



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

<b>NUMBER</b> P-2019-043	<b>EFFECTIVE DATE</b> December 4, 2019	<b>RESCINDS</b> P-10-043 Issued 05-19-10
<b>SUBJECT</b> Processing Court Orders to Seal Official Records		<b>ISSUING AUTHORITY</b> Chief Kenneth R. Ball II

**I. POLICY**

All employees of the Akron Police Department shall treat records that have been sealed as confidential records. Information contained in sealed records will be released only in accordance with the Ohio Revised Code<sup>1</sup>.

**II. PROCEDURE**

**A. OFFICER'S RESPONSIBILITIES**

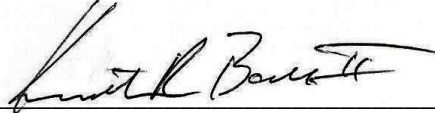
1. Any officer notified in writing that a record has been ordered sealed shall return the written notification within three working days of receipt. All personal copies of reports and photographs will be forwarded to the Crime Scene Unit (CSU) where the reports will be filed with the sealed record.
2. Officers shall not discuss with any person not employed within the Akron Police Department, any information concerning a person's record that has been ordered sealed.
3. Requests for copies of such reports shall be referred to CSU.

**B. SUBDIVISION COMMANDER'S RESPONSIBILITIES**

1. Sub-division commanders shall establish internal policies to ensure bureau and unit commanders comply with court orders to seal records.
2. Unit and bureau commanders shall ensure all records and photographs are forwarded to the Crime Scene Unit (CSU).
3. A copy of the court order shall be returned to CSU, signed by the employee who sealed the record.

**C. Failure to comply with certain sections of this procedure or misuse of information contained in sealed records may subject an employee to criminal charges.**

By Order Of,



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Kenneth R. Ball II  
Chief of Police

Date December 4, 2019

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<sup>1</sup> Ohio Revised Code Sections 2935.36, 2953.32 and 2953.52-54