



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: NOVEMBER 9, 2020	CHAPTER: 3 - Arrestees	PAGE: 1 of 3	NUMBER: 3.03.01
SUBJECT: ARRESTEE <i>PROCESSING</i> AND HOUSING			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To establish the Cleveland Division of Police procedures for adults taken into custody for violations of law.

POLICY: *It is the policy of the Cleveland Division of Police* that its members shall comply with laws related to *processing* arrestees. All persons arrested shall be transported to the Cuyahoga County Corrections Center (CCCC) for *processing* and housing.

DEFINITIONS:

Processing - “booking”; the procedure by which law enforcement officials record facts about the arrest of and charges against a subject such as the crime for which the arrest was made, together with information concerning the identification of the suspect and other pertinent facts.

PROCEDURES:

- I. Arresting/Transporting Officers Shall
 - A. Complete the *arrest entry in Field-Based Reporting (FBR) prior to arriving at the CCCC.*
 - 1. Include the offense(s), offense code(s), and all charges.
 - 2. *In the event FBR is temporarily down or if assigned to a vehicle not equipped with FBR, complete the Arrestee Information Form (Attachment).*
 - B. Ensure that all arrestees are handcuffed prior to entering the CCCC.
 - C. Notify the Communication Control Section upon arrival at and departure from the CCCC.
 - D. Use the Wearable Camera System (WCS) to record all processing, OVI related arrest activity, and testing conducted by CCCC staff.
 - E. Secure all weapons/duty belts in the trunk of the Division vehicle.
 - 1. The CCCC lockboxes are not large enough to accommodate a fully equipped duty belt.
 - 2. No weapons of any kind are permitted inside the CCCC (e.g., tasers, knives, collapsible batons, etc.).

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- F. Conduct a thorough arrestee property inventory and place all property into the property bag, in the presence of CCCC staff (*Refer to General Police Order 3.03.02 Arrestee Property Inventory*).
- G. *Sign for confiscated property as required. The Receipt for Property Held in Evidence (Form C of C 71-49A) shall be issued to the arrestee.*
- H. Escort arrestees through metal detectors to the secondary *processing* area.
- I. After *processing* at the CCCC convey paperwork (e.g., citations, affidavits, etc.) to the Clerk's Office for notarization as required.
- J. *Convey the green copy of citations back to the district or unit leaving the remaining copies with CCCC staff.*

II. CCCC Staff Shall

- A. Collect all citations and *processing* related paperwork and deliver the same to the City Clerk's Office several times per day.
- B. Collect all disposition related paperwork (e.g., RNFC, bonds, charged arrested persons, etc.) from the City Clerk's Office.
- C. Handle all phases of processing after preliminary steps *are completed* (e.g., fingerprints, photographs, etc.).
- D. Conduct DNA swabbing and BAC testing as needed.
- E. Handle all investigations that take place within the CCCC facility (e.g., illegal conveyance, assault, etc.).
- F. Handle fugitives and Rule 4 arrests.
- G. House all arrestees transported by Division members.
- H. Provide medical and mental health services once an arrestee is accepted.

III. Detectives/Investigators Shall

- A. Deliver paperwork to the City Clerk's Office (e.g., RNFC, CIF/charge paperwork, any arrest related citations or items, etc.).
- B. Consult with the prosecutor.
- C. Complete the charging process in LERMS.

IV. Central Charging Unit Personnel Shall

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- A. Retrieve all *processing* related paperwork (e.g., citations, etc.), from the City Clerk's Office several times per day.
- V. *The Record Section Officer-in-Charge or Designee Shall*
- A. *Collect all completed paperwork including approved incident reports, Warrantless Arrest affidavits, and Statement of Facts affidavits forwarded from district/unit Officers-in-Charge.*
 - B. *Consult with the City prosecutor for all non-escalating misdemeanor charges.*
 - C. *Complete the charging process in LERMS.*
 - D. *Deliver the paperwork to the City Clerk's Office.*

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