PURPOSE: To establish the Cleveland Division of Police procedures for adults taken into custody for violations of law.

POLICY: *It is the policy of the Cleveland Division of Police* that its members shall comply with laws related to *processing* arrestees. All persons arrested shall be transported to the Cuyahoga County Corrections Center (CCCC) for *processing* and housing.

DEFINITIONS:

*Processing* - “booking”; the procedure by which law enforcement officials record facts about the arrest of and charges against a subject such as the crime for which the arrest was made, together with information concerning the identification of the suspect and other pertinent facts.

PROCEDURES:

I. Arresting/Transporting Officers Shall

A. Complete the *arrest entry in Field-Based Reporting (FBR) prior to arriving at the CCCC.*

   1. Include the offense(s), offense code(s), and all charges.

   2. *In the event FBR is temporarily down or if assigned to a vehicle not equipped with FBR, complete the Arrestee Information Form (Attachment).*

B. Ensure that all arrestees are handcuffed prior to entering the CCCC.

C. Notify the Communication Control Section upon arrival at and departure from the CCCC.

D. Use the Wearable Camera System (WCS) to record all processing, OVI related arrest activity, and testing conducted by CCCC staff.

E. Secure all weapons/duty belts in the trunk of the Division vehicle.

   1. The CCCC lockboxes are not large enough to accommodate a fully equipped duty belt.

   2. No weapons of any kind are permitted inside the CCCC (e.g., tasers, knives, collapsible batons, etc.).
F. Conduct a thorough arrestee property inventory and place all property into the property bag, in the presence of CCCC staff *(Refer to General Police Order 3.03.02 Arrestee Property Inventory).*

G. *Sign for confiscated property as required. The Receipt for Property Held in Evidence (Form C of C 71-49A) shall be issued to the arrestee.*

H. Escort arrestees through metal detectors to the secondary processing area.

I. After *processing* at the CCCC convey paperwork (e.g., citations, affidavits, etc.) to the Clerk’s Office for notarization as required.

J. *Convey the green copy of citations back to the district or unit leaving the remaining copies with CCCC staff.*

II. CCCC Staff Shall

A. Collect all citations and *processing* related paperwork and deliver the same to the City Clerk’s Office several times per day.

B. Collect all disposition related paperwork (e.g., RNFC, bonds, charged arrested persons, etc.) from the City Clerk’s Office.

C. Handle all phases of processing after preliminary steps *are completed* (e.g., fingerprints, photographs, etc.).

D. Conduct DNA swabbing and BAC testing as needed.

E. Handle all investigations that take place within the CCCC facility (e.g., illegal conveyance, assault, etc.).

F. Handle fugitives and Rule 4 arrests.

G. House all arrestees transported by Division members.

H. Provide medical and mental health services once an arrestee is accepted.

III. Detectives/Investigators Shall

A. Deliver paperwork to the City Clerk’s Office (e.g., RNFC, CIF/charge paperwork, any arrest related citations or items, etc.).

B. Consult with the prosecutor.

C. Complete the charging process in LERMS.

IV. Central Charging Unit Personnel Shall
A. Retrieve all processing related paperwork (e.g., citations, etc.), from the City Clerk’s Office several times per day.

V. The Record Section Officer-in-Charge or Designee Shall

A. Collect all completed paperwork including approved incident reports, Warrantless Arrest affidavits, and Statement of Facts affidavits forwarded from district/unit Officers-in-Charge.

B. Consult with the City prosecutor for all non-escalating misdemeanor charges.

C. Complete the charging process in LERMS.

D. Deliver the paperwork to the City Clerk’s Office.

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