



Apex Police Department General Order



Title Records Administration		Order Number 401-22
Effective Date: February 9, 2022	Amends: General Order 401-15b	
CALEA Standard: 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1 (e), 82.3.5	Rescinds:	
Reference: NCGS Chapter 121, 132-1.4, 7B-3001, 7B-3200, 7B-3201, 7B-3202, 15A-145, 15A-505 North Carolina Municipal Records Retention and Disposition Schedule GO 405 – Field Reporting and Management GO 1101 – Criminal Investigations GO 1204 – DCI Operations and Security	Pages: 15	
Forms: F401 – Parent/Guardian Notification Form F401a – Notification of Felony Charges Regarding Student F401b – Request for Records F401c – Case Cancellation Form F401d – Expungement Order Verification Form F401e – Personnel File Sign Out Log F401f – Discovery Material Tracking Form F401g – DWI Case File Accountability Log		

Records Administration

Purpose

The purpose of this directive is to establish departmental guidelines for the administration of the department's records, calls for police service, initiation and completion of reports, and the administrative processing of all records and reports.

Policy

It is the policy of the Apex Police Department (APD) to administer and maintain a police records system which efficiently, effectively, and accurately records reported complaints, calls for police service, and related police activity. The department's RMS will also act as a functional database for the investigation of crimes, planning of selective enforcement, and preventive patrol which can be used to make decisions regarding department deployment, staffing levels, and use of

Records Administration

other departmental resources. The APD will comply with all mandated reporting requirements of the federal government and the State of North Carolina while maintaining adherence to the public records laws.

Definitions

Computer Aided Dispatch (CAD) – A computerized dispatch system that efficiently assigns units to calls for service and provides storage of statistical data pertaining to incidents and calls for service.

Records Unit – The physical location in the APD where police records, with the exception of master case files, are entered, filed and secured.

Criminal History Record Information (CHRI) – Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any dispositions arising therefrom (i.e., sentencing, correctional supervision, and release).

Records Management System (RMS) – A computerized police records information management system operated by the APD which is accessible in designated locations in the police facility and through authorized police computer systems. Specific controls and access sharing is administered by the [Records Supervisor](#).

Division of Criminal Information Network (DCIN) – A computer network operated by the North Carolina State Bureau of Investigation (SBI) to provide for the exchange of statewide criminal justice information.

Uniform Crime Reporting (UCR) - A systematic crime reporting program that captures local, state, and national crime statistics.

[National Incident-Based Reporting System \(NIBRS\)](#) – A systematic crime reporting program that captures specific details about crimes and offenders through incident-based reporting.

Freedom of Information Act (FOIA) – The release of public records is governed by North Carolina General Statutes (NCGS) Chapter 132.

Incident – An event that requires law enforcement action, documentation, and/or the dispatching of departmental personnel in response to citizen requests for law enforcement services or the self-initiated activity of a police officer. This includes any situation, whether criminal or non-criminal, which involves a response to the scene, an investigation, or the preparation of an oral or written report.

Procedure

Records Retention

Records Administration

1. The official records retention schedule used by the APD is the *Municipal Records Retention and Disposition Schedule* issued by the North Carolina Department of Cultural Resources, Division of Historical Resources Archives and Records Section, Government Records Branch.
2. Felony case files will be maintained for a minimum of 20 years.
 - Homicide related case files (murder, manslaughter, etc.) will be maintained indefinitely.
 - **Unsolved felony and cold case files involving an aggravated offense such as murder, kidnapping, rape, etc. will be maintained indefinitely.**
3. **Misdemeanor or other types of case files will be maintained for a minimum of three years.**
4. All criminal case files are maintained within the Criminal Investigations Division (CID).
5. Administrative and other records will be maintained and disposed of in accordance with the *Municipal Records Retention and Disposition Schedule*.

Records Maintained by Agency Operational Components (82.3.5)

The APD RMS is the central repository for the original copies of all offense and incident reports, arrest reports, other field reports, and other official records. All components of the department have limited access to the RMS based upon assignment, position, and/or rank. Records maintained by other components of the department include, but are not limited to the following:

1. Office of the Chief of Police
 - Personnel Records
 - Performance Evaluation Records
 - Training Files
 - Use of Force Files
 - Pursuit Files
 - Internal Affairs Records
 - Discipline and Counseling Records
 - **Accreditation Files**
 - **Citizen Complaint Files**
 - **Procurement and Budget Files**
 - **Time and Attendance Records (i.e., overtime, leave usage, etc.)**
 - Other Administrative Files
 - **NOTE:** Medical records and psychological records must be maintained in a separate, sealed envelope

Records Administration

2. Administrative Division

- Equipment Files
- Property Inventories
- Found, Recovered, and Evidentiary Property Records
- Fleet and Support Services Files
- Other Administrative Files

3. Records Unit

- Citations
- Warning Tickets
- Parking Tickets
- Citation Accountability Logs
- Non-certified DMV-349
- Traffic Stop Forms
- DWI Charging Documentation
- Checking Station Operational Plans
- Domestic Violence Documentation
- Other Division Files
- SBI 00-020-00 – *SBI Final Disposition Report*
- Record Request Forms
- Expired Trespass Notices

4. Communications Center

- NCIC Files
- DCI Records and Files
- Active Trespass Notices
- Safety Data Sheets
- Criminal History Record Logs
- Generator Maintenance Logs
- DCIN Automated Log

5. Criminal Investigations Division

- Intelligence Files
- Informant Files
- Master Case Files
- Inventories and Accountability Logs
- Crime Mapping and Crime Data
- Other Administrative Files

Records Administration

6. Patrol Division

- Case Management System (i.e., preliminary and follow-up)
- Equipment Inventory and Accountability Logs
- Supervisor Travel Files
- Honor Guard Equipment Inventory and Accountability Logs (i.e., issued and stored)
- Weapons, Fleet, and Specialized Equipment Sign-Out Logs
- Patrol Bicycle Maintenance and Inventory Files
- Other Administrative Files

Access, Privacy, and Security Precautions (82.1.1 (a)) (82.1.6 (c))

1. Department employees will only access those files that are necessary as part of their job function and for which they have authorized access.
2. All files that are deemed confidential, sensitive, or that have limited access will be maintained in a secure manner; access is limited to only those employees, persons, or agencies that have an authorized official purpose in accessing the record or information.
3. The division/unit/section/function responsible for a specific report or record will ensure that the report or record is maintained in a secure fashion that protects the information from unauthorized access while ensuring it is available for administrative and operational use.
4. Administrative Files Access – Office of the Chief of Police
 - Access to the Administrative Files maintained by the Office of the Chief of Police is limited to executive staff of the rank of Captain and higher, the Professional Standards Supervisor, the Accreditation Specialist, and the Administrative Coordinator to the Chief of Police.
 - Any other persons needing access must be approved by the Administrative Coordinator to the Chief of Police, Deputy Chief of Police, or Chief of Police.
 - All personnel files removed from the file room will be logged on Form 401e – *Personnel File Sign Out Log*.
5. Administrative Division Files Access
 - Access to the Administrative Division Files is limited to executive staff of the rank of Captain and higher, the Communications Manager and the Administrative Coordinator to the Chief of Police.
 - Any other persons needing access must be approved by the Administrative Division Commander, Deputy Chief of Police, Chief of Police, or his/her designee.
 - All personnel files removed from the file room will be logged on Form 401e – *Personnel File Sign Out Log*.

Records Administration

6. Records Unit Access

- Access to the Records Unit office is limited to personnel assigned to the unit, Town of Apex IT personnel, executive staff of the rank of Captain and higher, the Communications Manager, and the Administrative Coordinator to the Chief of Police.
- Any other persons needing access to the office area must be escorted by an authorized person unless approved by the Records Supervisor, Chief of Police or his/her designee.
- The Records Unit will be secured 24-hours a day with card access.
- Central Records information is accessible to authorized department personnel at all times via the department's RMS through both mobile and station computer terminals and during normal business hours by obtaining copies of reports from Records Unit personnel.
 - Access is limited and controlled through approved profiles for access based upon employee position, assignment, rank, etc. and are logon/password protected.
 - Should access be needed after normal business hours for non-computerized data or due to system failure, the on-duty supervisor will contact the Administrative Division Commander or his/her designee for assistance. (82.1.1 (b))
- North Carolina Administrative Office of the Courts (AOC) warrant information is accessible to personnel authorized by the AOC at all times via North Carolina Statewide Warrant Repository (NCAWARE) through both mobile and station computer terminals.
- DWI case files will not be released without prior authorization from Records Unit employees or the Records Supervisor.
 - Original DWI case files must be signed out and in using form F401g – *DWI Case File Accountability Log*.
 - Officers are required to return the DWI case file to the Records Unit by the close of business the day the case file was checked-out.

7. Communications Division

- Access to the Communications Center is limited to personnel assigned to the division and other departmental employees on an as-needed basis.
- Access to the Communications Division Files is limited to personnel assigned to the division, police officers when needed for a specific case or call for service, Communications Manager, and executive staff of the rank of Captain and higher.
- Any other persons needing access must be approved by the Communications Manager or Communications Shift Supervisor.
- The privacy and security of CHRI is in accordance with the U.S. Department of Justice Regulations, Code 28, Part 20, and as governed through the North Carolina Division of Criminal Information (DCI) Network.

8. Criminal Investigations Division Access

- Access to the CID office area is limited to departmental personnel.

Records Administration

- Any other persons needing access to the office area must be escorted by an authorized person.
- Access to the Master Case File storage area is limited to CID personnel only.
 - Any officer needing access to the storage area or a case file will be referred to a CID supervisor.
 - Should access to a master case file be needed after normal business hours, the on-duty supervisor will contact the CID Commander or his/her designee for assistance. (82.1.1 (b))
- Master case files will not be released and/or removed from the division office area unless authorized by a CID Commander pursuant to [General Order 1101 – Criminal Investigations](#).
 - Original master case files must be signed out and in by the requestor using form F1101m – *Master Case File Checkout* and counter signed by a CID supervisor by the close of business the day signed out.

Release of Agency Records (82.1.1 (c))

1. External requests for summary reports, crash reports, citations, and those records deemed a public record will be provided in accordance with NCGS.
 - Persons making inquiry or requesting public information will NOT be asked to provide their name, affiliation, relationship, reason, or purpose for the request.
2. Requests for criminal case records that are not considered public record or requests for information contained within a master case file will be documented on F401b – *Request for Records*. The request will be forwarded to the Records Supervisor for review and approval and will be released in accordance with NCGS, as outlined in this General Order and any other applicable written directives.
3. Requests for full case reports, CAD information, and arrests may be provided to criminal justice agencies or federal and state agencies for legitimate investigative purposes without completing form F401b – *Request for Records*. These agencies are:
 - Federal, state, county and municipal law enforcement agencies
 - North Carolina Office of the Chief Medical Examiner's
 - Wake County District Attorney's Office
 - Child Protective Services Agencies
 - North Carolina Office of Probation and Parole
4. Requests for CAD information, statistical information, or summary information on crime or phone/radio calls will be documented on F401b – *Request for Records*. Requests will be forwarded to the Records Supervisor and then to the Communications Manager if it contains a phone or radio call request, and will be released in accordance with NCGS, this General Order, and any other applicable written directives.

Records Administration

5. Requests for employee and administrative records will be documented on F401b – *Request for Records and* will be forwarded to the Administrative Division Commander.
6. The following are not considered public records in their entirety:
 - Full Case Reports
 - Full Arrest Reports
 - Radio Traffic Recordings
 - CAD Reports
 - 911 Calls Recordings
 - **Body Worn Camera Footage**
 - **Mobile Video Recordings**
 - Any other document/recording requests that are not for confidential public records
7. Copies of case files may be released to the District Attorney's (DA's) Office in their entirety without approval, and should be documented in the case report by completing a supplemental report, which will include the date and to whom the case file was released, at minimum.
8. **Once records requests are fulfilled, form F401b – *Request for Records* will be forwarded to the Records Supervisor for retention and will be kept on file within the Records Unit.**
9. **Discovery material related to DWI cases (i.e., DVDs, paper discovery, etc.) will be released to the DA's Office pursuant to a subpoena. Subpoenas from the DA's Office for this discovery does not require prior approval from department command staff.**
 - Upon receipt, Records staff will date and time stamp subpoenas pursuant to the provision outlined in [General Order 712 – Legal Process](#) and ensure discovery material is forwarded to the DA's Office at least one week prior to the officer's court date.
 - Patrol supervisors and/or Watch Commanders are responsible for ensuring timely delivery of discovery material to the DA's Office upon request from Records Unit staff.
 - **NOTE:** Every Wednesday morning, the on-duty, day-shift supervisor will check in with Records Unit staff to determine if there is any discovery material which requires delivery to the DA's Office.
10. Records Unit staff will document the release of the discovery material in the appropriate case report by completing a supplemental report, which will include at minimum, the date and name of the person accepting the material.
11. Records Unit staff are responsible for the collection and packaging of discovery material.
12. Records Unit staff will complete the appropriate sections of form F401f – *Discovery Material Tracking Form*, which will accompany the discovery material.
 - The employee delivering the material will ensure the receipt section on form F401f – *Discovery Material Tracking Form* is completed.

Records Administration

- Upon completion, the employee will return form F401f – *Discovery Material Tracking Form* to Records Unit staff for tracking and filing purposes and maintain it in accordance with the North Carolina Municipal Records Retention.

13. Records Unit staff will scan and upload form F401f – *Discovery Material Tracking Form* into the RMS under the appropriate case report.

Parent/School Notification

1. When charging a student with a felony, except for a criminal offense under Chapter 20 of the NCGS, notification must be made to the principal of the school the person attends within five days of the person being charged. (SOURCE: NCGS 15A-505).

- The charging officer will ensure this notification is made.
- F401a – *Notification of Felony Charges Regarding Student* will be used for this purpose and a copy will be added to the case file.
- This section applies regardless of the age of the defendant.

2. When charging any minor (a person under 18 years of age) with any criminal offense, notification (verbal or in writing) must be made to the parent/guardian of the person as soon as practical. If the minor is taken into custody, notification must be in writing and made within 24 hours of the person being charged. (SOURCE: NCGS 15A-505).

- The charging officer will ensure this notification is made.
- F401 – *Parent/Guardian Notification Form* will be used for this purpose and a copy will be added to the case file.
- If notification is made verbally, the appropriate case report will include details of the notification.
- The notification required by NCGS 15A-505 is not required if the juvenile:
 - Is NOT taken into custody and has been charged with a motor vehicle moving violation for which three or fewer points are assessed under NCGS 20-16(c), except an offense involving impaired driving, as defined in NCGS 20-4.01(24a); or
 - Has been charged with a motor vehicle offense that is not a moving violation
 - Is emancipated under the following circumstances:
 - When ordered by a judge following a hearing into a request for emancipation
 - Upon entry into the military service
 - When married(SOURCE: NCGS 15A-505(b))

Juvenile Records and Processing (82.1.2)

1. NCGS Chapter 7B strictly governs the confidentiality of law enforcement records related to juveniles. NC laws require that special precautions be taken to ensure that records pertaining to juveniles are protected against disclosure to unauthorized persons.

Records Administration

- Juvenile records may include fingerprints, photographs, other forms of identification, and reports typically associated with a record or case file.
 - Juvenile records will be collected, disseminated, and retained in accordance with applicable laws, regulations, and written directives.
2. Juvenile records are considered confidential information, will be collected as necessary during an investigation or call for service, and only be retained as authorized in the furtherance of official law enforcement purposes.
 3. Juvenile records will be maintained separately from adult files and will have limited access. (82.1.2 (c))
 - The department's computerized juvenile arrest records are maintained in the RMS juvenile file.
 - Juvenile files are maintained separate from adult files within RMS and are designated as being part of a "Juvenile Jacket" in the Persons File. (82.1.2 (a))
 - Access to juvenile data is restricted through log-on and password permission and is limited to only authorized employees.
 - Master case files involving juveniles will be marked by the investigating officer as a "Juvenile" file and will be filed separately from adult case files. (82.1.2 (a))
 - In general, access is limited to executive staff at the rank of Captain and higher, personnel assigned to the Records Unit, and officers assigned to the CID, and only for official purposes.
 4. Juvenile records will be withheld from public inspection except for the following: (82.1.1 (c)) (82.1.2 (c))
 - Juvenile or the juvenile's attorney
 - Juvenile's parent, guardian, or custodian; or authorized representative of the juvenile's parent, guardian, or custodian
 - DA's Office
 - Juvenile Court Counselors
 - Law enforcement officers sworn in this state
(SOURCE: NCGA7B-3001)
 5. Juvenile records will be disposed of in accordance with NCGS's governing expungement of juvenile records and procedures outlined within this General Order, [General Order 1309 – Juvenile Operations](#) and any other applicable written directives, laws, rules, or regulations. (82.1.2 (d))
 6. Fingerprinting (82.1.2 (b))
 - A juvenile will be fingerprinted who was 10 years of age or older at the time the juvenile allegedly committed a non-divertible offense as set forth in NCGS 7B-1701, when a

Records Administration

complaint has been prepared for filing as a petition and the juvenile is in physical custody of law enforcement. **NOTE:** Fingerprinting will generally be conducted by CCBI.

- Unless already fingerprinted, juveniles will be fingerprinted following their being adjudicated delinquent for any offense that is a felony if the juvenile was 10 years or older at the time the offense was committed. (SOURCE: NCGS 7B-2102)
- The CCBI is responsible for the collection, dissemination, and retention of fingerprints.

7. Photographing (82.1.2 (b))

- A juvenile will be photographed who was 10 years of age or older at the time the juvenile allegedly committed a non-divertible offense, when a complaint has been prepared for filing as a petition and the juvenile is in physical custody of law enforcement. **NOTE:** Photographing will generally be conducted by CCBI.
- Unless already photographed, any juvenile adjudicated delinquent for a felony will be photographed if the juvenile was 10 years of age or older at the time the crime was committed. (SOURCE: NCGS 7B-2102-2 (b))
- The CCBI is responsible for the collection, dissemination and retention of photographs.

8. Other Forms of Identification - Non-Testimonial Identification Procedures (82.1.2 (b))

- Non-testimonial identification procedures will be conducted in accordance with [General Order 1309 – Juvenile Operations](#).

Expungements (82.1.2 (e))

1. The Records Supervisor is responsible for the expungement of records (juvenile and adult) pursuant to the receipt of a *Petition and Order of Expungement* (AOC-CR-264) or other valid court orders.

- All requests for expunction will be forwarded to the Records Supervisor or his/her designee for review and compliance.

2. If granted by the court, the Petition and Order of Expungement typically requires that all “entries relating to the defendant/petitioner’s apprehension, charge or trial shall be expunged from the records of the court and all law enforcement agencies bearing record of the same.” The Petition and Order of Expungement is specific to the case contained on the order; other arrests with the same defendant, if any, are not subject to the order unless specified.

- Records that must be expunged pursuant to the Petition and Order of Expungement include any record that ties the specified person to the specified arrest.

3. To expunge a record:

Records Administration

- Remove all computerized and hard-copy files for the specified arrest, including fingerprints and photographs. Computerized files will be deleted and hard-copy files will be shredded
 - **NOTE:** The original incident/investigation report does not need to be expunged in its entirety. The only information that must be removed is the name and other identifying information for the person named in the Petition and Order of Expungement related to the specific arrest as outlined in the Petition and Order of Expungement
 - Complete Form 401d – *Expungement Order Verification Form*
 - Complete an SBI 00-020-00 – *SBI Final Disposition Report* (left side column only), which will be kept on file in the Records Unit
4. The following records are not subject to the Petition and Order of Expungement:
 - Any record related to a previous, subsequent, or unrelated arrest
 - The arrest record of a co-conspirator
 5. All other records maintained by the APD will be expunged in accordance with the provisions of the North Carolina Municipal Records Retention and Disposition Schedule.

North Carolina Uniform Crime Reporting System (UCR) (82.1.4)

1. The UCR Program is part of a nationwide, cooperative statistical effort administered by the Federal Bureau of Investigation (FBI). The program's primary objective is to generate a reliable set of criminal statistics for use in law enforcement administration, operation, and management. The SBI is responsible for collecting and reporting this information to the FBI. (SOURCE: SBI Website)
2. The department participates in the NIBRS, which is managed through SBI for reporting to the FBI UCR System.
3. The Records Supervisor is responsible for the monthly and timely submission of data to the SBI in accordance with their procedures.
4. The Records Supervisor or his/her designee will prepare the IBR submission file.
5. NIBRS data is collected using RMS data through the IBR reporting function; final reports are sent electronically to the SBI Criminal Information and Identification Section (CIIS).

Report Accountability (82.1.5)

1. Initial incident/investigation reports completed by officers will be submitted by the end of their tour of duty in which the report was generated, unless authorized by a supervisor.
2. Reports will be reviewed and, if the report meets expectations, approved as follows: (82.2.1 (e))

Records Administration

- Reports submitted by officers/investigators will be reviewed and approved by the squad or division Corporal/Sergeant
 - Reports submitted by Corporals will be reviewed and approved by the squad or division Sergeant
 - Reports submitted by Sergeants will be reviewed and approved by the division Lieutenant/Commander or CID Sergeant/Division Commander
 - Reports submitted by Lieutenants will be reviewed and approved by the Division Commander or the CID Commander
 - Reports submitted by Captains will be reviewed and approved by the CID Commander, Deputy Chief of Police or Chief of Police
 - Reports submitted by the Deputy Chief of Police will be reviewed and approved by the CID Commander or Chief of Police
 - Reports submitted by the Chief of Police will be reviewed and approved by the CID Commander
3. Records Unit staff will review the OCA numbers issued on a routine basis to determine:
 - If an OCA number was assigned that was not needed
 - If an OCA number was not assigned but, based upon the CAD information, should have been assigned
 - The “Error Notice” process pursuant to [General Order 405 – Field Reporting and Management](#) will be used to address these issues
 4. The Property Crimes Unit supervisor of the CID is designated as the department’s Case Management Supervisor and is responsible for case management pursuant to [General Order 1101 – Criminal Investigations](#).
 5. If a case is to remain open for further investigation by a patrol officer or investigator, the Case Management Supervisor will enter that information into the case report and provide the officer/investigator with notification of the assigned case.
 6. Supplementary reports will list the original case number along with pertinent additional information. If the case is to remain open, the procedure is the same as listed immediately above.
 7. Supplemental reports will be completed for open, active cases every 10 days from the date the case was assigned. Cases that are classified as inactive, pending arrest, or pending a juvenile petition require a supplemental report to be completed at least every 30 days from the date the case was assigned.
 8. If a case number needs to be cancelled, form F401c – *Case Cancellation Form* will be completed by the officer acquiring the case number, signed by the supervisor, and turned into the Communications Manager who will note the cancellation in CAD. Records Unit staff will delete the case from RMS and file the form in the Records Unit files.

Records Administration

Computerized Criminal Histories

1. Computerized criminal history record access is controlled through the use of passwords and related technology and is subject to procedures and regulations of the SBI DCI and [General Order 1204 – DCI Operations and Security](#).
 - RMS files contain information regarding arrests that occur within our jurisdiction; all information, other than public information, contained within these files may only be shared with other law enforcement personnel.
2. Criminal history identification files relating to incidents that occur in the department's jurisdiction are maintained by the CCBI. This information includes arrest reports, arrest records, fingerprints, photographs, and state/federal criminal history transcripts. Access is limited based upon CCBI procedures. (82.1.2 (b))
3. Computerized criminal histories may be obtained through police department employees who are certified by the SBI DCI. Employees who are certified must adhere to the regulations set forth by DCI.
4. State and federal criminal history transcripts may be obtained through the National Crime Information Center (NCIC) and the DCI network operated by the SBI CIIS. Access to criminal history information is restricted to specific incidents and purposes. These incidents and purposes are specified in the DCI Policy and Procedure.
5. Access to DCI criminal history information is strictly controlled. All data transmissions are encrypted and access requires a unique User ID and password. Criminal history files are linked to the unique User ID for auditing purposes.
6. Any information obtained from the DCI network, including criminal history information, is confidential public information. Any employee who obtains information from the DCI network, including computerized criminal history information, will not disseminate it outside the agency unless it is to another authorized criminal justice agency, and that agency has demonstrated a valid need for the record. All reports, printouts, and documentation of DCI information will be included in the appropriate case file or, if no longer needed, will be shredded or destroyed in a manner that makes the information unreadable.
7. Criminal history record logs are automated and are audited each month by the department Terminal Agency Coordinator (TAC). The files are maintained by the TAC for one year. Old log files will be destroyed by shredding or some other manner that makes the information unreadable.

Text in "Green" denotes a significant change in policy

BY ORDER OF:



Jason P. Armstrong
Chief of Police