

**SUMMARY REPORT OF INVESTIGATION**

Date/Time/Location of Incident:	February 11, 2020, 10:00 p.m., [REDACTED] [REDACTED]
Date/Time of COPA Notification:	February 11, 2021, 10:41 p.m.
Involved Officer #1: (Accused)	Lori Ramirez. Star #6678, Employee ID # [REDACTED] Date of Appointment: 26-Sept-2005, Rank: Officer, Unit of Assignment: 189/376, DOB: [REDACTED]-1982, Gender: Female, Race: Hispanic
Involved Officer #2: (Accused)	Sebastian Flatley Star#1332, Employee ID# [REDACTED] Date of Appointment: 04-Oct-1999, Rank: Sergeant, Unit of Assignment: 012, DOB: [REDACTED]-1974 Gender: Male, Race: White
Involved Individual:	[REDACTED], DOB: [REDACTED]-1967 Gender: Female, Race: White Hispanic
Case type:	Domestic Incident

**I. ALLEGATIONS**

<b>Officer</b>	<b>Allegation</b>	<b>Finding</b>
Officer Lori Ramirez	1. It is alleged that on or about February 11, 2020 at or near the location of [REDACTED] [REDACTED] at approximately 10:00 p.m., the accused engaged in an unjustified verbal altercation with [REDACTED].	Sustained
	2. It is alleged that on or about February 11, 2020 at or near the location of [REDACTED] [REDACTED] at approximately 10:00 p.m., the accused grabbed [REDACTED] by the neck.	Sustained
	3. It is alleged that on or about February 11, 2020 at or near the location of [REDACTED] [REDACTED] at approximately 10:00 p.m., the accused struck [REDACTED] about the head and/or body with an open hand.	Sustained

Sgt. Sebastian Flatley	<p>4. It is alleged that on or about February 11, 2020 at or near the location of [REDACTED], at approximately 10:00 p.m., the accused threatened to shoot [REDACTED].</p>	Sustained
	<p>5. It is alleged that on or about February 11, 2020 at or near the location of [REDACTED], at approximately 10:00 p.m., the accused struck [REDACTED] about the head and/or body with a closed fist.</p>	Sustained
	<p>6. It is alleged that on or about February 11, 2020 at or near the location of [REDACTED], at approximately 10:00 p.m., the accused applied pressure to [REDACTED]'s neck.</p>	Sustained
	<p>7. It is alleged that on or about February 11, 2020 at or near the location of [REDACTED], at approximately 10:00 p.m., the accused failed to control/maintain possession of her weapon.</p>	Unfounded
	<p>8. It is alleged that on or about February 11, 2020 at or near the location of [REDACTED], at approximately 10:00 p.m., the accused threatened to damage [REDACTED]'s property.</p>	Sustained
	<p>1. It is alleged that on or about February 11, 2020 at the location of [REDACTED], at approximately 10:00 p.m., the accused failed to take proper action against PO Lori Ramirez in that he failed to assure/effectuate arrest for her involvement in a domestic related incident.</p>	Sustained
	<p>2. It is alleged that on or about February 11, 2020 at the location of [REDACTED], at approximately 10:00 p.m., the accused failed to conduct a thorough and adequate investigation regarding a domestic related incident involving Lori Ramirez.</p>	Sustained
	<p>3. It is alleged that on or about February 11, 2020 at the location of [REDACTED], at approximately 10:00 p.m., the</p>	Sustained

accused was inattentive to duty in that he failed to protect/preserve evidence related to the reported domestic incident.

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## II. APPLICABLE RULES AND LAWS

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### Rules

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Rule 2- Any action or conduct which impeded the Department's efforts to achieve its policy and goals or brings discredit upon the Department.

Rule. 3- Any failure to promote the Department's efforts to implement its policy or accomplish its goals.

Rule 5- Failure to Perform any duty.

Rule 6- Disobedience of an order or directive, whether written or oral.

Rule 9- Engaging in an unjustified verbal or physical altercation with any person, while on or off duty.

Rule 10: Inattention to duty.

Rule 11: Incompetency or inefficiency in the performance of duty.

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### Special/General Order

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1. General Order 04-04- Domestic Incidents – effective December 28, 2012
2. General Order 04-01 Preliminary Investigations – effective October 15, 2017

## III. SUMMARY OF EVIDENCE<sup>1</sup>

On February 11, 2020, at approximately 10:00 p.m., ██████████ called 911<sup>2</sup> and reported that she was attacked by her girlfriend, Officer Lori Ramirez #6678 at their shared residence located at ██████████. In response, Sgt. Sebastian Flatley #1332 of the 012<sup>th</sup> District responded to the scene. According to the **Initiation Report** authored by Sgt. Flatley on February 11, 2020,<sup>3</sup> ██████████ stated that she and Officer Ramirez were engaged in a verbal altercation after Officer Ramirez accused her of hiding her weapon. During that time, Officer Ramirez became angry, grabbed ██████████ by the throat and struck her about the head and upper body. Also noted, was that the incident was captured on video. However, no arrest or related case report number (also known as an RD number) was noted in the Initiation Report.

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<sup>1</sup>COPA conducted a full and complete investigation of this matter, including the interview of all pertinent civilian and officer witnesses, and the collection and review of digital, documentary, and forensic evidence.

<sup>2</sup> Att. 4

<sup>3</sup> Att. 1

On the day of incident, Sgt. Flatley captured his interactions with the involved parties on his **Body-worn camera**.<sup>4</sup> The footage shows a visibly upset ██████ reporting that Officer Ramirez believed ██████ had her firearm, which ██████ denies. ██████ alleges Officer Ramirez then grabbed ██████ by the throat and struck her about the body.<sup>5</sup> It also shows, Officer Ramirez admitting that she “choked” and/or “grabbed” ██████ while demonstrating her actions with her hands.<sup>6</sup> ██████ shows the home surveillance video capturing the incident to Sgt. Flatley, who tells her to hold on to the video and says he has no means to take the video. The footage also captures Sgt. Flatley stating to an unknown individual, “No. No RD,” before turning his body-worn camera off.<sup>7</sup>

On February 12, 2020, ██████ went to the 011<sup>th</sup> District to report the incident for a second time. During that time, CPD conducted an **audio interview with ██████**<sup>8</sup> and she reported essentially the same information she provided to Sgt. Flatley the previous day. ██████ added Officer Ramirez threatened to smash her laptop with a hammer and threatened to shoot her. ██████ stated she did not have any visible injuries. On February 12, 2020, the incident was documented under **Case Incident Report RD# ██████**<sup>9</sup> which ultimately led to the **arrest of Officer Ramirez**<sup>10</sup> for Domestic Battery and Assault on February 13, 2020. The criminal charges were dismissed on February 20, 2020.<sup>11</sup> **Photos**<sup>12</sup> of ██████ were taken by an evidence technician though no injuries were noted or visible.

COPA was unable to obtain the cooperation of ██████. Therefore, COPA acquired an **Affidavit Override**<sup>13</sup> from the Chicago Police Department to proceed with this investigation. Although ██████ refused to cooperate with COPA’s investigation, during a **phone call**<sup>14</sup> with COPA, she denied any history of domestic violence and asserted this was the first and only domestic related incident. She denied having injuries from this incident and stated, “I see this as a lesson learned and just think this was one traumatic experience.”

COPA also obtained **home video footage**<sup>15</sup> of the incident collected by CPD. The footage depicts Officer Ramirez initiating a verbal altercation with ██████ regarding her presumed missing weapon. ██████ denies having Officer Ramirez’s firearm. Officer Ramirez attempts to grab ██████ laptop and begins to grab and strike ██████ at or near the head and/or upper body as she yelled several times, “Where the fuck is it?” Officer Ramirez’s hand appears to be balled into a fist at times. At one point, Officer Ramirez appears to make sustained contact with ██████ near her neck area using her left hand.<sup>16</sup> Video also captures Officer Ramirez threatening to shoot

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<sup>4</sup> Att. 14

<sup>5</sup> Id. at 25:00-27:35

<sup>6</sup> Id. at 6:00

<sup>7</sup> Id. at 27:49

<sup>8</sup> Att. 25 (CPD Detective Sergio Velazquez #21209 conducted an audio recorded the statement of ██████.)

<sup>9</sup> Att. 2

<sup>10</sup> Att. 3

<sup>11</sup> Att. 28

<sup>12</sup> Att. 7

<sup>13</sup> Att. 10

<sup>14</sup> Att. 13

<sup>15</sup> Att. 26

<sup>16</sup> Id. at 00:20-00:27

██████ when she found the weapon stating, “I swear to God. I’m going to fucking find it. I’m going to fucking shoot you.”<sup>17</sup> ██████ is visibly emotional and crying and does not appear to engage in the physical altercation.

**Sergeant Sebastian Flatley**<sup>18</sup> provided a statement to COPA on April 13, 2021. He related that on the date of incident, he responded to a request for supervisor at the residence of ██████ and Officer Ramirez regarding a domestic incident. Upon arrival, he briefly spoke with the complainant (██████) and accused (Officer Ramirez). At that time, ██████ appeared distraught as she reported that she was a victim of a domestic battery. She reported a verbal altercation turned physical after Officer Ramirez’s accused her of hiding Ramirez’s weapon. She further relayed, Officer Ramirez grabbed her by the neck and hit her about the body with her hands. ██████ also reported that she was in possession of a video which captured the incident described.<sup>19</sup> Sgt. Flatley relayed, ██████ stated she wanted something to be done multiple times.<sup>20</sup> However, he never asked ██████ what she wanted done or if she wanted the accused arrested.<sup>21</sup>

Regarding his interactions with Officer Ramirez on February 11, 2020, Sgt. Flatley confirmed that he opted not to seek the officer’s account because he believed a more thorough investigation would be conducted by one of the administrative agencies and did not want to taint that investigation.<sup>22</sup> Moreover, he did not order an evidence technician due to timing issues<sup>23</sup> and did not attempt to preserve video footage of the incident because he believed someone else (a detective or administrative investigator) would retrieve it later.<sup>24</sup> Additionally, although he knew the incident stemmed from accusations that ██████ hid the accused’s weapon, he did not inquire about it at the time, since Officer Ramirez did not mention that she did not have her weapon.<sup>25</sup> Throughout his interview, he emphasized that he based his actions or inactions that evening on his belief that there would be an administrative investigation that would collect further information and possibly lead to an arrest.<sup>26</sup> Although he documented the event in an initiation report, he admitted to failing to generate a case report. Sgt. Flatley did not effectuate an arrest even though he: 1) determined that Officer Ramirez was the aggressor, 2) observed video footage of a physical altercation between Officer Ramirez and ██████ and 3) received admissions by Officer Ramirez regarding her involvement in a physical altercation.<sup>27</sup> Sgt. Flatley believed it within his discretion to initiate an arrest. In his words, he believed, “the administrative investigation would have been more comprehensive than a criminal one.”<sup>28</sup>

At the conclusion of his interview, Sgt. Flatley denied all allegations and believed that his actions were in compliance with the Department’s rules and regulations.<sup>29</sup>

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<sup>17</sup> Id. at 0:55

<sup>18</sup> Att. 17, 18

<sup>19</sup> Att. 17 at 10:40-12:00

<sup>20</sup> Att. 17 at 9:50-10:15

<sup>21</sup> Id. at 1:03:00-1:06:10

<sup>22</sup> Id. at 12:50-14:00 and 19:35-22:50

<sup>23</sup> Id. at 34:03-34:55

<sup>24</sup> Id. at 38:00-39:20

<sup>25</sup> Id. at 54:00-58:40 and 1:07:23-1:08:45

<sup>26</sup> Id. at 50:40-52:40

<sup>27</sup> Id. at 24:15-25:05

<sup>28</sup> Id. at 1:19:55

<sup>29</sup> Id. at 35:30-35:40

In a statement to COPA on May 12, 2021, **Officer Lori Ramirez**<sup>30</sup> admitted to confronting her partner, ██████████ on February 11, 2020, regarding the whereabouts of her weapon. This led to a verbal altercation which turned physical. The accused admitted to initiating and making some physical contact with her hands upon ██████████ body. However, she did not agree with the characterization of the physical allegations. She admitted to grabbing ██████████ neck/shoulder area and striking her with an open hand. However, she contended that she did not apply pressure to her neck or strike her with a closed fist.<sup>31</sup> Officer Ramirez admitted that her hand may have been balled into a fist but did not believe she made contact with ██████████ using her fist.

Days leading up to the incident, the couple was experiencing relationship issues. On the day of incident, Officer Ramirez confronted ██████████ about her behavior after ██████████ showed up at a post-holiday party with her colleagues the day before.<sup>32</sup> During the conversation, ██████████ alluded to taking something from Officer Ramirez and hiding it. Due to previous statements ██████████ made regarding taking or hiding Officer Ramirez's weapons, Officer Ramirez concluded she had taken her weapon.<sup>33</sup> The accused went upstairs to check the drawer where she kept her weapon and did not see it. She then returned downstairs to ██████████ while yelling and screaming "Where's my gun!" and grabbing her. Officer Ramirez eventually returned upstairs and checked the drawer again. She then realized she overlooked the weapon, returned, and apologized to ██████████ for her actions.<sup>34</sup>

During this time, ██████████ revealed to Officer Ramirez that she took her iPad and hid it. The accused asserted that the iPad was a gift to her from ██████████. In efforts to prove to ██████████ that she did not care about the iPad, Officer Ramirez retrieved a hammer and threatened to break it. However, she denied lunging at the device or ██████████ with the hammer.<sup>35</sup> At the conclusion of the events, ██████████ was upset and accused her of hitting and choking her. Officer Ramirez told ██████████ to call the police if she believed the incident warranted their involvement.<sup>36</sup> ██████████ called 911 and CPD arrived at the residence at which time the accused briefly spoke with the responding Sergeant. A few days later, Officer Ramirez was arrested and charged with Domestic Battery.<sup>37</sup> However, the charges were later dismissed.<sup>38</sup>

Despite this incident, Officer Ramirez and ██████████ have continued their relationship. In conclusion, Officer Ramirez appeared remorseful and described the incident traumatic experience. After the incident, Officer Ramirez sought services from the Department's Employee Assistance Program.<sup>39</sup>

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<sup>30</sup> Att. 24, 25

<sup>31</sup> Att. 24 at 24:55-28:30 and 57:30-1:01:50

<sup>32</sup> Att. 24 at 21:00-22:30

<sup>33</sup> Id. at 43:50-44:20 and 51:30-52:50

<sup>34</sup> Id. at 6:30-13:15 and 48:00-48:25

<sup>35</sup> Id. at 31:05-34:46

<sup>36</sup> Id. at 13:45-14:25

<sup>37</sup> Att. 3

<sup>38</sup> Att. 11

<sup>39</sup> Att. 24 at 55:00-56:50

#### IV. LEGAL STANDARD

For each Allegation COPA must make one of the following findings:

1. Sustained - where it is determined the allegation is supported by a preponderance of the evidence;
2. Not Sustained - where it is determined there is insufficient evidence to prove the allegations by a preponderance of the evidence;
3. Unfounded - where it is determined by clear and convincing evidence that an allegation is false or not factual; or
4. Exonerated - where it is determined by clear and convincing evidence that the conduct described in the allegation occurred, but it is lawful and proper.

A preponderance of evidence can be described as evidence indicating that it is more likely than not that the conduct occurred and violated Department policy. See *Avery v. State Farm Mutual Automobile Insurance Co.*, 216 Ill. 2d 100, 191 (2005), (a proposition is proved by a preponderance of the evidence when it has found to be more probably true than not). If the evidence gathered in an investigation establishes that it is more likely that the misconduct occurred, even if by a narrow margin, then the preponderance of the evidence standard is met.

Clear and convincing evidence is a higher standard than a preponderance of the evidence but lower than the "beyond-a-reasonable doubt" standard required to convict a person of a criminal offense. See e.g., *People v. Coan*, 2016 IL App (2d) 151036 (2016). Clear and Convincing can be defined as a "degree of proof, which, considering all the evidence in the case, produces the firm and abiding belief that it is highly probable that the proposition . . . is true." *Id.* at ¶ 28

#### V. ANALYSIS AND CONCLUSION

##### a. Allegations against Officer Ramirez

COPA finds that **Allegations 1-6 and 8** that **Officer Ramirez** engaged in an unjustified verbal altercation with [REDACTED], grabbed her about the neck, struck her about the head/and or body with an open hand, threatened to shoot her, struck her about the head and/or body with a closed fist, applied pressure to [REDACTED] neck, and threatened to damage [REDACTED] property are **Sustained**, in violation of rules 9 and/or 2. All evidence available along with the accused's account of events support the allegations by a preponderance of evidence. Although, COPA was unable to obtain a statement from [REDACTED] this incident was captured on video and [REDACTED] made statements on BWC and in an audio recorded interview with BIA. The home surveillance footage obtained clearly depicts the accused using her hands to attack, grab, and strike [REDACTED] about the head and body as she sat on a couch. Likewise, the threat Officer Ramirez made to shoot [REDACTED] can be heard. Although Officer Ramirez denied that she used her hands to strike [REDACTED] with a closed fist or apply pressure to her neck, she admitted to grabbing her at or near the neck/shoulder area and that her hand may have been balled into a fist. Officer Ramirez recalls threatening to damage

an iPad she received as a gift from ██████ with a hammer. However, ██████ reports that Officer Ramirez was threatening to damage the laptop. COPA does not find it significant whether Officer Ramirez threatened to damage the laptop or iPad that, as the two resided together for approximately 5 years and appeared to both utilize the iPad. Rather, it is the threat to damage property that is significant, and that fact is not in dispute. The allegations are supported by a preponderance of the evidence and are Sustained.

COPA finds **Allegation #7** that Officer Ramirez failed to maintain possession of her weapon is **Unfounded**. As mentioned above, at the time of incident the accused believed that ██████ had removed her weapon from its stored area. However, within minutes she found this to be untrue. Additionally, ██████ denied having Officer Ramirez's firearm in her possession. There is no evidence that Officer Ramirez's failed to maintain possession of her weapon. Therefore, COPA finds that there is clear and convincing evidence that this allegation not factual, and the allegation is Unfounded.

#### b. Allegations against Sgt. Flatley

COPA finds that **Allegations #1-3** that **Sergeant Flatley** failed to assure/effectuate the arrest of Officer Lori Ramirez for her involvement in a domestic incident, failed to conduct a thorough and adequate investigation regarding the incident, and was inattentive to duty in that he failed to protect/preserve evidence related to the reported incident are **Sustained**, in violation of rules 3, 5, 6, 10, and/or 11.

General Order G04-04: Domestic Incidents clearly enumerates the responsibilities of Department members when responding to the scene of a domestic violence incident. Relevant to COPA's analysis of Sgt. Flatley's conduct is the policy stated in the order, which states in part, "Recognizing that the Illinois Domestic Violence Act (IDVA) seeks to protect victims of domestic violence, members will use all reasonable means to prevent further abuse, including the arrest of the offender when there is probable cause."<sup>40</sup> Although an arrest is not mandatory, the General Order clearly states, "If there is probably cause to believe that a person has committed a crime of domestic violence, *the preferred response of the officer is the arrest of the offender.*" (emphasis added)<sup>41</sup> Members must also "prepare the appropriate case report for any bona fide allegations of domestic violence,"<sup>42</sup> "determine whether there is any evidence present,"<sup>43</sup> and "give the victim a completed Domestic Incident Notice and explain its contents."<sup>44</sup>

Sgt. Flatley clearly failed to assure/effectuate the arrest of Officer Lori Ramirez. Despite admitting that he identified the accused as the aggressor, partially observing a physical struggle on video, gathering an unsolicited admission from the accused and the victim's allegations; Sgt. Flatley opted not to make an arrest. Moreover, he suggests that an arrest was not effectuated because ██████ did not sign complaints or ask for the accused to be arrested<sup>45</sup> and did not have

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<sup>40</sup> General Order G04-04 (II).

<sup>41</sup> Id. at V(A).

<sup>42</sup> Id. at IV(B)(3).

<sup>43</sup> Id. at IV(A)(3).

<sup>44</sup> Id. at IV(B)(4).

<sup>45</sup> Id. at 22:30-23:40, 25:45-26:55, 31:10-33:35



visible injuries. However, Sgt. Flatley never discussed the option for an arrest with [REDACTED] or asked if she was willing to sign complaints, placing the onus on a civilian to advise him of what law enforcement action she wanted. Furthermore, he did not ensure that a case report was generated or advise [REDACTED] of her ability to obtain a warrant for Officer Ramirez's arrest, making an arrest improbable.

Additionally, Sgt. Flatley failed to conduct a thorough and adequate investigation regarding the incident and failed to protect/preserve the evidence. By his own admission, Sgt. Flatley admitted that he did not feel a need to take a closer look at the video footage or preserve it even though he observed a physical struggle between the couple on [REDACTED] cell phone.<sup>46</sup> Sgt. Flatley did not take the time to fully watch the video. Sgt. Flatley had the ability to capture the home surveillance video on his body-worn camera to preserve it, ask [REDACTED] to email it to him, or at minimum observe the entire video so he could account for its contents if needed at a later date. He took none of these steps. Additionally, knowing that the incident precipitated from a conversation about Officer Ramirez's weapon, Sgt. Flatley confirmed he did not ask about the weapon, since Officer Ramirez did not mention it.

For all reasons stated above, COPA finds all allegations against Sgt. Flatley are Sustained.

#### **IV. RECOMMENDED DISCIPLINE FOR SUSTAINED ALLEGATIONS**

##### **a. Officer Lori Ramirez**

##### **i. Complimentary and Disciplinary History<sup>47</sup>**

- 1. Complimentary:** 2 Crime Reduction Awards (2009, 2019), 1 Arnold Mireles Special Partner Award, 4 Attendance Recognition Awards, 4 Complimentary Letters, 2 Department Commendations, 89 Honorable Mentions, 1 Honorable Mention Ribbon Awards, 2 Joint Operations Awards, 1 NATO Summit Service Award, 1 Presidential Election Deployment Award (2008), 3 Problem Solving Awards, 1 Special Commendation, 1 Unit Meritorious Performance Award
- 2. Disciplinary:** None

##### **ii. Recommended Penalty, by Allegation**

- 1. Allegation No. 1:** 20-day Suspension & Anger Management
- 2. Allegation No. 2:** 20-day Suspension & Anger Management
- 3. Allegation No. 3:** 20-day Suspension & Anger Management

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<sup>46</sup> Id. at 36:15-37:50 and 1:12:35-1:13:00

<sup>47</sup> Att. 29

4. **Allegation No. 4:** 20-day Suspension & Anger Management
5. **Allegation No. 5:** 20-day Suspension & Anger Management
6. **Allegation No. 6:** 20-day Suspension & Anger Management
7. **Allegation No. 8:** 20-day Suspension & Anger Management

Officer Ramirez's committed domestic violence against [REDACTED] on the date of this incident in a fit of anger. This incident included a threat to shoot [REDACTED]. None of her actions were acceptable for any individual, let alone a police officer charged with enforcing and upholding the law. However, COPA has also considered Officer Ramirez's willingness to be forthright in her statement and accept responsibility for her conduct overall. Officer Ramirez also asserts that she independently sought assistance from EAP after this incident. Therefore, COPA recommends a 20-day suspension and Anger Management.

**b. Sgt. Sebastian Flatley**

**i. Complimentary and Disciplinary History<sup>48</sup>**

1. **Complimentary:** 3 Crime Reduction Awards (2004, 2009, 2019), 4 Attendance Recognition Awards, 7 Complimentary Letters, 1 Department Commendation, 7 Deployment Operations Center Awards, 137 Honorable Mentions, 1 Honorable Mention Ribbon Award, 1 Joint Operations Award, 1 NATO Summit Service Award, 2 Police Officer of the Month Awards, 1 Presidential Election Deployment Award (2008), 1 Unit Meritorious Performance Award
2. **Disciplinary:** None

**ii. Recommended Penalty, by Allegation**

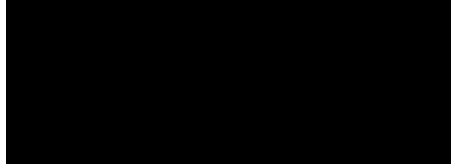
1. **Allegation No. 1:** 15-day suspension & Domestic Violence Response Training
2. **Allegation No. 2:** 15-day suspension & Domestic Violence Response Training
3. **Allegation No. 3:** 15-day suspension & Domestic Violence Response Training

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<sup>48</sup> Att. 30

There is no question that Sgt. Flatley mishandled his response to the call of domestic violence involving a Chicago Police Officer. How a sergeant responds and handles such cases is critical not only to how the administrative or criminal investigations proceed, but also vital to public trust in the Department. However, COPA has also considered Sgt. Flatley’s willingness to be forthcoming when confronted with the allegations. Therefore, COPA recommends a 15-day suspension and additional training regarding domestic violence response.

Approved:



7/27/2021

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Matthew Hayman  
*Deputy Chief Administrator*

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Date

Appendix A

Assigned Investigative Staff

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<b>Squad#:</b>	9
<b>Investigator:</b>	Chantelle Hill
<b>Supervising Investigator:</b>	Sharday Jackson
<b>Deputy Chief Administrator:</b>	Matthew Hayman