



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: JUNE 14, 2005	REVISED DATE: DECEMBER 31, 2007	NO. PAGES: 1 of 4	NUMBER: 5.1.02
SUBJECT: JUVENILE PRISONER BOOKING AND HOUSING			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

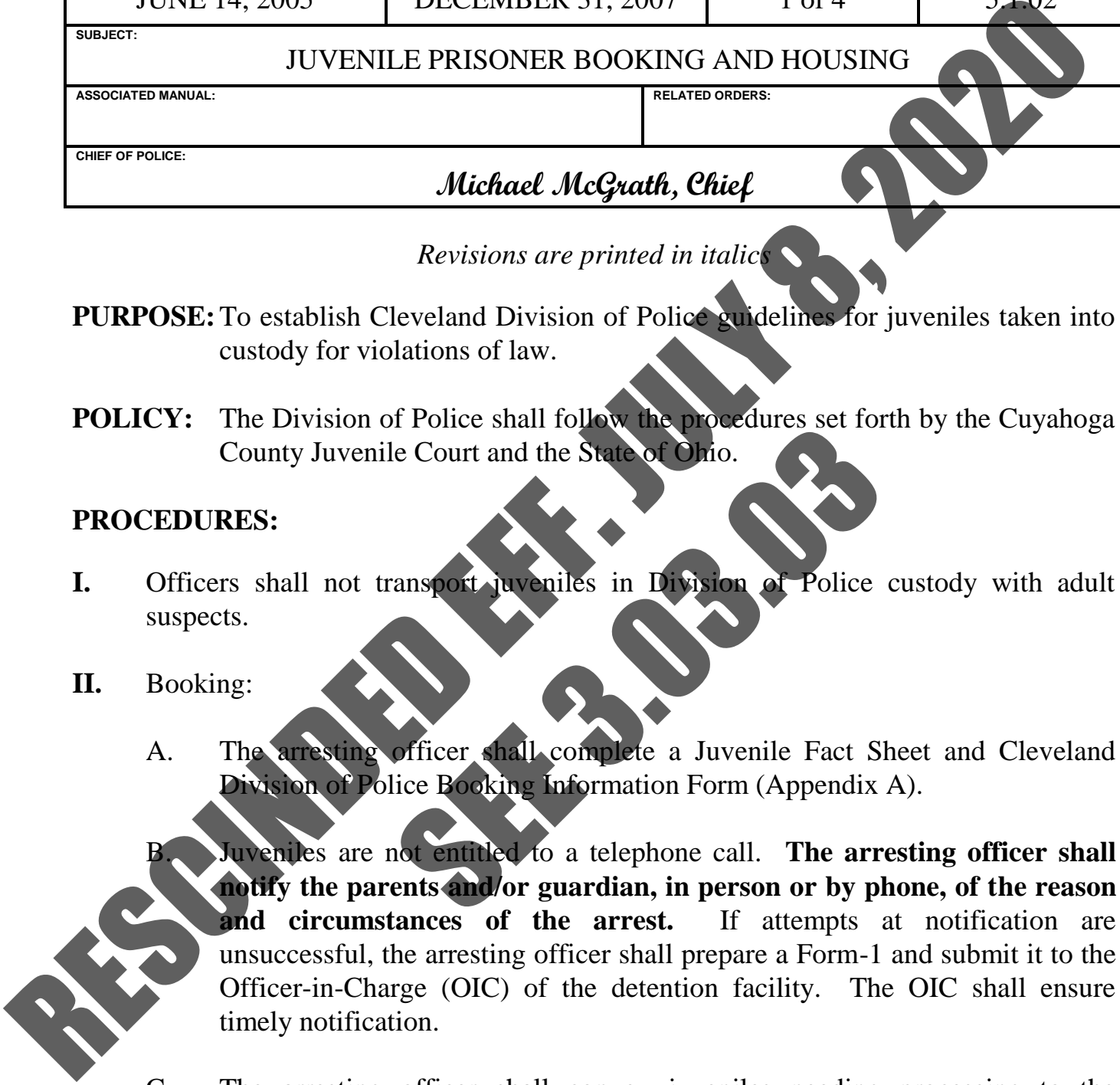
Revisions are printed in italics

PURPOSE: To establish Cleveland Division of Police guidelines for juveniles taken into custody for violations of law.

POLICY: The Division of Police shall follow the procedures set forth by the Cuyahoga County Juvenile Court and the State of Ohio.

PROCEDURES:

- I. Officers shall not transport juveniles in Division of Police custody with adult suspects.
- II. Booking:
 - A. The arresting officer shall complete a Juvenile Fact Sheet and Cleveland Division of Police Booking Information Form (Appendix A).
 - B. Juveniles are not entitled to a telephone call. **The arresting officer shall notify the parents and/or guardian, in person or by phone, of the reason and circumstances of the arrest.** If attempts at notification are unsuccessful, the arresting officer shall prepare a Form-1 and submit it to the Officer-in-Charge (OIC) of the detention facility. The OIC shall ensure timely notification.
 - C. The arresting officer shall convey juveniles needing processing to the *Division of Correction Central Prison Unit (CPU)* for booking and processing. *The officer shall enter all required information, including the juvenile's name, age, date of birth, gender, race, offense, and the date and time of entry to and exit from the CPU in the "Juvenile Holding Log" located in a binder, marked as such, adjacent to the juvenile holding room in the CPU. Appendix B.*



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- III.** When a juvenile is taken into custody on a verified warrant the arresting officer shall contact the Juvenile Detention Center.
- IV.** Juvenile Misdemeanor Offenses:
- A. For **Non-Domestic Violence** offenses, custody of juveniles shall be relinquished to an identified, responsible, adult relative or guardian.
 - B. For Domestic Violence offenses, custody of juveniles shall be relinquished to an identified, responsible, adult relative or guardian if **all** the below requirements apply.
 - 1. There is no reason for the arresting officer to believe that the arrested juvenile will harm the victim or other responsible adult relative or guardian taking custody of the juvenile.
 - 2. The adult taking custody can be positively identified.
 - 3. The adult taking custody promises to produce the juvenile in court when requested to do so.
 - C. *If neither A nor B apply, the officer shall contact the Juvenile Detention Center.*
- V.** Juveniles Taken into Custody:
- A. Officers shall book *all* juveniles at the Central Prison Unit.
 - B. If the crime involves a weapon or violence, the officers shall contact the Juvenile Detention Center.
 - C. If the crime does **not** involve a weapon or violence, **and** all reasonable efforts are exhausted to release the juvenile to the custody of an identified responsible adult relative or guardian, officers shall contact the Juvenile Detention Center.
- VI.** Contacting the Juvenile Detention Center:
- A. The arresting officer shall contact the Juvenile Detention Center (JDC) Detention Screening Instrument (DSI). The DSI will secure demographic

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information regarding the juvenile and the arresting officer.

- B. The arresting officer shall fax the Record Management System report, Juvenile Fact Sheet and other relevant material to the juvenile prosecutor's office. A prosecutor will review the fax, determine the appropriate charge and notify the DSI after receiving the fax.
- C. The DSI will notify the arresting officer and the prosecutor of their decision.
 - 1. If admission is appropriate, the prosecutor will prepare the complaint and fact sheet and will arrange to have the complaint signed by the police, attest to the signature, and forward six copies of the complaint to the DSI.
 - 2. When the JDC will not accept, the officers shall relinquish custody of the juvenile to an identified, responsible, adult relative or guardian.

VII. Conveying juveniles to the Juvenile Detention Center:

- A. Police officers shall convey juvenile suspects to the Juvenile Detention Center with the Booking Information Form, the Juvenile Fact Sheet and a copy of the incident report.
- B. The conveying officer shall obtain a summons and a copy of the complaint for delivery to the juvenile's parent or guardian.
 - 1. If the juvenile's parent or guardian resides in the officer's district, the officer shall make a reasonable attempt to deliver the summons. If the officer cannot locate the parent or guardian, the summons shall be left at the parent or guardian's address. If the address does not exist, the officer shall contact the Juvenile Detention Center and request a correct address.
 - 2. If the parent or guardian lives outside the district of arrest, but in the City of Cleveland, the arresting officers shall contact the OIC of the district where the parent or guardian resides and fax a copy of the summons to that OIC. That OIC shall ensure delivery of the summons to the juvenile's address. The district serving the summons shall notify the arresting district once it has been served.

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3. If the parent or guardian of the juvenile resides outside of Cleveland, the officer shall forward the summons to their OIC. The OIC shall contact the law enforcement agency with jurisdiction over the parents or guardian's residence and request that they attempt to deliver a fax copy of the summons. The OIC shall fax the summons to that agency.

RESCINDED EFF. JULY 8, 2020
SEE 3.03.03