

## CIT Program Readiness Checklist

### 1. Police Departments and Sheriff's Offices:

- Ensure police officers and deputies attend four hours of observation.
- Ensure police officers and deputies attend the 40-hour classroom training.
- Ensure continuity of the original Memphis CIT model is maintained.
- Provide CIT officers in the region to assist with evaluation during role-playing exercises.
- Ensure each police chief and sheriff signs and adheres to the MOU (Memorandum of Understanding).
- Designate a CIT coordinator within each agency.
- Ensure the CIT coordinator attends CIT organizational meetings and keeps a readiness checklist to accommodate all CIT training sessions, maintaining the integrity of the CIT program.

### 2. The Community College Law Enforcement School Director:

- Provides the classroom(s).
- Registers the officers and deputies.
- Provides certificates upon graduation of CIT training.
- Develops the third-party contract with the local NAMI or nonprofit organization (NPO) host.
- Attends CIT organizational meetings as needed.

### 3. The Local Management Entity (LME):

- Ensures a 24/7 drop-off capability—or that a uniform screening instrument is implemented to conduct a telephonic triage for consumers and families by using the required LME Screening, Triage & Referral (STR) units for Crisis Intervention Team officers.
- Identifies instructors for the CIT classroom topics.
- Provides the (four-hour) observation for officers at the ED (Emergency Department) or Crisis Center.
- Provides role players for the scenarios during the training.
- Signs the MOU.

- Designates a CIT coordinator within the agency.
- Maintains a readiness checklist to accommodate all CIT training.

**4. NAMI/CFAC (Consumer and Family Advisory Committee)/ Advocates' NPO):**

- Act as liaisons with the Community College.
- Set up the locations for the site visits.
- Set up a consumer panel.
- Provide refreshments for the students in the classroom.
- Provide the cake-cutting ceremony at graduation.
- Sign the MOU.
- Designate a CIT coordinator in the NPO (nonprofit organization).
- Maintain a readiness checklist to accommodate all CIT training.