT program</p>	<p>At least one law enforcement officer (preferably the CIT Coordinator), one mental health provider and one advocate should participate in a site visit at another CIT program. If there are multiple law enforcement agencies, or multiple mental health provider agencies involved, a representative from each should participate. These representatives should prepared to ask detailed questions about procedure and policy of their counterparts in the host city, and should anticipate making a presentation to their agency leadership to answer questions about the specific requirements for each agency within the CIT model. Representatives should be able to assess their agencies' current capacities and suggest additional resources or policies that may need to be put in place for a successful CIT program.</p> <p>Additional representatives may attend the site visit, especially leaders (chiefs, sheriffs, mayors) who are very supportive of CIT, and representatives from other community partners, such as</p>		

	<p>corrections officers or social service providers. The ability to send a large delegation of representatives will depend on funding, available space at the host site and the interest of other partner organizations.</p>		
<p>Select an appropriate site and visit</p>	<p>There are over 2500 CIT programs in the United States. Many of these CIT program do not have elaborate partnerships and/or mental health resources. Most are doing their best, often with difficult financial constraints and limited services. When selecting a site to visit, it's important to look for the best example of CIT that you can afford to visit, and one where the host community will devote time specifically to addressing the needs of the committee. When selecting a site to visit, ask the following questions:</p> <ul style="list-style-type: none"> • Are there strong, long-term partnerships in place between law enforcement, mental health provider and advocacy organizations? • Are there consumers and family members on the steering committee? • Is there a triage system or drop-off center that can be visited? • Will guests be allowed to meet with the key community partners of CIT: law enforcement, mental health and advocates? • Will guests be allowed to ride along with a CIT officer? • Will time be allowed for questions and answers and exchange of information between group members? • Will written documents be furnished, including policies and procedures, and successful 	<p>If you need a recommendation for site, contact one of the following organizations:</p> <p>University of Memphis http://cit.memphis.edu/CitMap/ or cit@memphis.edu.</p> <p>NAMI CIT Center www.nami.org/cit</p> <p>Your NAMI State Organization. For contact information visit, www.nami.org/local</p> <p>Council of State Governments' Justice Center/BJA Law Enforcement Learning Sites</p>	

	<p>planning or implementation documents.</p> <ul style="list-style-type: none"> • Will guests be able to attend a 40-hour training? 		
<p>Evaluate the feasibility of CIT within each agency's needs, develop a preliminary action plan</p>	<p>Each representative should develop a report for his or her agency's leadership about the requirements for CIT for their agency and make recommendations for steps the agency will need to take to make sure CIT is successful. The representatives should anticipate their agency leader's concerns and make a convincing case that any challenges can be addressed within the agency and with the help other partners.</p> <p>This is a critical juncture of the CIT process. Leaders and executives have now spent a considerable amount of time and personnel assessing the feasibility of CIT. At this point, they will either make a concrete agreement to CIT or attempt to stay on the fence, which in many cases means they are just not ready or interested in CIT.</p>		
<p>Report on CIT site visit to Steering Committee.</p>	<p>Representatives who participated in the site visit should meet after their site visit and develop a presentation for the entire Steering Committee. Representatives should discuss what they learned during the site visit and any confusion or disagreement must be resolved before the actual presentation to the Steering Committee.</p> <p>Representatives must understand their role: at this juncture they know more about CIT than anyone else. It is imperative that they share that information with the Steering Committee. Typically,</p>		

	<p>after a site visit, representatives are very enthusiastic about CIT and this energy and commitment should be shared with the steering committee. The presentation should also include the delegation's recommendations for consideration by the Steering Committee.</p>		
<p>Develop a formal strategy and timeline for CIT implementation</p>	<p>After the site visit delegation's report, the Steering Committee should revisit any previous timelines for CIT implementation and revise their plan for moving forward.</p> <p>Specifically, the steering committee should check in with each partner agency to make sure that everyone is on the same page and committed to moving forward.</p> <p>It is also helpful at this point to review the recommendations made by the site visit delegation and incorporate them into the steering committee's plan.</p> <ol style="list-style-type: none"> 1. Finally, it is important to have a discussion about expectations. Your community has seen how CIT can be implemented with strong partnerships and strong community mental health services. It is important to take a look your community's strengths and weaknesses and decide what outcomes are realistic 		
<p>Create subcommittees and assign tasks</p>	<p>At this stage, the steering committee can benefit from creating subcommittees and distributing the workload. CIT Steering Committees typically need three subcommittees, but this can vary depending</p>	<p>Subcommittee Checklists</p>	

	<p>on the size and needs of the community.</p> <p>Subcommittees should address three main issues:</p> <ol style="list-style-type: none"> 1. Systems. This subcommittee is responsible for researching the current system for crisis response and service delivery, the linkages between agencies, and the operating procedures currently in place. 2. Data. This subcommittee will investigate whether any data currently exists that could help guide the development of the CIT program, and will make plans for future data collection that will measure the effectiveness of the program. 3. Curriculum. The curriculum subcommittee will review the CIT curriculum model, adapt it to their community and begin recruiting speakers who can serve as CIT trainers. <p>In addition to their assigned tasks, each subcommittee provides an opportunity for individual partners to work together, create shared agreements and learn from each others' perspectives. Each subcommittee should include a representative from each of the core partners.</p> <p>As the subcommittees interact with the boarder community, they should proceed with respect and care, so that their research provides positive interactions and builds excitement about CIT.</p>		
Increase expertise and participation in	As the steering committee moves forward it may be helpful to seek outside expertise, or to seek	Two NAMI resources on working with academic	

<p>the Steering Committee process.</p>	<p>buy-in from other partners.</p> <p>Obtaining expert assistance can be invaluable, especially as subcommittees take on challenging tasks. Outside experts may be able to help you understand the complexities of the mental health system or the challenges of data collection. For example, you may want to reach out to an academic researcher at a local college or university for assistance in designing an evaluation for your CIT program.</p> <p>It may also be important to build partnerships with organizations or agencies outside of your core steering committee. For example, you may decide that, because a large number of people with mental illness in your community are on probation or parole, it is essential to work with state or local probation and parole agencies.</p> <p>Adding to the Steering Committee and seeking expert consultants are not the same. New additions to the Steering Committee should be willing to agree with the existing steering committee's goals and plans. Experts, on the other hand, may be brought in for specific tasks, but may not need to be integrated into the steering committee unless the committee sees a long-term partnership as beneficial</p>	<p>researchers</p>	
<p>Subcommittees report to the Steering Committee</p>	<p>All three subcommittees should report findings to the full Steering Committee. Subcommittees should identify challenges and barriers to CIT, and make recommendations for how to move forward,</p>		

	<p>accommodating both short and long term goals.</p> <p>At the conclusion of sub-committees' work the Steering Committee should have a clearer picture of CIT's structure as a community program. Some of the Steering Committee's short term goals should be completed, reassuring everyone that real progress has occurred and CIT is achievable. .</p>		