

## 12.520 CITY/PUBLIC EMPLOYEE CONTACTS-INTERVIEWS/ARRESTS

### **Reference:**

Cincinnati Municipal Code 408-39 - Notice Regarding Court Cases  
Administrative Regulation #59 - Substance Abuse  
Procedure 12.235 - Driving Under the Influence (DUI): Processing & Arrest

Standards Manual - 1.2.5

### **Procedure:**

#### A. Arrest of City Employees:

1. When arresting a city employee, except for minor traffic violations, contact a police unit supervisor.
  - a. The police supervisor will notify the district/section/unit commander or the night chief.
    - 1) If the employee is on duty, the district/section/unit commander or the night chief will inform the arrested individual's immediate supervisor as soon as possible.
    - 2) If the employee is off duty but his division of employment is open, the district/section/unit commander or the night chief will inform the on duty supervisor of the arrested individual's department or division immediately.
    - 3) If the employee is off duty and his division of employment is closed, the district/section/unit commander or the night chief will insure the completion of the Form 17 indicating no notification was made. Patrol Administration will notify the arrested employee's supervisor on the next business day.
  - b. The police supervisor will complete a Form 17 and fax a copy to Patrol Administration and the Chief's Office. Include the command officer notified and the name of the arrested's supervisor notified.

#### B. Substance Abuse Testing of On-Duty City of Cincinnati Employees (Non-police):

1. An officer arresting and charging an on-duty City employee suspected of Driving Under the Influence (DUI) will test and process the employee according to Procedure 12.235, Driving Under the Influence (DUI): Processing & Arrest.
2. Police Department personnel will not perform intoxilyzer testing or any other kind of substance abuse testing of on-duty (non-police) City employees for the sole purpose of placing administrative charges against the employee.

3. A police supervisor requested to test an on-duty (non-police) City employee for this purpose will refer the requesting supervisor to the Jewish Hospital Main Laboratory, Level B at 3200 Burnet Avenue. Respond to the emergency room if the Main Laboratory is closed.
    - a. The immediate supervisor of the suspected employee will transport the employee to the Jewish Hospital Main Laboratory for testing. The laboratory will obtain and analyze the specimen and send the results to the City Physician.
- C. Postal Employee Contacts:
1. Interviewing a postal employee at his place of employment:
    - a. Contact the Postal Inspector in Charge for clearance.
      - 1) Postal laws and regulations allow only postal employees access to post office workrooms. In certain emergency cases, non-postal persons are admitted if accompanied by a postal supervisor.
  2. Requesting disclosure of privileged information (change of address, etc.):
    - a. Make requests for changes in address on an Address Information Request (Form 675P).
      - 1) The police officer's unit supervisor must countersign the Form 675P.
      - 2) The Post Office supervisor will provide the new address and notify the requesting officer to pickup the completed Form 675P.
- D. Arrest of Postal Employees:
1. Felony arrests:
    - a. Make the arrest immediately. Contact the Postal Inspector in Charge if making the arrest at the employee's place of employment. Notify a police supervisor.
  2. Traffic and misdemeanor arrests:
    - a. Whenever possible, try to serve warrants at the residence of the employee.
      - 1) If unable, contact the Postal Inspector in Charge and arrange to make the arrest after the employee completes his tour of duty.
    - b. Do not arrest an employee transporting mail unless the driver is unable to operate the vehicle safely.

3. When making an immediate arrest, the police will provide security for the postal vehicle until the arrival of a relief driver. Have a police supervisor respond to the scene.

E. Public Vehicles:

1. When arresting the driver of a public vehicle, notify the driver's office from the scene.
  - a. Remain with the vehicle until a relief driver and/or equipment arrives.
    - 1) Do not take custody of the vehicle unless holding it as evidence.
  - b. Do not write chauffeur as the driver's occupation on arrest forms of public vehicle drivers. Write the specific occupation (bus driver, taxicab driver, etc.) on arrest forms.
2. When issuing a Cincinnati Parking Infraction (CPI) to a public vehicle, the citing officer will write in the "Officer's Notes" section of the CPI the type of vehicle (taxi, bus, etc.). Include the name of the company owning the vehicle (Yellow Cab Co., Queen City Metro, etc.).