



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: FEBRUARY 2, 2021	CHAPTER: 3 - Arrestees	PAGE: 1 of 4	NUMBER: 3.02.02
SUBJECT: GUARDING ARRESTEES AT HOSPITALS			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To provide guidelines for members of the Cleveland Division of Police on arrestee transport to and guard details at hospitals.

POLICY: *It is the policy of the Cleveland Division of Police* that its members shall maintain safe and secure conditions when transporting to and guarding arrestees at hospitals while ensuring minimal disruption to hospital operations.

PROCEDURES:

I. General Guidelines

- A. Members shall convey arrestees requiring medical attention at the time of arrest to the hospital before transport to the *Cuyahoga County Corrections Center (CCCC)*.
- B. Members shall complete the Referral for Hospital Service Form (C of C 71-100) in its entirety by completing the top ADMITTING OFFICER and bottom DISPOSITION sections of the form, ensuring the middle HOSPITAL section is completed and signed by the attending physician.
 - 1. Members shall submit the white (C.P.U.) copy of the completed form to *CCCC* staff.
 - 2. The remaining copies of the form shall be returned to the district/unit *and forwarded according to General Police Order 3.02.01 Arrestee Medical and Mental Health needs.*
- C. Arrestees who require hospitalization shall remain in the hospital where initially treated *unless the hospital determines it is unable to provide appropriate care.*
- D. The district of arrest shall provide the guard detail.
- E. The district where the hospital is located shall provide supervision and relief for the guard detail.

II. Arrests by City-Wide Specialized Units

- A. When a city-wide specialized unit transports an arrestee to the hospital before being booked at CCCC, and the arrestee is confined, the specialized unit shall:
 - 1. *Complete a non-physical arrest entry into Field Based Reporting (FBR) for the arrestee.*

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2. Initiate the guard detail.
3. *Request a guard detail from the Officer-in-Charge (OIC) of the district of arrest.*
4. *The uniformed Patrol Section of the district of arrest shall relieve the guard detail.*

III. Guard Details

A. *A detail commences when an arrestee is admitted to the hospital and is moved from the Emergency Department to a room in a different ward or hospital unit. When a detail commences, the arresting officers shall:*

1. *Complete a non-physical arrest entry into Field Based Reporting (FBR) for the arrestee.*
2. *Notify their supervisor and the Communications Control Section (CCS) of the hospital room number where the detail is located.*
3. Notify the hospital security office of the detail.
4. Notify the hospital of any special security requirements.

B. Officer Responsibilities

1. The officer assigned to the guard detail shall:
 - a. *Maintain visual contact with the arrestee at all times as practicable.*
 - b. If the arrestee is not *totally* incapacitated, secure the arrestee's leg or arm to a fixed area of the bed.
 - c. Keep their portable radio at a low volume.
 - d. If an arrestee is being moved, secure the arrestee to the conveyance.
 - e. Remain as close to the arrestee as practical without interfering with hospital personnel transporting or treating the person.
 - f. If an elevator is used, position the arrestee, so they do not face the elevator doors and only allow police or hospital personnel *to board* the elevator with the arrestee.
2. The guard detail shall not:
 - a. Leave the arrestee's room or the assigned post directly outside the arrestee's room unless relieved by *hospital security or a sworn Division member.*

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- b. Interfere with hospital personnel's duties, nor allow hospital personnel to dictate guard duties.

C. Supervisor Responsibilities

1. At the commencement of a detail, the Officer-in-Charge (OIC) of the arresting district or unit shall:
 - a. *Ensure Central Charging has been notified that an arrestee has been entered into FBR. If Central Charging is closed, ensure the Record Section supervisor has been notified at (216) 623-5333.*
 - b. Complete the pre-structured Hospital Detail Form-1 (Attachment), excluding the "TERMINATED" section.
 - c. Forward the original Form-1 via Division mail to the *Division of Corrections at City Hall* and keep a copy at the district.
 - d. If a city-wide specialized unit initiates the guard detail, a copy of the Form-1 shall go to the district that relieved the specialized unit.
 - e. The copy shall be kept in the district OIC's office until the guard detail is terminated.
2. During an extended admission, the district OIC shall *advise* the Crime Scene and Record Unit (CS&RU) that an adult is in custody at the hospital; CS&RU personnel shall respond for arrestee photographs and fingerprints.
3. The supervisor *of the officer(s) providing the guard detail shall*:
 - a. Check the guard detail at least once during the supervisor's tour of duty.
 - b. *Ensure the guard detail is relieved for a lunch break.*
 - c. *Ensure that the relieving supervisor is aware of the guard detail.*
4. When the guard detail terminates, the OIC of the officer(s) providing the guard detail shall:
 - a. *Notify the hospital security office when the detail is terminated.*
 - b. *Complete the "TERMINATED" section of the Hospital Detail Form-1.*
 - c. Forward the completed Form-1 to the *Division of Corrections at City Hall.*

IV. Visitation

- A. Arrestee visitation requires the visitor to obtain a pass, C of C 71-27.

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1. *The supervisor completing the original Hospital Detail Form-1 shall:
 - a. *Confer with the supervisor of the investigating detective handling the case and indicate if visitation is permitted.*
 - b. *If the supervisor is not available at the time the Form-1 is completed, the OIC shall only permit the arrestee's attorney or clergy visitation until informed otherwise.**
 2. *The visitor must present identification and request the pass from the OIC at the district headquarters where the hospital is located.*
 3. *With the exception of the arrestee's attorney or clergy, visitation may be revoked at any time.*
- B. The district OIC shall give prior notification to the guard detail at the hospital when a visitation pass has been issued.
1. *The guard detail and CCS shall be notified via radio broadcast.*
 2. *The guard detail shall change from a one-person to a two-person detail when a pass is issued.*
- C. Visitors who present a pass must present identification and sign the back of the pass.
- D. The guard detail shall:
1. Ensure visitors are searched for weapons and contraband before the visitation.
 2. Note the visitor's name and time of visit in their duty report *and/or Mobile Computer-Aided Dispatch disposition.*
 3. Permit only one visitor per room.
 4. Ensure visitation does not exceed 15 minutes.
 5. *Allow attorneys, who present their attorney registration card from the Supreme Court of Ohio, to speak with their client privately with the guard remaining at the assigned post directly outside the arrestee's room.*
- E. Upon visitation completion the guard shall discard the pass.

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