



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: FEBRUARY 12, 2021	CHAPTER: 1 - Administrative	PAGE: 1 of 2	NUMBER: 1.02.11
SUBJECT: ADMINISTERING OATHS AND ACKNOWLEDGING DOCUMENTS			
CHIEF: <i>Calvin D. Williams, Chief</i>			

PURPOSE: To ensure that the Cleveland Division of Police maintains the capability to administer oaths and acknowledge legal documents required to provide law enforcement services in a timely manner.

POLICY: **It is the policy of the Cleveland Division of Police** to designate the rank of sergeant to act as agents authorized to administer oaths and acknowledge law enforcement-related legal documents. Sergeants may act pursuant to Ohio Revised Code §2935.081 to acknowledge complaints, summons, affidavits, returns of court orders, and other documents related to their official duties.

PROCEDURES:

- I. Certification Required
 - A. Within six months of promotion, all sergeants shall complete a training course approved by both the Chief of Police and the City's Chief Legal Officer, certifying that they can administer oaths and acknowledge documents.
 - B. Commanders shall ensure that sergeants under their command have obtained the required training to administer oaths and acknowledge documents and verify biannually in January and July that this requirement has been met.
 - C. The Division shall provide each district and unit with acknowledgment stamps to be used during the sergeants' official duties as outlined in this policy.

- II. Authorization per Ohio Revised Code §2935.081 Peace Officer to Administer Oath or Take Acknowledgment
 - A. Once a sergeant has completed the State mandated training provided by the Division, they may administer oaths and acknowledge criminal and juvenile court complaints, summonses, affidavits, and returns of court orders in matters related to their official duties.
 - B. Using their authority to acknowledge complaints, summons, affidavits, returns, and other documents directly related to their duties, sergeants shall:
 - 1. Ensure that signers are present when acknowledging a document and placed under oath as per training.
 - 2. Have the sworn party sign.
 - 3. Place a line through the words "Deputy Clerk."

PAGE: 2 of 2	SUBJECT: ADMINISTERING OATHS AND ACKNOWLEDGING DOCUMENTS	NUMBER: 1.02.11
-----------------	---	--------------------

4. Sign in that place or the place reserved for notary or Acknowledgment.
5. Place the acknowledgment stamp near their signature.

III. Prohibitions

- A. The authority under Ohio Revised Code §2935.081 shall not be used for any purpose other than on-duty law enforcement processes for the City of Cleveland and the Division of Police.
- B. Sergeants shall *not* acknowledge any documents for the public under this training's authority.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.