

# CLEVELAND POLICE DEPARTMENT



GENERAL ORDERS MANUAL  
(ACCREDITATION PENDING)

<b>CLEVELAND POLICE DEPARTMENT</b>	<b>GENERAL ORDER</b>
AUTHORIZED BY <u>Wesley B. Snyder, Jr.</u>	NUMBER <u>6-Q</u>
SUBJECT <u>ACCREDITATION MANAGEMENT</u>	
NEW <input checked="" type="checkbox"/> AMEND <input type="checkbox"/> RESCIND <input type="checkbox"/>	
ISSUED <u>December 01, 2006</u>	REVISED <u>December 01, 2006</u> EFFECTIVE <u>December 01, 2006</u>

<11.4.3>

## PURPOSE

The purpose of this General Order is to define the accreditation process, to establish a management system, which provides authority for administering the process, and delineating responsibilities for those involved.

## DEFINITIONS

**Accreditation** - The process of being formally recognized as adhering to and utilizing professionally recognized standards or state-of-the-art procedures.

**C.A.L.E.A.** - An acronym for the Commission on the Accreditation for Law Enforcement Agencies, Inc., the Commission is a non-profit organization and is not obligated to any governmental unit.

**Staff Authority** – The giving of instructions or direction by an individual who has no authority to do so in his/her own right, but who performs certain routine tasks of command as a representative of the Chief of Police.

## DISCUSSION

The standards manual of the Law Enforcement Agency Accreditation Program is the Commission's principal publication. Originally more than 900 standards were prepared by the four major law enforcement executive membership associations that formed the Commission:

- International Association of Chiefs of Police (IACP)
- National Organization of Black Law Enforcement Executives (NOBLE)
- National Sheriff's Association (NSA)
- Police Executive Research Forum (PERF)

In May of 1987, the second edition standards manual was printed. The second edition manual contained a total of 49 topics. The number of standards was reduced in the new addition.

The current 5<sup>TH</sup> edition of the standards manual was approved in November 2005. The 5<sup>th</sup> edition manual contains 460 standards organized into 40 topics.

The standards are designed to reflect the best professional practices in each area of law enforcement management, administration, operations, and support services.

The standard statement is a declarative sentence that places a clear-cut requirement or multiple requirements on an agency. Many statements call for the development or implementation of a policy or procedure in the form of a rule, regulation, or written directive. Other standards require an activity, a report, a procedure, or other action.

Law enforcement agencies that seek accreditation must come into compliance with those standards that are applicable to that agency on the basis of its size and the functions it performs. The agency must comply with all mandatory standards and 80% of those standards that are designed as other than mandatory.

The standards were developed to help law enforcement agencies achieve the following:

- Increase agency capabilities to prevent and control crime.
- Enhance agency effectiveness and efficiency in the delivery of law enforcement services.
- Improve cooperation and coordination with other law enforcement agencies and with other components of the criminal justice system.
- Increase citizen and staff confidence in the goals, objectives, policies, and practices of the agency.

The standards address six major law enforcement topics: (1) role, responsibilities, and relationships with other agencies; (2) organization, management, and administration; (3) personnel administration; (4) law enforcement operations, operational support, and traffic law enforcement; (5) prisoner and court related services; and (6) auxiliary and technical services. Designed to reflect the best professional practices in each of the six areas, the standards deal with the "what to", leaving the decisions of "how to" up to the agency.

When the agency feels that it is in compliance with the standards, a self-assessment report is submitted to the Commission. Upon reviewing the self-assessment report and finding it acceptable, the Commission sends a team of assessors to the agency to verify its compliance with the standards. The assessors are experienced law enforcement practitioners and persons with demonstrated law enforcement knowledge and experience. The on-site assessment involves examining the proofs of compliance that the agency compiled during the self-assessment phase, and providing agency employees and the general public an opportunity to comment on the agency's compliance with the applicable standards.

The on-site assessment team prepares a report on their findings and it is forwarded along with staff recommendations to the Commission for review. The Commission then either awards or defers accreditation.

Accreditation is for a three-year period. Once accredited, agencies are expected to remain in compliance with the standards under which accreditation was awarded. Accredited agencies are required to file annual reports that attest to continuing compliance. At the conclusion of the three-year period, the Commission offers the agency an opportunity to repeat the process and continue accredited status into the future.

## **PROCEDURES**

### **1. Authority for Administering the Accreditation Process**

- A. A Support Services Lieutenant is assigned as the Accreditation Manager and is assisted in the process by the Accreditation Secretary who is responsible for the daily tasks assigned by the Accreditation Manager.
- B. The Accreditation Manager shall have "staff authority" to discharge his / her responsibilities in administering the accreditation process.
- C. They shall have direct access to Department commanders and the Chief of Police regarding matters of policy and procedure.

### **2. Responsibilities of the Accreditation Manager**

- A. The following responsibilities are assigned to the Accreditation Manager:
  - 1. Implement new or revised programs, procedures, functions, etc., required to achieve compliance with applicable standards.

2. Prepare policies and procedures.
  3. Provide command personnel, upon request, with guidance in the interpretation of Department policies and procedures.
  4. Research and planning.
  5. Identify budget considerations related to the accreditation process.
  6. Set priorities for preparation of compliance documentation.
  7. Development of the approach by which to delegate responsibility for preparing compliance documentation, train those involved, monitor progress, and review and approve results.
  8. Orient all agency personnel to the accreditation program and self-assessment process.
  9. Review and edit compliance documentation prepared by others.
  10. Organize compliance-documentation files.
  11. Maintain General Orders archive files.
  12. Index, purge, and review directives.
  13. Maintain an inventory of General Orders.
  14. Publish General Orders via the Written Directive System.
3. Accreditation Training <33.5.3a-c>
- A. The Accreditation Manager or designee is responsible for providing training to
    1. Newly hired agency personnel during their orientation phase
    2. All agency personnel during the self-assessment phase and each re-accreditation
    3. All agency personnel prior to an on-site assessment
4. Accreditation Manager Training <33.5.4>
- A. Employees assigned to the position of Accreditation Manager shall receive specialized accreditation manager training within one year of being appointed to such position. At a minimum the training shall include information on essential components of the process, the standards manual, file maintenance, and the panel interview process.

<b>CLEVELAND POLICE DEPARTMENT</b>	<b>GENERAL ORDER</b>
AUTHORIZED BY <u>Wesley B. Snyder, Jr.</u>	NUMBER <u>7-E</u>
SUBJECT <u>UNIFORMS AND APPEARANCE</u>	
NEW _____	AMEND <u>X</u>
RESCIND _____	
ISSUED <u>January 30, 2007</u>	REVISED <u>March 5, 2007</u>
EFFECTIVE <u>January 30, 2007</u>	

**PURPOSE**

The purpose of this General Order is to establish set policy and guidelines in the issuance and wear of Department uniforms and appearance of civilian attire and where applicable, to augment existing regulations for the personal appearance of members of the Cleveland Police Department.

**DISCUSSION**

Beginning in the 1960's most police agencies began to standardize in terms of uniform appearance. This not only helped with agency identification, but also lent a degree of professionalism to the agency. The Cleveland Police Department has established personal appearance and uniform policies and guidelines in previous directives and General Orders. This General Order is a compilation of the previous efforts and will further establish and clarify the proper dress and appearance for personnel when on regular duty or on special Department assignment.

**PROCEDURES <26.1.1>**

A. General responsibilities for sworn members of the Department:

1. Members of the Department shall wear the prescribed uniform as set forth by competent supervisory personnel and consistent with the content of this order. [<41.3.4>](#)
2. Officers shall be neat and clean in appearance when in public, whether in or out of uniform, when on-duty or engaged in any activity which relates to the Department.
3. Members shall maintain their uniforms, civilian attire, and departmental issue equipment in serviceable condition.
4. When attending Grand Jury, Criminal or Civil court, officers shall dress in the Class "A" uniform. Officers may wear casual clothing (i.e., dress pants and shirt) while attending Sessions or Municipal court. Jeans or "T" shirts are unacceptable.
5. Members shall be responsible for maintaining their personal hygiene and cleanliness so not to be offensive to the public or other members of the Department.
6. Officers in uniform or in any police vehicle will conduct themselves under the Orders of this Department, especially the code of conduct policy.
7. The Cleveland Police Department will recognize employee years of service by authorizing all sworn officers to wear Service Stripes on the long-sleeve Class "A" Uniform shirt. See this General Order, Section E, subsection 6, a & b for specifications of wear.

B. Grooming guidelines and regulations for members of the Department:

1. The criteria for personal grooming by the uniformed members of the Department are established to ensure the individual shall present a neat appearance. These standards are not an attempt to depersonalize an individual by requiring or prohibiting mustaches or such hair cuts as "modified bush styles", "white sidewalls", or shaved heads provided such mustaches and hair styles are neat in appearance and do not interfere with or detract from the proper wearing of uniforms or uniform accessories.
2. Except when acting under proper and specific orders from competent supervisory personnel, officers on duty shall maintain a neat, well-groomed appearance and shall be in accordance with the following guidelines:

a. Male Officers:

1. Hair must be clean, neat and combed. Hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing in a normal posture. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear and under no circumstances shall the hair be styled or fashioned in such a manner that the style protrudes more than one and one-half inches from the scalp.
2. Sideburns shall be neatly trimmed, rectangular in shape, and shall not extend lower than the lowest point of the ear. Sideburns shall not be wider than one and one-fourth inches, nor shall they be conspicuous in any manner.
3. The hair shall be neatly trimmed around each ear and shall not extend lower than the top of the ears. Hair on top of the head shall not be overly long and shall be neatly combed or brushed in such a manner that it shall remain clear of the forehead and not protrude beneath the band of the cap.
4. Wigs or hairpieces are permitted if they conform to the above standards for natural hair.
5. Officers shall be clean shaven, except that they may wear mustaches, which are neatly trimmed and do not extend more than ¼ inch beyond the corner of the mouth.
6. The only jewelry that may be worn by officers on any assignment, during business hours, shall be a watch, and one (1) ring on each hand. Officers of the Department shall not wear an earring or earrings while in uniform and/or on duty. Personal accessories, such as corrective lenses and hearing aids, may be worn when needed. Sunglasses may be worn as long as they do not distract from the professional appearance of the uniform. Multi-color or mirror lens, etc., shall not be worn. Frames must be silver, gold, or black in color.
7. No necklaces or chains shall be visible while in uniform.
8. No bracelets or bangles shall be worn unless approved by the Chief of Police. The only exception shall be a Medical Alert bracelet.
9. Tattoos will not be visible while officers are in uniform.
10. At no time will any visible body piercing (jewelry, accessories, scarring or branding) be worn.

b. Female Officers:

1. Officers shall keep their hair clean, neat and combed, or styled to present a professional appearance consistent with the type of duty performed. When in uniform, female officers shall arrange their hair in such a manner as to ensure the hair extends no longer than the top of the shirt collar when standing in normal posture. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear. If hair length exceeds the shirt collar, it must be in a bun or braided in a professional manner to keep it off the collar while on duty. No decoration(s) or ornaments shall be worn in the hair. Items used to hold the hair in place shall be concealed as much as possible, and shall be of a color that blends with the hair.
  2. Wigs or hairpieces may be worn if they conform to the above standards for natural hair.
  3. Make-up shall be worn in such a manner that it does not draw attention to, or deter from the professional appearance of the uniform.
  4. The length of the fingernails shall not hinder the officers from performing all required duties. Nail polish shall be clear and worn in a professional manner. Decorations of any type will not be worn on the fingernails.
  5. The only jewelry that may be worn by officers on any assignment, during business hours, shall be a watch, and one (1) ring on each hand, (a wedding set will equal 1 ring). Officers of the Department shall not wear earrings while in uniform and/or on duty. Personal accessories, such as corrective lenses and hearing aids, may be worn when needed. Sunglasses may be worn as long as they do not distract from the professional appearance of the uniform. Multi-color or mirror lens, etc., shall not be worn. Frames must be silver, gold, or black in color.
  6. No necklaces or chains shall be worn. The only exception shall be a Medical Alert chain.
  7. No bracelets or bangles shall be worn unless approved by the Chief of Police. The only exception shall be a Medical Alert bracelet.
  8. Tattoos will not be visible while officers are in uniform.
  9. At no time will any visible body piercing (jewelry, accessories, scarring or branding) be worn.
- c. Plain Clothes Officers: <41.3.4>
1. Plain Clothes Officers shall comply with the facial hair and hair grooming standards set forth in this procedure except when acting under specific written or verbal orders from the Assistant Chief or higher ranking officer.
  2. Officers shall be expected to be in compliance with all provisions set forth in this procedure. Officers assigned to plain-clothes assignments shall wear suit and tie or appropriate coat and tie while on duty. Female officers assigned to plain clothes shall wear appropriate business attire, i.e., suits, dresses, pantsuits, or dress slacks. Casual clothes will not be permitted except in specific circumstances where such clothing would not be practical due to the nature of the assignment.

Permission will be required from the respective supervisor in order to qualify for the above- mentioned exception.

3. Plain clothes officers shall be required to wear their weapon in approved holsters while on duty. Officers that are wearing a weapon not concealed will wear the department badge so that it is close to the weapon and clearly visible to the public. The method of carrying extra ammunition is optional.
4. Officers assigned to the Criminal Investigations Division shall, when in uniform, wear the uniform of the day as described for officers holding equal rank.
5. All sworn members of the department will maintain a class "A" uniform.

C. Uniform appearance and compliance for sworn members of the Department:

1. Wearing any part of the uniform with civilian clothing or other clothing not considered part of the uniform by this procedure shall be strictly prohibited.
2. Pins, insignias, or buttons which are not specifically issued by the Department or authorized for wear by this procedure shall not be worn or attached to any position of the uniform.
3. Officers in uniform, on-duty or off duty, shall conform to all regulations in this procedure and other related procedures relative to personal appearance, hair standards, and the official uniform of the day.
4. Authorization for expenditure of Departmental "uniform allowance" and uniform requirement.
  - a. Officers required to wear a uniform in the normal course of duty shall maintain a spare uniform that is readily available. This is to ensure that in case a change of uniform is required, the amount of time the officer will be out-of-service will be minimized.
  - b. Officers designated and required to wear the departmental uniform shall follow the specifications set forth in Section D. Any items not described shall not be worn with the uniform.
  - c. Any personnel required to wear uniforms or having specialized equipment will be provided for in the City's annual budget. Equipment and uniforms-specifically bullet-proof vests- are replaced as needed. <22.2.5>

D. Uniform regulations and specifications: <41.3.4>

Quartermaster System/Issue:

1. NEW OFFICERS hired after July 1, 1995, will receive the following department issued equipment and uniforms:
  - a. Four (4) Short Sleeve Shirts
  - b. Four (4) Long Sleeve Shirts
  - c. Four (4) pair Trousers
  - d. One (1) Raincoat
  - e. One (1) Winter Jacket
  - f. Two (2) Neckties
  - g. One (1) approved Tie-tac
  - h. One (1) Garrison Cap
  - i. One Cap Badge

- j. One (1) Shirt Badge
- k. One (1) Black Leather Basketweave Handcuff Holder
- l. One (1) pair Handcuffs
- m. One (1) Black Leather Basketweave Belt
- n. Four (4) Black Leather Basketweave Keepers
- o. One (1) Black Leather Basketweave Holster
- p. One (1) Black Leather Basketweave Ammunition Holder
- q. One (1) Traffic Vest
- r. One (1) Armored Vest
- s. Two (2) black mock turtle neck shirts with CPD logo
- t. One (1) Rain Cap Cover
- u. One (1) Chemical Agent
- v. One (1) Chemical Agent Holder
- w. One (1) Portable Radio
- x. One (1) micro-cassette recorder w/ pouch

2. VETERAN OFFICERS (non-probations)

- a. If an article of clothing is damaged during the year or a piece of equipment wears out, the following steps will be necessary to have replacements issued:
  - 1. Complete a Uniform Requisition Form (CPD 1502)
  - 2. Return form and article that needs replacing to supervisor.
  - 3. Supervisor will approve replacement.
  - 4. Supervisor will forward Uniform Requisition Form (CPD 1502) and article for replacement to Administrative Lieutenant.
  - 5. Administrative Lieutenant will approve and complete necessary paperwork for the Quartermaster to issue articles.
  - 6. The Quartermaster will issue articles.
  - 7. The Quartermaster or his designee will be only one authorized to pick up articles from the uniform vendor.

- 3. The ownership and title to all uniforms and equipment issued to personnel of the Police Department is vested in the Department. Police Department personnel shall not loan, transfer, give away or provide in any manner any uniform, uniform parts, insignia or issued equipment to any person or organization. An exception may be made with the written authorization from the Chief of Police.
- 4. Police Department personnel shall be held strictly accountable for the proper care, use and maintenance of issued articles of uniforms and equipment. Uniforms and equipment shall be worn and used only according to the provisions of this General Order.
- 5. No item of uniform or equipment shall be transferred or exchanged by Police Department personnel without approval of a supervisor.
- 6. It shall be the duty of each employee of the Police Department to produce upon demand of a supervisor any issued item.
- 7. When an employee of the Police Department resigns, retires, is discharged, granted an extended leave of absence, or in any way vacates his or her office, the employee shall surrender to the Property and Evidence Custodian all issued items of equipment. The employee's final paycheck may be withheld until all items of issued uniforms or equipment has been accounted for. In the event of the death of an employee, his or her Commander shall be responsible for the recovery of property, keeping in mind the feelings of the deceased employee's family.

8. Any employee of the Police Department who loses, misplaces or damages any issued property shall immediately report such loss or damage to his or her commanding officer in writing.

Issued Equipment:

1. The Cleveland Police Department issues the above items and equipment to police officers upon entry into the department.
2. Other equipment may be assigned to officers as needed for their particular assigned duties such as pagers, cameras, portable telephones.
3. No department issued equipment, including vehicles, will be modified or altered in any unless approved by the following procedure:
  - a. Requesting officers must use form CPD 1502 to describe and request the modification and advance the request through the officer's chain of command to the officer's Division Commander. The Division Commander will forward the request to the Support Division Commander.
  - b. At each step, the request will either be approved or not approved and signed off on by supervisors.

Requests shall be consistent with the professional appearance and standards of the department. No political or commercial display or material deemed offensive or equipment not clearly consistent with the mission of the department will be allowed.

The uniform for officers consists of the items listed. The uniform must be worn in its entirety except as noted. Each officer is responsible for wearing the uniform in a clean and presentable fashion.

1. Duty Uniform/Clothes

- a. Hat

1. Specifications

The uniform hat will be issued by the department.

- a. Each hat will have a silver or gold band around the crown consistent with E.3.

2. Wear

Circumstances - The uniform hat shall be worn, but not limited to the following conditions:

1. All public events including sporting events.
2. Traffic Direction.
3. Special Events
4. Funeral Escorts (When outside vehicle)
5. Any other event deemed necessary by the Patrol Captain.

3. Manner - The uniform hat shall fit squarely on the head.

2. Shirt
  1. Specifications

Both the short and long sleeve uniform shirts will be issued by the department.
3. Pants
  1. Specifications

The uniform pants will be issued by the department.
4. Ties
  1. Specifications

The uniform tie will be issued by the department.
  2. Ties are required while wearing the long sleeve shirt, unless the officer is wearing the Department approved mock turtleneck with CPD logo. (see E.8.1 below)
  3. Department issued tie tacks will be worn with the tie.
5. Socks

Socks worn with the uniform, when visible, must be black or navy blue. Exception: Officers may obtain written permission from their Division Captain, or higher-ranking officer to be exempt from this requirement. This exemption may be for medical reasons only.
6. Shoes
  1. Specifications

Shoes worn by uniformed officers on duty shall be solid black in color with a military type box toe. They shall be free of any type of decorative stitching or ornamentation. They shall be constructed of leather that is designed to be polished or buffed to a glossy finish. Heels shall be a maximum of 1-1/2 inches in height. The sole shall be constructed of rubber and shall not be of more than 1/2 inch in thickness.
  2. Wear

It shall be the responsibility of each officer to polish or buff his/her shoes to maintain a professional appearance.
7. Patches
  1. Specifications

The standard Cleveland Police Department patch will be designated by the Chief of Police.
  2. Wear

One patch will be worn the left shoulder of the uniform shirt and jacket. These patches will be worn on the sleeve, ½ inch below the shoulder

seam. A United States flag patch will be worn on the right shoulder of the uniform shirt and jacket. These patches will be worn on the sleeve, ½ inch below the shoulder seam.

8. T-shirt

1. Wear

The T-shirt worn with the short sleeve uniform shall be a black crew neck T-shirt. If wearing the long sleeve uniform a black mock turtleneck with the initials C.P.D. embroidered on the collar may be worn instead of a tie.

9. Body Armor <41.3.5, 41.3.6>

1. Specifications

The body armor will be worn at all times, by all officers with the exception of officers working in capacity of administration and detective division; however, administrative officers and detectives shall have access to body armor to wear at their discretion..

Any exceptions shall be approved by the Chief of Police.

E. Brass and Other Insignias

Each officer shall be responsible for keeping the articles listed in this section clean and glossy (where applicable).

1. Hat Badge or Insignia

a. Specifications

Departmental issue

b. Wear

The hat badge or insignia shall be worn on the uniform hat.

2. Badge

a. Specifications

Departmental issue or one authorized by the Chief of Police.

b. Wear

The badge shall be worn on the uniform attached to the badge holder.

3. Rank Insignia

a. Police Officer

1. Specifications

The rank insignia for officers holding the rank of Police Officer, when in uniform, shall be the silver collar pins displaying the letters C.P.D.

2. Wear

The C.P.D. insignia shall be worn only on the uniform shirt. This insignia shall be placed on both sides of the shirt collar parallel with the front edge, even with the front seam and centered from the top and bottom of the collar.

b. Sergeant

1. Specifications

The rank insignia for Sergeant shall be a gold 3-bar chevron with no rocker.

2. Wear

a. Shirts - Metal chevrons shall be worn on each side of the collar so that the centerline of the chevron rides the centerline of the collar stay. Both bottom points of the chevron shall touch the inner seam of the collar. Cloth chevrons will be worn centered on both sleeves with the single point centered ½ inch below the C.P.D. patch. Chevrons shall be gold in color with the single point up.

b. Jackets, coats –Gor-Tex patrol jacket.

c. Lieutenant

1. Specifications

The rank insignia for Lieutenant shall be the smooth gold single bar. The Lieutenant bar shall be centered on the shoulder one (1) inch in from the shoulder seam. The single 1/2 inch gold band shall also be worn on coat epaulets, as described below, to denote the rank of Lieutenant.

2. Wear

a. Shirts - The Lieutenant bar shall be worn on the shirt collar centered from top to bottom and 1/2 inch back from the front edge of the collar.

b. Jackets, coats – Dress Coat: The Lieutenant bar shall be centered on the epaulet one (1) inch in from the shoulder seam. These outer garments shall also display two (2) gold bands on each sleeve. The lowest band shall be placed on the sleeve four (4) inches from the bottom of the sleeve and shall run at least halfway around the sleeve facing outward. Award medals worn will conform to E.5 of this order (7-E-11). The Gor-Tex Patrol jacket is also authorized for everyday wear.

d. Captain

1. Specifications

The rank insignia for Captain shall be the smooth gold double bars.

2. Wear

a. Shirt - The rank insignia for Captain shall be worn on the shirt collar centered from top to bottom and the first bar shall be 1/2

inch back from the front edge of the collar. The Captain insignia worn on the epaulet shall be centered on the epaulet one (1) inch from the shoulder seam.

- b. Jackets, coats – Dress Coat: The Captain bar shall be centered on the epaulet. The first bar shall be one (1) inch from the shoulder seam. These outer garments shall also display three (3) gold bands on each sleeve. The lowest band shall be placed on the sleeve four (4) inches from the bottom of the sleeve and shall run at least halfway around the sleeve facing outward. Award medals worn will conform to E.5 of this order (7-E-11). The Gor-Tex Patrol jacket is also authorized for everyday wear.

e. Assistant Chief

1. Specifications

The rank insignia for Assistant Chief shall be 4 stars and worn on the collar and epaulets.

2. Wear

- a. Shirts - The rank insignia shall be worn on the shirt collar centered  $\frac{1}{2}$  inch back from the front edge of the shirt collar. Assistant Chief insignia worn on the epaulets will be centered on the epaulet one (1) inch from the seam
- b. Jackets, coats – The Assistant Chief insignia shall be centered on the epaulet. The four (4) stars shall be one (1) inch from the shoulder seam. These outer garments shall also display four (4) gold bands on each sleeve. The lowest band shall be placed on the sleeve four (4) inches from the bottom of the sleeve and shall run at least halfway around the sleeve facing outward. Award medals worn will conform to E.5 of this order (7-E-11). The Gor-Tex Patrol jacket is also authorized for everyday wear.

f. Chief

1. Specifications

The rank insignia for Chief shall be five gold stars. The insignia worn on the epaulets will be arranged in a circle.

2. Wear

- a. Shirts - The rank insignias shall be worn on the shirt collar centered  $\frac{1}{2}$  inch back from the front edge of the shirt collar.
- b. Jackets, coats - The Chief insignia shall be centered on the epaulet. The first star shall be one (1) inch from the shoulder seam. These outer garments shall also display five gold bands on each sleeve. The lowest band shall be placed on the sleeve 4 inches from the bottom of the sleeve and shall run at least halfway around the sleeve facing outward. Award medals worn will conform to E.5 of this order (7-E-11). The Gor-Tex Patrol jacket is also authorized for everyday wear.

4. Name Plate

a. Specifications

The name plate for patrol officers shall be silver in color. Officers with five (5) years of service shall have a "Serving Since" rocker attached to the nameplate. The rocker shall be the same color as the nameplate.

b. Wear

The nameplate shall be worn on the right breast pocket, centered from left to right. The nameplate pins shall be inserted at the top seam of the pocket.

5. Award Badges

Officers may wear other badges, approved by the Chief of Police, above their nameplate. If worn, the badge(s) shall be centered 1/4 inches above the nameplate. Officers who qualify may wear the firearms qualifications badges. If worn, this badge shall be centered on the left breast pocket with the pins inserted at the top seam. Only the most current qualification badge shall be worn.

6. Hash Marks

a. Specifications

The hash marks shall be three (3) inches long, 1/2 inch wide: gold represents five years of service and blue represents two (2) years of service.

b. Wear

Hash marks shall be worn on the left sleeve of long sleeve shirts. One hash mark shall be worn for two or five years of service completed. Hash marks shall be worn four inches from the bottom of the sleeve.

7. Leather Gear and Equipment

a. Specifications

1. Inner Belt

The inner belt used to support the outer belt must be black.

2. Extra Ammunition and Ammunition Pouch

Each officer shall carry twenty-six (26) extra rounds of issued ammunition. These rounds shall be carried in a black basket weave pouch authorized by the Chief of Police. Administrative personnel may carry thirteen (13) extra rounds in a black basket weave pouch authorized by the Chief of Police. Plain clothes personnel will be in compliance with section 2 C (7-E-3) of this policy.

b. Holster

Holsters authorized for uniform use shall be issued by the Department. Administrative and Plain Clothes officers may use holsters approved by the Chief of Police.

c. Handcuff Case

The handcuff case must be the black basket weave type but may be either the open or closed type.

d. Handcuffs and Key

Each uniform officer must carry at least one pair of handcuffs and a key. These handcuffs shall be carried in the aforementioned handcuff case.

e. Belt keepers (Optional if the Velcro type outer belt is used).

f. Outer Belt

The belt authorized to be worn with the uniform of the Velcro or buckle type. It must be the black basket weave type, and approximately two (2) inches wide. Patrol Officers shall wear silver buckles. Sergeants and above shall wear gold buckles.

g. Radio Case

1. Specifications

The radio case shall be departmental issue and shall be worn on the duty belt. (Optional for Administration)

h. Flashlight and Holder (Optional)

Flashlight and Holder shall be departmental approved.

i. Knife and Knife Case (Optional)

Officers may carry knives on the uniform belt, but if carried on the uniform belt, they must be carried in a black basket weave case. This knife must be the folding, lock-blade type, and may not have a blade over 4 inches.

j. Chemical Spray and Holder

Specifications are as issued by the department. See General Order 10-C regarding Chemical Spray and Holder for Use. (Optional for Administration)

k. Taser and Holster

Specifications are as issued by the department. See General Order 10-L regarding Taser and Holster use. (Optional for Administration)

l. Mobile Pagers

Mobile pagers issued by the department shall be carried on the duty belt, unless approved otherwise by the Chief of Police, and shall be left on at all times.

8. Rain Gear, Jackets, Coats, Gloves

a. Rain Gear

1. Coat

a. Specifications

The raincoat shall be the type furnished by department.



Members shall wear the class "A" uniform except when performing SRT callout duties or training. Class "B" uniforms, approved by the Chief of Police, may be worn during callout duties and training. See General Order 6H for specialized equipment.

b. Bicycle Patrol Uniform

Each officer assigned shall be equipped with the following basic and auxiliary equipment.

1. Helmet - (black with visor): The helmet shall be of airtight style conforming to SNELL and ANSI standards. The helmet shall be worn at all times while operating the mountain bike. The helmet will display the departmental logo.
2. Ball Cap - (black with departmental logo): The cap shall be worn only after prolonged wearing of the bicycle helmet in order to maintain a professional appearance of the Bicycle Patrol Uniform.
3. Duty Shirt - Short sleeve shirt, polo type, yellow and black with embroidered badge or silk screened badge and "POLICE" on the back. Departmental shoulder patch affixed to each shoulder.
4. Duty Pants - (lightweight, one pair): The uniform pants shall be made of a black supplex nylon fabric.
5. Jacket – (department issue).
6. Duty Belt – (department issue)
7. Footwear – (department issue)
8. Gloves – (department issue)
9. Body Armor - (department issue)
10. Duty Weapon – (departmental issue)
11. Socks- (white or black ankle socks)
12. Eye Protection-(Optional) In compliance with A 2.6 of this policy

c. Canine Patrol Uniform

Members of the canine patrol shall wear the specialty class "B" uniform. Exceptions to this will be approved by their immediate supervisor for court attendance, special assignments and details.

The canine officer will wear the class "A" uniform during times that the canine is out of service.

1. Ball Cap – (black with departmental logo): The cap shall be worn, but not limited to the following conditions:
  - a. All public events including sporting events
  - b. Traffic Direction
  - c. Special Events
  - d. Funeral Escorts (When Outside of the Vehicle)
  - e. Any other event deemed necessary by the Operations Captain.

2. Shirt - BDU Shirt – 2-pocket style 60/40 blend, black in color, long sleeve, 3 each. Departmental shoulder patch will be placed on left shoulder, flag on right shoulder as well as departmental embroidered badge on left front chest, and embroidered name on right.

When worn while summer uniform is in effect, the short sleeved Department issued shirt will be worn.

3. Pants – BDU 6-pocket style 60/40 blend, black in color. Pants will not be tucked into boots.
4. Jacket – Department issue. (Patrol)
5. Duty Belt – Black nylon, lightweight. Will consist of the following components:
  - a. Duty weapon - Department issue
  - b. Holster
  - c. Double magazine ammo holder
  - d. Radio holder
  - e. Handcuff's with case
  - f. Chemical Spray and Holder
  - g. Departmental issued radio with optional shoulder microphone
  - h. Flashlight holder (Optional)
  - i. Leatherman tool case (Optional)
  - j. Camera related microphone case
  - k. Taser and Holster
6. Socks – Socks worn with the uniform, when visible, must be black or navy blue.
7. Footwear – Solid black boots with non-slip sole.
8. Gloves – Leather, black in color, preferably bio-resistant lining.
9. Body Armor – Departmental issue.
10. Special Duty Uniform (special assignment, severe weather)

In extreme or severe weather conditions, it shall be at the discretion of the Operations Captain to approve uniform attire.

The special assignment and severe weather uniform shall consist of all the items listed for a duty uniform in Section D, with the following exceptions:

- a. Severe weather protection may be utilized upon approval of a supervisor.
- b. Boots - (Optional) The severe weather uniform boots shall have all of the features described in the shoe regulation except that it need not be constructed of leather that is designed to be polished or buffed.

#### 11. Staff Uniform and Dress

Staff members (sworn) may wear the uniform of the day, coat and tie, or casual dress as approved by the Chief of Police or the appropriate Division Commander.

#### 12. Responsibilities and Procedures for Supervisory and Command Personnel

- a. General Responsibilities

1. The interpretation of these standards and procedures shall be referred to the Assistant Chief or above in those instances where individual resolution is required. The purpose of fixing responsibility at this level is to ensure uniform application of the established standards and procedures.
2. All supervisory personnel, Sergeants and higher ranking officers, will have the explicit responsibility of enforcing the intent and adherence of this procedure relative to all personnel with less rank, regardless if the individual reports directly to the supervisor or not.
3. Continued violations of these procedures shall be reported in writing to the individual officer's immediate supervisor, with a copy being issued to the officer in violation. Additionally, a copy of the violation shall be forwarded to the personnel and training section for filing in the officer's personnel file.

13. Identification Cards

Each member will be issued an official identification card. The purpose of this card is to ensure any member of the public can identify the member as being an employee of the police department. Each member of the department shall upon request from a member of the public show identification card while acting in any official department capacity. Each card will include name, title, employee's photograph, official symbol, and bear the signature of the Chief of Police. Sworn members will have their badge number printed on the identification card as well as authorization for carrying weapon.

14. Animal Control Uniforms and Appearance

See General Order 14-F – Animal Control

15. Volunteers in Police Uniforms and Appearance

See General Order 14-Q – Volunteers in Police Service

16. Chaplain Uniform and Appearance

See General Order 14-O – Volunteer Chaplain Program

17. Honor Guard Uniforms and Appearance

See General Order 14-R-Honor Guard

18. Civilian Dress and Appearance

1. Dress for civilian employees shall be business attire of an appropriate design and color that presents a professional image to the public. Civilian employees shall maintain a clean, neat appearance (i.e., clothes will be cleaned and pressed). Hairstyles and jewelry must be appropriate. Jeans may be worn with the approval of the appropriate Division Commander or higher ranking officer.

19. Inspection and Review

- a. Each Component Commander, Lieutenant and Sergeant shall be responsible for daily inspection of all personnel under their command.

**CLEVELAND POLICE DEPARTMENT  
Uniform and Vehicle  
Requisition/Modification Form**

OFFICER'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

Item	Size	Quantity	Item Description – Reason For Modification

Vehicle Modifications require the following information to be completed:

VIN \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Mileage \_\_\_\_\_

**I UNDERSTAND ALL UNIFORMS AND EQUIPMENT ISSUED TO ME ARE THE PROPERTY OF THE CLEVELAND POLICE DEPARTMENT AND WILL BE RETURNED TO THE QUARTERMASTER UPON LEAVING THE DEPARTMENT.**

OFFICER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Sgt. Signature \_\_\_\_\_ Approve \_\_\_ Disapprove \_\_\_ Date \_\_\_\_\_

Lt. Signature \_\_\_\_\_ Approve \_\_\_ Disapprove \_\_\_ Date \_\_\_\_\_

Oper. Capt. Signature \_\_\_\_\_ Approve \_\_\_ Disapprove \_\_\_ Date \_\_\_\_\_

Sup. Capt. Signature \_\_\_\_\_ Approve \_\_\_ Disapprove \_\_\_ Date \_\_\_\_\_

Chief Signature \_\_\_\_\_ Approve \_\_\_ Disapprove \_\_\_ Date \_\_\_\_\_

QUARTERMASTER USE ONLY

DATE ORDERED \_\_\_\_\_

DATE CANCELLED \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

DATE RETURNED \_\_\_\_\_

<b>CLEVELAND POLICE DEPARTMENT</b>	<b>GENERAL ORDER</b>
AUTHORIZED BY <u>Wesley B. Snyder Jr.</u>	NUMBER <u>8-D</u>
SUBJECT <u>COMPLAINTS</u>	
NEW _____ AMEND <u>X</u> RESCIND _____	Date <u>March 12, 2007</u>

**PURPOSE**

The purpose of this General Order is to establish procedures to ensure the proper processing of complaints against the Cleveland Police Department or its employees.

**DISCUSSION**

Police officers are entrusted by the public to serve, with great authority, to enforce the rules of society and maintain order within the community. In the fulfillment of this function, police employees are susceptible to complaints of abuse of position. The main goal of a complaint investigation is to maintain the integrity of the Police Department and to ensure there is a reciprocal protection of rights afforded to both the employees and the citizens in pursuing this goal.

**POLICY**

The integrity of the Cleveland Department depends on the personal integrity and discipline of all employees individually and collectively. To a degree, the public image of the department is determined by the professional response of the department to allegations of misconduct by employees or the department as well as responding to all complaints impacting on the department's response to community needs.

The policy of the Cleveland Police Department is to record and investigate fully each verbal or written complaint or allegation of misconduct against members of the department.

Citizens may sometimes feel confused or threatened by certain law enforcement practices. When citizens inquire about these practices, it is frequently the case that an explanation or clarification of the procedure resolves the issue. However, citizens also bring legitimate allegations of misconduct by employees. The Cleveland Police Department will evaluate citizen inquiries to ensure that complaints of misconduct are properly classified as complaints and investigated.

A. **CLASSIFICATION OF COMPLAINTS**

1. Administrative: Complaints initiated internally against members of the Department.
2. Personnel: Complaints made by the public against members of the Department.

B. **PROCEDURES**

1. Complaints - General
  - a. It is recognized that departmental personnel are often subject to intense pressures in the discharge of their duties. The employee must remain neutral under circumstances which are likely to generate tension, excitement, and emotion. In such situations, words, actions, and events frequently result in misunderstanding and confusion. It is to the advantage of all employees to have a procedure for the investigation of allegations of misconduct and the underlying circumstances of an incident so that complaints can be resolved.
  - b. Citizens will be encouraged to bring forward legitimate complaints regarding conduct by departmental employees. These complaints will be received

courteously, handled efficiently, and all personnel will assist and cooperate in the processing of citizen complaints consistent with established procedures. If the citizen needs an explanation or clarification of a procedure of the Cleveland Police Department, this will be explained to them, which may resolve the original "complaint".

- c. A copy of "**How to Submit a Compliment, Comment or Complaint to the Cleveland Police Department**" (CPD Form 123) will be posted in the public area of the Police Department, provided to media representatives upon request, and may be given to any citizen requesting information on how to make a complaint against the Department or an employee of the Department. <52.1.5>

## 2. Responsibility for Handling Complaints

- a. Complaints regarding police operations will be handled through the chain of command, unless specifically assigned by the Chief of Police. Complaints involving how police service is provided, failure to provide service, misconduct, improper attitudes or behavior will be investigated and handled by the appropriate Shift Supervisor or Division Commander, with information reported to the Chief of Police through the chain of command, concerning the nature of the complaints, the facts developed, and the action taken or recommended. <52.2.1a>
- b. Complaints alleging criminal activity and/or brutality or incidents involving personnel of more than one division or supervisory personnel will be handled as an internal affairs matter and responsibility for investigation will be assigned by the Chief of Police to a disinterested officer of command rank, who will refer to and follow the Internal Investigations - General Order 8-H. <52.2.1b>
- c. Any matter which a Shift Supervisor or Division Commander believes should be referred directly to the Chief of Police for investigation will be referred through the Assistant Chief for further review.

## 3. Receipt of Complaints <52.2.2, 52.2.3>

- a. Complaints, regardless of the nature, can be lodged in person, by mail, or by phone at any time. A written record will be made of all formal complaints against the Cleveland Police Department or its employees "**Complaint Received Form**" (CPD Form 124). As part of the follow-up investigative activity, persons making complaints by mail or phone will normally be interviewed and shall be requested to prepare a written, signed complaint "**Citizen Complaint Form**" (CPD Form 125). Refusal to prepare a written complaint will have no bearing on the completion of the investigation. Anonymous complaints will be accepted and will be investigated to the extent possible. Any officer with the rank of Sergeant or above shall courteously and promptly accept and document citizen's complaints of misconduct. Non-sworn personnel and officers below the rank of sergeant **will notify an officer of the rank of Sergeant or above that a complaint has been received and shall courteously and promptly refer citizens with complaints to that supervisor.**
- b. Every effort shall be made to facilitate the convenient, courteous, and prompt receipt and processing of citizen complaints. An employee of the department, who interferes with, discourages, or delays the making of complaints shall be subject to disciplinary action.
- c. A citizen with a complaint will be referred to a Shift Supervisor, who will ascertain pertinent information concerning the complaint and record it on a "**Complaint Received Form**" (CPD Form 124). The Shift Supervisor shall forward the complaint to the appropriate Division Commander who will make a preliminary determination as to who is responsible for follow-through on the complaint. The Commander will, if circumstances dictate, conduct a preliminary investigation,

including interview of the complainant and any witnesses readily available. For incidents involving serious misconduct, the Assistant Chief will be contacted immediately, and if necessary will contact the Chief of Police. Regardless of responsibility for complaint follow-up, a copy of the "**Complaint Received Form (CPD Form 124)**" will be provided to the Assistant Chief by 0900 hours the following working day. The Chief of Police, or his designee, will send a written acknowledgement of receipt of the complaint to each complainant "**Confirmation of Complaint (CPD Form 126)**". [<52.2.4a>](#)

- d. When it appears to the investigating officer that the complainant is under the influence of intoxicants or drugs or evidences any other trait of condition bearing on his/her credibility, the investigating officer will note these conditions and any other pertinent remarks on the report. Comments will also be made as to the physical condition of the complainant, specifically noting any visible marks or injuries relative to the alleged complaint.
- e. A member receiving a citizen complaint through the U.S. Mail shall place the correspondence and envelope in a sealed envelope and forward it to the Chief of Police, who will determine investigative responsibility.
- f. At the time employees are notified that they have become the subject of a complaint, the investigating officer will issue the employee a written statement of allegations and the employee's rights and responsibilities relative to the complaint investigation
- g. Complaints will not normally be accepted more than 30 days after the alleged incident, except:
  - (1) When the act complained of is a criminal violation, the department will investigate regardless of any time limitations
  - (2) When the complainant can show good cause for not making the complaint earlier.

10. Communication with Complainants:

- a. The officer who is assigned to conduct the internal investigation will be responsible for providing written verification (see example form #126) to the complainant that the complaint has been received and has been assigned for processing. The verification letter shall be prepared by the investigating officer and signed by the Chief of Police. This process of notification will not, of course, apply to anonymous complaints.
- b. At the conclusion of the investigation it will be the responsibility of the Chief of Police or his designee to issue a letter to the complainant and/or to meet personally with him or her to state the findings of the investigation and corrective or disciplinary action (if any) taken as a result of the investigation.

11.

4. Disposition of Complaints Regarding Police Operations [<52.2.4b, 52.2.4c>](#)

Normally, the Assistant Chief will develop information concerning the complaint and take or recommend appropriate action to the Chief of Police, who will:

- a. Notify the complainant in writing or by telephone as appropriate concerning the disposition of the complaint. If such notification to the complainant will be delayed more than 15 calendar days (for example, due to pending court case), the Assistant Chief will send an interim reply advising of the delay in resolution of the matter.

5. Disposition of Serious Complaints - Internal Affairs Procedures <52.1.4>

Refer to General Order 8-H – Internal Investigations

6. Review

At the conclusion of the investigation by the assigned officer, the Chief of Police will review all complaints made against members of the department to determine whether a proper investigation was conducted and each process of the procedure was followed.

7. Annual Analysis <52.1.6>

The Assistant Chief and/or the Chief of Police shall conduct an annual analysis of all complaints against the department or its employees to serve as a management tool to identify trends in filed complaints, and steps that may be taken to minimize the cause of such complaints in the future. The results of all complaints will be made public as a part of the department's Annual Report or upon request.









<b>CLEVELAND POLICE DEPARTMENT</b>	<b>GENERAL ORDER</b>
AUTHORIZED BY <u>Wesley B. Snyder, Jr.</u>	NUMBER <u>10-A</u>
SUBJECT <u>LIMITS OF AUTHORITY / CONSTITUTIONAL SAFEGUARDS</u>	
NEW _____ AMEND <u>X</u> RESCIND _____	
ISSUED <u>August 15, 2002</u>	REVISED <u>June 8, 2006</u>
EFFECTIVE <u>June 22, 2006</u>	

**POLICY**

The U.S. Constitution guarantees every citizen certain safeguards from government intrusion into their lives. Their safeguards have become the cornerstones for the application of criminal justice in America. Consequently, these safeguards have placed limitations on the authority of police to enforce the laws of the nation, state, and city.

**PURPOSE**

The purpose of this general order is to define the legally mandated authority for the enforcement of laws, to establish procedures for assuring compliance with constitutional requirements during criminal investigations, and to set forth guidelines concerning the use of discretion by Cleveland Police Officers. It defines the authority, guidelines, and circumstances when police officers should exercise alternatives to arrests and pre-trial confinement.

**PROCEDURES**

**1. Police Authority to Enforce Laws. <1.2.1>**

- A. The Home Rule Provision of the Constitution of the State of Tennessee (Article II, Section 9) gives police officers of cities and towns the authority to enforce the criminal laws of the state and ordinances and regulations of the city in which they are appointed.
- B. When a sworn police officer takes the Cleveland Police Department Oath of Office he/she affirms that he/she has all the qualifications named in the Cleveland City Charter for the office or employment he/she is about to assume, he/she will support the Constitution of the United States and the State of Tennessee and the Charter and Ordinances of the City of Cleveland, and that he/she will faithfully discharge the duties of his/her office of employment.

**2. Limitations on Police Authority. <1.2.1>**

Limitations on police authority are derived from statutes, federal, state and local judicial interpretation of laws, opinions of the Attorney General, departmental policies/rules and regulations, and city administrative decisions.

- A. Statutory Limitations - These limitations include, but are not limited to:

- 1) Authority to enforce laws outside the city limits - TCA 6-54-301 states:

The police authority of all incorporated towns and cities shall extend to a distance of one (1) mile from the lawful corporate limits thereof, for the suppression of all disorderly acts and practices forbidden by the general laws of the state; provided that such jurisdiction of an incorporated town or city shall not be hereby extended beyond the limits of the county in which any part of such town is situated, or so as to come within one (1) mile of any other incorporated town or city. [Acts 1870, ch. 67, § 1; Shan., § 1924; Code 1932, § 3336; T.C.A. (orig. ed.), § 6-609.]

**Cross-References.** Arrest by Private Persons, § 40-7-109.  
Assistance by law enforcement personnel from other jurisdictions, agreements to provide, § 6-54-307.

**Textbooks.** Tennessee Criminal Practice and Procedure (Raybin) § 18.164.  
Tennessee Jurisprudence, 3 Tenn. Juris., Arrest § 3; 19 Tenn. Juris., Municipal Corporations, § 28.

## NOTES TO DECISION

Analysis:

1. Validity if extension of authority beyond one mile.
2. Offense committed within sight.

### 1. **Validity of Extension of Authority Beyond One Mile.**

A statute authorizing the exercise of certain police powers, and the abatement of nuisances declared by city ordinance, in a summary way, for ten miles beyond corporate limits, and empowering such city by ordinance to prohibit pigpens, cow stables, and dairies within two miles of the city limits, and empowering such city to exercise all governmental and police powers within its limits and for two miles outside, thereof, was unconstitutional as violative of Tenn. Const., art. I, § 8. *Malone v. Williams*, 118 Tenn. 390, 103 S.W. 798 (1907). Local law enforcement officials have the right to make arrests as private citizens beyond the statutory one-mile limit. *State v. Johnson*, 661 S.W. 2<sup>nd</sup> 854 (Tenn. 1983), criticized *State v. Odom*, 928 S.W. 2d 18, 1966 Tenn. LEXIS 360 (Tenn. 1996), criticized *Harries v. State*, 958 S.W. 2d 799, 1997 Tenn. Crim. App. LEXIS 733 (Tenn. Crim. App. 1997), questioned *State v. Cribbs*, 1997 Tenn. Crim. LEXIS 142 (Tenn. Crim. App. Feb. 14, 1997); *State v. Flynn*, 675 S.W.2d 494 (Tenn. Crim. App. 1984). In a drunk driving case, when the city officer first observed the defendant speeding, defendant was still inside the city limits. It was clear that the officer had probable cause to stop the defendant and the officer had the authority to stop and arrest defendant, even though the arrest was made outside the officer's jurisdiction, two miles outside the city limits, under the private arrest statute, T.C.A. § 40-7-109; however, when the officer made such an arrest, he acted at his own peril. *State v. Bellamy*, -S.W.3d-, 2004 Tenn. Crim. App. LEXIS 935 (Tenn. Crim. App. Oct. 20, 2004), appeal denied by 2005 Tenn. LEXIS 237 (Tenn. Mar. 7, 2005).

### 2. **Offense Committed Within Sight.**

Where the city police officer pursued the defendant beyond the City limits in an attempted arrest for an offense committed within his sight, the arrest of the defendant for a later offense committed within the sight of the police officer was valid. *Francis v. State*, 498 S.W.2d 107 (Tenn. Crim. App. 1973).

- 2) Service of warrants outside the city - T.C.A 6-54-302 states: "Any duly and regularly appointed police officer of a municipality within the state having a duly constituted city or municipal court shall have authority to serve warrants for the

arrest of persons for municipal offenses committed within the municipal limits, at any point within the county wherein the municipality is located."

- B. Judicial Limitations - Courts constantly interpret laws that place limitations on the authority of the police. The more common include: Miranda rights/warning, rulings on search and seizure, eyewitness identification, lineups, etc.

### 3. The Fifth Amendment Right Against Self-Incrimination. <1.2.3>

Police officers are often in doubt as to when or if they should advise an individual of his Miranda Warnings. While Miranda deals with in-custody interrogation, the question of when "custody" applies arises. Escobedo v. Illinois requires the giving of Miranda Warnings when the investigation focuses on a suspect or suspects and the interrogation reaches the accusatory stage. Since these two cases appear to contradict each other, a proper guideline for police officers to follow would be to advise suspects of their Miranda Warnings at any time the person with whom you are speaking becomes or is a suspect.

- A. In order to achieve uniformity and ensure that individuals receive their Miranda Warnings; police officers will have copies of the Miranda Warnings and Waiver at their disposal. When advising individuals of their rights, the warning and waiver will be read aloud as follows:

#### "Your Rights"

"Before we ask you any questions, you must understand your rights. You have the right to remain silent. Anything you say can and will be used against you in court. You have the right to talk to a lawyer for advice before we ask you any questions and to have him with you during questioning. If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning, if you wish one. If you decide to answer any questions now without a lawyer present, you will still have the right to stop answering at any time. You also have the right to stop answering at any time until you talk to a lawyer."

#### "Waiver"

After the warning, and in order to secure a waiver, the following questions should be asked and an affirmative reply secured to each question.

- 1). "Do you understand each of these rights I have explained to you?"
  - 2). "Having these rights in mind, do you wish to talk to us now?"
- B. After the above rights have been read, understood, and the individual wishes to waive them, officer will have them sign the Admonition and Waiver form **(TSI-BLER 13)**.

### 4. Police Limitations on Search and Seizure.

The Fourth Amendment guarantees the right for people to be free from unreasonable searches and seizures of their homes, person, and things. The Supreme Court is constantly interpreting the Fourth Amendment as it applies to police conduct. Illegally seized items of evidence will not be admitted in court and may cause dismissal of a criminal case. Additionally, an illegally conducted search invites civil suits under the Civil Rights Act. In order to ensure that citizens' Fourth Amendment rights are protected, Cleveland Police Officers will obtain search warrants in all appropriate criminal cases except the following:

- A. Consent Searches - The consent must be voluntarily given by someone who has the authority to relinquish their right. When exercising a consent search the officer should get a written release on the Permission to Search form. **(CPD Form 133)**. Officers should be mindful that the individual can stop the search at any time. <1.2.4a>
- B. Stop and Frisk - Officers may make an investigatory stop when there is reasonable suspicion supported by specific facts that a crime has been or is about to be committed by the person stopped. Officers may conduct a pat-down search for weapons when articulable reasons justify for officer safety. <1.2.4b>

- C. Movable vehicle exception – Under the “automobile exception”, if a car is readily mobile and probable cause exists to believe it contains contraband the Fourth Amendment permits police to search the vehicle without a warrant. <1.2.4c>
- D. Plain View - The officer must be legally where he or she can discover fruits, instruments, evidence, or contraband, and the seizure must be inadvertent. The property must be recognized as fruits, instruments, evidence of a crime, or contraband.
- E. Abandoned Property.
- F. Inventory Searches of Vehicles. See General Order 12-G – Towing / Wrecker Service. <1.2.4f>
- G. Incident to Arrest - only the area within the immediate control or path of flight of the person may be searched.
- H. Exigent (Emergency) Circumstances - To prevent destruction/loss of evidence or when there is danger to the public. <1.2.4c, 1.2.4e>
- I. "Fresh Pursuit." as defined in T.C.A 40-7-202 (Definitions) <1.2.4c>
- J. Tennessee statutory limitations on strip searches: As stated in T.C.A 40-7-119, strip searches are restricted as follows: <1.2.4g, 1.2.8a>
  - 1). As used in this section, "strip search" means having an arrested person remove or arrange some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such person. <1.2.8a>
  - 2). No person arrested for a traffic, regulatory or misdemeanor offense, except in cases involving weapons or a controlled substance, shall be strip searched unless there is a reasonable belief that the individual is concealing a weapon, a controlled substance or other contraband. <1.2.8a>
  - 3). Officers of the Cleveland Police Department may conduct Strip Searches under the following guidelines: <1.2.8b, 1.2.8c>
    - a) A strip search requires an arrested person to remove or arrange some or all of his clothing to permit a visual or manual inspection of genitals, buttocks, anus, breast in the case of females, or undergarments of such person.
      - 1). Strip searches cannot be conducted on persons arrested for traffic or misdemeanor offenses except when the crime is violent in nature, involves a weapon or a controlled substance, or there is probable cause to believe the arrestee is concealing a weapon, a controlled substance or stolen property. **Department personnel will comply with Tennessee Code Annotated 40-7-119.** A strip search must be conducted by a member of the same gender as the arrestee. Any observers of the strip search must also be of the same gender as the arrestee, have a legal and compelling reason to be present, and are limited to the number necessary to safely conduct the strip search. Further, the strip search shall be conducted in an area where the search cannot be observed by persons not conducting or observing the search pursuant to statute.
      - 2). Officers cannot order strip searches without first obtaining the written authorization of their supervisor, and completing form #1520 "Strip Search Authorization". Strip searches of male arrestees will be

observed by the officer's supervisor. Strip searches of female arrestees will be observed by another employee of the department of the same gender, or a correctional officer of the same gender from the Justice Center. **UNDER NO CIRCUMSTANCES WILL STRIP SEARCHES BE CONDUCTED BY A MEMBER OF THIS DEPARTMENT ALONE.**

- 3). Blanket written authorization may be given in advance for an operation likely to result in numerous arrests. The operation must be a pre-planned contained activity such as a reverse sting, a series of buy-busts as part of a one day operation, or a roundup of subjects for a group of warrants. Blanket authorization only applies to prisoners with felony narcotics charges and must be approved by the officer's supervisor utilizing form #1520 "Strip Search Authorization".
- 4). Other felony and misdemeanor arrests require individual supervisory approval and completion of the form #1520. This form must be completed prior to strip searches and will become part of the arresting officer's case file.

- b) If at any time it is decided that a body cavity search needs to be conducted, it will be under a court order and the search will be conducted at an appropriate medical facility with medical personnel conducting the search. Officers will be present during the search.

- K. Crime Scenes without a Warrant - Under Exigent Circumstances, (See 4-H above), plain view, (See 4-C above), or with owner's consent, **CPD Form 133** Officers investigating a crime have the legal authority to conduct a search without a warrant, because the reason the officer is at the scene is the product of a crime that occurred. If searching an immovable object (house, building, etc.) the officer should have the consent signed before conducting search. <1.2.4d>

## 5. Police Limitations Pertaining to Eyewitness Identification.

Eyewitness identifications generally do not provide reliable evidence during criminal investigations. Consequently, the Supreme Court has addressed this issue in numerous cases and set forth guidelines to be followed when eyewitness identifications are solicited by police. Eyewitness identifications may take the following form:

- A. On Scene Identification - One-on-one identifications have been held constitutional so long as the period of time between the offense and the identification is brief. One to three hours would be a reasonable amount of time.
- B. Police Line-ups - Line-ups should be conducted using persons having similar physical characteristics as the suspect. The accused have the right to have an attorney present during the line-up and the line-up may not take place until that attorney is present. The attorney may not offer any suggestions, etc., as to the conducting of the line-up, but may merely be present. All line-ups must be documented by the police as to date, time, place, names of participants and witnesses, and location of suspect/participants pursuant to this General Order.
- C. Photo Line-ups - In conducting photo line-ups, the photos must depict persons displaying similar physical characteristics as the suspect. Simply showing an eyewitness a single photo of the suspect has been ruled unconstitutional. As a general rule, a photo line-up containing 6-8 photos would be a reasonable action on the part of the police. Photographs shown to witnesses will not contain any identifying information. Photo line-ups will be documented as section 5B in to this General Order.

## 6. Limitations on Police Authority Pertaining to Hearing Impaired Persons - Refer to General Order 14-C.

## **7. Limitations on Police Authority by Local Courts.**

From time to time the local courts may limit police authority to enforce state statutes and local ordinances. These limitations include but are not limited to:

- A. The enforcement of certain parking ordinances.
- B. The handling of juvenile offenders. See General Order 15, Juvenile Procedures.
- C. The issuance of citations as opposed to arrests/incarceration.
- D. Restrictions relating to the animal control ordinance.

## **8. Limitations on Police Authority by Attorney General.**

From time to time the Attorney General may issue opinions to the department which may impose limitations on the police. These areas include, but are not limited to:

- A. Prosecution of certain cases.
- B. Extradition.
- C. Enforcement of certain statutes pending opinions from the Attorney General's Office.

## **9. Other Limitations on Police Authority**

- A. Parking violations.
- B. Enforcement of Municipal Ordinances.
- C. All Police Department Policy/Rules and Regulations concerning the use of force. See General Order 10-C – Use of Force.

## **10. Changes in Laws/Interpretational Limitations**

Periodically, changes take place which may impose new limitations on police authority or removal of or altering of existing limitations. Normally, annual updates on such changes are provided to all personnel. In case immediate changes in departmental operations are required, such information may be received orally and confirmed in writing.

## **11. Compliance with Constitutional Requirements during Criminal Investigations <1.2.3>**

All officers, when conducting criminal investigations, will take all precautions necessary to ensure that all persons involved are afforded their constitutional safeguards. Police officers will ensure that:

- A. All statements or confessions are of a voluntary nature and no coercion whatever is used.
- B. All persons are advised of their rights in accordance with this general order.
- C. All arrested persons are taken within a reasonable time before a magistrate for formal charging.
- D. All persons accused or suspected of a criminal violation for which they are being interrogated are afforded an opportunity to consult with an attorney.
- E. Prejudicial pre-trial publicity of the accused is avoided so as not to interfere with a defendant's right to a fair and impartial trial. See General Order 6-G, Media Relations.

## **12. The Use of Discretion by Police Officers <1.2.7>**

- A. Police officers, by the nature of their job, are constantly afforded opportunities, as well as required, to exercise discretion in the performance of their duties. The Cleveland Police Department provides officers with written policy and procedures, departmental orders, directed patrol assignments, and training in order to aid them in making decisions which call for the use of discretion in performing their duties.
- B. With the exception of Departmental rules and regulations, Departmental policy generally gives officers factors or guidelines to consider in exercising their discretion. It is up to the individual officer to consider the relevant factors, the situation, and then, using knowledge

previously gained, training, and good judgment, makes appropriate decisions. An officer exercising such discretionary judgment will not normally be held to be totally wrong by a Supervisor, although the Supervisor may point out factual errors or other alternatives which might have been more appropriate. It is from this learning experience that an officer's discretion improves and develops.

**13. Alternatives to Arrest/Pre-arraignment Confinement <1.2.6>**

A. Under certain circumstances police officers are faced with situations where an arrest and pre-arraignment confinement will not present an adequate solution to the problem. When these situations arise, officers may elect to exercise certain alternatives such as the issuance of citations, referral to a social service agency, or simply a warning. Examples may include:

- 1). Mentally or emotionally disturbed persons.
- 2). Juvenile offenders. See General Order 15, Juvenile Procedures.
- 3). Transient persons who need shelter, food, etc.
- 4). Certain misdemeanor cases.

B. Use of Misdemeanor Citations in Lieu of Continued Custody: (See General Order 11-D, Misdemeanor and Ordinance Citations)

By state law, misdemeanor citations in lieu of arrest will not be issued if:

- 1). The person arrested requires medical examination or medical care, or if he is unable to care for his own safety.
- 2). There is a reasonable likelihood that the offense would continue or resume, or that persons or property would be endangered by the arrested person.
- 3). The person arrested cannot or will not offer satisfactory evidence of identification, including the providing of a field-administered fingerprint or thumbprint which a peace officer may require to be affixed to any citation.
- 4). The prosecution of the offense for which the person was arrested, or of another offense, would thereby be jeopardized.
- 5). A reasonable likelihood exists that the arrested person will fail to appear in court.
- 6). The person demands to be taken immediately before a magistrate or refuses to sign the citation.
- 7). The person arrested is so intoxicated that he or she could be a danger to himself or herself or to others.
- 8). There are one (1) or more outstanding arrest warrants for the person.

When one or more of the above listed conditions are present with any misdemeanor or ordinance violation situation, officers will not issue a citation in lieu of arrest.

**14. Limitations on Intelligence Activity (United States Code of Federal Regulations- 28 CFR Part 23)**

A. Departmental intelligence gathering activities will be limited to that information concerning criminal conduct that relates to activities that present a threat to the community.

B. Departmental personnel and equipment will only be used in conjunction with intelligence gathering activities, as defined above, in full compliance with all laws, and only with the advance approval of the Chief of Police.

C. Intelligence information will be collected, utilized and processed as described in General Order 13-A – Investigative Division.

D. Informants see General Order 13-C – Informants.

**CLEVELAND POLICE DEPARTMENT  
PERMISSION TO SEARCH**

Date \_\_\_\_\_

Time \_\_\_\_\_

I, \_\_\_\_\_, have been informed by  
\_\_\_\_\_ who have made proper  
identification as a/an authorized law enforcement officer(s) of the Cleveland Police Department, of  
my right not to have a search made of the property owned by me and/or under my care or control  
hereinafter mentioned, I, \_\_\_\_\_, hereby WAIVE this right.

Knowing of my lawful right to refuse a consent search, I willingly give my permission to the above  
named officer(s) to conduct a complete search. This written permission to search is given by me to  
the above officer(s) voluntarily, without duress or coercion and with out any threats or promises of  
any kind.

At \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Time)

Consenting Signature \_\_\_\_\_

Property to be searched described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officer(s) \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_

Circumstances surrounding incident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLEVELAND POLICE DEPARTMENT  
STRIP SEARCH AUTHORIZATION**

DATE:

LOCATION OF SEARCH:

PRISONER	CASE NUMBER	CHARGES w/HIGHEST PENALTY
1.		
2.		
3.		
4.		
5.		

REMARKS:

OFFICER(S) CONDUCTING SEARCH

Print Name(s)/Badge Number(s)

OFFICER(S) CONDUCTING SEARCH

Print Name(s)/Badge Number(s)

WITNESS TO SEARCH

Print Name/Badge Number

WITNESS TO SEARCH

Print Name/Badge Number

SUPERVISOR:

Signature

Date Print Name/Rank

1. A strip search must be performed by a person of the same gender as the arrestee.
2. Any observers of a strip search must be of the same gender as the arrestee.
3. Strip searches must be conducted in an area where the search cannot be observed by persons not conducting or observing the search pursuant to TCA #40-7-119

ATTACH THIS FORM TO ARREST REPORT

FORM #1520

**ADMONITION AND WAIVER**

Name of Agency \_\_\_\_\_

Before we ask you any questions, you must understand your rights.

You have the right to remain silent.

Anything you say can be used against you in court.

You have the right to talk to a lawyer for advice before we ask you any questions and to have him with you during questioning.

If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning, if you wish one.

If you decide to answer any questions now without a lawyer present, you will still have the right to stop answering at any time. You also have the right to stop answering at any time until you talk to a lawyer.

**WAIVER OF RIGHTS**

I have read this statement of my rights and I understand what my rights are. I am willing to make a statement and answer questions. I do not want a lawyer at this time. I understand and know what I am doing. No promises or threats have been made to me and no pressure or coercion of any kind has been used against me.

Signed \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Time \_\_\_\_\_

# STATEMENT

				Agency ID	Year	Month	Day	Time
Name			Sex	Race	D. O. B.	TN		
Address								
Date / Time		Location Given				To Whom Given		

<b>CLEVELAND POLICE DEPARTMENT</b>	<b>GENERAL ORDER</b>
AUTHORIZED BY _____ <b>Wesley B. Snyder, Jr.</b> _____	NUMBER _____ <b>11-L</b> _____
SUBJECT _____ <b>ALARMS</b> _____	
NEW _____ AMEND <input checked="" type="checkbox"/> RESCIND _____	DATE _____ <b>February 15, 2006</b> _____

<81.2.13>

**POLICY**

Alarm devices are a means of notifying the police that a robbery or burglary is in progress when the use of a telephone is impractical or impossible. Officers of the Cleveland Police Department will exercise sound judgment and proceed with extreme caution when answering any type of alarm call. Despite the large number of false alarms, no police officer can afford to give up their life when the alarm turns out to be real and the officer thought it was false.

**PURPOSE**

To establish a plan of action to be taken in response to activated alarms.

**PROCEDURES**

**1. Activated Alarms**

Dispatching/Response/Notification:

- A. When a silent alarm is activated at the Cleveland/Bradley County 911 Center, the alarm will be dispatched to a unit in that zone; another unit will be dispatched to backup the unit assigned.
- B. Normally, responding units will respond as quickly and safely as possible always acting in accordance with T.C.A. 55-8-108.

**2. Bank/Business Alarms**

- A. All possible exit areas should be covered. After responding units have arrived and are in position, the dispatcher will immediately initiate and maintain telephone contact with business or home until such time that the responding officer clears the situation. Dispatchers will telephone businesses only during working hours.
- B. If the telephone call goes unanswered, responding units shall be advised of such.
- C. If the business is closed, the owner or individual on the Responsible Person List should be notified immediately.
- D. A business, showing no physical signs of a break-in, should be entered only after the owner arrives and officers should conduct a complete and thorough search of the premises.
- E. Officers at the scene knowing that a break-in has occurred and perpetrator is still inside the building should take appropriate action to apprehend suspect(s).

**3. Residential Alarms**

- A. Attempts should be made to contact owner or person left in charge of the residence before entering.
- B. The area should be checked for suspicious persons or vehicles.
- C. Unescorted entry should only be made if a suspect is believed to be still on the premises.

**4. Robbery/Burglary**

- A. If a robbery or burglary has taken place, and such notice is conveyed by telephone, dispatch will attempt to obtain any available information as to suspect's description, mode and direction of travel; and will advise the business or home to keep everyone out except authorized personnel.
- B. Officers shall proceed with caution in the event suspects are in immediate area.
- C. Secure the crime scene and all physical evidence and summon appropriate personnel, see General Order 13-B, "Investigations/ Responsibilities.

**5. False Alarms**

- A. After responding officers determine the situation to be a false alarm, they will advise the dispatcher by telephone or radio that alarm was false, and the cause, if known. If the dispatcher is advised prior to the officers' arrival that the call is false (alarm company, etc.), the officer(s) will continue to the scene and verify that the alarm was false.
- B. If an alarm is determined to be a nuisance Operations Captain, for the Chief of Police, will be responsible for taking appropriate as provided for in the Cleveland Municipal Code.

CLEVELAND POLICE DEPARTMENT		GENERAL ORDER	
AUTHORIZED BY	Wesley B. Snyder, Jr.	NUMBER	14-B
SUBJECT		HELICOPTER MEDICAL EVACUATION	
NEW	X	AMEND	RESCIND
DATE		March 5, 2007	
REVIEWED	_____ / _____	_____ / _____	_____ / _____

**POLICY**

Providing expeditious medical assistance to the injured and sick is a vital part of the community services offered in the City of Cleveland and by the Cleveland Police Department. A service available in our community is the helicopter medical evacuation. Police assistance in support of helicopter operations may be required.

**PURPOSE**

The purpose of this policy is to provide guidance to Cleveland Police Department officers in support of helicopter medical evacuation.

**PROCEDURE**

**1. Responsibility**

A. Decisions as to the transportation of sick or injured persons by utilization of helicopter medical evacuation services should be made by competent medical personnel, including a doctor, nurse, or appropriate emergency service personnel.

B. Limitations on the availability of helicopter medical evacuation services are imposed by the following:

1. Weather - fog, heavy rain, electrical storms, high winds, etc., will prevent helicopter response to calls.
2. Prior Calls - when the helicopter is already engaged on a prior call, it shall not usually be available for service.
3. Down Time - helicopters are not available during those times when scheduled maintenance is being completed.

A. Selection of Provider- Two (2) helicopter medical evacuation services exist to serve this area; *LIFEFORCE* based at Erlanger Medical Center and AIR EVAC located at Athens Regional Medical Center. All requests for helicopter medical evacuation shall initiate through the personnel of the Cleveland/Bradley 911 Center, the Cleveland Fire Department, or any qualified medical personnel.

B. When a request for helicopter medical evacuation service is affected, the following information should be known:

1. Landing zone (LZ) location
2. Number of persons to be evacuated
3. Type and severity of injury to patient

C. In situations where the medical evacuation by helicopter will take place at, or near, the scene of an emergency (not at a pre-planned site), the officers of the Cleveland Police Department will assist in the selecting and marking of the landing site and in related traffic/personnel safety activities.

## **2. Emergency Landing Zone Selection/Assistance**

A. When a medical decision has been made to request the assistance of helicopter medical evacuation services at an accident/emergency scene in the City of Cleveland, the Cleveland/Bradley 911 Center staff will advise their preference for a landing zone (LZ), or may inquire where a more suitable landing zone is located. The Shift Supervisor shall assist in this instance. Care should be taken when selecting the site within the City to avoid areas with overhead wires, or ground surface with loose materials that can be blown around, such as gravel parking lots. Paragraph D describes desired landing zone characteristics that must be considered. The Cleveland/Bradley 911 Center dispatcher will provide all available information in reference to the landing zone location, hazards, markings, and weather conditions to the helicopter service provider.

B. All of the helicopter medical evacuation services have the capability to link up with the Cleveland Police Department/or Cleveland Fire Department radio frequencies. Through this capability the officers at the scene may communicate directly with the crew on the helicopter. The officer in charge of the landing zone (LZ) will provide the following information to the flight crew:

1. Radio call numbers of officers who will be at the landing zone (LZ)
2. Landing zone (LZ) location and nearby hazards
3. Local weather conditions at the landing zone (LZ)

C. Two or more police officers should be assigned to assist at the helicopter-landing zone (LZ) with traffic/personnel safety. Officers are also to provide lighting (when needed), assistance to aircraft crew, and keep on-lookers at bay. All officers must be familiar with helicopter safety rules in Paragraph E.

D. Proper landing zone (LZ) selection and preparation is essential to the safety of the mission. Once the helicopter has been dispatched, police ground safety personnel need to prepare the largest, unobstructed landing zone possible. Good sites are fields (animal free), a playground (unoccupied), parking lot, highways, or median strips. Follow these guidelines:

1. Minimum landing zone 125 feet by 125 feet
2. Maximum acceptance ground slope of 10 degrees
3. Report all hazards, such as wires, poles, rocks, trees, etc.
4. Clear the landing zone (LZ) of all loose objects and debris such as: sticks, cans, etc. Vehicles with loose items, such as utility trucks, need to be cleared.
5. At night, police cruisers may be needed to light landing zone (LZ). A minimum of two can mark the landing zone (LZ) by directing their headlight beams toward landing area. The point that beams cross should be over touch down site. Emergency lights (rotators) can be used to indicate outer perimeter of landing zone.

E. Helicopter safety rules are based on common sense. Be cautious, calm, and do not rush. Follow these rules:

1. Never approach aircraft until authorized by crewmember to do so.
2. Remain clear of the helicopter unless accompanied by crewmember.
3. Always approach the helicopter from the front of the aircraft, never from the rear.
4. Always approach a helicopter that has been landed on a slope from the down hill side.
5. No unauthorized personnel should be allowed within 100 feet of aircraft.
6. No smoking should be allowed within 100 feet of aircraft.

7. Transferring patient to the helicopter litter will be done outside main of rotor disc by medical/rescue personnel only.
8. Long objects, such as IV poles, should be carried parallel to the ground and below waist level, so as not to interface with rotor blades. Nothing carried should be in a position higher than carrier's head.
9. Remove your hat prior to landing operations.

AUTHORIZED BY Wesley B. Snyder, Jr. NUMBER 14-DSUBJECT EXTRA PATROL / VACATION WATCHNEW \_\_\_\_\_ AMEND X RESCIND \_\_\_\_\_ DATE March 05, 2007**POLICY**

The Cleveland Police Department periodically checks citizens' residences while they are away on vacation or on business. This service is a courtesy to our community members. Citizens use this service because it makes them feel more comfortable about leaving their homes unattended. While it is understood that the mere visual and physical checking of homes may not prevent a burglary, or some other incident, it may deter that would-be criminal, and increase the possibility of finding it once it has occurred.

**PURPOSE**

The purpose of this general order is to establish procedures to ensure that department-wide communication is achieved with regard to checking a citizen's residence or business.

**PROCEDURES****1. Requests for Extra Patrol/Security Checks**

A request for vacation watch can be submitted at any time for the convenience of our community members. When this occurs, the individual receiving the request will complete a Homeowner out of Town / Vacation Watch Log. (CPD Form 221) This can be filled out over the phone by members of the Cleveland Police Department.

**2. Contact Information**

The person completing the *Extra Patrol Request* form (CPD Form 1115) will obtain the necessary information from the citizen in order to complete it. In the section titled "notes," provide information regarding who will be checking the house, or taking in the mail, or other relevant information. In addition, ask the citizen to be sure to call the Department should they return earlier than expected.

**3. Posting and Review**

Upon completing the *Extra Patrol Request* form, it shall go directly to the on duty Shift Supervisor. After reviewing the *Extra Patrol Request* form, the Shift Supervisor will post the request in the pass down log for other shifts to view, write it on the board in the roll call room. This procedure helps to ensure that all officers are aware of necessary information relating to the vacation watch, so that they can take appropriate action.

**4. Documenting Checks**

Each shift shall try to make a check of each request at least once each shift, and have the dispatcher record the house check by radio callout. The name and address of homeowner should not be broadcast.

**5. Ending Checks**

When the citizen returns and the vacation watch is over, the Shift Supervisor shall erase the information from the board, and notate the vacation watch completion in the pass down log. The *Extra Patrol Request* form shall remain on record, with the Records Unit, for one year.



**Home Owner Out of Town / Vacation Watch Log**

HOMEOWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

PHONE \_\_\_\_\_

DESCRIPTION / DIRECTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPECIAL INSTRUCTIONS IN CASE OF FIRE OR THEFT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ RETURN DATE \_\_\_\_\_

EMERGENCY NOTIFICATION OF HOME OWNER (ADDRESS, CITY, STATE, PHONE): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCAL EMERGENCY CONTACT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DOES ANYONE HAVE KEYS TO HOME OR BUSINESS YES [ ] NO [ ]

WILL ANYONE BE AT THE HOME OR BUSINESS YES [ ] NO [ ]

IF SO NAME AND ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

OFFICER/DISPATCHER \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

HOMEOWNER SIGNATURE \_\_\_\_\_



**CLEVELAND POLICE DEPARTMENT  
WATCH ORDER**

Zone \_\_\_\_\_

Case Number \_\_\_\_\_

Address of Watch Order \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Dates Requested Times Requested

Business \_\_\_\_\_  
Name Type Telephone

Residence \_\_\_\_\_  
Owner/Requesting Party Address if different Telephone  
from Watch Order

Witness/  
Victim \_\_\_\_\_  
Name Telephone

Reason for Watch Order request (must be completed). List pertinent information:

\_\_\_ Burglaries \_\_\_ Alarm Out \_\_\_ Vandalism \_\_\_ Occupant Absent \_\_\_ Suspicious Activity  
\_\_\_ Witness (List type case, possible subjects) \_\_\_\_\_  
\_\_\_ Other (Explain) \_\_\_\_\_

Additional Information \_\_\_\_\_

Vehicles Parked at Location:

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Additional Information - List location of lights left on, locks/chains on gates, dog, alarms.

\_\_\_\_\_

Emergency contact information and persons with access to business or residence:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Key? \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Key? \_\_\_\_\_

Assigned To:

\_\_\_\_\_  
\_\_\_\_\_

Watch Order Taken By:

Officer: \_\_\_\_\_  
Print Name and Badge Number

