



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: DECEMBER 30, 2020	CHAPTER: 6 - Property	PAGE: 1 of 3	NUMBER: 6.01.01
SUBJECT: PROPERTY MANAGEMENT			
CHIEF: <i>Calvin D. Williams, Chief</i>			

*Substantive changes are italicized*

**PURPOSE:** To ensure accountability for property received into the custody of the Division of Police.

**POLICY:** *It is the policy of the Cleveland Division of Police* that its members shall receive, document, maintain, transfer, release *or dispose of* property.

**PROCEDURES:**

I. General Guidelines

A. Members shall:

1. Enter property into the district/unit property book for all property recovered, found, confiscated or held *and complete the appropriate incident report.*
2. Tag articles for identification and to secure against tampering.
  - a. *Tagging is accomplished with a property tag and/or placing the item into an evidence envelope (Refer to General Police Order 6.02.01 Evidence Envelopes and Tags).*
  - b. *Narcotics evidence is tagged by placing the item into a field evidence bag (Refer to GPO 6.02.03 Field Evidence Bags).*
  - c. *For firearms, or bullet fragments, shell casings and ammunition found or recovered outside of a firearm, members shall follow the directives in GPO 5.08.01 Firearms Seized, Confiscated, or Found.*
3. Attempt to notify the owner for recovered property.
4. Maintain the chain of custody by signing the district/unit property book when transferring property between units, removing it for court, or returning it to the rightful owner.

B. The Officer-in-Charge of the district/unit shall:

1. Forward property to the Property Unit within three business days unless it can be returned to the owner.
2. *A delay in excess of three business days requires a Form-1 from the OIC to be attached to the property being forwarded. The Property Unit shall retain the original Form-1 and forward a copy to the Inspection Unit.*

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3. Property that is forwarded to an outside agency, *or held for further investigation by the Division*, for forensic examination or testing is exempt from the above.

C. Large or bulk property

1. Items such as bicycles, lawn mowers, and large vehicle parts (e.g., bumpers, fenders, etc.) shall be forwarded to the Supply Unit.

2. Larger vehicle parts taken as evidence in a hit skip accident shall be accompanied by both a copy of the hit skip card and the first page of the OH-1.

II. Flammable, Explosive, or Other Hazardous Property

A. Members locating or obtaining flammable substances shall contact the Communications Control Section (CCS) for referral to the Division of Fire Arson Unit.

B. Fireworks, commercial or homemade, shall be conveyed to the Ordnance Unit.

1. If the Ordnance Unit is closed fireworks shall be temporarily secured in a Division vehicle.

a. *The vehicle shall NOT be parked in an **indoor** facility.*

b. The OIC shall put a note with the vehicle keys indicating fireworks are stored in the vehicle and it is out of service.

2. If a police vehicle is inadequate for the quantity of fireworks, the Bomb Squad shall be notified.

C. Members locating explosive devices shall contact CCS for the Bomb Squad (*Refer to GPO 4.02.03 Bomb Squad and Improvised Explosive Devices Protocols*).

III. *Property from Court Evictions*

A. *Hazardous property (e.g., firearms, explosives, or other contraband) confiscated by a deputy bailiff as a result of an eviction shall be turned over to a sworn member of the Division of Police.*

1. *Deputy bailiffs shall contact CCS for police to respond to the scene.*

2. *Members of the Division shall take immediate control of the hazardous item(s) and/or scene.*

3. *Members shall complete the appropriate incident report.*

IV. Unclaimed or Forfeited Property

A. Property held for forfeiture shall be handled as in *GPO 6.01.06 Forfeiture of Contraband*.

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- B. *The Division shall dispose of property in accordance with Cleveland Codified Ordinance 601.14 Disposition of Property Held by the Division of Police, Ohio revised Code sections 2981.11 Care of property in law enforcement custody, 2981.12 Disposal of unclaimed or forfeited property, and 2981.13 Sale of forfeited property - application of proceeds - forfeiture funds.*
- C. *A person who finds, turns property in to the Division, and wishes to take possession of the property, if it is unclaimed, is required to place a one day advertisement in the Property Found section of The Plain Dealer.*
1. *The ad must briefly describe the property, the time, date and place found.*
  2. *It must state that one may claim the property by calling the Cleveland Police Property Unit at 216 623-5366.*
  3. *The finder must then wait a period of 90 days, at the end of which, they may contact the Property Unit to arrange for return of the property if unclaimed.*

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