City of Cleveland Memorandum
Justin M. Bibb, Mayor

MEMORANDUM

To: **Mark D. Griffin, Chief Law Officer**

From: **Angela Shute- Woodson, Senior Advisor Government and Community Affairs- Director of Community Relations**

Subject: **Request for Legislation to Amend the Contract with Cuyahoga County Court of Common Pleas, Juvenile Division to Conduct the PASS Program (Pre-Arrest Support Services)**

Date: 8/2/26

MEMO:

The Community Relations Board is requesting amendment to ordinance number 624-2025. This is in reference to a contract with Cuyahoga County Court of Common Pleas, Juvenile Division to conduct the PASS Program (Pre-Arrest Support Services), a pre-arrest diversion partnership with Cleveland Division of Police's First, Third and Fifth Districts. The grantor is extending the term of the contract through June 30, 2027. Additionally, the grantor is adding funds in the amount of $75,000 for the time period of July 1, 2026, to June 30, 2027. This amount constitutes the total not to exceed amount of $150,000. The grantor is also replacing applicable language within the contract setting forth County Insurance Requirements with updated County Insurance Requirements for this amendment period.

Program:

PASS Program is a pilot between the Community Relations Board Youth Diversion Division and the Cleveland Division of Police's First, Third and Fifth Districts. Police officers in these districts will refer youth that they come into contact with that meet the following criteria:

- Reside in Cuyahoga County
- Under the age of 18
- Considered at risk of further delinquency matters.

In lieu of an official court filing, police officers will refer youth to the PASS Program. PASS Program staff within the Community Relations Board Youth Diversion Program will make contact with the parent/guardian of the youth within 48 hours from the date and time the referral was received (not including weekends and holidays). Once contact is established, PASS Program staff will conduct an intake process and needs assessment, then link the youth and their family with community support services, trauma-informed care, positive youth programs and other resources as appropriate.

PASS Program staff will follow up with the youth/family 30 days after the intake process and needs assessment are completed. Youth will then be closed out of the program at that time. PASS Program staff will conduct pre and post surveys with parents/guardians upon completion of the program.

Funds:
Adding funds in the amount of $75,000. Funding not to exceed $150,000 for the term of the contract. This grant does not require a match. CRB will receive $6250 monthly installments, prorated for partial months.

Cc: Jeff Marks, Law department
Kathleen Nielson, Senior Advisor of Government Affairs