



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: <b>MARCH 1, 2002</b>	REVISED DATE:	NO. PAGES: <b>1 of 1</b>	NUMBER: <b>2.3.02</b>
SUBJECT: <b>SUBPOENAS FROM THE OFFICE OF PROFESSIONAL STANDARDS</b>			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <p style="text-align: center;"><i>Edward F. Lohn, Chief</i></p>			

**PURPOSE:** To ensure that officers appear at public hearings before the Police Review Board.

**POLICY:** The Division of Police shall issue subpoenas from the Office of Professional Standards (OPS).

**PROCEDURES:**

- I. An OPS supervisor shall personally deliver subpoenas to the District or Bureau Commander ten days before the scheduled hearing and obtain a signature from the Commander to acknowledge receipt.
  - A. The District or Bureau Commander shall ensure the officer receives the subpoena no later than five days before the hearing and require the officer's signature for receipt.
  - B. The delivering supervisor shall fax the form to OPS (420-8764), with all signatures and return the original through Division mail.
  - C. Officers who receive an OPS subpoena shall attend the scheduled hearing unless excused for a valid reason that would excuse an officer from appearing in a court of law. If there is a valid excuse, the District or Bureau Commander shall denote the reason on the form and fax it to OPS forty-eight hours before the hearing.
  - D. Officers assigned to uniform duty shall appear in the uniform of the day and specialized units that normally wear civilian clothes shall appear in proper business attire.

EFL/TAH/LM/bdg  
Policy & Procedures Unit