

12.553 FLAGGED PERSONS

Definitions:

Flagged Person – a person who has important information added to their record and is flagged as such to make officers aware of information attached to the person. When a flagged subject is queried, a highlighted indicator box will appear with the word “FLAGGED”.

Purpose:

To make officers aware of important information attached to a flagged person.

To establish a guide and procedure for entering, processing, and disseminating flagged person information.

Policy:

A flagged person designation **does not** give an officer probable cause to stop a subject or a vehicle attached to a flagged person. A person who is flagged may still be approached by an officer in a manner which is non-threatening to attempt to speak with the subject. There is, however, no requirement that the person cooperate with the officer in such an encounter.

Information:

A subject may be entered as a flagged person based on their identification by the Cincinnati Initiative to Reduce Violence (CIRV) Career Criminal listing or as a potential suspect or potential witness. The flagged person status will indicate to the officer that there is information contained in the subject's record that needs to be read.

Attaching CIRV identification to a subject will enable prosecutors and judges to be aware of a person's status for possible sentencing.

Procedure:

A. Entering Flagged Persons

1. Officers requesting to have a subject flagged will submit a Form 290, Flagged Person Entry/Removal Request, for a supervisor's approval.
 - a. Explain why the subject should be listed as a flagged person and include any special instructions if the person is stopped (who to notify or where to send a copy of the contact card).
2. Once approved, submit the Form 290 to the district/section/unit commander for entry into RCIC.
 - a. District/Section/Unit commanders will designate the person responsible for the entry/modification/removal of flagged persons.

- b. Entry will be done through an eCLEAR terminal. Run a query on the subject, for example, a QHW.
- c. Once the query is run, a series of boxes will appear below the person's information. Click on the EW box.
- d. The EW-Enter Warrant page will appear. Many of the fields will auto populate with the subjects information based on the query.
 - 1) In the warrant type box, choose Flagged Person.
 - 2) In the report number box, the entering officer will use the first four mnemonics of the entering location (i.e., DST1, DST2) then their employee ID.
 - 3) Add the information pertaining to the flagged status in the remarks section.
- e. All entries, modifications, or cancellations into RCIC must be reviewed for accuracy by a supervisor of the entering person.

B. Removing Flagged Persons

1. Entries will remain in RCIC until removed by the entering district/section/unit.
 - a. Original requesting officers will complete the bottom portion of the Form 290 requesting the removal of the flagged person status once the need has been met.
 - b. Once approved by a supervisor, submit the Form 290 to the district/section/unit commander for approval to remove from RCIC.
 - 1) Removal will be done through the eCLEAR terminal where the status was originally entered. Run a QW on the flagged person.
 - 2) Scroll through the information until the flagged person information appears. Click on the CW box to clear the flagged person status.

C. Flagged Person Validations

1. The Department Terminal Agency Coordinator (TAC) will send out a quarterly list of flagged persons to Patrol Bureau and Investigations Bureau.
 - a. District/Section/Unit designated entry persons will contact the original requesting officer, as listed on the Form 290, to verify the status of the flagged person.

- b. If the original requesting officer confirms the removal of the flagged person status, they will fill out the bottom of Form 290 and, once approved by a supervisor, submit it to the district/section/bureau commander for approval to remove from RCIC.
 - c. Once the Form 290 is received by the designated entry person, the flagged person status will be removed from RCIC.
 - d. If the original requesting officer is no longer employed by the department, the flagged person status will be removed unless another officer requests the entry be retained or the subject is a member of the CIRV Career Criminal listing.
2. If a flagged person status is removed, mark the person as removed from the validation list.