



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

NUMBER P-2019-043	EFFECTIVE DATE December 4, 2019	RESCINDS P-10-043 Issued 05-19-10
SUBJECT Processing Court Orders to Seal Official Records		ISSUING AUTHORITY 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 Code¹.

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. Request for copies of such report 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,



Kenneth R. Ball II
Chief of Police

Date DECEMBER 4, 2019

¹ Ohio Revised Code Sections 2935.36, 2953.32 and 2953.52-54