



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: <b>JULY 19, 2021</b>	CHAPTER: <b>4 - Field Operations</b>	PAGE: <b>1 of 4</b>	NUMBER: <b>4.03.02</b>
SUBJECT: <b>PROTOCOL - CLEVELAND STATE UNIVERSITY POLICE DEPARTMENT</b>			
CHIEF: <b><i>Calvin D. Williams, Chief</i></b>			

*Substantive changes are italicized*

**PURPOSE:** To establish protocol between the Cleveland Division of Police (CDP) and the Cleveland State University Police Department (CSUPD).

**POLICY:** *It is the policy of the Cleveland Division of Police*, as a provision of *the Police Authorizing Agreement between the City of Cleveland and Cleveland State University*, that CSUPD officers have full authority, equal to the authority held by CDP officers when CSUPD officers are on-duty with active pay status (Law Department, 2018).

**PROCEDURES:**

I. General Guidelines

A. CSUPD officers have the same authority as Division officers:

1. On property expressly owned, leased, or contracted by Cleveland State University (CSU), including:
  - a. All streets and alleys that traverse the property.
  - b. All adjoining streets and areas within 300 feet of the property line.
  - c. CSUPD shall provide the CDP with a current list of properties, maps of the locations and shall provide the Division with written notification of any changes.
  
2. Within the jurisdiction of the City of Cleveland, en route to or from CSU property, and exigent circumstances exist, including:
  - a. Hot pursuit of a fleeing suspect.
  - b. There is imminent danger of bodily harm if action is not taken immediately.
  - c. The escape of a known criminal or subject has occurred.
  - d. Witnessing the commission of a crime in progress, excluding misdemeanor drug activity or routine traffic offenses.
  - e. Participation in a cooperative enforcement effort, approved in advance by the Chief of Police from both agencies.

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- B. Nothing in this protocol shall prohibit the CDP from investigating felony complaints occurring on CSU property deemed an investigative interest to the Division.

## II. CSUPD Responsibilities

- A. Investigate all crimes occurring on CSU property, except for incidents *outlined in GPO 4.03.01 Protocol with Outside Agencies Section I.B.*
- B. *May utilize the Law Enforcement Record Management System (LERMS) to complete incident reports.*
- C. Be responsible for the testing, storage, and custody of evidence for presentation at trial.
- D. Issue citations on CSU property.
  - 1. Acquire Parking Infraction Notices (PINs) and Uniform Traffic Tickets (UTTs) from the Cleveland Municipal Clerk of Courts.
  - 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 their *CSUPD contracted* towing agencies.
  - 2. Notify the Communications Control Section of all tows from property other than CSU property.
- F. Arrestees
  - 1. Transport and process all arrestees.
    - a. *CSUPD arrestees taken into custody under warrants issued by the Cleveland Municipal Court who require medical treatment before being transported to the Cuyahoga County Corrections Center (CCCC), CSUPD shall provide initial hospital transport and guard detail of the arrestee up to eight hours.*
    - b. *After exceeding eight hours, CSUPD shall contact CDP to take over guard duties; CSUPD shall continue to guard the arrestee until relieved by CDP.*
    - c. *CSU shall be responsible for all CSUPD arrestee medical care costs provided prior to transport to the CCCC.*
  - 2. Utilize a *CSUPD* holding facility for juvenile arrestees until disposition to the *Cuyahoga County Juvenile Detention Center* or released to a parent or guardian.

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- G. CSUPD supervisors:
  - 1. Shall be responsible for monitoring the activity of CSUPD patrol officers.
  - 2. Shall respond to all incidents involving CSUPD officers.
  - 3. May contact and request CDP supervisors to assist on incidents of mutual interest.
- 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. CSUPD agrees that, at minimum, it will provide its officers and their supervisors, and CSUPD call-takers and dispatchers and their supervisors, with the same or comparable training related to use of force, crisis intervention, bias-free policing, community policing, investigatory stops, and searches and arrests, which the CDP provides to its personnel.
- B. Prior to January 1 of each year, CSUPD 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, CSUPD shall provide CDP with information about the type of training provided by CSUPD and confirmation of completion of training by applicable CSUPD personnel.
- D. At their reasonable discretion, CDP's Chief may determine that CSUPD's required training is not the same or comparable to CDP's and shall notify CSUPD's Chief in writing of such non-compliance.
- E. CSUPD shall promptly remedy its lack of compliance and notify CDP's Chief of the remedy. CSUPD 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. CSUPD 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 CSU, CDP shall allow CSUPD personnel to attend applicable training provided by CDP for its own personnel. However, CSU shall be solely responsible for any applicable costs or expenses, if any, associated with CSUPD personnel participation.

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#### IV. Complaint Board

- A. CSU shall establish a complaint board made up of non-CSUPD persons, and the board shall be responsible for reviewing, investigating, hearing, and making findings regarding all civilian complaints about CSUPD's policies and practices and the conduct of CSU 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. CSU 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.
  2. Upon request from the CDP Chief of Police, CSUPD shall promptly provide any reasonably requested information to review the complaint board's existence and operations.

#### V. Division Responsibilities

- A. The CDP shall investigate the incidents outlined in *General Police Order 4.03.01 Protocol with Outside Agencies Section I.B. that occur on CSU Property*.
- B. Receive and serve all warrants generated due to CSUPD enforcement efforts, delivered to CDP via the Municipal Clerk of Court's Office.
- C. When called upon, assist the CSUPD with investigations or other matters of mutual concern.

#### References

Law Department, C. (2018, November 30). 3rd Amendment Cleveland State University w/Exhibits A, B, and D. *Third Amendment Police Authorizing Agreement No. 69255*. Cleveland, Ohio, Cuyahoga: City of Cleveland and Cleveland State University.

**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