



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

NUMBER P-2020-050	EFFECTIVE DATE July 23, 2020	RESCINDS P-09-050 Issued 12-23-09
SUBJECT Request for Service or Information Report Procedure		ISSUING AUTHORITY Chief Kenneth R. Ball II

I. POLICY

Request for Service or Information Reports are intended to ensure continuity of operation and dissemination of information, including follow-up. Forms are designed for use as a supplement to, not substitute for, all other required division reports and means of communication.

II. PROCEDURE

- A. This report will be used to disseminate information to interdepartmental units. This information can include:
 - 1. A problem requiring service.
 - 2. Wanted persons, suspects, FI Card requests, etc.
 - 3. Information regarding criminal activity or officer safety.
- B. It is preferable that officers complete these forms instead of referring the request to Safety Communications.
 - 1. Forms should be completed by using the Request for Service/Information Report Template. The form can also be found on the APD Intranet Home Page.
- C. An employee completing the report will submit it to a supervisor for review and approval. The approving supervisor will then remove his subdivision copy for posting purposes and cause the remaining copies to be disseminated.
- D. Shift and unit commanders will ensure that this information will be disseminated to their officers in a timely manner.
- E. Requests for Service Reports will be cancelled or become inactive depending on their nature by one of these means:
 - 1. Dated events are self-canceling.

2. General and specific requests will be removed from the information board after four days.
 - a. If the request is satisfied prior to the four day period, the officer satisfying the request shall immediately notify the DB Desk. The DB officer receiving the information will note all pertinent canceling information on the Investigative Subdivision copy, sign and date same, and as soon as possible, cancel the information with the Uniform Subdivision and Safety Communications.
 - b. Uniform and Safety Communications personnel receiving canceling information will note all pertinent facts on their copies of requests, sign, and date same.
3. Cancelled requests, such as warrant arrests, will remain on information boards for a minimum of four days after the date of cancellation. Requests for Service Reports that are cancelled will be filed using the specific subdivision practices and record retention laws.

By Order Of,



Kenneth R. Ball II
Chief of Police

Date JUNE 29, 2020