



Cincinnati Police Department
STAFF NOTES

October 7, 2008

Colonel Thomas H. Streicher, Jr., Police Chief

I N S I D E

Planning Section

- [Form 602, Search Authorization, Revised and Added to the CPDFORMS Folder](#)
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Records Section

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Personnel Section

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1. FORM 602, SEARCH AUTHORIZATION, REVISED AND ADDED TO THE CPDFORMS FOLDER

The Form 602, Search Authorization (Strip/Body Cavity), has been revised. The new form is now available as a document template on the H: drive.

Personnel utilizing this form are reminded to review [Procedure 12.600, Prisoners: Securing, Handling, and Transporting](#), in its entirety. The procedure is available on the intranet and on the Department web page.

2. USE OF CITY HALL

Restrictions regarding the use of City Hall interior, grounds, and adjacent public sidewalks were revised by City Manager, Milton Dohoney, Jr., on September 9, 2008. [Attached](#) to these Staff Notes is City of Cincinnati, Administrative Regulation No. 5, outlining the revised restrictions.

3. ANNUAL RECORDS DESTRUCTION

The Department will initiate the annual records destruction process in accordance with Procedure 17.100, Police Records: Storage and Maintenance, and Initiating New Records and Forms.

All bureaus, districts, sections and units must submit a Form 17 to Ms. Patricia Van Arsdale, Records Section, requesting the destruction of records which are beyond the scheduled retention dates. Include in the Form 17 the names, types of documents, the document numbers, the dates of the documents and the total number of boxes that will be destroyed. The retention schedule can be found on the Department intranet.

All record destruction requests should be returned to Records Section by no later than Friday, November 7, 2008. Destruction will not be approved until after the first of the year. Therefore, include those documents that will expire prior to January 1, 2009. The Ohio Revised Code requires Department personnel to dispose of records once the retention period has expired. For information regarding new forms that have not been included in the records retention schedule, contact Ms. Van Arsdale.

Records Section will forward the requests to the Ohio Historical Society in Columbus, Ohio on January 1, 2009. If no objections are received by January 15, 2009, the documents will be scheduled for shredding by the Supply Unit after January 31, 2009.

Do not destroy any documents until a Form 17 from Records Section stating "Approval to Destroy" has been received.

Questions regarding the records retention schedule and destruction process should be directed to Ms. Van Arsdale, Records Section, at 352-6907.

4. THANK YOU LETTERS

[Attached](#) to these Staff Notes are letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following personnel:

Colonel Thomas H. Streicher, Jr.
Police Specialist Linda Day
Police Officer Alice Stallcup
Police Officer Travis Schwab

Lieutenant Stephen Kramer
Police Specialist Ralph Unger
Police Officer George Engleman
Police Officer Jason Hesselbrock

5. 2009 OFF DAY GROUP SCHEDULE

[Attached](#) to these Staff Notes is the off day group schedule for the year 2009.



City of Cincinnati

Office of the City Manager

Date: February 3, 1997

Revised: September 9, 2008

Approved: *Milton D. Honey, Jr.*

Subject: USE OF INTERIOR OF CITY HALL, CITY HALL GROUNDS, AND ADJACENT PUBLIC SIDEWALKS

Interior of City Hall

City Hall is lawfully dedicated for the purpose of allowing City officials to exercise the rights and responsibilities specified in the Charter of the City of Cincinnati. City Hall has one primary entrance on Plum Street for ingress and egress and a second entrance in the courtyard that is wheelchair accessible. The entrances to City Hall are staffed by armed security guards. City Hall is open from 8:00 a.m. - 5:30 p.m.

The interior spaces of City Hall are reserved for use by the Mayor, City Manager and his assistants, City Councilmembers, City Department Directors, City Commissions and Boards, and City employees. The interior of City Hall is open to the public for purposes of visiting City offices and attending City Council and other public meetings. The interior of City Hall is not generally available to the public for other purposes.

When the Mayor, City Manager and his assistants, City Councilmembers, City Department Directors, and City Commissions and Boards intend to use interior spaces of City Hall for assemblages, they should notify the Facilities Management Division of the Public Services Department. That notice should be provided as far in advance of the intended use as reasonably practicable.

Facilities Management is responsible for insuring that the assemblage does not create security problems, unreasonably interfere with ingress or egress from City Hall, or otherwise unreasonably interfere with the other official uses occurring inside City Hall.

City Hall Grounds

City Hall grounds includes the property surrounding the City Hall building up to and bounded by the public sidewalks on Plum Street to the east, Central Avenue to the west, Ninth Street to the north, and Eighth Street to the south.

The public and City officials may use City Hall grounds for lawful assemblages. For purposes of protecting the security of people and property in City Hall, and avoiding undue interference with the official business occurring inside City Hall, any person or entity desiring to use City Hall grounds for a lawful assemblage should submit notice, in writing, to the Facilities Management Division of the Public Services Department at least ten days prior to the proposed assemblage. The notice should include the following information about the assemblage: identification of sponsor; date and time; duration and type of event; area of City Hall grounds; approximate number of persons expected to attend; amplification equipment. City Hall grounds may not be used for commercial events conducted for private profit.

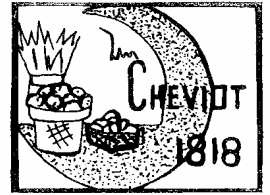
Adjacent Public Sidewalks

The public sidewalks adjacent to City Hall grounds are open to the public for all lawful purposes.



City of Cheviot, Ohio

Police Department



3814 Harrison Ave. Cheviot, Ohio 45211

Office: (513) 661-2917 Fax: (513) 661-2128 E-mail: dvoss@cheviot.org

DAVID W. VOSS
Chief of Police

September 10, 2008

Colonel Thomas H. Streicher, Jr.
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Oh 45214

Dear Colonel Streicher,

I would like to thank you for your help with the purchase of a canine cage from your department. As Chief Voss has told you we are starting our first canine unit. This will help out tremendously in starting this program.

Sincerely,

Officer Jeffrey R. Patton

City of Cincinnati



Interdepartmental
Correspondence Sheet

September 17, 2008

TO: Lieutenant Stephen R. Kramer, Police Department

FROM: Milton Dohoney, Jr., City Manager *MD*

COPIES: Col. Thomas H. Streicher, Jr., Police Chief

SUBJECT: Retirement

Thank you for sharing your retirement plans. I commend you for dedicating over 36 years to serving the citizens of Cincinnati. I also thank you for serving as Chair of the City Records Commission for the last eight years. It is evident that you are committed to this responsibility, as you have taken the time to share your thoughts on the administration of this committee after your retirement in early January 2009. Your suggestions will be taken into consideration.

University Hospital

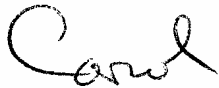
Health Alliance™

234 Goodman Street
Cincinnati, OH
45219-2316
513-584-1000

August, 2008

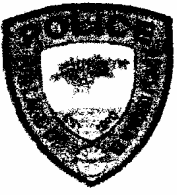
Dear Ms. Linda Day,

Thank you for speaking at the SANE training in April 2008. The lecture you presented on 'The Role of Law Enforcement' was well received. The evaluations were overwhelming positive. Each of your objectives on the evaluation received a 98%. The participants evaluated your speaking effectiveness and demonstrating expertise at above average, 100%. Many favorable written comments, including 'very informative lecture' demonstrated how well received this training was. We look forward to working with you in the future.



Carol Buschur
SAFE Program
University Hospital ML0758
234 Goodman Street
Cincinnati, Ohio 45219

please accept my apologies for the
lateness of this letter

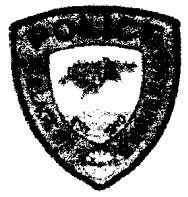


Elmwood Place Police Department

300 Maple Street Elmwood Place, Ohio 45216

Office (513) 242-0754 Fax (513) 242-0757

"Serving the Community Since 1890"



9/23/08

Cincinnati Police Department
Chief Thomas Streicher
310 Ezzard Charles
Cincinnati, Ohio 45203

Chief T. Streicher,

Greetings!!! I would like to extend my appreciation to a few members of the Cincinnati Police Department. The personnel currently assigned to the CIS Forensic Video Room have been very helpful in assisting our department with video needs. Detective Ralph Unger and Police Officer Alice Stallcup have always been extremely knowledgeable and helpful with their work and explaining it to our investigators. The video room productions have assisted our department greatly during the investigation and prosecution of numerous cases here lately. Thank you again for allowing our department to utilize the highly trained staff of the Cincinnati Police Forensic Videos Unit.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kevin Vanover".

Kevin Vanover
Police Investigator
513-242-0756 Office
513-276-3151 Cell

September 12th, 2008

Colonel Thomas H. Streicher, Jr., Police Chief
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Streicher,

On Friday, August 22nd, 2008, the residents on my street, (Kennedy Avenue, Kennedy Heights), had a get to know your neighbors event, which we helped organize. It was a three hour event where we gathered at the end of our dead end street, introduced ourselves and served some light refreshments.

We also had a short segment where residents were encouraged to voice any safety or quality of life concerns they might have. Our Neighborhood Liaison Officer, George Engelman, Badge #P-94, was an invaluable addition to our event. He was very friendly, personable and a wealth of knowledge and information.

As a life long resident of the city of Cincinnati, it is very comforting to know and get to interact with officers like George Engleman. He is truly an asset to your department and should be commended for the way he represents it. Chief Streicher, you are also to be commended for having the foresight to hire officers like George Engleman, who take a true interest in the citizens he serves.

Mr. and Mrs. Robert E. and Shirley A. Johnson

-----Original Message-----

From: Robert Pickford [mailto:rpickford@findlaymarket.org]

Sent: Friday, October 03, 2008 10:48 AM

To: Whalen, James

Cc: Theetge, Teresa

Subject: THANKS, JIM Re: FM patrol transition

Colonel Whalen,

Thanks very much for the clarification and explanation -- my concerns are fully addressed. There are peculiar things about the Findlay Market policing environment (public streets treated as private property during market hours, for example) and new officers come up to speed a lot faster with orientation -- thank you, Captain Theetge, for taking care of this. I see a clear value in rotating officers' assignments, both for the community and for the officers themselves -- Travis and Jason did a solid job here and will be assets wherever they go.

I remain very grateful for your support and that of the department. Last year, we measured a 23 percent increase in customer traffic at Findlay Market. This trend is the foundation for restoring the market's health and vitality and it could not have been achieved without CPD's success producing real and perceived improvements in safety around the market. Thanks very sincerely for your perseverance.

Bob P.

Robert J. Pickford, President/CEO
The Corporation for Findlay Market
P.O. Box 14727
Cincinnati, OH 45250-0727
513-665-4839, x13 (tel)
513-721-3480 (fax)
www.findlaymarket.org

2009 - Off Day Group Schedule

Group 1 (104 Off Days)

Jan. 5, 6, 13, 14, 21, 22, 29, 30
Feb. 6, 7, 8, 14, 15, 16, 23, 24
Mar. 3, 4, 11, 12, 19, 20, 27, 28, 29
Apr. 4, 5, 6, 13, 14, 21, 22, 29, 30
May 7, 8, 15, 16, 17, 23, 24, 25
Jun. 1, 2, 9, 10, 17, 18, 25, 26
Jul. 3, 4, 5, 11, 12, 13, 20, 21, 28, 29
Aug. 5, 6, 13, 14, 21, 22, 23, 29, 30, 31
Sep. 7, 8, 15, 16, 23, 24
Oct. 1, 2, 9, 10, 11, 17, 18, 19, 26, 27
Nov. 3, 4, 11, 12, 19, 20, 27, 28, 29
Dec. 5, 6, 7, 14, 15, 22, 23, 30, 31

Group 2 (103 Off Days)

Jan. 6, 7, 14, 15, 22, 23, 30, 31
Feb. 1, 7, 8, 9, 16, 17, 24, 25
Mar. 4, 5, 12, 13, 20, 21, 22, 28, 29, 30
Apr. 6, 7, 14, 15, 22, 23, 30
May 1, 8, 9, 10, 16, 17, 18, 25, 26
Jun. 2, 3, 10, 11, 18, 19, 26, 27, 28
Jul. 4, 5, 6, 13, 14, 21, 22, 29, 30
Aug. 6, 7, 14, 15, 16, 22, 23, 24, 31
Sep. 1, 8, 9, 16, 17, 24, 25
Oct. 2, 3, 4, 10, 11, 12, 19, 20, 27, 28
Nov. 4, 5, 12, 13, 20, 21, 22, 28, 29, 30
Dec. 7, 8, 15, 16, 23, 24, 31

Group 3 (102 Off Days)

Jan. 7, 8, 15, 16, 23, 24, 25, 31
Feb. 1, 2, 9, 10, 17, 18, 25, 26
Mar. 5, 6, 13, 14, 15, 21, 22, 23, 30, 31
Apr. 7, 8, 15, 16, 23, 24
May 1, 2, 3, 9, 10, 11, 18, 19, 26, 27
Jun. 3, 4, 11, 12, 19, 20, 21, 27, 28, 29
Jul. 6, 7, 14, 15, 22, 23, 30, 31
Aug. 7, 8, 9, 15, 16, 17, 24, 25
Sep. 1, 2, 9, 10, 17, 18, 25, 26, 27
Oct. 3, 4, 5, 12, 13, 20, 21, 28, 29
Nov. 5, 6, 13, 14, 15, 21, 22, 23, 30
Dec. 1, 8, 9, 16, 17, 24, 25

Group 4 (104 Off Days)

Jan. 1, 8, 9, 16, 17, 18, 24, 25, 26
Feb. 2, 3, 10, 11, 18, 19, 26, 27
Mar. 6, 7, 8, 14, 15, 16, 23, 24, 31
Apr. 1, 8, 9, 16, 17, 24, 25, 26
May 2, 3, 4, 11, 12, 19, 20, 27, 28
Jun. 4, 5, 12, 13, 14, 20, 21, 22, 29, 30
Jul. 7, 8, 15, 16, 23, 24, 31
Aug. 1, 2, 8, 9, 10, 17, 18, 25, 26
Sep. 2, 3, 10, 11, 18, 19, 20, 26, 27, 28
Oct. 5, 6, 13, 14, 21, 22, 29, 30
Nov. 6, 7, 8, 14, 15, 16, 23, 24
Dec. 1, 2, 9, 10, 17, 18, 25, 26, 27

Group 5 (106 Off Days)

Jan. 1, 2, 9, 10, 11, 17, 18, 19, 26, 27
Feb. 3, 4, 11, 12, 19, 20, 27, 28
Mar. 1, 7, 8, 9, 16, 17, 24, 25
Apr. 1, 2, 9, 10, 17, 18, 19, 25, 26, 27
May 4, 5, 12, 13, 20, 21, 28, 29
Jun. 5, 6, 7, 13, 14, 15, 22, 23, 30
Jul. 1, 8, 9, 16, 17, 24, 25, 26
Aug. 1, 2, 3, 10, 11, 18, 19, 26, 27
Sep. 3, 4, 11, 12, 13, 19, 20, 21, 28, 29
Oct. 6, 7, 14, 15, 22, 23, 30, 31
Nov. 1, 7, 8, 9, 16, 17, 24, 25
Dec. 2, 3, 10, 11, 18, 19, 20, 26, 27, 28

Group 6 (106 Off Days)

Jan. 2, 3, 4, 10, 11, 12, 19, 20, 27, 28
Feb. 4, 5, 12, 13, 20, 21, 22, 28
Mar. 1, 2, 9, 10, 17, 18, 25, 26
Apr. 2, 3, 10, 11, 12, 18, 19, 20, 27, 28
May 5, 6, 13, 14, 21, 22, 29, 30, 31
Jun. 6, 7, 8, 15, 16, 23, 24
Jul. 1, 2, 9, 10, 17, 18, 19, 25, 26, 27
Aug. 3, 4, 11, 12, 19, 20, 27, 28
Sep. 4, 5, 6, 12, 13, 14, 21, 22, 29, 30
Oct. 7, 8, 15, 16, 23, 24, 25, 31
Nov. 1, 2, 9, 10, 17, 18, 25, 26
Dec. 3, 4, 11, 12, 13, 19, 20, 21, 28, 29

Group 7 (1045 Off Days)

Jan. 3, 4, 5, 12, 13, 20, 21, 28, 29
Feb. 5, 6, 13, 14, 15, 21, 22, 23
Mar. 2, 3, 10, 11, 18, 19, 26, 27
Apr. 3, 4, 5, 11, 12, 13, 20, 21, 28, 29
May 6, 7, 14, 15, 22, 23, 24, 30, 31
Jun. 1, 8, 9, 16, 17, 24, 25
Jul. 2, 3, 10, 11, 12, 18, 19, 20, 27, 28
Aug. 4, 5, 12, 13, 20, 21, 28, 29, 30
Sep. 5, 6, 7, 14, 15, 22, 23, 30
Oct. 1, 8, 9, 16, 17, 18, 24, 25, 26
Nov. 2, 3, 10, 11, 18, 19, 26, 27
Dec. 4, 5, 6, 12, 13, 14, 21, 22, 29, 30