



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



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| EFFECTIVE DATE: AUGUST 24, 2006 | REVISED DATE: DECEMBER 31, 2007 | NO. PAGES: 1 of 2 | NUMBER: 4.2.03 |
| SUBJECT: FOLLOW-UP FOR VIOLATION OF STATE DRUG LAW ARRESTS | | | |
| ASSOCIATED MANUAL: NARCOTICS UNIT, DETECTIVE | | RELATED ORDERS: 2.3.03, 2.3.04, 4.1.06, 4.2.04 | |
| CHIEF OF POLICE: <i>Michael McGrath, Chief</i> | | | |

Changes in Italic

PURPOSE: To provide guidelines for handling narcotics evidence for VSDL and to ensure the timely charging/releasing of felony VSDL arrestees.

POLICY: The Division of Police shall conduct a prompt analysis of confiscated suspected narcotics and charge and/or release suspects arrested for VSDL.

PROCEDURES:

- I. Officers making arrests for VSDL shall enter the suspected narcotics into the district/unit Drug Evidence Property Book. The narcotics evidence shall be secured in the district/unit evidence locker. It shall be transported to the Narcotics Unit by 1100 hours, Monday through Friday. Should a large seizure be made that cannot be secured at the district/unit, the OIC of the Narcotics Unit shall be notified.

- II. RMS reports shall list the facts and circumstances that provided probable cause. The report must also specifically link the offender to the suspected narcotics. This is especially important in cases with multiple arrests. Reviewing supervisors shall ensure that both probable cause and the evidential link are clearly explained in the report prior to approving it. Approved reports shall be faxed to the Narcotics Unit (ext. 5477).

- III. Officers who make felony drug arrests are required to complete a Statement of Facts Form for each arrestee. The form shall be completed as follows:
 - A. Print the name of the arrestee on the line in the upper left corner marked “defendant”.
 - B. Print your first and last name along with your badge number.
 - C. State all facts and circumstances that provided probable cause for the arrest.
 - D. Do not recite the law as written.
 - E. Do not sign the form. Attach it to the Booking Information Form.

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- IV.** The district/unit OIC shall ensure the delivery of all narcotics evidence to the Narcotics Unit within three business days. The Narcotics Unit shall deliver the narcotics evidence to the lab by the next business day.

MM/TAH/JCO/mg
Policy and Procedures Unit