PURPOSE: To set guidelines to book and transfer persons arrested on Cuyahoga County warrants and capiases.

POLICY: The Cleveland Division of Police shall, when possible, convey and book persons arrested on Cuyahoga County warrants and capiases to the Cuyahoga County Corrections Center.

PROCEDURES:

I. When Division officers arrest an individual on a Cuyahoga County warrant or capias, and no other wants/warrants or fresh charge(s) are involved, the officers shall transport the prisoner directly to the Cuyahoga County Corrections Center.

II. Upon arrival at the Cuyahoga County Corrections Center, officers shall complete a Commitment Information for Cuyahoga County Jail Card (Form C of C 71-2640) for each prisoner. Prior to acceptance by the Cuyahoga County Corrections Center, officers shall re-search the prisoner and inventory their property in front of a Cuyahoga County Corrections Center Corrections Officer. If any contraband or weapons are discovered during this search, the transporting officers shall transport the prisoner to a Cleveland Division of Corrections (CDOC) jail facility and book the prisoner on the fresh charge(s).

III. Officers arresting an individual for an offense and a Cuyahoga County warrant or capias shall book the prisoner at a CDOC jail on the charge(s) and the county warrant(s). The arresting officers shall complete a Commitment Information for Cuyahoga County Jail Card (Form C of C 71-2640), which accompanies the prisoner at the time of transfer.