



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: <b>JULY 8, 2020</b>	CHAPTER: <b>3 - Arrestees</b>	PAGE: <b>1 of 3</b>	NUMBER: <b>3.03.03</b>
SUBJECT: <b>JUVENILE ARRESTEE BOOKING AND HOUSING</b>			
CHIEF: <b><i>Calvin D. Williams, Chief</i></b>			

*This General Police Order has been revised in its entirety*

**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. Juvenile Arrests - New Charges

A. Officers shall:

1. Not arrest juveniles under the age of 13 for a non-violent offense.
  - a. An offense of violence is defined in [Ohio Revised Code 2901.01\(9\) General Provisions Definitions](#).
  - b. After gathering information for the incident report, the juvenile shall be conveyed to their residence and released to a responsible adult.
  - c. Officers shall complete an incident report listing the juvenile as a named suspect and complete a Cuyahoga County Court of Common Pleas - Juvenile Division - Fact Sheet (Attachment).
  
2. Convey all juveniles arrested on new criminal charges to their district of assignment, unit of assignment, or the district of arrest on a temporary basis prior to booking at the Cuyahoga County Juvenile Detention Center (CCJDC), 9300 Quincy Avenue, Cleveland, OH 44106, or releasing to a responsible adult.
  - a. Officers shall transport juveniles in custody in accordance with General Police Order 3.01.01 Arrestee Restraint, Transport, and Supervision.
  - b. Juveniles shall not be placed into a holding cell, jail cell, locked room or locked office at any district or unit.
  - c. Juveniles shall not be handcuffed or secured to any inanimate object while at a district or unit.
  - d. Juveniles may be handcuffed and/or shackled if necessary for security and safety concerns.

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- e. Juveniles shall be in direct view of a Division member at all times while at a district or unit.
  - f. Juveniles are not entitled to a telephone call. The arresting officer shall attempt to notify the parent or guardian regarding the circumstances of the arrest.
  - g. Juveniles shall only be held long enough for the arresting officers to complete reports and other proper paper work for the CCJDC and/or release to a responsible adult.
3. Contact the CCJDC Intake at (216) 443-3344. The Admissions Screening Officer will gather demographic information regarding the juvenile and the arresting officer.
  4. Complete the incident report in Field Based Reporting (FBR), the Juvenile Booking Information Form (Attachment) and the Fact Sheet.
  5. Have a supervisor review the online report and all paperwork for completeness.
  6. Print out a copy of the report and fax the report, booking form, and Fact Sheet to the Admissions Screening Officer at (216) 698-4091. The Admissions Screening Officer will give the paperwork to the juvenile prosecutor who will review the information and determine the appropriate charge(s).
  7. Convey all juveniles accepted to the CCJDC. Members shall utilize the sally port entrance located on East 93 Street.
    - a. Sign the complaint and convey a copy to the juvenile's parent or guardian.
    - b. If the parent or guardian is not available, officers may leave the complaint at the residence.
- B. The Admissions Screening Officer shall:
1. Notify the officers and the prosecutor if the CCJDC will accept.
    - a. When the CCJDC will accept, the prosecutor will prepare the complaint. The complaint will be signed by the officer and copies forwarded according to Juvenile Court policies.
    - b. When the CCJDC will not accept, the officers shall relinquish custody of the juvenile to an identified, responsible adult parent, guardian, or relative.
- C. All juveniles taken into custody for a felony crime, including a felony warrant, require processing and shall be processed at CCJDC regardless of being accepted.
- II. Juvenile Arrests - Warrants

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- A. When a juvenile is taken into custody on a verified warrant, the arresting officer shall contact the CCJDC.
- B. The CCJDC will provide further instructions.
- C. For juveniles being accepted, complete a Juvenile Booking Information Form with the warrant information. Convey the form to the CCJDC with the arrested person.

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