



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: <b>JULY 19, 2021</b>	CHAPTER: <b>4 - Field Operations</b>	PAGE: <b>1 of 5</b>	NUMBER: <b>4.03.10</b>
SUBJECT: <b>PROTOCOL - UNIVERSITY CIRCLE POLICE DEPARTMENT</b>			
CHIEF: <b><i>Calvin D. Williams, Chief</i></b>			

*Substantive changes are italicized*

**PURPOSE:** To establish protocol between the Cleveland Division of Police (CDP) and the University Circle Police Department (UCPD).

**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 University Circle Incorporated, that UCPD officers have full authority, equal to the authority held by CDP officers, when UCPD officers are on-duty with active pay status (Law Department, 2018).*

**PROCEDURES:**

I. General Guidelines

A. UCPD officers have the same authority as Division officers:

1. On property expressly owned, leased or contracted by University Circle including:
  - a. All streets and alleys that transverse the property.
  - b. All adjoining streets and areas within 300 feet of the property line.
2. Within the jurisdiction of the City of Cleveland, en route to or from University Circle 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.
  - 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 University Circle property deemed to be of investigative interest to the Division.

PAGE: 2 of 5	SUBJECT: PROTOCOL - UNIVERSITY CIRCLE POLICE DEPARTMENT	NUMBER: 4.03.10
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## II. UCPD Responsibilities

- A. Consistent with its capabilities, UCPD will use best efforts to investigate all crimes occurring on University Circle property, with the exception of incidents *outlined in GPO 4.03.01 Protocol with Outside Agencies Section I.B.*; UCPD has felony investigative responsibility for:
  - 1. Felony drug investigations.
  - 2. Internal theft of their property.
  - 3. Contract fraud involving their property.
- B. Utilize the *Law Enforcement Record Management System (LERMS)* to complete all incident reports.
- C. Be responsible for the storage of evidence not requiring forensic testing.
- D. Issue citations on University Circle property.
  - 1. Acquire Parking Infraction Notices (PINs) and Uniform Traffic Tickets (UTTs) from the Cleveland Municipal Clerk of Courts.
  - 2. Use the Codified Ordinances of the City of Cleveland 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 *UCPD-owned or contracted* towing agencies.
  - 2. Notify the Communications Control Section of all tows:
    - a. From property other than University Circle property.
    - b. When any stolen vehicle is recovered by their personnel.
- F. Arrestees
  - 1. Transport and process arrestees.
    - a. *For UCPD 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), UCPD shall provide initial hospital transport and guard detail of the arrestee up to eight hours.*
    - b. *After exceeding eight hours, UCPD shall contact CDP to determine if a longer guarding period is required of UCPD and, if not, to arrange for*

PAGE: 3 of 5	SUBJECT: PROTOCOL - UNIVERSITY CIRCLE POLICE DEPARTMENT	NUMBER: 4.03.10
-----------------	--	--------------------

*CDP to take over guard duties; UCPD shall continue to guard the arrestee until relieved by CDP.*

c. *The City shall not be responsible for any costs of UCPD arrestee medical care prior to transport to the CCCC.*

2. Be responsible for follow-up investigations of all arrests.
3. Assume responsibility for suburban police pick-up of arrestees on UCPD warrants.
4. Use a *UCPD-owned or contracted* holding facility for juvenile arrestees until disposition to the *Cuyahoga County Juvenile Detention Center* or released to a parent or guardian.

G. UCPD supervisors:

1. Shall be responsible for monitoring the activity of UCPD patrol officers.
2. Shall respond to all incidents involving UCPD 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. UCPD agrees that, at minimum, it will provide to its officers and their supervisors, and UCPD 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, UCPD 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, UCPD shall provide CDP with information about the type of training provided by UCPD and confirmation of completion of training by applicable UCPD personnel.
- D. At their reasonable discretion, CDP's Chief may determine that UCPD's required training is not the same or comparable to CDP's and shall notify UCPD's Chief in writing of such non-compliance.

PAGE: 4 of 5	SUBJECT: PROTOCOL - UNIVERSITY CIRCLE POLICE DEPARTMENT	NUMBER: 4.03.10
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- E. UCPD shall promptly remedy its lack of compliance and notify CDP's Chief of the remedy. UCPD 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. UCPD 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 UCPD, CDP shall allow UCPD personnel to attend applicable training provided by CDP for its own personnel. However, UCPD shall be solely responsible for any applicable costs or expenses, if any, associated with UCPD personnel participation.

#### IV. Complaint Board

- A. UCPD shall establish a complaint board made up of non-UCPD persons. The board shall be responsible for reviewing, investigating, hearing, and making findings regarding all civilian complaints about UCPD's policies and practices and the conduct of its 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. UCPD 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, UCPD 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 University Circle property.*
- B. Process crime scenes at the request of the UCPD.
- C. Receive and serve all warrants, generated as a result of UCPD enforcement efforts, delivered to CDP via the Municipal Clerk of Court's Office.
- D. Receive and submit evidence for forensic testing to the *Cuyahoga County Regional Forensic Science Laboratory (CCRFSL)* or the CDP Forensic Unit.

PAGE: 5 of 5	SUBJECT: PROTOCOL - UNIVERSITY CIRCLE POLICE DEPARTMENT	NUMBER: 4.03.10
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- E. Investigative information
  - 1. Make available all pertinent data and investigative information concerning crimes committed in UCPD jurisdiction.
  - 2. Upon request, provide crime statistics concerning University Circle Property.
- F. When called upon, assist the UCPD with investigations or other matters of mutual concern.

### References

Law Department, C. (2018, November 28). Mutual Aid Agreement. *Eight Amendment to Police Authorizing Agreement No. 45637 between the City of Cleveland and University Circle Incorporated*. Cleveland, Ohi, 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/jms/lms  
Chief's Office  
Policy Unit