



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE:	CHAPTER: 5 – Field Investigations	PAGE: 1 of 2	NUMBER: 5.14.01
SUBJECT: WARRANT CHECK REQUIREMENTS			
CHIEF:			

*This GPO has been revised in its entirety*

**PURPOSE:** To establish requirements to conduct warrant checks within the Cleveland Division of Police.

**POLICY:** It is the policy of the Cleveland Division of Police to conduct warrant checks on individuals lawfully seized by officers.

**DEFINITIONS:**

**Seizure** – when an officer’s words or actions would cause a reasonable person to believe that he or she is not free to leave.

**Teletype** – an electronic message sent through LEADS/NCIC for a hit confirmation from the entering agency to provide verification that a warrant is still active.

**Warrant Check** – an officer checking through CCS or through LEADS on an MDC an individual be checked for any wants or warrants.

**Warrant Verification** – an officer verifying through the Warrant Channel if a want or warrant is active.

**PROCEDURES:**

I. General Guidelines

- A. Members who have probable cause to arrest an individual on fresh charges shall not check the individual for warrants.
- B. Individuals who are lawfully seized by officers shall be checked for warrants through the Communication Control Section (CCS) or through the Law Enforcement Automated Data System (LEADS) via the Mobile Data Computer (MDC).
- C. Members shall not seize an individual longer than necessary to effectuate the purpose of the original seizure to conduct a warrant check.
- D. Individuals who have verified warrants for the City of Cleveland shall be advised or arrested per the Clerk of Courts.
- E. Warrants from Cuyahoga County or other outside agencies require a teletype be sent to the respective jurisdiction.

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## II. Member Responsibilities

- A. Members who have an individual lawfully seized shall verify the individual's identity through CCS or their Mobile Data Computer (MDC).
- B. Members shall request CCS check for any wants or warrants on the individual or check through LEADS via the MDC if the check does not prolong the seizure beyond the purpose of the original seizure.
  - 1. Members shall make a reasonable effort to check the seized individual's physical characteristics (including height/weight/eye color/hair color) and other identifiers such as tattoos or scars to ensure the individual's description matches the want or warrant.
- C. If any warrants come back from CCS or through a LEADS check, members shall secure the individual.
- D. Members shall transfer to the Warrant Channel to verify the warrant.
- E. Verified Warrants
  - 1. CCS shall confer with the Clerk of Courts regarding if a verified warrant is advisable or if an arrest shall ensue.
    - a. CCS shall advise officers to arrest or advise individuals with verified warrants.
- F. Outside Agency Warrants
  - 1. Warrants from an outside agency (including Cuyahoga County) require a teletype be conducted through the Warrant Channel.
    - a. If the outside agency wants to take custody of the individual for the warrant, that agency is required to pick up the individual.
      - i. Cuyahoga County warrants require CDP officers to transport the individual to the Cuyahoga County Corrections Center (CCCC).
    - b. Members shall ensure the individual is transferred to the outside agency officers with all of their property.
    - c. If an outside agency does not want to pick up the individual, members shall advise the individual of the warrant.

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

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DAT/arg  
Policy Unit  
Revised xx/xx/24; Replaced 12/31/2007



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE:	CHAPTER: 4 - Field Operations	PAGE: 1 of 3	NUMBER: 4.02.01
SUBJECT: SPECIAL WEAPONS AND TACTICS UNIT			
CHIEF:			

*Substantive changes are italicized*

**PURPOSE:** To set guidelines for the use of the Special Weapons and Tactics (SWAT) Unit.

**POLICY:** **It is the policy of the Cleveland Division of Police** to use the Incident Command System to manage critical incidents involving the SWAT Unit.

**DEFINITIONS:**

**Incident Commander (IC)** - *the supervisor responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all operations at the incident site. Responsibilities of the IC can be assumed by any officer from the officer handling the original call up to the Police Chief and any additional qualified officers, depending on the officers on scene, the size, scope and complexity of the incident or event.*

**Incident Command System (ICS)** - *a standardized on scene emergency management system that provides for the adoption of an integrated organizational structure. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.*

**PROCEDURES:**

- I. Criteria for *utilizing* the SWAT Unit
  - A. *The BSS Commander or their designee shall approve the use of the SWAT Unit in the following situations:*
    1. Barricaded suspects armed or suspected to be armed.
    2. Suicidal persons armed or suspected to be armed.
    3. Hostage incidents.
    4. Sniper attacks.
    5. Incidents involving gang violence if gang members are suspected of being armed.
    6. High-risk felony warrant service *if* there is a strong indication of armed resistance.
    7. Crowd control where there is the potential of civil disturbance (e.g., riots, unlawful obstructions or assemblages, etc.).

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8. *Orders to deploy less-lethal ammunition during crowd control incidents as directed by the Chief of Police*
  - a. *The commander of the Bureau of Special Services shall order the deployment of less-lethal ammunitions, on the scene of barricade/hostage incidents.*
9. A commander or superior officer believes the SWAT Unit has an advantage in resolving an incident due to their specialized training or equipment (i.e., intermediate weapons, chemical munitions, etc.).
10. *As outlined in related Division directives (i.e., General Police orders, Dignitary Protection and Incident Action Plans, and the SWAT Unit manual).*

## II. Emergency SWAT Unit Response

### A. Requesting SWAT

1. Incident Commanders shall notify the Communications Control Section (CCS) for an emergency SWAT Unit response.
2. *CCS shall contact the Commander of the BSS or designee for approval.*

### B. Before the arrival of SWAT, the incident commander shall:

1. **Ensure that personnel have adequate cover and concealment for officer safety.**
2. Establish perimeter control to restrict the movement of suspects and ensure the safety of persons.
3. Use the ICS to maintain the appropriate span of control.
4. Relay observations to CCS radio dispatchers.
5. Inform responding officers of safe approach routes.
6. Establish access and egress routes, *including a clear pathway to Fire and EMS's target location in the event their services are needed (i.e., injured persons, fire, hazardous materials, etc.).*
7. Designate a staging area outside of the perimeter.
8. The on-scene supervisor shall allocate resources to ensure the prompt initiation and preparation of search warrants related to the event. (i.e., a search warrant for evidence of the suspected crime for which the subject is barricaded. A search warrant for a subject with a confirmed felony warrant in a third-party residence.)

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- C. Upon the arrival of the Commander of BSS and/or the SWAT Unit OIC, the incident commander shall:
  - 1. *Relinquish IC responsibilities to the BSS Commander and/or SWAT Unit OIC by briefing them on all available information. (The initial IC now becomes the on-scene supervisor).*
  - 2. *Command the outer perimeter and relinquish command of the inner perimeter to the SWAT Unit OIC.*
  - 3. Provide support requested by the OIC of the SWAT Unit.
- D. The incident commander shall direct the completion of necessary reports.
  - 1. The unit initially assigned shall make arrests, seize evidence, conduct evidentiary searches, transport arrestees, and complete incident reports.
  - 2. Incident commanders may delegate these tasks.

### III. Non-Emergency Requests for SWAT Unit Assistance

- A. Requesting SWAT.
  - 1. Supervisors may request SWAT for non-emergency situations by contacting the Officer-in-Charge of the SWAT Unit or through CCS.
  - 2. *The SWAT Unit OIC shall forward the pertinent information for the non-emergency request to the BSS Commander for final approval.*
- B. For *planned events where SWAT Unit assistance may be required*, the Chief may designate an incident commander as part of an Incident Action Plan; the incident commander shall:
  - 1. Establish a command post and staging area for prolonged operations.
  - 2. Provide parking and security for police, fire, and emergency medical service vehicles and equipment.

### IV. SWAT Unit Responsibilities

- A. *The SWAT Unit shall respond as approved by the Commander of BSS or designee.*
- B. The SWAT Unit shall cooperate with investigative personnel and provide statements, reports, and testimony as required.

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DAD/arg  
Policy Unit  
Revised xx/xx/23; Replaced 06/23/2008



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE:	CHAPTER: 1 - Administrative	PAGE: 1 of 5	NUMBER: 1.03.06
SUBJECT: TRAVEL AND TRAINING REQUESTS			
CHIEF:			

*Substantive changes are italicized*

**PURPOSE:** To provide guidelines for members who request the city pay or reimburse expenses for certain law enforcement related travel and training *attended* as a tour of duty.

**POLICY:** *It is the policy of the Cleveland Division of Police* to review and make recommendations on all travel and training requests.

**PROCEDURES:**

I. General Guidelines

- A. Commanders may *recommend* approval for “no cost” travel and training that is not OPOTA or HIDTA at their discretion (*See Section III. G. 3. a.*).
- B. The Travel and Training Review Committee, comprised of the Division’s Deputy Chiefs, shall review and make recommendations on all requests *that are OPOTA or HIDTA courses and/or have a cost.*
- C. The Mayor or their designee is the final authority for all travel and travel requests involving an expenditure of City funds.

II. Requests for Travel and/or Training

- A. Travel/training requests shall be submitted *at least eight weeks* before the event to provide sufficient time for obtaining approvals and processing the request.
  - 1. Submitting a travel/training request within the eight week requirement does not guarantee approval.
  - 2. Any deviation from *the eight week* requirement, such as when opportunities present themselves on short notice, requires unanimous approval of the Travel and Training Committee.
  - 3. Approval from the Travel and Training Committee does not guarantee that the City will approve the request.
  - 4. Travel/Training requests will be routed to the Training Section for a background review of the training organization including the organizations website, media coverage, and any training materials available. The Training Section shall make a recommendation for approval or denial based on this review.

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5. The Training Section shall maintain and regularly update a list of disapproved training courses and providers. This list will be referenced during the vetting process to ensure compliance with Division standards.

B. Only members on *full* duty status may engage in travel and training that incurs an expense to the City and any “no cost” travel and training as a tour of duty.

### III. *Member Responsibilities*

A. Members who request to attend seminars, conferences, special courses, or certain special events on duty shall *submit an individual Travel and Training request through the Division’s tracking software* and shall include:

1. Contact number, city email, and date of appointment.
2. Title of the course, objective, location, and cost.
3. An official brochure, letter *on official letterhead*, or webpage describing the course and associated expenses *attached to the entry*.
4. An explanation of how attendance will benefit the Division.
5. Length of absence from regular duties.
6. Expenses the *member* is requesting the City to reimburse.
7. If requesting a City vehicle, list the vehicle identifiers.
8. Statement waiving overtime compensation incurred for any reason.
9. Members shall not accrue benefits in airline or hotel frequent traveler programs as a result of City-paid travel.
10. *Specifying if the invoice needs to be paid up front by contacting the Budget Unit at [CPDBudget@clevelandohio.gov](mailto:CPDBudget@clevelandohio.gov).*

B. Members acknowledge that, regardless of the training received, they shall adhere to all division policies and training standards. Submission of a training request serves as acknowledgement of this requirement. This standard applies to all trainings regardless of whether they were approved by or paid for by the Cleveland Division of Police.

C. Members shall complete an Anticipated Travel Expense Report (ATER) (Attachment) and attach it to *the entry*.

1. The ATER shall indicate the maximum expense anticipated for the travel/training.
2. *All anticipated expenses shall be documented on the ATER. If not in the initial request, the member will not be reimbursed.*
3. Members may contact the Budget Unit for assistance in completing the ATER.

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- D. All requests, including no-cost Ohio Peace Officer Training Academy (OPOTA) and High Intensity Drug Trafficking Area (HIDTA) training, *shall be forwarded through the member's chain of command.*
1. *Commanders shall forward their recommendation with the request to the "TAcademy" Group Inbox for compliance requirements.*
  2. *The Training Section shall forward the request with a recommendation to the member's Deputy Chief.*
  3. Deputy Chiefs shall review and forward approved recommendations to the Travel and Training Committee for consideration.
  4. This process ensures that training requests and approvals are properly documented.
- E. Upon approval by the Travel and Training Committee:
1. The request shall be forwarded to the Chief's Office for final approval.
  2. Approved requests shall be forwarded to the Budget Unit for processing.
- F. OPOTA courses require *online registration.*
1. *Members shall self-enroll for OPOTA courses. Members who do not receive approval or are unable to attend are responsible for canceling at least four business days before the start of the course, or they will be responsible for any charges or fees incurred.*
  2. This requirement applies in **all** circumstances, regardless of whether the member is attending on-duty or off-duty, is paying for the course with personal funds, or requesting the City to cover expenses.
- G. *Any courses that require a registration fee where the member cannot attend for any reason (e.g., denial from the Travel and Training committee, conflict in schedule, etc.) shall require the individual member to contact the organization to cancel their registration. Members who do not properly cancel during the organization's grace period shall be liable for the cost of the fees.*
- H. No-cost travel and training as a tour of duty (non-OPOTA and non-HIDTA):
1. No-cost travel and training is any planned absence from duty that is law enforcement related for which a member wishes to attend as a tour of duty.
  2. Members who engage in no-cost travel and training as a tour of duty are required to *complete an entry in the Division's tracking software* detailing the nature of the travel and training, the purpose of attendance, length of absence, and a statement waiving any overtime.

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3. *A member's commander may recommend approval for no-cost travel and training requests.*
  - a. *Commanders shall ensure that the requested law enforcement-related training directly applies to the member's official duties.*
  - b. *Commanders shall forward the request through the Division's tracking software to the "TAcademy" Group Inbox for compliance requirements. After review, the Training Section shall forward the request, with a recommendation, to the requesting member's respective Deputy Chief.*

H. *Approved travel and training requests that incur expenses shall be forwarded back to the requesting member in the Division's tracking software by the Budget Unit.*

1. *The request shall stay in the member's "Pending My Review" folder until the member uploads all related documentation after completing the course (e.g., certificates, receipts, travel expense reports).*
2. *After completing the training, members shall forward the entry to "CPDTravelandTrain" in the tracking software with all required documentation within seven days.*

I. *Denied travel and training requests*

1. *If at any point in the process a member's request is denied, that member shall be notified by the denying reviewer.*
2. *The member shall be responsible for contacting the organization to cancel their registration before the organization's required cancelation date.*

#### IV. Travel and Training Expenses

A. *Expenditures are reimbursed on actual cost and will not exceed the total amount authorized on the ATER request.*

B. *Allowable expenses.*

1. *All arrangements for lodging while on duty-related travel shall be made through the City's authorized travel agency, unless room rates have already been negotiated through an event being attended.*
  - a. *Members shall visit the official U.S. General Services Administration web site for current lodging and per diem rates to adhere with the City of Cleveland Travel and Training Policy (12/11/2023): <https://www.gsa.gov/travel/plan-book/per-diem-rates>. These rates shall be included in the initial submission of the Anticipated Travel Expense Report (ATER).*

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- b. *Actual expense is not to exceed the lowest single room rate at government rates where available.*
  - c. *All lodging fees must be supported by itemized original receipts.*
  - d. *Members are responsible for booking and payment of room reservations through the authorized travel agency.*
  - e. *Members will be reimbursed for lodging expenditures.*
  - f. *Members may obtain a tax-exemption certificate from the Budget Unit.*
2. Transportation costs shall not exceed the lowest available airfare cost regardless of the mode of transportation; all air travel shall be booked through the City's authorized travel agency, except when a pre-negotiated airfare, in connection with an event (e.g., conventions, conferences, etc.), would result in a lower cost to the City.
  3. If automobile travel is the most efficient method of travel, a City vehicle *shall be requested and* may be approved for use if available.
  4. A private auto may be used if a City vehicle is unavailable.
    - a. Mileage reimbursement shall be based on the member's collective bargaining agreement.
    - b. Reimbursement is limited to one driver; two or more members traveling to the same destination are expected to carpool.
    - c. Mileage reimbursement shall not be given to attend classes at the OPOTA Richfield facility.
    - d. *Members shall use the Cleveland Division of Police Headquarters (1300 Ontario Street, Cleveland, Ohio 44113) as the starting point of travel to calculate mileage reimbursement.*
    - e. The City does not provide insurance coverage for privately owned vehicles.
  5. The maximum allowance for meals shall *be set by the Budget Unit according to the current City reimbursable rate. Contact the Budget Unit for clarification based on the location of travel.*
    - a. The allowance may be higher for certain high-cost metropolitan areas; members shall contact the Budget Unit for a complete list of such areas.
    - b. Allowances are subject to change.

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6. Registration, tuition, materials, and supplies are paid directly to the training organization unless otherwise indicated in the member's request.
7. Other expenses (e.g., bus/taxi fare, *rideshare*, parking, tolls, etc.) shall be reimbursed only if accompanied by the receipt (*e.g., scanned copy*).

C. Prohibited expenses.

1. The City will not reimburse optional airline travel insurance.
2. Optional rental car company insurance and optional gas refill will not be reimbursed.
3. No allowance for lodging expenses may be claimed if the destination is within 60 miles of the member's residence.
4. The following lodging related expenses are not reimbursable:
  - a. A guaranteed reservation charge accrued due to member error.
  - b. Incidental non-business expenses (i.e., pay per view movies, laundry, valet service, etc.).
  - c. Accommodations for spouses or family members.

D. Accounting for Expenses

1. Members shall *attach* a Travel Expense Report (Attachment) *to their pending entry in the Division's tracking software and forward it to* the Budget Unit ("*CPDTravelandTrain*") within seven business days of completing their authorized travel and training; failure to submit an expense report in a timely manner shall result in a denial of reimbursement.
  - a. *When multiple members are attending the same event, each member shall submit individual itemized documentation.*
  - b. The report shall list all expenses, including airfare, registration, and/or lodging, that the City may have prepaid and, when applicable, cash advances.
  - c. *Receipts must be legible, itemized, and have sufficient detail (including tips, if applicable) to be eligible for reimbursement.*
  - d. A credit card statement is unacceptable as a receipt.
  - e. A copy of the *email from the airline* and itinerary shall be attached to the Travel Expense Report.

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- f. *The member shall sign the Travel Expense Report. The report and required documentation (e.g. certificates, diplomas, or proof of attendance) shall be attached to the travel and training request in the Division's tracking software.*
2. Members owing money to the City shall forward reimbursement to the Budget Unit.
  - a. Money orders payable to the City of Cleveland are the only acceptable form of payment.
  - b. If the City owes money to the member, the Budget Unit shall process the necessary paperwork to reimburse the member.
3. The Budget Unit shall forward the original Travel Expense Report with attachments to the *Chief* Director of Public Safety and shall retain a copy of all information forwarded.

V. Training Documentation

- A. *In addition to forwarding a copy of the training documents in the Division's tracking software, members shall upload the documents (e.g., certificates, diplomas, or proof of attendance) to the Learning Management System (LMS); to upload documentation, members shall select the "Self-Assign" tab, "Training - Offsite Training," and fill in the blanks.*
- B. Upon completion of the training, officers shall complete a training evaluation form that covers the following:
  - Company, instructor name, title of training, date of training, length of training
  - Effectiveness of the training
  - Summary of training content
  - Whether they would recommend other officers to take the training
  - Whether training conflicted with divisional policies and training

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DAT/DF/MM/js/arg  
Policy Unit  
Attachments  
Revised xx/xx/24; Replaced 12/24/13



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE:	CHAPTER: 7 - Communications	PAGE: 1 of 2	NUMBER: 7.01.03
SUBJECT: REQUEST FOR A COPY OF A BUREAU OF COMMUNICATIONS RECORDING			
CHIEF:			

*Substantive changes are italicized*

**PURPOSE:** To set guidelines for requesting a copy of a Bureau of Communications and *Property Control master recordings* of an emergency telephone call, *text message*, or dispatch channel recording.

**POLICY:** **It is the policy of the Cleveland Division of Police** that telephone calls *and text messages* to 911 and (216) 621-1234, incoming and outgoing telephone lines, and all dispatch transmissions are recorded. Master recordings are maintained digitally and are retained for approximately two years. The retention period shall be governed at minimum by the established Public Records Retention Scheduled first and then subsequently by the system’s storage capabilities.

**PROCEDURES:**

I. Divisional Requests for Recordings

- A. Requests for a copy of an emergency telephone call, *text message*, and/or dispatch channel recording may be made for evidentiary, investigative, or court related purposes.
- B. Requests shall be submitted as soon as the need for such a recording is recognized.
- C. Requests for such recordings shall be made using the Request for Recording Form (Attachment A).
  - 1. Indicate on the form whether it is a request for a copy of an emergency telephone call, *text message*, and/or dispatch recording.
  - 2. Incident details shall be as complete as possible and include all related incident numbers, if known.
- D. All requests, if not originated by a supervisor, must be reviewed and approved by a supervisor. It is not necessary to request a “hold” for a recording, as all dispatch transmissions, emergency telephone calls *and text messages* are automatically recorded and saved for approximately two years.

II. *Distribution of Recordings*

- A. *Recordings shall be distributed as a file attachment to the requestor’s City email address.*

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- B. *Recording files that are larger than 25MB may be provided in a Waveform Audio Format (WAV) file or MP3 file and burned to a compact disc (CD) playable on a PC with a CD drive and a digital media application, such as Windows Media Player or VideoLAN Client (VLC) Media Player.*

### III. Public Record Requests

- A. Public record requests for dispatch transmissions, emergency telephone calls *and/or text messages* shall be handled via established procedures for handling of public records requests.

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DAT/arg  
Policy Unit  
Attachment



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE:	CHAPTER: 5 – Field Investigations	PAGE: 1 of 7	NUMBER: 5.08.04
SUBJECT: GUNSHOT DETECTION SYSTEM: SHOTSPOTTER			
CHIEF:			

**PURPOSE:** To establish guidelines for use of ShotSpotter®, a gunshot detection system.

**POLICY:** **It is the policy of the Cleveland Division of Police** that ShotSpotter® gunshot detection technology will be deployed in designated locations throughout the City. This technology will enhance the Division’s ability to respond effectively and efficiently to conduct investigations of violent crime involving gunfire. Through the coordinated placement of sensors in designated areas, the location of gunfire will be conveyed and dispatched as a crime-in-progress. The system is designed to assist with precise and efficient response to gunfire, rendering aid to victims, evidence collection, investigations, and prosecution of violent offenders. The technology provides opportunities for a collaborative effort with the community for crime reduction where gunfire is most prevalent and enhances the Division’s overall mission.

**DEFINITIONS:**

**Detailed Forensic Report** – This is a highly detailed report generated by ShotSpotter analysts that is typically used for trial or in highly sensitive incidents (e.g. officer-involved shootings). This report must be requested from ShotSpotter and can take some time to be prepared and delivered.

**Errors** – Following are the definitions of potential errors in the detection of gunfire:

- **False Positive:** ShotSpotter alerts the Division to a gunfire incident that officers can verify was not gunfire.
- **False Negative:** ShotSpotter detected the incident, did not identify it as gunfire, and did not publish it to the Division. Officers later confirm that there was gunfire (outdoor, unsuppressed, and over .25 caliber) not reported by ShotSpotter.
- **Missed Incidents:** ShotSpotter did not detect or report outdoor and unsuppressed gunfire over .25 caliber.
- **Mislocated Incidents:** The gunfire incident did not occur within the area identified by the ShotSpotter alert.

**Investigative Lead Summary** - This is a report available via the Respond Application and is generated automatically by the ShotSpotter software. This report can provide detailed information including the location of each round fired, the time that each round was discharged, and the interval of time between rounds fired.

**ShotSpotter Insight** - a web-based application that provides members access to all historical ShotSpotter data. This application can be used for review and investigation of specific incidents as well as more detailed analysis of trends and production of reports.

**ShotSpotter Respond** - the web-based application members will use to receive real time alerts. Respond is also available as an application for smartphones and other devices. Seven (7) days of alerts are available for review in Respond.

## PROCEDURES:

### I. General Information/Guidelines

- A. Through the placement of acoustic sensors, ShotSpotter software detects the location of gunfire. Within approximately sixty seconds, ShotSpotter will provide an alert from unsuppressed, outdoor gunfire from weapons above .25 caliber. The alert conveys a location typically within a 25-meter (82-foot) radius where the shots were fired and can include information about the number of gunshots, the firearm's capacity, and if multiple firearms are involved.
- B. The Communications Control Section (CCS), the Real-Time Crime Center (RTCC), and members with ShotSpotter Respond access will receive the alert from ShotSpotter.
  1. ShotSpotter alerts will be sent to CCS and tracked with a unique CAD entry.
  2. The alert will be prioritized as an in-progress violent felony and dispatched accordingly.
  3. While an address will be provided in the alert, officers shall be dispatched to the "dot" which is the center of a 25-meter (82-foot) radius circle representing the location of the shooter. Dispatchers shall provide a description of the exact location of the "dot."
- C. Incidents involving gunfire within the coverage area that are not reported by ShotSpotter shall necessitate the investigating officer to contact ShotSpotter support via the ShotSpotter Respond application (support tab). Officers shall report the suspected time and location of the gunfire. ShotSpotter will review sensors near the location and provide any data or evidence that they have available.
  1. Unreported data from the sensors are kept for 24 hours, therefore timely notification to ShotSpotter is critical.
- D. Critical incidents (i.e., homicides, felonious assaults, officer involved shootings, etc.) occurring outside of the ShotSpotter coverage area may have triggered ShotSpotter sensors. ShotSpotter can be contacted via the Respond application to inquire if any evidence of the shooting is available (audio, time of shooting, possible location, etc.).

### II. Member Responsibilities

- A. Members assigned to work locations where ShotSpotter is deployed shall access ShotSpotter Respond via the web on their Mobile Data Computer (MDC) or via the ShotSpotter app on cellular devices. Each member will have a unique account sign on.
- B. Members working patrol will receive alerts concurrently with CCS. Members may respond to an alert before being given the assignment through MCAD; however, the unit responding shall notify the dispatcher via radio.
- C. Members shall utilize information provided through the ShotSpotter alert and shall approach the scene tactically, bearing in mind that the shooter may still be in the area. This tactical

approach includes, but is not limited to, the need for additional units, consideration for how units will approach the scene, and consideration for perimeter control.

- D. Members responding to ShotSpotter alerts shall follow procedures outlined in General Police Order (GPO) [2.02.01](#) Investigatory Stops and GPO [2.02.02](#) Search and Seizure. The ShotSpotter alert will need to be supported by further investigative actions by responding members. A ShotSpotter alert alone does not provide probable cause for vehicle stops or searches, entry into a backyard, business, or residence to search for suspects. (See GPO [2.02.01](#) Investigatory Stops and GPO [2.02.02](#) Search and Seizure.)
- E. Upon arrival, members shall, in order of priority, address the following:
1. Ensure the scene is safe.
  2. Victims in need of medical attention: Officers shall conduct an outdoor visual search for injured parties consistent with requirements of GPO 2.02.02.
  3. Evidence: A search for evidence shall be conducted within the 25-meter (82-foot) radius of “the dot” at a minimum. Particular emphasis shall be placed on locating discarded firearms and shell casings. While conducting the search, officers may enter into the curtilage of a residence or the residence itself only if permitted by **GPO 2.02.02**. Shell casings shall be collected at all alert incidents and submitted for processing. This will facilitate the subsequent investigation of crimes linked to the same weapon. For an incident report containing evidence in connection with a ShotSpotter alert, members may utilize CCO 627.09 - Improperly Discharging a Firearm on or near Prohibited Premises. A Property Found report is not acceptable in these cases.
  4. The more quickly officers are able to respond to an alert, the more relevant the alert is in assessing reasonable suspicion or probable cause. The longer the amount of time before officers are able to respond, the less relevant the alert becomes.
- F. Members responding to the scene for investigation should view the alert information and listen to audio files for situational context prior to interviewing victims, witnesses, or suspects.

Upon completion of the assignment, the following information shall be conveyed to CCS or entered into MCAD by the primary unit:

1. The number of arrests made.
  2. The number of shell casings recovered.
  3. The number of guns recovered.
  4. The number of reports generated as a result of the assignment.
  5. Any lifesaving first aid rendered (i.e., CPR, QuikClot®, chest seal, tourniquet, etc.).
- G. Daily, designated members chosen by the commander will review ShotSpotter alerts to determine the need for follow-up for evidence recovery and/or community outreach. If

required, members shall return to the scene and may utilize resources such as canine handlers, investigators, community outreach officers, and metal detectors. Results shall be documented under the original CAD/incident report number.

### III. Supervisory Responsibilities

#### A. Sector Supervisors shall:

1. Be responsible for assisting CCS and patrol in prioritizing response to calls for service, including ShotSpotter alerts, when call volumes are high.
2. Be responsible for ensuring that the tactical response to a ShotSpotter alert is appropriate for information known at the time of dispatch.
3. Be responsible for ensuring patrol officers are properly searching for and seizing evidence found at the scenes of ShotSpotter alerts.
4. Ensure that all dispositions are documented via MCAD and all inconsistencies are reported to ShotSpotter.
5. Ensure that all reports created as a result of evidence collected from a ShotSpotter alert are routed to the District Detective Unit for review.

#### B. District Commanders shall:

1. Ensure a staff member is assigned daily to gather required data associated with the ShotSpotter Program.
2. Ensure that any concerns or identified problems are brought to the attention of the Program Manager.

### IV. Investigatory Response

A. Real Time Crime Center (RTCC): Upon receiving an alert, members of the RTCC will determine if camera resources are available in the area. All safety and time-sensitive information (e.g., suspect location, description) from those resources will be relayed to the responding officers immediately through CCS. Any snapshots or video evidence will be forwarded via email or phone app. The RTCC will upload video evidence to evidence.com or other Division storage sites.

#### B. Detectives

1. Detectives have two reports available from ShotSpotter to support their investigation:
  - a. Investigative Lead Summary.
  - b. Detailed Forensic Report.
2. Historical data via ShotSpotter Insight may be used to determine if there were other gunfire incidents in the area to provide a connection between crimes. Specific location information, especially repeat alerts, along with other factors (i.e., known

residence of a parolee, recovered casings, etc.), can be used in seeking a search warrant. Incident reports, audio files, and detailed forensic reports shall be included in the investigative packet, and when appropriate, presented to the prosecutor's office.

3. Officer Feedback: Detectives shall notify officers when shell casings they recover are identified through the NIBIN process as being connected to other crimes. This is intended to keep the officer engaged in the investigatory process and encouraged to make casing recoveries a priority.

## V. Errors

- A. ShotSpotter technology is accurate, but not infallible. Errors need to be reported to improve the delivery of service and allow for correction.
- B. Members shall report all errors, including false positives, false negatives, missed incidents, and mislocated incidents to ShotSpotter utilizing the support option on ShotSpotter Respond. Members shall also report these errors to CCS for documentation in the record management system (RMS) and shall document them via email, forwarded to the Program Manager and copied to the Bureau of Compliance Commander through their Commander's office. The report shall detail the errors the member discovered.

## VI. Data

- A. Tracking
  1. Each district shall designate a staff member who will update required statistical documentation daily. The Program Manager will provide the required documents to each command.
  2. A copy of the tracking documentation shall be forwarded to the Program Manager bi-weekly via email.
- B. Analytics
  1. Analysts, when available, should be directed to perform daily analysis on gunshot and other relevant crime data to provide commanders situational awareness.
  2. Analysts shall provide regular weekly, monthly and annual reports on gunfire activity that provide temporal activity (days of the week and hour of the day), along with repeat gunfire activity locations. *Reports shall be forwarded via email to the Program Manager and the Bureau of Compliance Commander.*

## VII. Program Management

- A. The Chief of Police shall designate a supervisor to be the Program Manager of ShotSpotter.

- B. Administrative Users: Each command will designate an Administrative User who shall manage access to ShotSpotter for members under that command.
  - 1. The Administrative User can provide access to the various ShotSpotter applications.
  - 2. The Administrative Users are responsible for removing members under their command who leave employment from the Division of Police.
- C. Partnering Agencies: Partnering law enforcement agencies operating within the coverage areas of ShotSpotter may have access provided to their members. The Program Manager can be contacted to provide access to these entities.

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

Bureau of Compliance  
Policy Unit  
Cleveland Community Policy Commission