

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Arrest, Transport, and Slating		



Cross Reference:..... 3.05, 3.30, 3.32, 3.35, 3.36, 3.50, 3.72

I. Definition

A. Gapped and Double Locked Handcuffing Technique

1. Placing handcuffs on a person so as to allow space for the officer to slide the fifth metacarpal phalanx (little finger) below the lower joint between the handcuffs and the wrist.
2. Engaging the double lock mechanisms on the handcuffs to prevent the inadvertent tightening of the handcuffs on the wrists.

II. Policy Statements

A. No complaint/affidavit shall be signed and no arrest shall be made except upon probable cause.

B. The incorporated boundaries of the City of Columbus extend into the counties of Franklin, Delaware and Fairfield. Officers making arrests shall file charges and incarcerate prisoners in the appropriate county as follows:

1. Charges for violations of the Columbus City Code shall be filed with the Franklin County Municipal Clerk of Court.
2. All charges for misdemeanor violations of the Ohio Revised Code shall be filed with the Franklin County Municipal Clerk of Court. All felony charges shall be filed with the Municipal Clerk of Court in the county in which the offense occurred.

C. Arrest warrants shall be executed by sworn personnel only.

D. An individual shall not be arrested for a misdemeanor offense without a warrant unless sworn personnel witnessed the alleged offense occur, or there is probable cause to believe the individual committed any of the following specific offenses under the Ohio Revised Code.

1. Offense of violence (2901.01 defined)
2. Criminal child enticement (2905.05)
3. Public indecency (2907.09)
4. Domestic violence (2919.25)
5. Violation of a protection order (2919.27)
6. Menacing by stalking (2903.211)
7. Aggravated trespassing (2911.211)
8. Theft offense (2913.01 defined)

9. Felony drug abuse offense (2925.01 defined)
 10. OVI (4511.19 & 4506.15)
- E. Maintenance of Custody
1. Officers shall maintain custody and control over persons arrested for criminal or traffic offenses until such time as a transfer of custody can be made to another law enforcement officer with arrest powers as described in the Ohio Revised Code.
 2. Officers shall not transfer custody or relinquish control of persons arrested for criminal or traffic offenses to any individual or agency that does not have arrest powers as described in the Ohio Revised Code.
 3. Denied requests for such a transfer of custody or control shall be immediately reported to the Patrol Administrative Sergeant for notation in the Unusual Occurrence Log.
- F. Multiple Charges Arising From the Same Incident
1. Prisoners shall be slated on all the charges, including minor misdemeanors, provided one of the four exceptions applies. **Refer to the “Summons and Misdemeanor Citations” directive.**
 2. One officer shall sign all of the affidavits.
- G. Arrest or Detention by Private Citizens
1. When there is probable cause to believe a felony has been committed, any person may arrest and detain the person believed to have committed the offense until a warrant can be obtained.
 2. Private citizens, including security guards, do not have a right to make arrests for misdemeanors, except under the following circumstances:
 - a. Store employees or agents may detain a person whom they have probable cause to believe committed a theft of merchandise.
 - b. Employees or agents of a library or museum may detain a person whom they have probable cause to believe has tampered with property of the library or museum, or committed a theft of such property.
- H. Charges Filed by Citizens
1. A citizen wishing to file charges against a person in police custody must accompany or follow the transporting officers to the appropriate filing location.
 2. A citizen wishing to file charges in Franklin County against a person who is not in police custody must obtain approval from a prosecutor or a police supervisor.
 - a. Police supervisors may complete the Request for Warrant section on the back of the white copy of the Complaint/Warrant. The citizen must then report to the Franklin County Municipal Clerk of Court’s Office to have the warrant issued.
 - b. Police supervisors may notarize criminal complaints.

3. A citizen wishing to file charges in Delaware or Fairfield County against a person not in police custody must go to the appropriate prosecutor for approval to file the charges.
- I. Trespassing Arrests
 1. Sworn personnel should not act as the agent of a property owner for the purpose of making a trespassing arrest ***unless a current Trespass Authorization, form U-10.137, exists.***
 2. ***Sworn personnel shall contact the Records Unit to verify the Trespass Authorization form.***
 - J. Foreign Nationals
 1. Sworn personnel shall promptly advise imprisoned, arrested, or detained foreign nationals of their right to communicate with their nation's consulate and to request that the consulate be informed of their imprisonment, arrest, or detention. Sworn personnel shall contact Communications Bureau personnel for telephone numbers and information concerning specific procedures to be followed.
 2. Sworn personnel coming in contact with an individual claiming Diplomatic Immunity shall contact Communications Bureau personnel for specific procedures to be followed.
 3. Division personnel shall not arrest or detain persons for Immigration and Customs Enforcement (ICE) unless a warrant exists or a criminal violation was observed.
 4. Sworn personnel arresting a suspected illegal immigrant shall fax the Arrest Information form, U-10.100, to the Detention and Removal Office (DRO) within the ICE office. The fax number for DRO is (614) 469-5100.
 - a. During regular business hours, questions regarding this process may be directed to the DRO office at (614) 469-2900.
 - b. After business hours, if sworn personnel believe the suspected illegal immigrant may be released prior to the next business day, personnel may telephone DRO at (614) 332-7986 to notify the on-duty agent.
 - K. Entering Arrest Warrants into LEADS/NCIC
 1. Felony warrants
 - a. ***Within 12 hours of filing a felony arrest warrant, sworn personnel filing the warrant shall forward information to the Records Section by completing the Wanted Person Report, form S-36.149.***
 - b. All felony warrants shall be entered ***into LEADS/NCIC*** by Records Section personnel using the following pickup range guidelines:
 - (1) All warrants charging suspects with F1, F2, or F3 offenses shall be entered into NCIC for nationwide pickup.
 - (2) All warrants charging suspects with F4 Crimes Against Persons offenses shall be entered into NCIC for nationwide pickup.

- (3) All warrants charging suspects with F5 Crimes Against Persons offenses shall be entered into NCIC for nationwide pickup but with an extradition limitation placed in the miscellaneous field of the record.
 - (4) All warrants charging suspects with F4 and F5 Crimes Against Property offenses shall be entered into LEADS for statewide pickup.
- c. If a request is made to extend the pickup range, the investigating officer's supervisor shall review the mitigating circumstances, note the reason on the approved Wanted Person Report form and sign the report.
2. Misdemeanor warrants
 - a. The filing officer shall decide if the warrant shall be entered into LEADS/NCIC based upon the seriousness of the offense and potential for physical harm to the victim or others.
 - b. ***Unless otherwise approved by a unit supervisor***, no warrant shall be entered into ***LEADS/NCIC*** unless the penalty for the offense charged is a misdemeanor of the first degree.
 - c. Warrants shall be entered for statewide pickup.
 - d. If a warrant is entered, a Wanted Persons Report ***form*** shall be completed and delivered with the report to the Records Section for entry into the system.
 3. ***Validation Audits of Warrants Entered into LEADS/NCIC***
 - a. ***Upon auditing a warrant entered into LEADS/NCIC, the Validation Unit shall complete and forward the LEADS/NCIC Validation form, S-36.134, to the sergeant of the unit that issued the warrant.***
 - b. ***The sergeant of the unit that entered the warrant shall ensure the LEADS/NCIC Validation Audit form is completed and forwarded to the Validation Unit by the listed due date.***
- L. Foreign Warrants
 1. Any unit receiving warrants and/or requests to serve warrants from foreign jurisdictions via mail, fax, or teletype shall forward the information to the Records Section for filing, and shall, as appropriate, forward the information to the applicable enforcement unit for service.
 2. Records Section personnel shall forward a copy of all foreign felony warrants to the Operations Unit, Robbery/Support Section.
 3. No attempt shall be made to serve a foreign warrant until confirmation is received from the originating agency stating that they will extradite if an arrest is made.
 4. All foreign warrants shall be verified before an arrest is made.
 5. Communications Bureau personnel shall:
 - a. Notify the originating agency via teletype when a foreign warrant is served.

- b. Fax or teletype a copy of the detainer to the county jail when a person arrested on a foreign warrant is to be incarcerated.
- c. Upon request, notify the originating agency when an arrest could not be made. The notification shall include details of the service attempt.

M. Prisoner Searches

1. Every prisoner shall be thoroughly searched prior to being placed in a police vehicle, when practicable. An additional search shall be conducted whenever custody of a prisoner is transferred to another officer.
2. Exceptions:
 - a. There is an immediate need to leave the area.
 - b. The prisoner is the opposite sex of the officer.
 - (1) If an officer has a reasonable suspicion to believe the prisoner has a weapon, the officer may search for and seize the weapon, regardless of the prisoner's gender.
 - (2) An attempt shall be made to contact an officer of the same sex as the prisoner to conduct the search. If an officer of the same sex is unavailable or would take an unreasonable amount of time to arrive at the arrest location, the arresting officer should conduct a pat down search of the prisoner's outer clothing, handcuff the prisoner behind the back, and transport the prisoner to jail. Transporting personnel shall advise slating personnel that a thorough search of the prisoner was not conducted.

N. Transporting Prisoners

1. All Division vehicles shall be checked for weapons and contraband at the beginning and end of the tour and before and after each transport.
2. Prisoner Transport Vehicles (PTV) shall be the primary means of prisoner transportation.

Officers working a PTV shall determine how many prisoners they may safely transport.
3. All prisoners who have been charged with a felony, misdemeanor of violence, or who have displayed violent or erratic behavior shall be transported by a PTV or two officer unit when possible. If a PTV or two officer unit is unavailable, two one officer units may do the transport.
 - a. Two officers shall be assigned to the transport of these prisoners until relieved by a supervisor, investigating personnel, or custody is transferred to another law enforcement agency.
 - b. One officer shall **keep** the prisoner **under direct observation** at all times. If it is necessary to remove the handcuffs, two officers shall maintain physical control of the prisoner.
4. One officer units may transport all other prisoners if the transporting vehicle has a protective screen and the window and door handles have been removed or rendered inoperable.

5. Prisoners that have made allegations against one another should not be transported together.
 6. Officers shall not become involved in other police activity while transporting prisoners except under the most critical circumstances. Upon involvement, officers shall immediately notify Communications Bureau personnel of the situation so that arrangements can be made either for relief or for transportation of the prisoner(s).
 7. **Sworn personnel** shall **maintain** observation **and an awareness of the prisoner's actions** at all times.
 - a. In PTV's, **at least** one officer shall **ride** in the **back with** the prisoner(s) **when the prisoner(s) is (are) not able to be properly secured, or when transporting a prisoner who has displayed violent or erratic behavior.**
 - b. In one officer units, a prisoner shall be seated on the right side of the back seat.
 - c. **Sworn personnel shall ensure at least one officer remains with the prisoner(s) whenever there is a need for an officer to be away from the prisoner(s). A one-officer unit shall request an additional officer to respond as needed.**
 8. All prisoners shall be seatbelted while being transported.
 9. The transport process is initiated when the transporting officers leave the scene with the prisoner.
 10. Gender considerations
 - a. If transportation is made by officers of the opposite gender of the prisoner, the transporting officers shall notify Communications Bureau personnel, who shall document the following:
 - (1) Times of departure and arrival.
 - (2) Vehicle mileage at the start and end of transportation.
 - b. Prisoner transports within Franklin and adjoining counties may be made by officers of either gender and may be conducted by one officer, provided no other restrictions apply.
 - c. Prisoner transports to and from locations outside Franklin and adjoining counties shall require two officers. One of the officers should be of the same gender as the prisoner.
 11. Court Liaison personnel shall have prisoners with any city/municipal charge(s) transported directly to jail for ID processing.
- O. Handcuffs and Restraints
1. All prisoners shall be handcuffed prior to and during transport, with their hands behind their backs, unless there is justification to do otherwise.
 2. **If there is reason to believe that handcuffing the prisoner behind the back is likely to aggravate a current injury or cause unnecessary injury to the prisoner due to the prisoner's physical condition, other methods of restraint should be used, e.g.**

handcuffing in front and in conjunction with the appropriate leg restraints including the hobble strap.

3. In order to prevent injuries to officers, prisoners, and others, it may be necessary to further restrain violent **or combative** individuals by the use of leg restraints.
4. Restraint devices shall be gapped and double locked as soon as reasonably possible.
5. No prisoner shall be restrained or held in a manner which prevents straightening the abdomen, or in a manner which forces the prisoner to remain in a face down position.
6. The method of restraint commonly known as “hog-tying” is prohibited.
7. Officers shall monitor prisoners for symptoms of illness or overdose, including sudden inactivity, labored breathing, profuse sweating, pallid skin, racing pulse, and seizures, and shall obtain medical assistance when observed.

P. Sick/Injured Prisoners

1. Officers shall notify a supervisor when a prisoner has sustained a recent injury or is being admitted into a medical facility.
2. Officers shall note all injuries to prisoners on the Arrest Information form. If a prisoner is transported to a medical facility for medical treatment, officers shall complete a Prisoner Hospital Transport **NetRMS** report and provide the report number to hospital personnel.
3. Prisoners who are sick or injured shall be taken to a medical facility prior to slating. Emergency transports should be handled by emergency medical personnel. An officer shall ride with the prisoner in the back of a transporting medic.
4. When advised by detention facility medical personnel that a prisoner being slated needs medical attention, the transporting officers shall be responsible for transporting the prisoner to a medical facility.
 - a. Prisoners needing medical attention should be released on a summons if the criteria established in the “Summons and Misdemeanor Citations” directive are met.
 - b. Release on a summons does not relieve officers of the responsibility to make necessary medical attention available to a prisoner being released.

Note: Complete a Prisoner Hospital Transport **NetRMS** Report and attach to the Arrest Information form.

5. Officers shall remain with sick or injured prisoners who are being treated at a medical facility until relieved by a supervisor or other police personnel.
6. If a prisoner’s restraints are ordered removed by medical personnel, an officer shall remain with the prisoner at all times except under exigent circumstances.

Q. Non-Ambulatory Prisoners

1. Non-ambulatory prisoners are those who refuse or are unable to walk on their own. Officers should consider non-ambulatory prisoners to be as dangerous as any other.
2. Non-ambulatory prisoners requiring transportation to a detention facility may be transported by emergency medical personnel. Officers needing a medic for transport shall contact a Division supervisor, who shall contact Communications Bureau personnel to arrange the transport. When there is a question concerning whether a prisoner needs to be transported by a medic, a Division supervisor shall respond to the scene. The physical well-being of the prisoner shall be considered in determining the transport method.
3. An officer shall ride with the prisoner in the back of a transporting medic. The arresting or transporting officer shall be responsible for all paperwork and slating procedures, and shall not request further assistance from medical personnel.

R. Prisoner Communication

Prisoners should not be permitted to communicate with others during transport.

S. Identification (ID) Processing

1. ID Unit personnel shall process persons who are under arrest and persons whose identity is unknown.
2. In order to adequately document the identity of felons and certain misdemeanants, the following offenders shall be processed through the ID Unit.
 - a. Offenders charged with a:
 - (1) Felony
 - (2) Theft offense
 - (3) Vice or narcotics offense
 - (4) Obscenity or sex offense
 - (5) Weapons offense
 - (6) Crime of violence
 - (7) Any out of state warrant/detainer
 - (8) Crime constituting a misdemeanor on the first offense and a felony on subsequent offenses
 - b. Offenders slated under an arrestable state citation code.
 - c. Offenders who cannot or will not provide adequate proof of identity.
 - d. Offenders arrested on a warrant who deny they are the person named in the warrant.
 - e. Offenders an officer deems it necessary to process.

- f. Officer's request (suspicion of any felony).

Note: Juvenile offenders cannot be printed or photographed without a qualifying charge except by court order.

3. Prisoners will be permitted only in the ID Unit waiting and processing rooms.
4. Extremely violent prisoners, who present a substantial risk of harm to ID Unit personnel, may be transported directly to jail. Transporting officers shall notify jail personnel of the circumstances and request that a complete ID check be performed before the prisoner is released. The prisoner must be charged with a violation of a municipal ordinance to be fingerprinted by jail personnel (A judge will have to order the prisoner to submit to fingerprinting pursuant to the Ohio Revised Code).

T. Restricted Hours for Serving Misdemeanor Warrants

Officers should not attempt to serve non-violent misdemeanor arrest warrants at private residences between the hours of 11:00 pm and 6:00 am, unless the wanted person has avoided service during normal hours.

U. Extradition and Prisoner Transportation from Other Agencies

1. Upon the request of a foreign agency arresting an individual on a Division issued warrant, Patrol personnel shall transport:
 - a. All felonies within Franklin County and contiguous counties.
 - b. Domestic violence and offenses of violence within Franklin County and contiguous counties.
2. Division personnel shall not transport prisoners with non-violent misdemeanor warrants within Franklin County and contiguous counties unless approved by the Zone Lieutenant, with the exception of a warrant entered into LEADS.
3. Division personnel becoming aware of the following circumstances shall contact the Operations Unit Sergeant, Robbery/Support Section as soon as practicable to process:
 - a. The extradition of persons arrested in another state on felony warrants.
 - b. The transport of persons arrested on felony warrants within the state but outside Franklin and contiguous counties.
 - c. The transport from any county not adjoining Franklin County of persons arrested on misdemeanor warrants.
4. A private prisoner transportation company is the Division's primary means of transporting interstate fugitives. The prisoner transportation company should be utilized unless further investigation is needed by the investigating officer.
5. Transporting officers shall positively identify the prisoner by an ID photo or other means, verify any warrants, and possess the prisoner's commitment papers, medical records, personal property, a completed Arrest

Information form and any other documents regarding the prisoner prior to transport. If the agency does not have an Arrest Information form available, transporting officers shall provide one and shall provide assistance in its completion.

Note: Commitment papers and most medical records are not required when a prisoner is being transported from another local jurisdiction on a warrant issued on behalf of the Division.

6. Prior to receipt of a prisoner, transporting officers shall seek information regarding potential security problems that the prisoner may present during transport, e.g., escape, suicidal tendencies, or unusual illnesses, and shall indicate this information on the Arrest Information form.
7. For interstate transports, the transporting officers should possess the properly executed governor's warrant or a properly executed waiver.
8. Prisoners may be removed from another institution for purposes of further investigation of felony or serious misdemeanor offenses:
 - a. With the permission of the ranking officer of that institution and in compliance with all policies and procedures of that facility; and
 - b. With prior written approval of the requesting officer's lieutenant, or if unavailable, any lieutenant or higher rank within that bureau.

III. Procedures

A. All Arrests

1. Complete the Arrest Information form.
 - a. List the arresting officer's first two initials and last name. If the arresting officer has testimony necessary to the prosecution of the court case, check the subpoena box. The expected testimony of the arresting officer must be clearly listed in the narrative on the Arrest Information form.
 - b. The listed arresting officer shall conduct all searches and evidence gathering tasks required by the arrest unless completing these tasks would be detrimental to the arrest, e.g. time limits on OVIs or CSSU/ other unit involvement.
 - c. List police and civilian witnesses in the witness section. Their expected testimony shall be listed in the narrative section. Failure to list and explain the expected testimony on the Arrest Information form will result in a subpoena not being issued.
2. ***If the person is slated,***
 - a. ***Prior to the end of the tour in which the arrest was made:***
 - (1) ***Complete a NetRMS Incident Report documenting the arrest, and***
 - (2) ***Complete an electronic Arrest Information form.***
 - b. ***When an arrest is made outside of regular duty (i.e. special duty), ensure a NetRMS Incident Report and electronic Arrest Information form are completed, either by responding on-duty***

personnel, or upon return to regular duty, but not to exceed three days after the arrest.

3. Execute arrest warrants by signing in the appropriate place.
4. Do not transport a juvenile with an adult violator.
5. Separate males, females, and juveniles in all prisoner processing and temporary detention rooms. ***Refer to the “Handling of Juveniles” directive.***
6. Review of arrest paperwork
 - a. Officers
 - (1) Prior to slating, ensure that all arrest paperwork is reviewed by a Division supervisor.
 - (2) When issuing a summons during regular duty, ensure that all arrest paperwork is reviewed by a Division supervisor prior to the end of the shift. ***Refer to the “Summons and Misdemeanor Citations” directive.***
 - (3) When issuing a summons during special duty, ensure that all arrest paperwork is reviewed by a Division supervisor upon return to regular duty, but not to exceed three days. ***Refer to the “Summons and Misdemeanor Citations” directive.***
 - b. Supervisor
 - (1) Review the Arrest Information form to ensure:
 - (a) Probable cause exists to effect the arrest.
 - (b) The proper criminal/traffic charges are used.
 - (c) All appropriate witnesses and/or sworn personnel are listed and their expected testimony is listed in the narrative.
 - (d) The witnesses and/or sworn personnel listed to be subpoenaed are necessary to the case.
 - (e) All pertinent information, ***listing elements of each crime***, is included and appropriate boxes are checked.
 - (f) Address any other concerns regarding the arrest and/or Division policy.
 - (2) Approve the Arrest Information form after all criteria from Section III,B,1.b.(1) has been met, and sign and/or have your IBM # marked on the Arrest Information form to indicate approval.

(3) Complete the appropriate NetRMS supervisory reviews.

B. On-View Arrests

1. Charges filed in Franklin County:
 - a. Transport adult male prisoners to the Franklin County Jail, 370 South Front Street. Enter through the sallyport located at the front of the building. If the sallyport parking area is full, park along the street and walk the prisoner through the sallyport.

- b. Transport adult female prisoners to the Franklin County Correction Center 2, 2460 Jackson Pike.
- c. Complete the criminal affidavit and swear to it at the Clerk of Court's Office, 375 South High Street, to a Notary Public, or to another police officer who has completed a course of in-service training on the administration of oaths and the acknowledgment of documents.
- d. Take all affidavits arising out of the same incident to the Clerk of Court to be assigned a case number.

2. Charges filed in Delaware County:

- a. During normal business hours, transport the prisoner directly to the Delaware County Jail for slating and to process the affidavits. The jail is located north of the City of Delaware at 842 U.S. 42 North and is entered through the sallyport located at the rear of the building. The sallyport is monitored by closed circuit cameras.

Note: Processing of affidavits is completed by computer and the Delaware County Sheriff's Office will provide assistance.

- b. Outside normal business hours, transport the prisoner to the Delaware City Police Department, located in the Justice Center at Union and Central Streets to process affidavits before proceeding to the jail.
- c. If the prisoner is slated after business hours on Friday and before 9:00 am Saturday, and is to be incarcerated more than 48 hours, contact a judge to set bond. The Delaware County Sheriff's Office will assist.

3. Charges filed in Fairfield County:

- a. Transport the prisoner to the Fairfield County Jail, 221 East Main Street, Lancaster. Park in front and walk the prisoner through the front door. If the prisoner is unruly, contact the Fairfield County Sheriff's Office for alternate arrangements.
- b. Complete the statement of facts section on the Arrest Information form. Include any witness statements. The Prosecutor's Office will use this information the following business day to complete the affidavits.
- c. If the prisoner is slated after business hours on Friday and before 9:00 am Saturday, and is to be incarcerated more than 48 hours, contact a judge to set bond. The Fairfield County Sheriff's Office will assist.

C. Arrests on Warrants

- 1. Follow applicable procedures established in Section III,B.
- 2. Verify all arrest warrants.

Note: Verification of arrest warrants should not be conducted within the hearing range of individuals who have not been searched.

- 3. Escort a person wanted on an order in issued by the Franklin County Municipal Court to the Clerk of Court's Office to pay-out, as appropriate and when the following conditions are met:

- a. The order in does not preclude paying the fine.
 - b. The person is agreeable and has the cash or appropriate credit card.
 - c. There is no other criminal charge pending.
4. Process felony arrests, including those warrants originating out of state, through the appropriate investigative unit, except those persons arrested on a *capias*.
 - a. Contact the investigative unit that filed the felony warrant and arrange to transport the prisoner to the appropriate investigative unit for processing.
 - b. Do not escort the prisoner through the Investigative Duty Desk office area.
 - c. Remain with the prisoner at all times, unless relieved by another officer.
 5. Execute the arrest warrant by signing in the appropriate place.
- D. Transporting Prisoners to a Detention Facility
1. Secure all firearms and tasers in the lockboxes provided.
 2. Give Arrest Information forms, warrants if available, and any other paperwork required by the facility to jail personnel.
 3. Notify detention facility personnel of a prisoner's relevant medical conditions.
 4. Stay with the prisoner until custody has been transferred to jail personnel. The slating card or computer printout will list the names of arresting and slating personnel and will serve as proof of the detention facility's acceptance of the prisoner.
 5. Remove restraining devices from the prisoner when custody has been transferred to jail personnel.
 6. Witness the prisoner's property inventory and confirm its accuracy.
 7. Follow procedures established by the detention facility.
- E. Receiving Extradited Prisoners from a Prisoner Transportation Company:
1. Two officers from the bureau responsible for filing the warrant
 - a. Upon notification of the arrival time of the prisoner, respond to police headquarters and meet the prisoner transportation company's transport vehicle at the entrance to the basement garage.
 - b. Provide police identification to the prisoner transportation company personnel and direct the vehicle to enter the basement garage.
 - c. Take custody of the prisoner.
 - (1) Inquire as to any problems with the prisoner.
 - (2) Sign the prisoner receipt form.
 - (3) Change handcuffs and process the prisoner according to the appropriate bureau's SOP. Forward the original copy of the "Prisoner Receipt" to the Operations Unit Sergeant, Robbery/Support Section.

F. Transporting a Prisoner to Police Headquarters

1. Enter headquarters using the overhead door to the garage from Marconi Boulevard.
2. Use the prisoner/freight elevator and exit through the rear doors on the floor desired.
3. Secure all firearms and tasers in a lockbox prior to entering the interview room.
4. Place the prisoner in an interview room. Keep the prisoner under direct observation at all times.

G. Transporting a Prisoner to the ID Unit

1. Transporting Officer

- a. Complete an Arrest Information form before taking a prisoner into the processing area.
- b. Secure all firearms and tasers in the waiting room lockboxes prior to entering the processing room.
- c. Allow only one prisoner at a time, escorted by an officer, into the processing room.
- d. Restrain the prisoner at all times.

Note: Keep the prisoner handcuffed except during actual processing when a leg iron will be used for restraint. Secure the leg iron prior to removing the handcuffs, which will be reapplied before removing the leg iron.

- e. Remain with the prisoner at all times.

f. Use the Emergency Call button on the walkie to summon emergency assistance.

- g. Do not leave the ID Unit until released by ID personnel. This will ensure proper identification of a suspect and allow for further processing, if necessary.

2. ID Unit Personnel

- a. Do not enter the processing room until the prisoner is secured by a leg iron and leave the processing room prior to the officer removing the leg iron.
- b. Do not accept custody of, or responsibility for, any prisoner and refuse to process any prisoner if the above procedures are not followed.

H. Carrying Concealed Weapon (CCW) Arrests

1. Forms, arrest book, and file cabinet ***will be maintained*** in the CCW room on the sixth floor of police headquarters.
2. Arresting officer
 - a. Complete one set of paperwork for each person arrested.

- b. If the arrest occurred in Franklin County:
- (1) Submit the weapon to the Property **Control Unit (PCU)**.
 - (a) If the weapon is submitted to the **PCU** after the prisoner is processed, copies of the Request For Laboratory Examination, Recovered Firearms, and Evidence And Property Inventory forms may be sent to the **Gun Crimes Unit** via inter-office mail.
 - (b) **Gun Crimes Unit** personnel shall place them in the CPD Case Folder and Court Liaison personnel will obtain copies as needed.
 - (2) Process the prisoner through the ID Unit.
 - (3) Place the prisoner in an interview room. Keep the prisoner under direct observation at all times. Do not take the prisoner into the CCW Processing Room.
 - (4) Complete the paperwork in the CCW processing room following the instructions posted on the bulletin board.
 - (5) **Place the Division folder and the prosecutor's folder in the CCW room in headquarters.**
- c. If the arrest occurred in Delaware or Fairfield Counties, follow the procedures for Franklin County with the following exceptions:
- (1) Do not complete a criminal affidavit. Follow the applicable procedures outlined in Section III,B.
 - (2) Place the original Court Arraignment Sheet in the prosecutor's case folder.
 - (3) Indicate on the Request For Laboratory Examination that the results are to be forwarded to the Delaware or Fairfield County Prosecutor's Office, as appropriate.
 - (4) **Place the Division folder and the prosecutor's folder in the CCW room in headquarters.**
- I. Remote Clerking
1. On-view arrest:
 - a. Complete complaints, citations, and fax cover sheet. Ensure criminal complaint is signed and has **either the** notary seal **and stamp, or "Peace Officer" circled**, prior to faxing.
 - b. Advise Franklin County Municipal Clerk of Court's Office via telephone of incoming fax and request a case number be assigned.
 - c. Obtain the fax of the criminal complaint/traffic citation. Note the case number on the original criminal complaint/traffic citation.
 - d. Provide jail personnel with:
 - (1) Faxed face copy of the criminal complaint/traffic citation with the case number listed.
 - (2) Original criminal complaint/traffic citation.
 - (3) Arrest Information form.

2. Outstanding warrant arrest:
 - a. Bench warrant, criminal order in and/or traffic order in:
 - (1) Contact Franklin County Municipal Clerk of Court's Office from remote clerking station using dedicated telephone.
 - (2) Provide clerk's office with the verified case number.
 - (3) Obtain the fax of the requested warrant.
 - (4) Provide jail personnel with:
 - (a) Faxed copy of the warrant
 - (b) Arrest Information form
 - b. Previously issued warrant: warrant contained on a criminal complaint
 - (1) Contact Franklin County Municipal Clerk of Court's Office from remote clerking station using dedicated telephone.
 - (2) Provide clerk's office with the verified case number.
 - (3) Obtain the two faxes of the criminal complaint and the execution copy.
 - (4) Complete the faxed execution copy.
 - (5) Provide jail personnel with:
 - (a) Two faxed face copies of the criminal complaint
 - (b) Execution copy
 - (c) Arrest Information form
 - c. Prisoner requiring medical clearance (medical refusal):
 - (1) Contact Franklin County Municipal Clerk of Court's Office from remote clerking station using dedicated telephone.
 - (2) Advise clerk's office that prisoner requires medical clearance prior to slating. Notify clerk's office in all cases involving the medical refusal of a prisoner.
 - (3) If the criteria established in the "Summons and Misdemeanor Citations" directive is met:
 - (a) Request clerk's office fax a summons to the Franklin County Jail remote clerking station
 - (b) Serve prisoner with faxed copy of summons
 - (c) Deposit all original and/or previously faxed paperwork into the designated drop box
 - (4) If the criteria established in the "Summons and Misdemeanor Citations" directive is not met:
 - (a) Maintain custody of the prisoner and all paperwork until medical clearance is obtained and the prisoner is transported back to the Franklin County Jail to be slated.

J. Responding to Shopliftings/Detentions

1. Complete **appropriate NetRMS** Report.
2. If there is probable cause to make an arrest:
 - a. Have the business owner/agent file a summons if the suspect can be positively identified and the theft does not constitute a felony.
 - b. Arrest and transport individuals charged with a misdemeanor to the ID Unit if their identities cannot be confirmed. The suspect may be released on a summons after being processed, if circumstances warrant.
 - c. Arrest and transport individuals charged with a felony theft offense to an interview room and contact the Burglary Section.
 - d. Have the business owner/agent accompany or follow officers to the appropriate unit within the Investigative Subdivision and/or Clerk of Court's to file the affidavits. If the owner/agent will not comply, complete an Incident Report and advise the owner/agent to file charges later. Do not take the suspect into custody.
 - e. Make arrangements for any necessary evidence to be secured by the business for presentation in court or submit the evidence to the **PCU**.

K. Responding to Trespassings

1. **Contact Records Unit to verify Trespass Authorization Form.**
2. **Complete appropriate NetRMS Report.**
3. **If there is a current Trespass Authorization Form on file and charges are to be filed, request Records Unit personnel:**
 - a. **Fax the form to the officer, or**
 - b. **Email the electronic form to the officer, or**
 - c. **Provide a paper copy for the officer to retrieve from the Records Unit.**
4. **Contact the property owner and advise that charges are to be filed.**
5. **List the property owner's information in the witness section of the Arrest Information form.**
6. **Forward a copy of the Trespass Authorization form with the Arrest Information form, if applicable.**

L. Escapes from Custody

1. Immediately notify Communications Bureau personnel, your immediate supervisor, Patrol Administration Unit, and, if appropriate, local law enforcement agencies.
2. Complete appropriate reports.
3. Contact the appropriate unit within the Investigative Subdivision regarding possible felony escape charges.