



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: JULY 19, 2021	CHAPTER: 4 - Field Operations	PAGE: 1 of 4	NUMBER: 4.03.03
SUBJECT: PROTOCOL - CLEVELAND METROPOLITAN SCHOOL DISTRICT POLICE DEPARTMENT			
CHIEF: <i>Calvin D. Williams, Chief</i>			

*Substantive changes are italicized*

**PURPOSE:** To establish protocol between the Cleveland Division of Police (CDP) and the Cleveland Metropolitan School District Police Department (CMSDPD).

**POLICY:** *It is the policy of the Cleveland Division of Police* to retain ultimate responsibility for the protection of life and property in the City of Cleveland, including areas within the jurisdiction of the CMSD (Law Department, 2018).

**PROCEDURES:**

I. General Guidelines

A. CMSDPD officer status.

1. Some members of the CMSDPD are OPOTA Certified Peace Officers and have been granted Special Deputy Status by the Cuyahoga County Sheriff.
2. The authority granted by CMSD and the Cuyahoga County Sheriff is limited and shall only apply during periods when such officers are on-duty with CMSD and in active pay status.

B. Members of the Division shall not refuse requests for service concerning incidents occurring on CMSD property in the City of Cleveland.

II. CMSDPD Responsibilities

A. Consistent with its capabilities, CMSDPD will use best efforts to investigate all crimes reported on CMSD property, with the exception of incidents *outlined in General Police Order 4.03.01 Protocol with Outside Agencies Section I.B.*

B. CMSDPD will promptly notify CDP when any felony occurs on or in relation to CMSD property.

C. *Utilize the Law Enforcement Record Management System (LERMS) to complete all incident reports.*

D. Issue citations for violations occurring upon or in relation to CMSD property.

1. Acquire Parking Infraction Notices (PINs) and Uniform Traffic Tickets (UTTs) from the Cleveland Municipal Clerk of Courts.

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2. Use the City of Cleveland Codified Ordinances as the primary reference for issuing PINs and UTTs; the Ohio Revised Code shall be used in the absence of an equivalent Cleveland Ordinance.

E. Impounded Vehicles

1. Handle tows using *CMSD-contracted* towing agencies.
2. Notify the Communications Control Section of all tows from property other than CMSD property.

F. Arrestees

1. Notify CDP of all off-campus arrests and request a CDP supervisor respond to the location.
2. Transport and process all arrestees.
  - a. *CMSDPD shall provide initial hospital transport and guard detail (up to eight hours) for CMSDPD arrestees taken into custody under warrants issued by the Cleveland Municipal Court, who require medical treatment prior to transport to the Cuyahoga County Corrections Center (CCCC).*
  - b. *After exceeding eight hours, CMSDPD shall contact CDP to determine if a longer guarding period is required of CMSDPD and, if not, to arrange for CDP to take over guard duties; CMSDPD shall continue to guard the arrestee until relieved by CDP.*
  - c. *The CMSD shall be responsible for all CMSDPD arrestee medical care costs occurring prior to transport to the CCCC.*
3. Conduct follow-up investigation of all off-campus misdemeanor arrests made by *CMSD* members.
4. Use *CMSD* or *CMSD-contracted* holding facility for juvenile arrestees until disposition to the *Cuyahoga County Juvenile Detention Center* or released to a parent or guardian.

G. *Adopt and implement the CDP use of force and pursuit policies.*

- H. When called upon, assist the CDP with investigations or other matters of mutual concern, for which the ultimate investigative responsibility rests with the CDP.

III. Training

- A. CMSDPD agrees that, at minimum, it will provide to its officers and their supervisors, and CMSDPD call-takers and dispatchers and their supervisors, the same or comparable training related to use of force, crisis intervention, bias-free policing, community

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policing, investigatory stops, and searches and arrests, which the CDP provides to its personnel.

- B. Prior to January 1 of each year, CMSDPD shall obtain from CDP applicable anticipated training for the year and will provide such training for its applicable personnel within a reasonable time.
- C. Upon request by CDP's Chief, CMSDPD shall provide CDP with information about the type of training provided by CMSDPD and confirmation of completion of training by applicable CMSDPD personnel.
- D. At their reasonable discretion, CDP's Chief may determine that CMSDPD's required training is not the same or comparable to CDP's and shall notify CMSDPD's Chief in writing of such non-compliance.
- E. CMSDPD shall promptly remedy its lack of compliance and notify CDP's Chief of the remedy. CMSDPD shall promptly provide CDP's Chief with any supporting information he may reasonably request.
- F. Training requirements shall continue to apply after the expiration of the City of Cleveland's, Settlement Agreement with the U.S. Department of Justice.
- G. CMSDPD officers shall participate in annual joint training and other joint initiatives at the request of CDP's Chief of Police.
- H. Each party is solely responsible for its own training-related costs and expenses for its personnel.
- I. Upon request by CMSD, CDP shall allow CMSDPD personnel to attend applicable training provided by CDP for its own personnel. However, CMSD shall be solely responsible for any applicable costs or expenses, if any, associated with CMSDPD personnel participation.

#### V. Complaint Board

- A. CMSD shall establish a complaint board made up of non-CMSDPD persons, which shall be responsible for reviewing, investigating, hearing, and making findings regarding all civilian complaints about CMSDPD's policies and practices and the conduct of CMSD officers and call takers/dispatchers.
- B. The board shall determine if a complaint warrants no action or if disciplinary action against any of the officers and/or call takers/dispatchers is warranted.
  - 1. CMSD shall take appropriate disciplinary action in response to board findings and shall provide timely written notification to the complaining party of the board's determinations and any action taken or if no action was deemed warranted.

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2. Upon request from the CDP Chief of Police, CMSDPD shall promptly provide any reasonably requested information to review the complaint board's existence and operations.

#### VI. Division Responsibilities

- A. The CDP shall investigate the incidents outlined in *GPO 4.03.01 Protocol with Outside Agencies Section I.B. that occur on CMSD property.*
- B. Receive and serve all warrants, generated as a result of CMSDPD enforcement efforts, delivered to CDP via the Municipal Clerk of Court's Office.
- C. Accept all evidence requiring forensic testing; the district Officer-in-Charge shall ensure the evidence is forwarded to *the Cuyahoga County Regional Forensic Science Laboratory (CCRFSL)* or the Forensic Unit.
- D. When called upon, assist the CMSDPD with investigations or other matters of mutual concern.

#### References

Law Department, C. (2018). Second Amendment to Agreement No. 66987 Between City of Cleveland and Cleveland Municipal School District. *Mutual Aid Agreement*. Cleveland, Ohio, United States: City of Cleveland.

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

CDW/BPC/jms  
Chief's Office  
Policy Unit