



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: <b>MARCH 1, 2002</b>	REVISED DATE:	NO. PAGES: <b>1 of 1</b>	NUMBER: <b>10.1.04</b>
SUBJECT: <b>PROPERTY UNIT NOTIFICATION FOR CASES TAKEN DIRECTLY TO THE GRAND JURY</b>			
ASSOCIATED MANUAL: <b>PROPERTY UNIT</b>		RELATED ORDERS:	
CHIEF OF POLICE: <p style="text-align: center;"><i>Edward F. Lohn, Chief</i></p>			

**PURPOSE:** To establish guidelines for officers to take cases directly to the Grand Jury.

**POLICY:** Cleveland Division of Police members shall notify the Property Unit via Form –1 when they take a case directly to the Grand Jury.

**PROCEDURES:**

- I. Officers shall notify the Property Unit by Form-1 and include the complaint number, defendant’s name, offense charged and a request to preserve evidence and/or property related to the case when taking a case directly to the Grand Jury.
  
- II. Officers shall notify the Property Unit by Form –1 of the disposition of the case i.e., indictment or “No Bill”.