



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: MARCH 01, 2002	REVISED DATE: DECEMBER 31, 2007	NO. PAGES: 1 of 4	NUMBER: 7.1.06
SUBJECT: ADULT PRISONER BOOKING			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

Changes are in italics

PURPOSE: To establish procedures to book adult prisoners *and establish police supervisory responsibilities regarding same.*

POLICY: The Cleveland Division of Police complies with laws related to prisoner booking.

PROCEDURES:

- I. Officers shall legibly complete the pre-booking form (Appendix). This pre-booking form shall include the offense and offense code.
- II. Present the pre-booking forms to a *Corrections Officer (CO)* upon arrival at the Central Prison Unit (CPU).
- III. Ensure that all prisoners are handcuffed prior to entering CPU.
- IV. Notify the Communication Control Section (CCS) upon arrival and departure at the Justice Center.
- V. Accompany the prisoner from the sally port to the CPU via the prisoner elevator. When the prisoner arrives on the sixth floor, one officer shall **immediately** return to P-1 and remove the police vehicle from the sally port.
- VI. Search the prisoner in the presence of a *Corrections Officer* and complete a property receipt.
 - A. Officers shall conduct a thorough prisoner property inventory once the prisoner is within the jail facility.
 1. This search includes, but is not limited to, searching all garments (excluding undergarments) including pockets and the contents of the pockets. Pocket contents include but are not limited to, wallets and

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other containers; the search of any purse, fanny pack or other such articles designed to store items; the removal and search of footwear; the search of any other item found on a person.

2. Containers, locked or unlocked, found on a person when arrested and conveyed into a secure police facility shall be inventoried to assure that no unsafe items, including weapons or dangerous ordnance are stored.
 3. Personal items that can be used as a weapon or as an instrument to attempt suicide (shoelaces, belts, eyeglasses, etc.) shall be removed from the person prior to placing them into the jail population.
- B. This search is made to protect a prisoner's property, deter false claims of theft, and promote jail security.

VII. Completion of Prisoner Property Bags

- A. During booking, the arresting officer shall thoroughly search the prisoner and Take custody of all property. Prisoner property is divided into three categories: 1) property 2) medication and 3) evidence or contraband.
- B. The arresting officers shall also check the property bag for defects and that both numbers on the bag match. The arresting officer(s) shall then legibly print the prisoner property bag number on the upper right hand side of the Booking Information Form.
- C. The officer shall confiscate the prisoner's property, including clothing, which may be used in a suicide attempt (belts, laces, ties, drawstrings, etc.) and place the items into the prisoner property bag.
- D. Officers shall only take a coat that may be used in a suicide attempt. All coats must be thoroughly searched (seams, pockets, hoods, linings, etc.) for contraband, property, and/or evidence. In cases where clothing bears possible evidence of a crime incident to arrest (bullet holes, knife cuts, body fluids, etc.), it shall be confiscated as evidence.
- E. Prisoner money shall be counted by the arresting officer(s) in the presence of the *Corrections Supervisor*, at the time of booking and shall be enumerated in dollar amounts on the cash line. If space is available, the arresting officer(s) shall enumerate in long hand the dollar and cents amounts and totals (i.e. One fifty dollar bill, three five dollar bills, one quarter, two pennies) to the right of

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the PERSONAL PROPERTY line and to the left of the Division emblem or on the miscellaneous line. All listings of cash recorded, whether in numerical or written amount, must be clearly legible to avoid miscalculations when entered in the Record Management System during on-line booking.

- F. The arresting officer shall legibly print the prisoners' property on the bag; have the prisoner sign the bag above the "from whom taken", then place the property into the bag. If a prisoner refuses to sign the prisoner property bag, the arresting officer shall write, "refused" and initial with their badge number. The arresting officer shall then have the *Corrections Supervisor* review the contents of the bag and the prisoner property receipt. After the *Corrections Supervisor* has approved the receipt and property bag contents the *Corrections Supervisor* shall sign with name and badge number next to the "refused" comment. All property taken from all detainees shall be objectively described on the property bag, property receipt, and property logbooks.
- G. The officer shall legibly print medication on the prisoner property bag and place it in the open pouch on the back of the bag.
- H. The arresting officer shall seal prisoner property bags containing less than \$20.00. Prisoner property bags with \$20.00 or more shall be sealed in the presence of the *Corrections Supervisor*.
- I. The arresting officer(s) shall legibly print the list of evidence or contraband on the "Property Held in Evidence" receipt (pink) and shall mark, tag and enter the property into evidence.
- J. If the arresting officer is unable to return to book the prisoner, the conveying officer(s) shall assume booking responsibilities.
- K. *In those circumstances where a Corrections Supervisor is not present to oversee the acceptance of prisoner property, a Division of Police supervisor shall handle those duties as outlined above in Section VII.*
- L. *Division of Police supervisors will continue to have responsibility for maintaining order and handling emergencies in any district housing prisoners.*

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- M. Any non-emergency issue involving a Division of Correction employee or a Division of Correction policy or procedure shall be referred to the on duty Division of Correction Supervisor at CPU.*
- N. Division of Police supervisors may recommend discipline for Division of Correction employees as the need may arise.*
- 1. The recommendation shall be made via a Form 1 stating the circumstances of the recommendation.*
 - 2. The Form 1 and any supporting documentation shall be forwarded through the chain of command to the Chief's Office for forwarding, as needed, to the Commissioner of the Division of Correction.*

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