



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: JULY 19, 2021	CHAPTER: 4 - Field Operations	PAGE: 1 of 5	NUMBER: 4.03.04
SUBJECT: PROTOCOL - CASE WESTERN RESERVE UNIVERSITY POLICE DEPARTMENT			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To establish protocol between the Cleveland Division of Police (CDP) and the Case Western Reserve University Police Department (CWRUPD).

POLICY: *It is the policy of the Cleveland Division of Police, as a provision of the Police Authorizing Agreement between the City of Cleveland and Case Western Reserve University, that CWRUPD officers have full authority, equal to the authority held by CDP officers when CSWRUPD officers are on-duty with active pay status (Law Department, 2018).*

PROCEDURES:

- I. General Guidelines
 - A. CWRUPD officers have the same authority as Division officers:
 - 1. On property expressly owned, leased, or contracted by Case Western Reserve University including:
 - a. All streets and alleys that traverse the property.
 - b. All adjoining streets and areas within 300 feet of the property line.
 - c. CWRUPD shall provide the CDP with a current list of these properties along with maps of the locations and shall notify the Division in writing of any changes.
 - 2. Within the jurisdiction of the City of Cleveland, en route to or from Case Western Reserve University property, and exigent circumstances exist, including:
 - a. Hot pursuit of a fleeing suspect.
 - b. There is imminent danger of bodily harm if action is not taken immediately.
 - c. The escape of a known criminal or subject has occurred.
 - d. The witnessing of the commission of a crime in progress excluding misdemeanor drug activity or routine traffic offenses.

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e. While participating in a cooperative enforcement effort, approved in advance by the Chief of Police from both agencies.

B. Nothing in this protocol shall prohibit the CDP from investigating felony complaints occurring on Case Western Reserve University property deemed to be of investigative interest to the Division.

II. CWRUPD Responsibilities

A. Investigate all crimes occurring on Case Western Reserve University property, with the exception of incidents *outlined in GPO 4.03.01 Protocol with Outside Agencies Section I.B.*

1. CWRUPD shall investigate all non-escalating racially motivated incidents.

2. The CDP shall investigate racially motivated incidents that escalate to ethnic intimidation or hate crimes.

B. Utilize the *Law Enforcement Record Management System (LERMS)* to complete all incident reports.

C. Be responsible for the testing, storage, and custody of evidence for presentation at trial.

D. Issue citations on Case Western Reserve University property

1. Acquire Parking Infraction Notices (PINs) and Uniform Traffic Tickets (UTTs) from the Cleveland Municipal Clerk of Courts.

2. Use the City of Cleveland Codified Ordinances as the primary reference for issuing PINs and UTTs; the Ohio Revised Code shall be used if no equivalent Cleveland Ordinance exists.

E. Impounded Vehicles

1. Handle tows using CWRU owned or contracted towing agencies.

2. Notify the Communications Control Section of all tows from property other than Case Western Reserve University property.

F. Arrestees

1. Inform the appropriate CDP detective unit of all felony arrests and all instances of serious injury to any person, including CWRUPD officers.

2. Transport and process arrestees.

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- a. *For CWRUPD arrestees taken into custody pursuant to warrants issued by the Cleveland Municipal Court who require medical treatment prior to transport to the Cuyahoga County Corrections Center (CCCC), CWRUPD shall provide initial hospital transport and guard detail of the arrestee up to eight hours.*
 - b. *After exceeding eight hours, CWRUPD shall contact CDP to determine if a longer guarding period is required of CWRUPD and, if not, to arrange for CDP to take over guard duties; CWRUPD shall continue to guard the arrestee until relieved by CDP.*
 - c. *CWRU shall be and remain responsible for all CWRUPD arrestee medical care costs prior to transport to the CCCC.*
3. Use their own holding facility for juvenile arrestees until disposition to the Cuyahoga County Juvenile Detention Center or released to a parent or guardian.

G. CWRUPD supervisors:

1. Shall be responsible for monitoring the activity of CWRUPD patrol officers.
2. Shall respond to all incidents involving CWRUPD officers.
3. May contact and request CDP supervisors to assist on incidents of mutual interest.

H. *Adopt and implement the CDP use of force and pursuit policies.*

- I. When called upon, assist the CDP with investigations or other matters of mutual concern, for which the ultimate investigative responsibility rests with the CDP.

III. Training

- A. CWRUPD agrees that, at minimum, it will provide to its officers and their supervisors, and CWRUPD call-takers and dispatchers and their supervisors, the same or comparable training related to use of force, crisis intervention, bias-free policing, community policing, investigatory stops, and searches and arrests, which the CDP provides to its personnel.
- B. Prior to January 1 of each year, CWRUPD shall obtain from CDP applicable anticipated training for the year and will provide such training for its applicable personnel within a reasonable time.
- C. Upon request by CDP's Chief, CWRUPD shall provide CDP with information about the type of training provided by CWRUPD and confirmation of completion of training by applicable CWRUPD personnel.

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- D. CDP's Chief may determine, at their reasonable discretion, that CWRUPD's required training is not the same or comparable to CDP's and shall notify CWRUPD's Chief in writing of such non-compliance.
- E. CWRUPD shall promptly remedy its lack of compliance and notify CDP's Chief of the remedy. CWRUPD shall promptly provide CDP's Chief with any supporting information he may reasonably request.
- F. Training requirements shall continue to apply after the expiration of the City of Cleveland's Settlement Agreement with the U.S. Department of Justice.
- G. CWRUPD officers shall participate in annual joint training and other joint initiatives at the request of CDP's Chief of Police.
- H. Each party is solely responsible for its own training-related costs and expenses for its personnel.
- I. Upon request by CWRU, CDP shall allow CWRUPD personnel to attend applicable training provided by CDP for its own personnel. However, CWRU shall be solely responsible for any applicable costs or expenses, if any, associated with CWRUPD personnel participation.

IV. Complaint Board

- A. CWRU shall establish a complaint board made up of non-CWRUPD persons, which shall be responsible for reviewing, investigating, hearing, and making findings regarding all civilian complaints about CWRUPD's policies and practices and the conduct of CWRU officers and call takers/dispatchers.
- B. The board shall determine if a complaint warrants no action or if disciplinary action against any of the officers and/or call takers/dispatchers is warranted.
 - 1. CWRU shall take appropriate disciplinary action in response to board findings and shall provide timely written notification to the complaining party of the board's determinations and any action taken or if no action was deemed warranted.
 - 2. Upon request from the CDP Chief of Police, CWRUPD shall promptly provide any reasonably requested information to review the complaint board's existence and operations.

V. Division Responsibilities

- A. The CDP shall investigate the incidents outlined in *General Police Order 4.03.01 Protocol with Outside Agencies Section I.B. that occur on Case Western Reserve University Property.*

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- B. Receive and serve all warrants, generated as a result of CWRUPD enforcement efforts, delivered to CDP via the Municipal Clerk of Court's Office.
- C. Provide crime statistics necessary for CWRUPD to prepare federally mandated annual reports on campus statistics and security.
- D. When called upon, assist the CWRUPD with investigations or other matters of mutual concern.

References

Law Department, C. (2018, November 19). Mutual Aid Agreement. *Second Amendment to Police-Authorizing Agreement No. 66826 between City of Cleveland and Case Western Reserve University*. Cleveland, Ohio, United States: City of Cleveland.

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

CDW/BPC/jms
Chief's Office
Policy Unit