



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: APRIL 17, 2023	CHAPTER: 3 - Arrestees	PAGE: 1 of 2	NUMBER: 3.03.02
SUBJECT: ARRESTEE PROPERTY INVENTORY			
CHIEF: <i>Dornat A. Drummond, Chief</i>			

*Substantive changes are italicized*

**PURPOSE:** To provide guidelines for members of the Cleveland Division of Police on conducting a complete arrestee property inventory.

**POLICY:** **It is the policy of the Cleveland Division of Police** to conduct a thorough arrestee property inventory and place all belongings into property bags at the Cuyahoga County Corrections Center (CCCC).

**PROCEDURES:**

- I. Searching Arrestees
  - A. *Officers shall inventory an arrestee’s property that is removed from their person or vehicle at the time of the arrest (e.g. purse, backpack, cellphone, contraband) by documenting via their wearable camera system (WCS).*
    - 1. *Property that is removed from individuals or vehicles at the time of arrest shall be secured for transport to the CCCC.*
    - 2. *Contraband that is removed from an individual or vehicle at the time of arrest shall be secured in such a manner to maintain its evidentiary value.*
    - 3. *Property that is transferred to officers from another agency at a holding facility shall be visually inspected, inventoried and documented via WCS.*
  - B. Officers shall conduct a complete property inventory once the arrestee is inside the CCCC.
    - 1. The inventory is made to protect an arrestee’s property.
    - 2. The inventory deters false claims of theft and promotes facility security.
  - C. During processing, the arresting officer shall thoroughly search an arrestee in the presence of CCCC staff; *while their WCS is recording*, conduct an inventory of all property and place it into a property bag.
    - 1. This search includes but is not limited to:
      - a. The search of all garments (excluding undergarments), including pockets and the contents of the pockets. Pocket contents include, but are not limited to, wallets and other containers.

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- b. The search of any purse, bag, pack, or other such articles designed to store items.
  - c. The removal and search of footwear.
  - d. The search of any other item found on a person.
2. Locked or unlocked containers found on a person when arrested and conveyed into a secure facility shall be inventoried to assure that no unsafe items, including weapons or other dangerous ordnances, are stored.
  3. Personal items that can be used as a weapon or as an instrument to attempt suicide (e.g., strings, shoelaces, belts, etc.) shall be removed from the arrestee prior to placing them into the custody of the CCCC.
  4. Cell phones and other electronic devices shall be turned off.
- D. Officers shall sign for confiscated property as required.
1. The Receipt for Property Held in Evidence (Form C of C 71-49A) shall be completed and a copy issued to the arrestee.
  2. The member confiscating the property shall enter it into evidence along with the other copy of the receipt.
- E. The remainder of an arrestee's property shall be turned over to CCCC staff.

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