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CINCINNATI POLICE DIVISION  
STATIONHOUSE RELEASE PROGRAM RESULTS, 2nd Year

SECOND YEAR OF OPERATION

The following is a report on the second year of operation (1974) of the Cincinnati Police Division stationhouse release program.

The program was initiated in January, 1973, in accordance with existing local law and in anticipation of the revised Ohio Criminal Rules and Procedures. The Rules, which became effective July 1, 1973, authorized an arresting officer to release defendants charged with misdemeanors on their own recognizance.<sup>1</sup>

Stationhouse release provides patrolmen an alternative to physical arrest for selected misdemeanor offenders<sup>2</sup> and eliminates the need for over-night detention in certain cases by permitting release at a district police station.

The program was designed to help streamline Division operations in the following ways. Stationhouse release:

1. reduces the amount of time required to make and process arrests.
2. reduces the demand for prisoner conveyance to the detention facility.

1

Release on Recognizance (ROR) is a type of pre-trial release whereby an individual may be released from custody on his promise to appear in court on a specified date.

2

Stationhouse release allows the release of persons arrested for misdemeanor charges other than those noted on page 5.

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3. reduces the time and costs of processing and detaining prisoners at the detention facility.
4. allows the arresting officer to remain in the district, available to respond to emergency situations and routine citizen requests for service.

### Program Results<sup>3</sup>

Of 5,206 individuals eligible for release consideration during 1974, 2,643 (50.8%) were released on citation. This represents a 9 per cent increase compared with the release rate in 1973 as explained in the "Arrest Process" portion of this report. Of those individuals cited, 2,449 (93%) appeared at arraignment. The appearance rate of 93 per cent is 6 per cent more than the appearance rate in the cash bond program. This was determined by comparing the present stationhouse release results with those of the cash bond program for a six month period in 1972, prior to the start of the procedure.

Stationhouse release results for the second year (January 6, 1974 - January 5, 1975<sup>4</sup>) of Division-wide operation are summarized in the following table.

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See Appendix I for first year results and Appendix II for two year cumulative results.

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Corresponds to Police Division's thirteen, twenty-eight day, work periods.

Table I

<u>District</u>	<u>Misdemeanor Arrests</u>	<u>Per Cent Misdemeanor Arrests</u>	<u>No. Eligible<sup>5</sup> for Release</u>	<u>No. Released On Summons</u>	<u>Per Cent of Eligibles Released</u>
1	5824	42.7	2323	1313	56.5%
3	1336	9.8	547	266	48.6%
4	2066	15.1	648	255	39.4%
5	1627	11.9	594	300	50.5%
6	1342	9.8	582	267	45.9%
7	<u>1455</u>	<u>10.7</u>	<u>512</u>	<u>242</u>	<u>47.3%</u>
TOTAL	13650	100.0	5206	2643	50.8%

Although the percentage of eligibles released on citation fluctuates by district on a week-to-week basis, the cumulative Division average leveled off slightly above 50 per cent mid-way through 1974 and has exhibited little variance since.

Arrest Process

On January 1, 1974, the Ohio Revised Code and Criminal Rules became effective, which permitted changes in the arrest process that substantially effected the stationhouse release program. Because of these changes and increased familiarity with the procedure, police released 9 per cent more

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<sup>5</sup> Some offenses are not eligible for release consideration by reason of Court order or Division policy (see page 5).

individuals in 1974 compared to 1973.

Prior to implementation of the Criminal Law and Criminal Rules, the routing of arrest papers was an involved and time-consuming process. After citing an individual, the arresting officer was required to respond to the Court Clerk's Office from his district station to attest to the facts of the arrest. The officer was then required to personally deliver the complaint and arrest documents to the Police Data Processing Unit in order to have the case docketed. The officer would then return to his district and again be available for service calls and normal patrol. This process sometimes required up to two hours.

The new Code and Criminal Rules allowed police supervisors, as Notary Publics, to accept the sworn statement of a police officer regarding the facts of an arrest rather than requiring the officer to swear to the facts before a Clerk of Courts. This eliminated the need for the arresting officer to respond to the Court Clerk's Office when making an arrest. A complaint is signed and notarized at the district and arrest papers are forwarded to the Police Data Processing Unit for docketing of the case.

The new routing process permits the arresting officer to remain in the district during the entire arrest process when using stationhouse release, reducing the time required to complete an arrest by approximately 50 per cent.

In 1974, the stationhouse release program saved the Division approximately \$35,000 by reducing the time used by field personnel to process prisoners at the district level, transport them to central detention and house defendants at that facility and later transport them to arraignment court.

### Analysis of Ineligible Charge Categories

There are certain categories whereby a person is not eligible for release under stationhouse release.

Ineligibility by reason of Court directive involves offenses for which the Court prohibits release on recognizance.

Ineligibility by reason of Division policy involves two types of offense:

1. Offenders charged with drunkenness are detained as they are generally not capable of caring for themselves.
2. Individuals charged with offenses for which identification processing at the Division's Criminalistics Section is mandatory cannot be released at the district station.

Of all Division misdemeanor arrests in 1974, 59 per cent were ineligible for release as follows:

Table II

<u>By Court Directive</u>	<u>Number Detained</u>	<u>Per Cent Of Total Arrests</u>
Bench Warrant (Capias)	4198	30.8
*Probation Violation	519	3.8
Driving While Under the Influence	554	4.1
<u>By Division Policy</u>		
Drunkenness	2271	16.6
**Petit Theft	221	1.6
Firearms/Weapons Charges	75	0.6
Sex Offenses	168	1.2
Hold For Other Authority	<u>.43</u>	<u>0.3</u>
TOTAL	8049	59.0%

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\* Changed by Court rule in February, 1975 to be eligible for station-house release.

\*\* Petty Theft is ineligible only if the offense is shoplifting.

Analysis of Eligible Arrests Resulting in Detention

Forty-nine per cent of the individuals eligible for citation release consideration were physically detained for the following reasons:

Table III

<u>Reason</u>	<u>Number of Eligibles Detained</u>	<u>Per Cent of Eligibles Detained</u>
Insufficient Points on Evaluation	977	18.8
Refused Evaluation Interview	606	11.6
Danger of Offense Cont/ Phys. Injury	864	16.6
Other	<u>116</u>	<u>2.2</u>
TOTAL	2563	49.2

## Background

Prior to implementation of the stationhouse release program, the Police Division was authorized by Municipal Ordinance to issue a Notice of Arrest.<sup>6</sup> The Division used this authority to cite individuals on minor charges such as liquor establishment violations but generally not in police initiated arrest situations because uniform release criteria did not exist.

In order to expand use of this arrest method, an evaluation technique was developed, modeled after one designed by the Vera Institute of Justice for the New York City Police Department, to assist Cincinnati police officers in identifying those individuals most likely to appear in court if released at the district police station. It involved use of a point system assessment of individuals charged with selected misdemeanors on the basis of family and community ties, employment, and previous convictions. The technique was tested and refined during a three month pilot in one police district. The pilot test indicated a need for a single arrest form to

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### CINCINNATI MUNICIPAL CODE

#### §903-4 Methods of Arrest.

Arrests of persons charged with misdemeanors under the Ohio Revised Code or the Code of Ordinances of any Ohio municipality may be made by taking the person charged into custody or by serving him with notice of arrest.

(C.O. 903-4:a. Ord. No. 413-1970, eff. Dec. 23, 1970)

#### §903-5 Arrest Notice

An arrest notice may be served by the arresting officer in the case of an offense other than a felony, when he is satisfied that the defendant has a continuing bona fide residence, place of business or employment in the county of Hamilton, state of Ohio, that he will obey the order of the arrest notice and all orders of the court, and that peace and order will be subserved by not taking such defendant into custody. The defendant shall in such cases acknowledge in writing the service of notice and shall agree to obey its orders and all orders of the court.

(C.I. 903-5)

replace four separate forms and to incorporate the citation evaluation scale. (See Attachment.)

Prior to Division-wide implementation of the procedure, police supervisors were provided detailed training and procedure materials to help them conduct roll-call training for patrolmen in their districts. Mechanisms for monitoring and evaluating the program also were incorporated into the arrest procedure to ensure compliance and to measure the operation of the program.

#### Misdemeanor Arrest Procedure

The misdemeanor arrest form is divided into three sections: Arrest report, citation evaluation report and officer's report.

In processing an arrest, the officer first enters all required data in the arrest report section of the form.

Adults charged with misdemeanor offenses or traffic violations will be considered for release at a district police station unless they are charged with an ineligible offense or one of the following conditions exists:

- a. Danger exists the offense will continue.
- b. Potential physical injury to the individual arrested, police officer or other individual is likely to occur.
- c. The individual arrested does not understand that he has been arrested and must appear in court.
- d. The individual does not either live and/or work in Hamilton County.

If any of these objections to release apply, the officer does not complete the citation evaluation report section of the form. The officer

enters the reason for detaining the individual, then signs and dates the form.

If the individual is eligible for release consideration, the officer will complete the citation evaluation report, using the arrest information in each of the six evaluation categories, and circling the point score to the left of the statement. If the individual obtains five or more points and the information he has given can be verified, he will be cited and released. The officer schedules a court appearance as soon as he considers reasonable, generally within three days after a misdemeanor arrest or within fifteen days of a traffic arrest. The officer then completes the officer's report, indicating:

- a. Whether or not the defendant was cited and released.
- b. If cited, the court date assigned.
- c. If detained, the reason for detention.

The officer then signs and dates the form.

Copies of arrest forms and the procedure for completing and processing the forms are contained in Appendix III.

Case Information Unit  
Criminal Justice Section  
Cincinnati Police Division  
March, 1975

Appendix I

Stationhouse Release Results, 1973

Division Results

<u>District</u>	<u>Misdemeanor Arrests</u>	<u>Per Cent Misdemeanor Arrests</u>	<u>No. Eligible for Release</u>	<u>No. Released On Summons</u>	<u>Per Cent of Eligibles Released</u>
1	5308	47.0	2022	986	48.8
3	1110	9.8	366	136	37.2
4	1485	13.1	485	185	38.1
5	1221	10.8	466	168	36.1
6	977	8.6	368	119	32.3
7	<u>1205</u>	<u>10.7</u>	<u>395</u>	<u>173</u>	<u>43.8</u>
TOTAL	11306	100.0	4102	1767	43.1

Appearance Rate

No. Released on Citation

1767

No. Appeared at Arraignment

1655

Appearance Rate

94.0%

Analysis of Ineligible Charge Categories

<u>By Court Directive:</u>	<u>Number Detained</u>	<u>Per Cent of Total Arrests</u>
Bench Warrant (Capias)	3311	29.3
Probation Violation	334	3.0
Driving While Under The Influence	267	2.4
<u>By Division Policy:</u>		
Drunkenness	2765	27.5
Petit Larceny	287	2.5
Firearms/Weapons	77	0.7
Sex Offenses	68	0.6
Hold For Other Authority	<u>98</u>	<u>0.9</u>
TOTAL	7207	63.9

Analysis of Eligible Arrests Resulting in Detention

<u>Reason</u>	<u>Number of Eligibles Detained</u>	<u>Per Cent of Eligibles Detained</u>
Insufficient Points On Evaluation	787	19.2
Refused Evaluation Interview	422	10.3
Danger of Offense Cont/ Phys. Injury	595	14.5
Other	<u>531</u>	<u>12.9</u>
TOTAL	2335	56.9

Appendix II

Cumulative Stationhouse Release Results, 1973-74

Division Results

<u>District</u>	<u>Misdemeanor Arrests</u>	<u>Per Cent Misdemeanor Arrests</u>	<u>No. Eligible for Release</u>	<u>No. Released On Summons</u>	<u>Per Cent of Eligibles Released</u>
1	11132	44.6	4345	2299	52.9
3	2446	9.8	913	402	44.0
4	3551	14.2	1133	440	38.8
5	2848	11.4	1060	468	44.2
6	2319	9.3	950	386	40.6
7	<u>2660</u>	<u>10.7</u>	<u>907</u>	<u>415</u>	<u>45.8</u>
TOTAL	24956	100.0	9308	4410	47.4%

Appearance Rate

<u>No. Released on Citation</u>	<u>No. Appeared at Arraignment</u>	<u>Appearance Rate</u>
4410	4104	93.1%

Analysis of Ineligible Charge Categories

<u>By Court Directive:</u>	<u>Number Detained</u>	<u>Per Cent of Total Arrests</u>
Bench Warrant (Capias)	7509	30.1
Probation Violation	853	3.4
Driving While Under The Influence	821	3.3
 <u>By Division Policy</u>		
Drunkenness	5036	20.2
Petit Theft	508	2.0
Firearms/Weapons	152	0.6
Sex Offenses	236	0.9
Hold For Other Authority	<u>141</u>	<u>0.6</u>
TOTAL	15256	61.1

Analysis of Eligible Arrests Resulting in Detention

<u>Reason</u>	<u>Number of Eligibles Detained</u>	<u>Per Cent of Eligibles Detained</u>
Insufficient Points On Evaluation	1764	18.9
Refused Evaluation Interview	1028	11.0
Danger of Offense Cont/ Phys. Injury	1459	15.7
Other	<u>647</u>	<u>7.0</u>
TOTAL	4898	52.6%

## Appendix III

**12.123 Procedure for Completing Misdemeanor and Felony  
Arrest Forms**

**Ref:** Form 527-M  
Form 527-F  
Procedure Manual 16.705, Identification of  
Persons in Police Custody

**A. Purpose:**

To provide a uniform arrest procedure

- a. The Misdemeanor Arrest Report (527-M) will be completed for all adult misdemeanor offenders not released in the field, and for all juvenile delinquency offenders physically arrested and not released to a parent or guardian.
- b. The Felony Arrest Report (Form 527-F) will be completed for all adult felony offenders and in all Investigative Detention cases.

**B. Procedure:**

1. All blanks in the upper portion of the form should be filled in as completely as possible.
2. If the defendant is unable or refused to supply the requested information, the officer will complete the form to the extent possible with special attention to the information in bold outlined boxes.
3. The arresting officer will check with the Master Name File and query RCIC to determine prior record and whether there are any outstanding warrants for the defendant. The number of any felony or misdemeanor convictions and the control number will be recorded in the appropriate boxes on the arrest form.
4. Facts of Arrest will be summarized in the space provided on the top copy of the form. (The Felony Arrest Report provides additional space for a more detailed description of the facts immediately below this on the remaining three copies).

In addition, the arresting officer will supply the names, addresses, and telephone numbers of any witnesses, with a summary of their testimony in the space provided immediately below the facts. Any statements obtained should be attached to the arrest form. Space is also provided for a description and

estimated value of any recovered property or evidence. If this section of the form is completed properly, a case summary should not be required by the prosecutor.

5. Misdemeanor Arrest Report: Determining Eligibility for Release

a. All adults charged with misdemeanor offenses or traffic violations will be eligible for release at a District police station unless they are:

- 1) Arrested on a capias warrant.
- 2) Charged with probation violation.
- 3) Held for other authorities.
- 4) Charged with DWI as a second offender.
- 5) Charged with drunkenness when no responsible third party is available to assume custody.

b. Refer to Procedure Manual 16.705 for misdemeanor offenses which may be released after processing through Criminalistics Unit.

c. In addition the arresting officer should consider whether:

- 1) Danger exists the offense will continue.
- 2) Potential physical injury to the individual arrested, police officer or other individual is likely to occur.
- 3) The individual arrested understands that he has been arrested and must appear in court.
- 4) The individual lives and works outside of Hamilton County.

d. If any of these objections to release apply, the officer will not fill in the Citation Evaluation Report Section of the form. He will skip to the Officer's Report Section and either check the appropriate box or write

in the reason for detaining the individual. He will then sign and date the form.

6. Misdemeanor Arrest Report: Completion of the Citation Evaluation Report and the Decision to Cite
- a. When the arresting officer is satisfied the individual is eligible for citation release, he will complete the Citation Evaluation Report Section of the arrest form. The defendant must agree to allow the officer to verify the information collected and to sign the arrest report.
  - b. If the arrested individual refuses to answer the questions or sign the arrest form, the officer will check "refused to be interviewed" in the box under Officer's Report and sign the report. The individual will be physically arrested.
  - c. If the arrested individual is cooperative, the officer will use the arrest information collected on the top section of the form to select the appropriate statement in each of the six evaluation categories, then circle the point score to the left of the statement. He will total the points obtained from the six categories in the space provided.
  - d. The names of three individuals, personal references, or employer who may verify information given by the defendant will be collected whether or not the officer plans to contact them.
  - e. If the individual has scored five or more points based on the interview, the officer must attempt to verify the information used for the evaluation. UNLESS VERIFICATION IS COMPLETED, THE INDIVIDUAL CANNOT BE RELEASED. Minimum verification requirements include one of the following:
    - 1) A valid driver's license showing the offender's current address.
    - 2) A Social Security card supported by other identification bearing offender's current address. (Example: Auto registration, Employment I.D., Student I.D., payroll check stubs).
    - 3) Other identification information available to the officer and noted by him on the

form. (Example: Personal knowledge of the offender due to previous contact).

- 4) Name and address check in a current telephone directory. The listing must be in the offender's name.
- 5) Telephone calls to one or more of the offender's references.

A Social Security card without other supportive identification is not sufficient verification for release.

Identification bearing an address other than the offender's current address should be supported by at least one of the categories 3, 4 or 5.

The source of verification must be given in the space provided and the information verified indicated by checking the appropriate boxes.

- f. When verification has been completed, individuals scoring five or more points will be released, unless the arresting officer states a reason for detaining them, in writing, in the Officer's Report.
- g. The guidelines detailed above should be weighed with other facts available to the arresting officer in his decision to release or detain the offender.
- h. Those individuals cited and released must sign the arrest report. The officer will schedule a court appearance:
  - 1) 3-5 calendar days from date of arrest for a criminal offense.
  - 2) 14 calendar days from date of arrest for a traffic offense.

This date will be written in the appropriate space. The officer will circle the time of appearance -- 9:00 AM for criminal cases and 1:00 PM for traffic cases -- and give copy two of the form to the defendant.

**12.124**     Misdemeanor Arrest Procedure

**Reference:** Cincinnati Municipal Code Sections 903-4 and 903-5

**Reference:** Procedure Manual 12.123 Procedure for Completing Misdemeanor and Felony Arrest Reports

**A. Purpose:**

1. To ensure accurate and timely data for prisoner processing and court records.
2. To establish Division arrest procedures in compliance with the Ohio Revised Code and the Ohio Rules of Criminal Procedure.
3. To protect constitutional rights for all persons.

**B. General Information**

1. Individuals arrested for misdemeanor offenses which require processing by the Criminalistics Unit and are eligible for Stationhouse Release, may be cited to court. The individual may be released only after the processing and verification of identity is completed by Criminalistics Unit personnel (Procedure 16.705).

**C. Procedure:****1. Original Misdemeanor Arrests****a) Physical Arrest:**

- 1) The arresting officer will complete Form 527-M.
- 2) The arresting officer will conduct a name check through RCIC and Police Data Processing.
- 3) The arresting officer will complete the appropriate Complaint Form in Triplicate and have all three copies notarized by a Supervisor.

- 4) The arresting officer will give the third copy of the Complaint Form to the Defendant.
- 5) The top copy of 527-M will accompany the defendant to Central Station.
- 6) After the prisoner is processed at Central Station the transporting officer will respond immediately to the Police Data Processing Unit and give the Clerk the first two copies of the Complaint and the second, third and fourth copies of the 527-M.
- 7) Police Data Processing Unit personnel will obtain the case number needed for docketing and records maintenance from the Court Clerk's Office.
- 8) ALL ARRESTED INDIVIDUALS NOT TRANSPORTED TO CENTRAL STATION BY 0300 HOURS WILL BE TRANSPORTED TO CENTRAL STATION BY DISTRICT PERSONNEL. THE DISTRICT ON DUTY RELIEF SUPERVISOR WILL INSURE THAT THE ARREST DOCUMENTS ARE DELIVERED TO THE POLICE DATA PROCESSING UNIT PRIOR TO 0400 HOURS.

b) Arrest by Citation:

- 1) The arresting officer will complete Form 527-M.
- 2) The arresting officer will conduct a name check through RCIC and Police Data Processing.
- 3) The arresting officer will cite the defendant 3-5 calendar days from date of arrest for all criminal offenses.
- 4) The arresting officer will complete the appropriate Complaint Form in triplicate and have three copies notarized by a supervisor.
- 5) The arresting officer will give the

defendant the third copy of the Complaint and the second copy (yellow) of the 527-M.

- 6) The arresting officer will staple the first two copies of the Complaint to the arrest form.
- 7) At 0700 hours each day the District Desk Officer will prepare two blank copies of the Arrest Summary (Form #682) to be kept at the desk. For all misdemeanor citation arrests occurring during the next 24 hour period, the arresting officer will fill in the required information on Form #682. All citation arrest documents for the 24 hour period will be placed in one envelope.
- 8) At 0700 each day the District desk officer will place the #682 forms for the previous 24 hour period in the envelope with the arrest documents. This envelope will be hand-carried to the Police Data Processing Unit no later than 0800 hours each morning.
- 9) The first copy of Form #682 will be initialed and time stamped by the Clerk at the Police Data Processing Unit and will serve as a receipt to insure that Complaints and 527-M forms are not misplaced. This copy will be returned to the district by the transporting officer for the district's files. The second copy will remain at the Police Data Processing Unit.

2. Arrests on Previously Issued Warrants and Capiases

a) Physical Arrest (Misdemeanor or Traffic Warrant)

- 1) When an officer arrests an individual who is wanted pursuant to a warrant or capias, he must have the warrant/capias in his possession or know where it can be obtained within a reasonable period of time.

- 2) The arresting officer will complete the 527-M, listing the location of the warrant/capias.
- 3) The arresting officer will conduct a name check through RCIC and Police Data Processing.
- 4) If the arresting officer is in possession of the warrant/capias, he will fill out the "Return" section of the warrant/capias and the "Warrant Control Card".
- 5) If the arresting officer does not have the warrant/capias in hand, he must notify the unit in possession of the warrant/capias that it has been served and should be forwarded to the Central Warrant Processing Unit immediately.
- 6) The arresting officer will arrange for the transportation of the prisoner and the first copy of the 527 Form to Central Station.
- 7) Immediately after the prisoner is processed at Central Station the transporting officer will hand-carry the remaining copies of the 527 Form to the Central Warrant Processing Unit with the warrant/capias (if available) attached.
- 8) For criminal warrant arrests, the arresting officer will insure that the defendant is given a copy of the warrant as soon as possible. If there is not an extra copy of the warrant available, Central Warrant Processing Unit personnel can make a copy of the original.
- 9) The Central Warrant Processing Unit must forward a copy of the warrant/capias and 527 Form to Police Data Processing by 0400 in order to have the defendant placed on the docket. Therefore, the arresting officer may be required to obtain the warrant/capias immediately if it appears it will not reach Central Warrant Processing Unit in time to make

the 0400 deadline.

- 10) ALL ARRESTED INDIVIDUALS NOT TRANSPORTED TO CENTRAL STATION BY 0300 HOURS WILL BE TRANSPORTED TO CENTRAL STATION BY DISTRICT PERSONNEL. THE DISTRICT ON DUTY RELIEF SUPERVISOR WILL INSURE THAT THE ARREST DOCUMENTS ARE DELIVERED TO THE CENTRAL WARRANT PROCESSING UNIT PRIOR TO 0400 HOURS.

b) Arrest by Citation (Misdemeanor or Traffic Warrant)

- 1) NO INDIVIDUAL CHARGED WITH A FELONY IS EVER ELIGIBLE TO BE CITED TO COURT.
- 2) An individual arrested on a capias may not be cited without authorization from a Judge of the Hamilton County Municipal Court.
- 3) The arresting officer may cite an individual on a misdemeanor warrant if he has the warrant in hand or knows where it can be obtained within a reasonable period of time.
- 4) The arresting officer will complete the Form 527-M or notice to appear (Form 314).
- 5) The arresting officer will conduct a records check through RCIC and Police Data Processing.
- 6) The arresting officer will select a court day
  - (a) 3-5 calendar days from the date of arrest for misdemeanor offenses.
  - (b) 14 calendar days from the date of arrest for a traffic offense.
- 7) The arresting officer will give the defendant the yellow copy of Form 527-M or Form 314.
- 8) If the officer has the warrant in his

possession at the time he issues the citation he will:

- (a) Give the defendant a copy of the warrant if a second copy is attached. (Not applicable to traffic arrests).
  - (b) Attach the warrant to the remaining copies of the 527-M or Form 314 and forward them to the Central Warrant Processing Unit as soon as possible.
- 9) If the officer does not have the warrant in his possession at the time he issues the citation he will:
- (a) Confirm the location of the warrant by calling the Central Warrant Processing Unit.
  - (b) List the location of the warrant under facts of arrest on the 527-M or the 314.
  - (c) When possible, list on the defendant's copy of the 527-M or 314 the numerical designation of the Section under which he is charged (State or Municipal), the complainant's name and address, and a brief statement of the facts constituting the charge.
  - (d) Forward the remaining copies of the 527-M or the Form 314 to the Central Warrant Processing Unit. The Central Warrant Processing Unit will recall the warrant based on the information contained on the officer's report.

**CINCINNATI POLICE DIVISION  
MISDEMEANOR ARREST REPORT**

FORM 527-M

Case No. _____		Court Date _____		Arrest Report No. _____	
Name of Defendant — Last, First, Middle _____				Address — Number, Street, City, State, and Zip Code _____	
Telephone No. _____	Female <input type="checkbox"/> Male <input type="checkbox"/>	Race _____	Height _____	Weight _____	Eyes _____
				Hair _____	Date of Birth _____
					Place of Birth _____
					Social Security Number _____
How long at current address? _____	How long at previous address? _____	Yrs. in Cinti. _____	Driver's License No. — State — Year Exp. _____		Other ID — indicate type and identifying number(s) _____
Name of Employer _____			Address _____		Telephone No. _____
How long employed? _____	If under 1 yr. how long at previous job? _____		If unemployed or minor, give spouse's or parent's business address and telephone no. _____		
Marital Status _____	Lives with (name) _____	Relationship _____	If married, name of defendant's spouse _____		Number of children _____
1. Arresting Officer _____		Badge No. — District _____	Date of Arrest _____	Time of Arrest _____	Means of Arrest _____
2. Arresting Officer _____		Badge No. — District _____	Place of Arrest — Number and Street _____		District / Reporting Area _____
CHARGES (Include Section Numbers) _____			Complainant — Name _____		Notified by: _____
			Complainant — Address _____		Telephone No. _____
Master Name File <input type="checkbox"/> Prior Convictions (Number) _____		Control Number _____	Location of Offense _____		Date of Offense _____
RCIC Verification <input type="checkbox"/> Misd. _____ Felony _____					Time of Offense _____
FACTS OF ARREST _____			<p align="center">I AGREE TO APPEAR BEFORE THE CRIMINAL / TRAFFIC COURT AT 222 EAST CENTRAL PARKWAY at 9 A.M. / 1 P.M.</p> <p>ON _____ (date)</p> <p align="center">_____ (signature of defendant)</p> <p align="center">FAILURE TO APPEAR WILL CAUSE A WARRANT TO BE ISSUED FOR YOUR ARREST.</p>		
_____					
_____					
_____					
_____					

Name _____	Address _____	Telephone No. _____
Name _____	Address _____	Telephone No. _____
Name _____	Address _____	Telephone No. _____

PROPERTY RECOVERED: (Description and identifying marks)

\_\_\_\_\_

**CITATION EVALUATION REPORT**

Using information obtained above, circle score for appropriate statement in each of the following categories and total below. Five points are required to be eligible for release. The Citation Evaluation Report will be completed in accordance with Division policy and procedures.

<b>HAMILTON RESIDENCE</b>	3 Over 1 year at present residence	<b>PRIOR CONVICTIONS</b>	2 No previous convictions
	2 Over 1 year at present and prior residence OR 6 months at present residence		1 One misdemeanor conviction
	1 Between 6 and 12 months at present and prior residence OR 4-6 months at present residence		0 Two misdemeanors OR 1 felony conviction
	0 Under 6 months at present and prior residence		-1 Three misdemeanors OR 2 felony convictions
<b>FAMILY TIES</b>	3 Lives with immediate family and has regular contact with other family members	<b>DISCRETIONARY INFORMATION</b>	1 Favorable; pregnant, old age, poor health, continuous medical treatment, gets financial aid, attends school, etc.
	2 Lives with immediate family and has no other family contacts		0 Neutral; no evidence of discretionary ties to the community
	1 Lives alone but has regular contacts with other relatives		-1 Unfavorable; vague answers, lie detected, transient background
	0 Lives alone or with non-family person and has no regular contact with other family members		
<b>EMPLOYMENT</b>	3 Has held current job over 1 year	<b>YEARS IN CINCINNATI</b>	1 Over 10 years in Cincinnati-Hamilton County
	2 Has held current job 6-12 months		0 Under 10 years in Cincinnati-Hamilton County
	1 Has held current job 4-6 months OR current and prior job over 6 months OR supported by family		
	0 Not employed or otherwise supported OR under 4 months at current job		

**TOTAL POINTS SCORED BY DEFENDANT ON INTERVIEW** \_\_\_\_\_

**RELATIVES AND OTHER REFERENCES:** Names should be supplied by defendant of persons who may verify information given by him, regardless of whether verification interview is conducted or not.

Name	Address	Telephone No.	Relationship	How Often Seen

**VERIFICATION:** Must be completed. If unable to sufficiently verify for release, so state in officer's report.

Source of Verification (if personal reference, give name) \_\_\_\_\_ Items verified:  Identification Residence  Family Ties Employment  Discretionary Info. Time in County

**OFFICER'S REPORT**

Was Defendant Summoned and Released? Yes  No  If Yes, give Court Date: \_\_\_\_\_ If No, state reasons below:

Defendant was detained for the following reasons:  Insufficient point score  Refused to be interviewed  Lives & works out of County  Capias Warrant

Other \_\_\_\_\_

Date \_\_\_\_\_ Arresting Officer's Signature \_\_\_\_\_

**END**

7 26/10/1941