



Cincinnati Police Department
STAFF NOTES

September 20, 2024

Colonel Teresa A. Theetge, Police Chief



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1. REMINDER – PROCEDURE 12.115, HANDLING WILD/EXOTIC ANIMALS, DANGEROUS/VICIOUS DOGS, AND ANIMAL REPORTS

The Police Department has an obligation to respond to animal calls for service and to thoroughly investigate. If a violation occurs, in most cases, officers are to issue a civil penalty. Some of the most common animal violations are:

- 701-2 Dog Bites and Dog Leash violations
- 701-22 Tethering Dogs, and
- 701-23 Dog Fighting

Cincinnati Animal Cares is the Dog Warden of Hamilton County. They are a resource for the Department. When Animal Cares and CPD are conducting parallel investigations, CPD is required to complete internal documentation. Barking dog complaints and leash law violations/investigations are handled by CPD. Stray animals, abandoned animals, severe case investigations, and confiscated animals are handled by Animal Cares. Animal Cares is required to take possession of animals on behalf of CPD investigations. Animal Cares can cite violations under state codes; however, CPD will cite under the municipal codes when necessary.

In the case of a dog leash violation or any civil cite, officers are required to immediately email the citation to the Office of Administrative Hearing (OAH).

In the case of a dog bite violation and/or confiscation of an animal, officers are required to complete an Administrative Case Jacket, F15DJ. Email all contents in the Case Jacket to each of the following:

- Office of Administrative Hearing
- Cincinnati Animal Cares
- Cincinnati Health Department
- Court Property Unit (If the animal is confiscated).

The completed F15DJ should be placed in the Neighborhood Liaison Unit office for court and filing. For civil fines and fees chart, officers can view them on the civil cite book ledger.

Offense	Initial Civil Fine	If Delinquent	If Sent for Collection
Class A	\$75	\$150	\$175
Class B	\$150	\$300	\$350
Class C	\$300	\$600	\$650
Class C1	\$500	\$1,000	\$1,250
Class D	\$750	\$1,500	\$1,750
Class E	\$1,250	\$2,500	\$3,000

2. STREETCAR CLOSED DETAIL - REQUEST FOR ADDITIONAL OFFICERS

The Detail Coordination Squad (DCS) is seeking an additional ten (10) officers to work the Streetcar Closed Detail. Officers interested in working this detail can submit their name to DCS by emailing Sergeant Jennifer Dawson at Jennifer.Dawson@cincinnati-oh.gov. The deadline to apply is **Monday, September 30, 2024**. Questions can be directed to DCS at Jennifer.Dawson@cincinnati-oh.gov.

3. TRAINING OPPORTUNITY – SHOTGUN REFRESHER

Host/Sponsor: CPD Firearms Training Squad

Course Title: **Shotgun Refresher**

Presenter: Firearms Training Squad staff

Date/Time(s): Tuesday, November 12, 2024, 0800-1200 hours

Location: CPD Target Range

The Firearms Training Squad will be conducting 4-hour shotgun refresher courses for Department personnel. The course gives instructors an opportunity to slow the pace of training and focus primarily on the fundamentals of the shotgun. Students will have the opportunity to increase their competence with the shotgun before their annual qualifications. This refresher course opportunity will be limited to 15 officers per session.

Sworn personnel interested in voluntarily attending this training must submit a completed **Form 17TR, Training Request**, through the chain of command, to be received at Police Training Section by **Friday, October 4, 2024**. In addition to submitting a hard copy, an electronic copy of the Form 17TR must be emailed to the Police Academy at: CPDTrainingUnit@cincinnati-oh.gov.

Do NOT initiate a request to attend this training through the Records Management System (RMS). Police Training Section will complete all registrations, manage the entries into RMS, and notify personnel approved to attend.

Personnel may attend on duty with the approval of their supervisor. No overtime will be provided for personnel attending this training. Attendees shall wear the operational uniform or range attire **and** bring their full gun belt and vest or outer carrier. Direct any questions regarding this training to Administrative Specialist Ashley Hiatt, Police Training Section, at 513-357-7552.

4. TRAINING OPPORTUNITY – STORIES OVER STIGMA/WINDOW OF WILLINGNESS

Host/Sponsor: CPD/Hamilton County Public Health

Course Title: **Stories over Stigma/Window of Willingness**

Presenter: Hamilton County Public Health

Date/Time(s): Tuesday, November 12, 2024, 1300-1600 hours

Location: Cincinnati Police Academy, Room B

Hamilton County Public Health has two enriching training opportunities that address critical issues surrounding substance use disorders and other complex social problems. Their educational initiative, Stories over Stigma, aims to fill a vital gap in training. Through practical demonstrations, first-hand accounts, and clinical techniques, attendees will acquire effective communication tools to encourage patients to seek support for their presenting concerns. Additionally, they aim to increase awareness of local recovery resources, including partnerships with community organizations dedicated to care coordination and support for individuals on their path to recovery.

Sworn personnel interested in voluntarily attending this training must submit a completed **Form 17TR, Training Request**, through the chain of command, to be received at Police Training Section by **Friday, October 4, 2024**. In addition to submitting a hard copy, an electronic copy of the Form 17TR must be emailed to the Police Academy at: **CPDTrainingUnit@cincinnati-oh.gov**.

Do NOT initiate a request to attend this training through the Records Management System (RMS). Police Training Section will complete all registrations, manage the entries into RMS, and notify personnel approved to attend.

Personnel may attend on duty with the approval of their supervisor. No overtime will be provided for personnel attending this training. Attendees shall wear the operational uniform or conservative business attire. Direct any questions regarding this training to Administrative Specialist Ashley Hiatt, Police Training Section, at 513-357-7552.

5. REMINDER REGARDING ROUTING OF FORM 314, NOTICE TO APPEAR (NTA), CRIMINAL TRESPASS WARNING

Personnel are reminded to adhere to Procedure 12.111, Police Interaction with Homeless Encampments, and Procedure 12.113, Right of Entry Stickers and Right of Entry Letters, when issuing and submitting NTAs for Criminal Trespass Warnings only.

- Only Criminal Trespass Warnings relative to homeless encampments should be routed to Police Records Section, per Procedure 12.111.
- Criminal Trespass Warnings on private property should be submitted to the Neighborhood Liaison Unit (NLU), or assigned officer in the district of occurrence, and should be then stored in said district, per Procedure 12.113.

All citations for court, including original charges and recited warrants/capiases should continue to be placed on the district citation board for delivery to CWPU.

6. SAFETY DATA SHEETS

The OSHA Hazard Communication Standard is designed to ensure chemical safety in the workplace. The standard requires workplaces to provide Safety Data Sheets (SDSs) for each chemical and the hazards associated with the chemicals. The Cincinnati Police Department has kept the Safety Data Sheets (SDSs), formerly known as Material Safety Data Sheets, within a binder in every district/section/unit.

Effective immediately, Police Supply will place the Safety Data Sheets in the "Safety Data Sheets" folder on the H: drive of Department computers. This will allow Department employees to easily access the Safety Data Sheets. The use of binders has been discontinued.

7. S.T.A.R.S. DATA

The most current Strategic and Tactical Analytic Review for Solutions (STARS) data is available through **Power DMS**. Department personnel are directed to review this information to ensure they remain familiar with crime patterns and trends occurring within the City and their areas of responsibility.

8. 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, specifically the following personnel:

Police Officer Adrienne Brown



6000 Oakwood Avenue
Cincinnati, OH 45224
p 513.681.1800
f 513.681.1802
www.mercymcauley.org

September 10, 2024

Chief of Police Teresa Theetge
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Chief Theetge,

On behalf of Mercy McAuley High School, I would like to express our sincere appreciation to our School Resource Officer, Adrienne Brown. Officer Brown assisted with the recent investigation and arrest of a subject wanted for trespassing on our property.

We are grateful to Officer Adrienne Brown for her professionalism and prompt attention to this matter, and we appreciate the support from District 3.

Thank you again for your collaboration in helping us keep our students, staff and visitors safe.

Sincerely,

Lauren Clements
Principal
Mercy McAuley High School

*Great job
Officer Brown!
TAT*