

A. **PURPOSE.** To direct and assign the responsibility for the review of arrests and related reports made by employees of the Grand Rapids Police Department

B. **SPECIFIC RESPONSIBILITIES**

1. Police officers shall have all arrests reviewed prior to transport under the following circumstances:
  - a. The arresting officer is a probationary officer.
  - b. The unit commander directs the officer to have his/her arrests reviewed by a supervisor.
  - c. Incidents where the original charge would have been a Municipal Civil Infraction and circumstances have made an arrest necessary.
2. Probationary officers, and those officers directed by their unit commander, shall have all arrests reviewed:
  - a. Except arrests made for felony warrants, misdemeanor warrants, and bench warrants that are confirmed by the LEIN operator.
  - b. Including arrests made for confirmed violations of Personal Protection Orders and Special Bond Conditions.
  - c. By a patrol sergeant. If, after a reasonable effort, a patrol sergeant cannot be contacted or if a patrol sergeant is unavailable, arrest approval may be obtained from the watch commander or unit commander.
3. Officers having arrests reviewed will document in their reports the name and rank of the supervisor reviewing the arrest, as well as the means used to obtain review (i.e. radio, CDT, telephone, in person).
4. Officers having arrests reviewed shall have their arrest reports reviewed by a patrol sergeant. In the event that a patrol sergeant is not available, the officer shall submit the report(s) to the network for review by the watch commander before the end of his/her shift.

5. Supervisors shall:

- a. Review the arrests made by officers required by this procedure to obtain arrest approval.
- b. Review the arrest reports written by officers required by this procedure to obtain arrest approval for completeness, accuracy, and appropriateness by the end of their shift. In the event a patrol sergeant is not available to review reports, the watch commander will perform this task before the end of the officer's shift.
- c. Order the immediate release of an in-custody suspect when the arrest is not legal or proper and forward a memorandum to the Chief of Police and unit commander outlining the reasons for the release together with all related reports.