



CITY OF AKRON, OHIO
POLICE DIVISION
KENNETH R. BALL II, CHIEF OF POLICE

NUMBER P-2018-005	EFFECTIVE DATE August 6, 2018	RESCINDS P-93-005 Issued 12/27/93
SUBJECT Civil Suits and Agency Complaints Against Personnel Procedure		ISSUING AUTHORITY Chief Kenneth R. Ball II

I. POLICY

The purpose of this procedure is to set forth guidelines for Akron Police Department employees for notifying the Office of the Chief of Police and the City of Akron Law Department of pending civil suits and agency complaints/charges involving Police personnel in a timely manner.

II. PROCEDURE

- A. Any officer or employee of the Akron Police Department when served with an official instrument from a court of law or administrative agency naming him or her as the defendant, co-defendant, or charged party in any action resulting from his or her official duties, including the notification of deposition, shall inform the Chief of Police in writing of the court action or agency complaint within 24 hours of its service or receipt.
- B. This report will be addressed to the Chief of Police and the officer/employee's subdivision commander. The original copy of the civil suit, complaint, or charging document; the original envelope in which it was delivered; and any documents included with the civil suit, complaint, or charging document shall be attached to the report. The report shall include the date and time of service or receipt.
- C. The Chief's Office, Mayor's Office, and the Law Department are the only offices authorized to receive service of lawsuits or other court documents in civil suits. All bureaus are instructed to direct a process server to the Chief's Office.
- D. The officer/employee shall deliver the report and the original copy of the civil suit or charging document to the Chief's Office and shall make a copy of the report to distribute to the subdivision commander and a copy for the officer/employee to keep.
- E. Upon receipt of the original lawsuit or complaint and documentation accompanying it, the Chief's Office will immediately forward all of the documentation to the Law Department.
- F. Officers or employees named or involved in suits resulting from their official acts will cooperate fully with the City's Law Department or designated counsel and investigators appointed to represent the Police Department of the City of Akron.

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- G. All officers/employees shall adhere to the terms and directives of a litigation hold letter from the City of Akron Law Department related to the civil litigation or an agency complaint/charge.

By Order Of,

A handwritten signature in black ink, appearing to read "Kenneth R. Ball II". The signature is written in a cursive style with a large initial "K".

Kenneth R. Ball II
Chief of Police

Date July 27, 2018