



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: MARCH 20, 2007	REVISED DATE: DECEMBER 31, 2007	NO. PAGES: 1 of 4	NUMBER: 1.3.31
SUBJECT: PROTOCOL BETWEEN THE CLEVELAND DIVISION OF POLICE AND THE CLEVELAND MUNICIPAL SCHOOL DISTRICT POLICE DEPARTMENT			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <p style="text-align: center;"><i>Michael McGrath, Chief</i></p>			

PURPOSE: To establish procedures governing the interaction and cooperation between the Cleveland Division of Police (CPD) and the Cleveland Municipal School District Police Department (CMSDPD).

POLICY: The Cleveland Division of Police shall retain the ultimate responsibility for the protection of life and property in the City of Cleveland, including areas within the jurisdiction of the CMSD. Personnel of the Division **SHALL NOT** refuse requests for service concerning incidents occurring on CMSD properties in the City of Cleveland.

BACKGROUND: Certain members of the CMSDPD who are Ohio Certified Peace Officers have been granted Special Deputy status by the Cuyahoga County Sheriff. The authority granted by CMSD and the Cuyahoga County Sheriff is limited and shall only apply during periods when such officers are on-duty with CMSD and on active pay status.

PROCEDURES:

- I. The Cleveland Division of Police shall
 - A. Investigate all felonies.
 - B. Investigate any incidents involving:
 - 1. Ethnic Intimidation
 - 2. Hate Crimes
 - 3. Racially Motivated Crimes
 - 4. Explosive or Incendiary Devices
 - 5. Hostage Situations
 - 6. All Deaths
 - 7. Uses of Deadly Force by CMSDPD

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8. Sexual Assaults

- C. Provide the CMSDPD with Parking Infraction Notices (PIN), Uniform Traffic Tickets (UTT), and Minor Misdemeanor Citations (MMC) issued by the CPD for infractions occurring on CMSD property.
- D. Have CPD supervisors respond to all CMSD PD off-campus arrests.
- E. At the discretion of CPD, receive and serve all warrants generated by enforcement efforts of CMSDPD, delivered to CPD via the Cleveland Municipal Clerk of Courts' Office.
- F. Receive all evidence needing forensic testing. Any CPD Officer-in-Charge (OIC) receiving evidence shall ensure the evidence is forwarded to the Forensic Unit.
- G. Assist CMSDPD with investigations or other matters of mutual concern, and share with the CMSDPD investigative information deemed appropriate by CPD.

II. The Cleveland Municipal School District shall

- A. Use its best efforts, consistent with the availability of personnel and other resources; respond to any criminal complaint (misdemeanor or felony) reported on CMSD property, unless notified that CPD has preempted the complaint or incident.
- B. Investigate all misdemeanor incidents that occur on CMSD property with the exception of those listed in Section I (B) of this GPO. CPD may assume investigative responsibility for any misdemeanor by notifying CMSDPD that CPD is assuming the investigative function.
- C. In the case of incidents of Domestic Violence investigated by CMSDPD, CPD GPO 3.4.16, "Enforcement of Domestic Violence Statutes," will be followed.
- D. Promptly notify CPD when any felony occurs on or in relationship to CMSD property.

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- E. Provide CPD with copies of all misdemeanor crime reports and other reports of interest to CPD that have been investigated by CMSD. Bring copies of these reports to the CPD Report Intake/Review Unit located at CPD headquarters in the Justice Center.
- F. Promptly advise the CPD commanding officers in each district of all misdemeanor crimes occurring within the commanding officer's district and on CMSD property during the previous 24 hour period and receive a copy of CPD brevities for that period.
- G. Promptly notify the CPD District Detective Bureau of all felony arrests and all instances of serious physical injury to any person involved, including CMSD Police Officers.
- H. Properly submit evidence requiring forensic analysis to the OIC of the closest district of arrest in conformance with CPD and CMSD policies.
- I. Assist CPD with investigations or matters of mutual concern when requested.

III. Protocol for CMSDPD when off Cleveland Municipal property

- A. Conduct the follow-up investigation of all off-campus misdemeanor arrests made by members of the CMSDPD.
- B. Handle and process off-campus juvenile arrests and transport them to the Cleveland Division of Correction (CDOC) facilities until an appropriate disposition occurs.
- C. Notify CPD of all off-campus arrests and request a CPD supervisor to respond.
- D. Issue PIN's, UTT's and MMC's for infractions occurring on, affecting, or in relationship to CMSD property. PIN's, UTT's, and MMC's shall be issued under the Codified Ordinances of the City of Cleveland.
- E. Direct traffic within the CMSD property areas.
- F. Handle the towing of vehicles using CMSD towing agencies, unless otherwise directed by CPD.

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- G. Promptly notify CPD of all tows, on or off CSMD property, by notifying the CPD Communications Control Section.
- H. No CMSD Police Officer shall engage in a high-speed vehicle pursuit. CPD shall be notified and a description of the suspect vehicle will be broadcast.
- I. Provide CPD with copies of all off-campus reports. CPD field report forms shall be used for all off campus reports and reviewed by a CMSD police supervisor before forwarding to CPD.

IV. CMSD Telephone Complaint Clerks and Police Radio Dispatchers

- A. Complaint Clerks shall take all citizens' requests for service on CMSD property. The clerk shall obtain the appropriate complaint information, contact CMSDPD, and advise them of the request for service.
 - 1. If CMSDPD accepts the assignment, the Complaint Clerk shall close the assignment.
 - 2. If CMSDPD does not accept the assignment, the Complaint Clerk shall refer the request to CPD and convey all the necessary service requests information.
- B. CMSDPD Radio Dispatchers shall dispatch all requests for service received by the Complaint Clerk.
 - 1. If a CPD response is requested but not immediately available and the complaint clerk assigns it to CMSDPD and they accept the assignment, the assignment shall be reported to CPD with a notation "Handled by CMSDPD."
 - 2. If CMSDPD is unable to respond, or the victim specifically requests CPD, the assignment shall be handled by CPD.