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Seattle Police Department
Seattle Police Department Manual,
Title I, Administration. Vol. I.

65002

SEATTLE POLICE DEPARTMENT
MANUAL

TITLE I
ADMINISTRATION

MARCH 1974
November, 1973

LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession -- law enforcement.

OATH OF OFFICE

I, being first duly sworn, on oath depose and say, that I am the person appointed on to the (Office) (Position) of of the City of Seattle, in the State of Washington, and that I possess all the qualifications prescribed for said (Office) (Position) by the Charter of the City of Seattle; that I will support the Constitution of the United States and the Constitution of the State of Washington, and the Charter and Ordinances of the City of Seattle; that during the time I hold said (Office) (Position) I will faithfully comply with and abide by all the requirements of Section 10 of Article XIX of the said Charter of the City of Seattle and that I will faithfully demean myself in my said (Office) (Position)

.....

Subscribed and sworn to before me this day of, 19..

Comptroller and City Clerk

By.....
Deputy Clerk

REVISION RECORD

INSTRUCTION FOR USE

All revisions to this Manual will be numbered to assure each manual holder that he has received all revisions. The date and total number of sheets should be entered on this Revision Record opposite the appropriate revision number. If this revision sequence is not in chronological order, copies of the missing revisions may be requested from the Research and Inspections Division.

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AUTHORITY AND JURISDICTION

Authority and Jurisdiction

State Constitution Establishing Incorporation of Municipalities

The incorporation of municipalities is by general laws as provided for in the state Constitution -- Article 11, section 10, amendment 40.

Laws Governing First Class Cities

Cities of the first class shall be organized and governed according to the law providing for the government of cities having a population of twenty thousand or more inhabitants in accordance with Article 11, section 10, amendment 40 of the state Constitution (R.C.W. 35.22.010).

Mode of Exercising Powers, Functions, and Duties, First Class Cities

The form of the organization and the manner and mode in which cities of the first class shall exercise the powers, functions and duties conferred upon them by law, with respect to their own government, shall be as provided in the charters thereof (R.C.W. 35.22.020).

Powers and Duties of Mayor

The mayor shall see that the laws of the city are enforced, and shall direct and control all subordinate officers of the city, except in so far as such enforcement, direction and control is by this charter reposed in some other officer or board, and shall maintain peace and order in the city. He may, in any emergency, of which he shall be the judge, assume command of the whole or any part of the police force of the city; but before assuming such control he shall issue his proclamation to that effect, and it shall be the duty of the chief of police to execute orders promulgated by him during such emergency. The mayor shall perform such other duties and exercise such other authority as may be prescribed by law (City Charter, Article V, section 2).

Organization of the Police Department

The police department shall consist of a chief of police and as many subordinate officers and employees as may by ordinance be prescribed. There shall be maintained adequate police protection in each district of the city (City Charter, Article VI, section 1).

Chief of Police, Powers and Duties

The chief of police shall manage the police department, and shall prescribe rules and regulations, consistent with law, for its government and control; provided, that the chief of police shall be responsible to the mayor for the administration of the police department and the enforcement of law (City Charter, Article VI, section 4).

AUTHORITY AND JURISDICTION

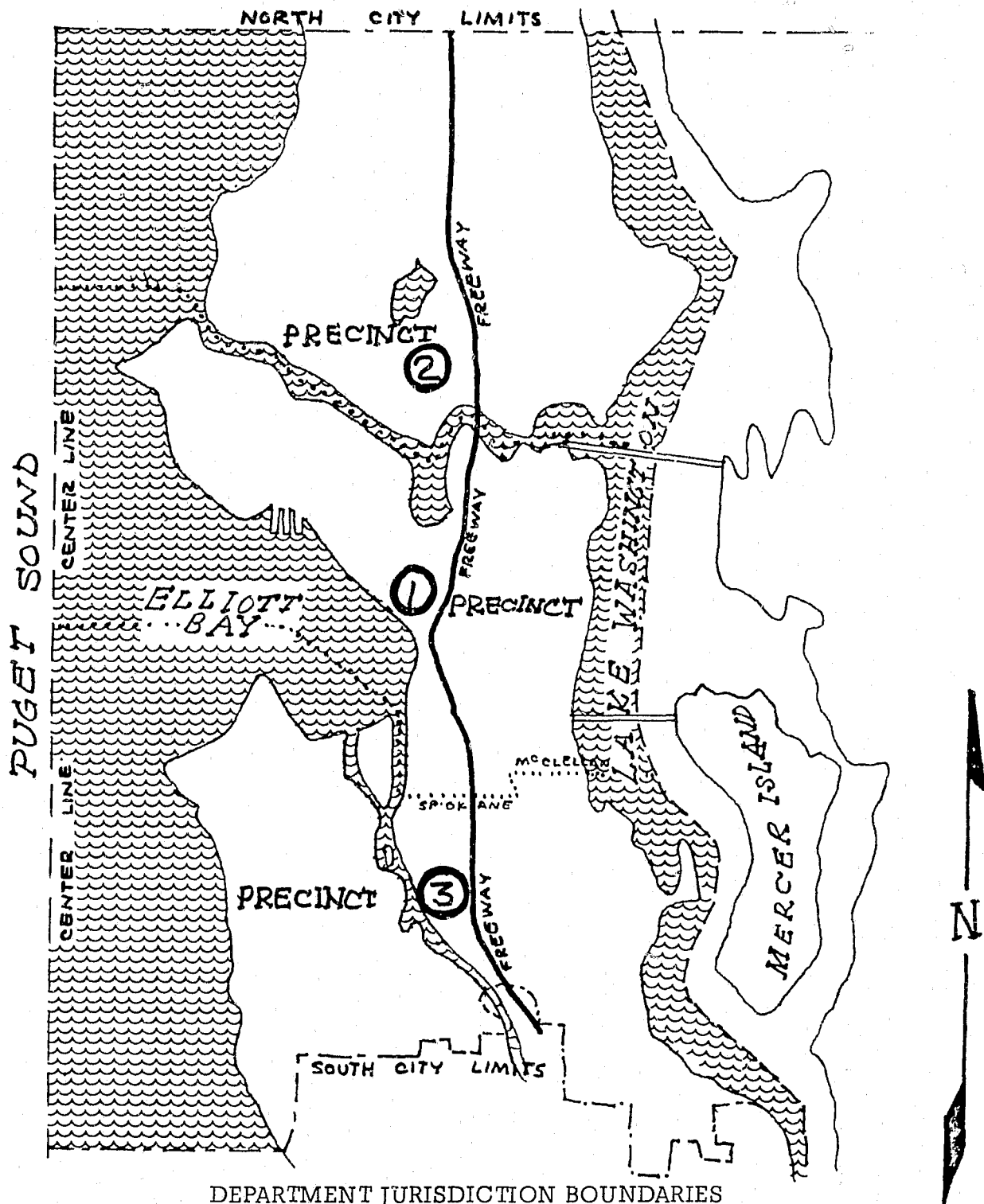
The chief of police shall be the chief peace officer of the city, and all process issued by the police judge of the city, shall be directed to him for service, and may be served and returned by the chief of police or any peace officer. The chief of police shall maintain the peace and quiet of the city. He shall have like powers and responsibilities as the sheriff of King County in similar cases, and shall perform such other duties as may be imposed by ordinance (City Charter, Article VI, section 5, First).

The chief of police or any police officer may make arrests for any crime or violation of the laws of the state or any ordinance of the city committed within the city. The chief of police shall keep a correct record of all arrests, showing the time and cause of complaint upon which each arrest was made, with a list and description of all property and money taken from each person (City Charter, Article VI, section 5, Second).

The chief of police shall be responsible for all property and money taken from any person, and shall be liable therefor on his official bond, and any person may recover for loss of any such property or money in an action brought for that purpose (City Charter, Article VI, section 5, Third).

Port Warden, Powers and Duties

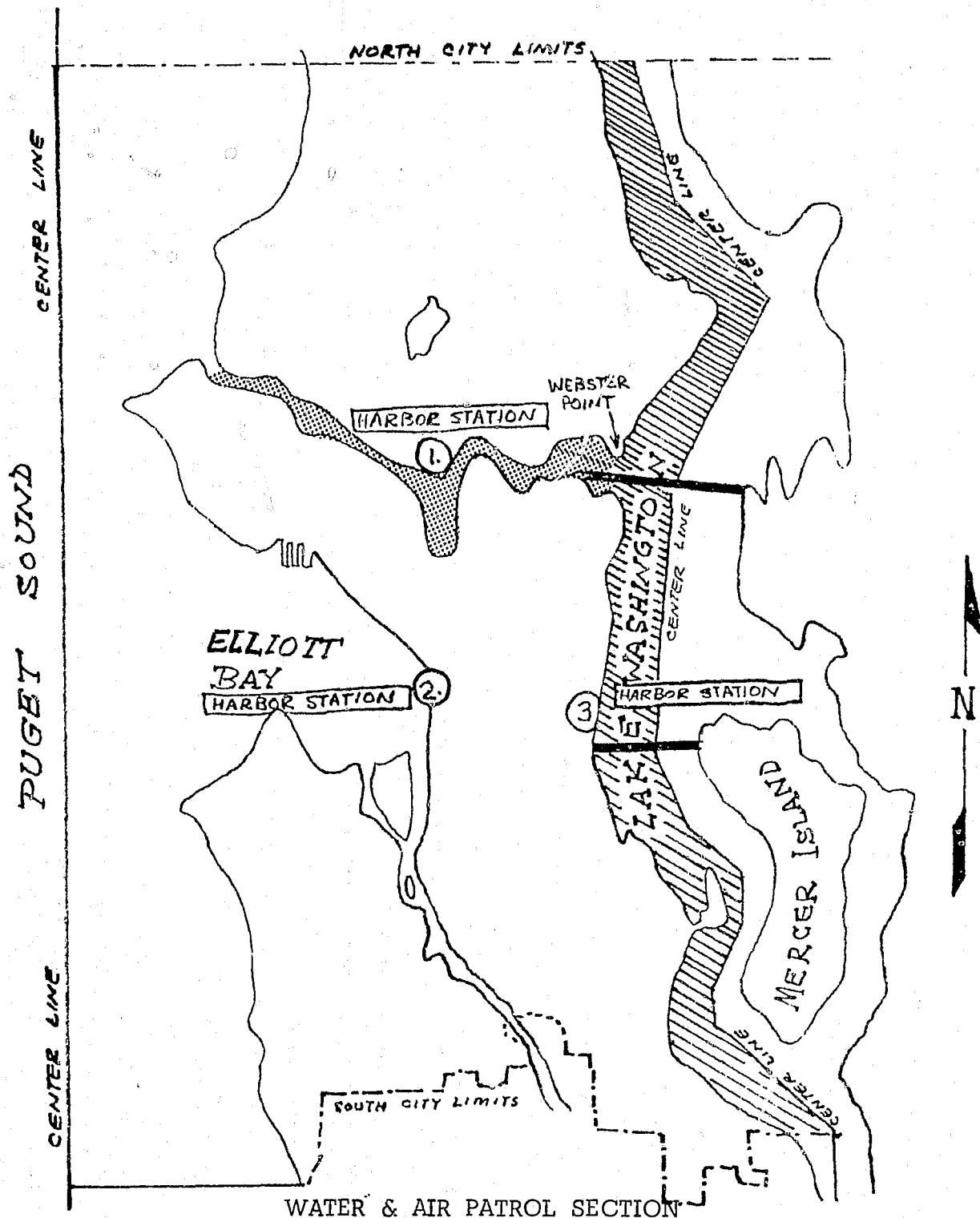
The chief of police and duly authorized deputies and assistants acting on his behalf shall function as the port warden of the city and assume control and jurisdiction over all waters within the city limits, shall maintain safety and enforce the ordinances and regulations of the Harbor Code -- City Charter, Volume 2, Chapter 9.04.



DEPARTMENT JURISDICTION BOUNDARIES

All land and water enclosed from the extended North City Limits from the center line of Puget Sound to the center line of Lake Washington, south along the center lines of Lake Washington and Puget Sound to the extended South City Limits.

See City Charter Article II.



WATER & AIR PATROL SECTION

STATION 1, LAKE UNION STATION, is located at 1717 N. Northlake Way. Its patrol area__ extends from the Government Locks to Webster Point, within the City Limit boundaries.

STATION 2, WASHINGTON STATION, is located at the foot of Madison St., on Elliott Bay. Its patrol area includes all the salt water areas (including the Duwamish River) within the City Limit boundaries.

STATION 3, LESCHI STATION, is located at 100 Lakeside Ave. So. The patrol area of this Station includes the waters of Lake Washington, within the City Limit boundaries.

HELICOPTER UNIT

The HELICOPTER HANGAR is located at Harbor Precinct Station #1, Lake Union.

ORGANIZATION OF THE DEPARTMENT

Organizational Structure

The organizational structure of the Seattle Police Department is outlined in the definitions as set forth in this chapter. These definitions provide the standard terminology by which the various functional levels of operation within the Department are to be designated.

Department

Department means the Seattle Police Department.

Bureau

A bureau is the primary subordinate organizational segment of the Department.

Division

A division is a primary subdivision of a bureau with department-wide responsibility for providing a specific specialized function.

Section

A section is the secondary subdivision of a bureau and the principal subordinate part of a division, usually assigned to perform part of the responsibility of a division.

Unit

A unit is a subdivision of a section, usually small in size, with personnel assigned to perform a specialized activity.

Squad

A squad is a subordinate part of a unit.

Detail

A detail is a subordinate part of a squad or unit, the assignment may be temporary or permanent.

Watch or Shift

A watch or a shift is one of several tours of duty usually consisting of an eight-hour period of time.

Precinct

A precinct is the primary geographic subdivision of the Patrol Division.

ORGANIZATION OF THE DEPARTMENT

Sector

A sector is the primary geographic subdivision of a district, supervised by a sergeant.

Beat

A beat is a subdivision of sector which may comprise more than one beat.

Post

A post is a fixed geographic location assigned to an individual officer.

ORGANIZATION OF THE DEPARTMENT

Command of Police Department

The Chief of Police shall exercise command over all personnel within the Department. In the absence of the Chief of Police, or in the event that he is incapacitated, the order of succession to command of the Seattle Police Department shall be as follows:

1. Assistant Chief of Police, Operations Bureau
2. Assistant Chief of Police, Investigations Bureau
3. Assistant Chief of Police, Administrative Services Bureau
4. Assistant Chief of Police, Technical Services Bureau
5. Major, Patrol Division
6. Major, Criminal Investigation Division
7. Major, Special Operations Division
8. Major, Traffic Division
9. Major, Juvenile Division
10. Major, Research and Inspections

Ranks of Authority

The following ranks of authority shall establish the chain of command within the Seattle Police Department.

Chief of Police

Appointed by the Mayor in accordance with the provisions of the City Charter (Article VI, Section 2). The Chief of Police shall exercise command over all personnel within the Department.

Assistant Chief of Police

Appointed by the Chief of Police from members of the Department holding the civil service rank of captain. An assistant chief of police shall command a bureau.

Major

Appointed by the Chief of Police from members of the Department holding the civil service rank of captain. A major shall command a division.

Captain

Appointed by the Chief of Police on a permanent basis from a certified Civil Service list. The title of director shall be considered equivalent to the rank of captain.

Lieutenant

Appointed by the Chief of Police on a permanent basis from a certified Civil Service list. A lieutenant shall command a watch, district, section, or unit.

ORGANIZATION OF THE DEPARTMENT

Sergeant

Appointed by the Chief of Police on a permanent basis from a certified Civil Service list. A sergeant shall command a section, unit, squad, or sector.

Police Officer

Appointed by the Chief of Police on a permanent basis from a certified Civil Service list.

Police Recruits

The duties of such position shall be to attend the Police Academy until graduation and to perform other duties as assigned by the Chief of Police. The duties of a police recruit shall not include law enforcement duties, nor shall any employee holding such position be a law enforcement officer for purpose of any state law relating to police pensions. The Chief of Police may appoint and swear police recruits as police officers upon their graduation from the academy.

Police Cadets

The purpose of the Police Cadet Program is to train young employees for later work as police officers. Those who complete the Police Cadet Program will be eligible to take the Civil Service promotional examination for the position of Recruit.

Police Power of Cadets

Police Cadets do not have police powers and, in effect, are civilian employees with no more power than ordinary citizens.

Cadet Duties

Police Cadets shall perform duties assigned to them in various units of the Department. The assigned duties will primarily be clerical on-the-job training tasks designed to give Cadets experience in all phases of police work.

General Rules of Conduct

Police Cadets are governed, where applicable, by the same rules and regulations as set forth by the Seattle Police Department Manual.

Police Reserves

Reserves are volunteer personnel selected from the community who serve without pay. They are under the direction of the Commander of the Special Activities Section and are responsible for aiding and supplementing the Department in matters of routine police duty and assisting in the event of emergencies.

Special Police Commissions

Special Police Commissions may be approved by the Commander of the Investigations Bureau as a representative of the Chief of Police. The Special Assignments Section is responsible for processing all applications for special police commissions. The duties of Commissioned Special Police will conform to City Ordinance 66591. Special Police Commissions are valid only during the performance of the duties for which the commission was issued. Off-duty special police officers have only the rights of a private citizen in matters of a police nature.

ORGANIZATION OF THE DEPARTMENT

Unit Assignment Numbers

The various units within the Department shall be designated by a unit assignment number as listed below. This unit assignment number along with the officer's serial number shall be listed on all reports. When officers make an arrest while off duty, the letters "O.D." will be entered after the unit number on the booking packet.

<u>Chief of Police</u>	100
Legal Advisor	101
Administrative Staff	102
Administrative Secretaries	103
 Research and Inspections Division	120
Planning Section	121
Inspections Section	122
Research Section	123
 <u>Administrative Services Bureau</u>	200
Assistant Chief of Police	201
Administrative Unit	202
 Community Relations Division	210
Human Relations Section	211
Public Information Section	212
Industrial Relations Section	214
 Personnel Division	220
Personnel Records Section	221
Background Investigation and Personnel Relations Section	222
 Fiscal and Property Management Division	230
Accounting Section	231
Property Section	232
Payroll Section	233
 Training Division	240
Advanced Training Section	241
In-Service Training Section	242
Range Section	243
 Internal Investigations Division	250
Administrations Section	251
Investigations Section	252

ORGANIZATION OF THE DEPARTMENT

<u>Investigations Bureau</u>	300
Assistant Chief of Police	301
Administrative Unit	302
Criminal Investigations Division	310
Crimes Against Persons Section	320
Homicide, Sex and Assault Unit	321
Robbery Unit	322
Crimes Against Property Section	330
Burglary Unit	331
Auto Theft Unit	332
Pawn Shop Unit	333
Special Assignments Section	340
Check Forgery Unit	341
Fugitive Unit	342
General Assignments Unit	343
Security Unit	344
Vice, Intelligence and Narcotics Division	350
Vice Section	351
Narcotics Section	352
Intelligence Section	370
Investigations Unit "A"	371
Investigations Unit "B"	372
License Unit	373
Liaison Unit	374
Juvenile Division	360
Operations Section	361
Administrative Unit	362
Social Agency Referral Unit	363
<u>Operations Bureau</u>	400
Assistant Chief of Police	401
Administrative Unit	402
Operations Analysis Unit	403
Operations Projects Unit	404
Patrol Division	410
Administrative Aide	411
North Precinct	412
Central Precinct	413
South Precinct	414
Mounted Patrol	415

ORGANIZATION OF THE DEPARTMENT

Special Operations Division	420
Administrative Aide	421
Special Activities Section	422
Water and Air Patrol Section	423
Community Service Officer Section	424
Canine Unit	425
Tactical Operations Section	426
 Traffic Division	 430
Administrative Aide	431
School Traffic Safety Section	433
Warrant Section	434
Accident Investigation Section	435
Traffic Enforcement Section	436
Motorcycle Unit	437
Special Enforcement Unit	438
Parking Enforcement Unit	439
 <u>Technical Services Bureau</u>	 500
Assistant Chief of Police	501
Administrative Aide	502
 Jail Division	 510
Custody Section	511
Food Section	512
 Records, Evidence and Fleet Control Division	 520
Evidence and Fleet Control Section	522
Data Processing Section	523
Records Section	524
Court Unit	525
 Laboratory Division	 530
Polygraph Section	531
Document Section	532
Laboratory Examination Section	533
Photographic Section	535
Illustrator	536
 Communications Division	 540
Radio Section	541
Data Control Section	542
Telephone Section	543
 Fire Department	 900
Park Department	901
All Other City Departments	902

ORGANIZATION OF THE DEPARTMENT

Store Detectives	903
Store Owners	904
Outside Jurisdictions	905
Citizens and All Others	906

Charts of Organization

The Department charts of organization attached show the span of control and delineate the chain of command within the Seattle Police Department. All orders, instructions, reports and communications shall adhere to the routine channels indicated on these charts except in cases of emergency.

The primary organizational subdivisions under the Office of the Chief of Police and the four Bureaus are as follows:

Office of the Chief of Police

Chief of Police

1. Administrative Staff
2. Legal Advisor
3. Research and Inspections Division

Operations Bureau

Assistant Chief of Police

1. Patrol Division
2. Special Operations Division
3. Traffic Division

Administrative Services Bureau

Assistant Chief of Police

1. Community Relations Division
2. Personnel Division
3. Fiscal and Property Management Division
4. Training Division
5. Internal Investigations Division

Technical Services Bureau

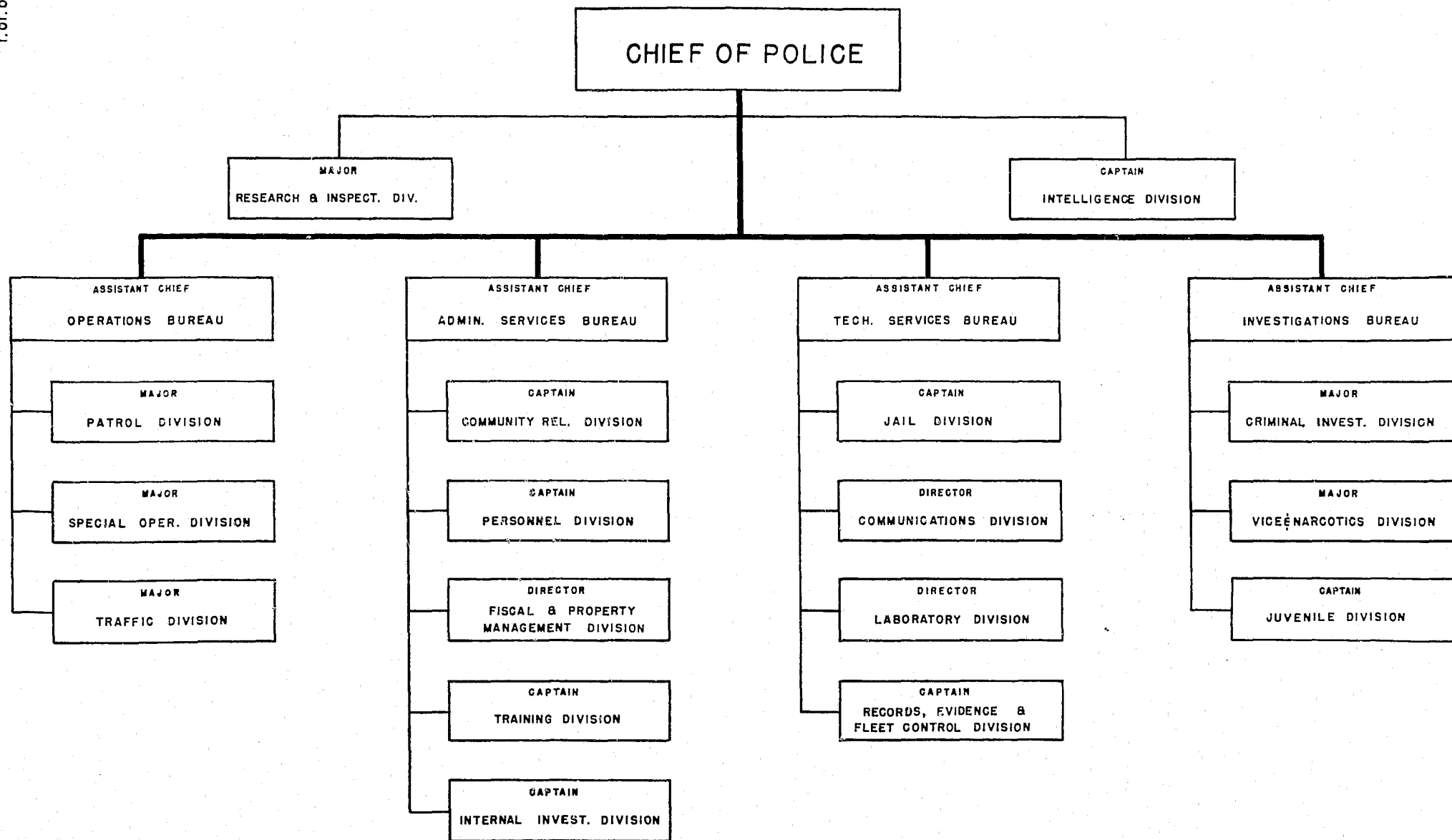
Assistant Chief of Police

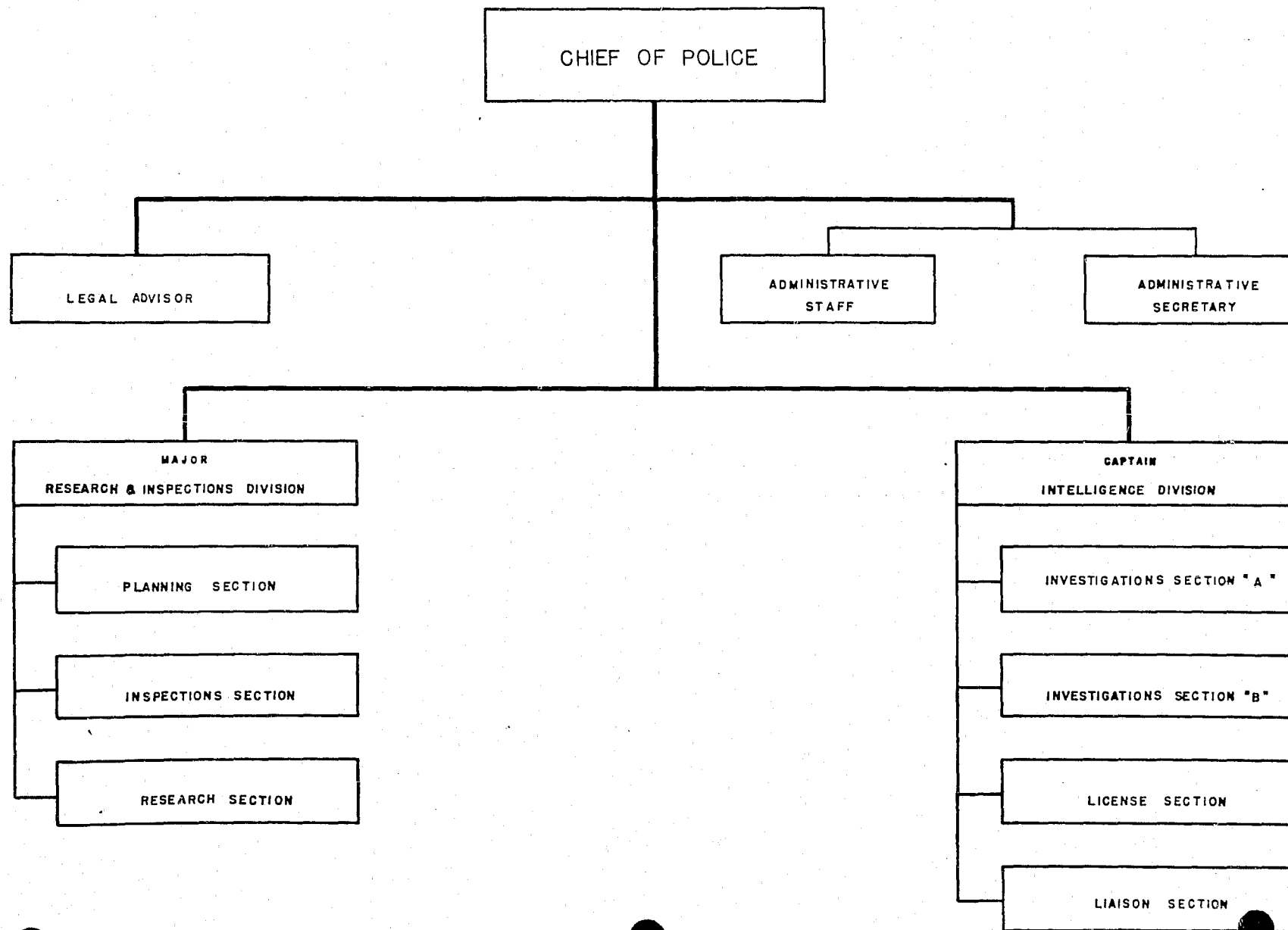
1. Jail Division
2. Communications Division
3. Laboratory Division
4. Records, Evidence and Fleet Control Division

Investigations Bureau

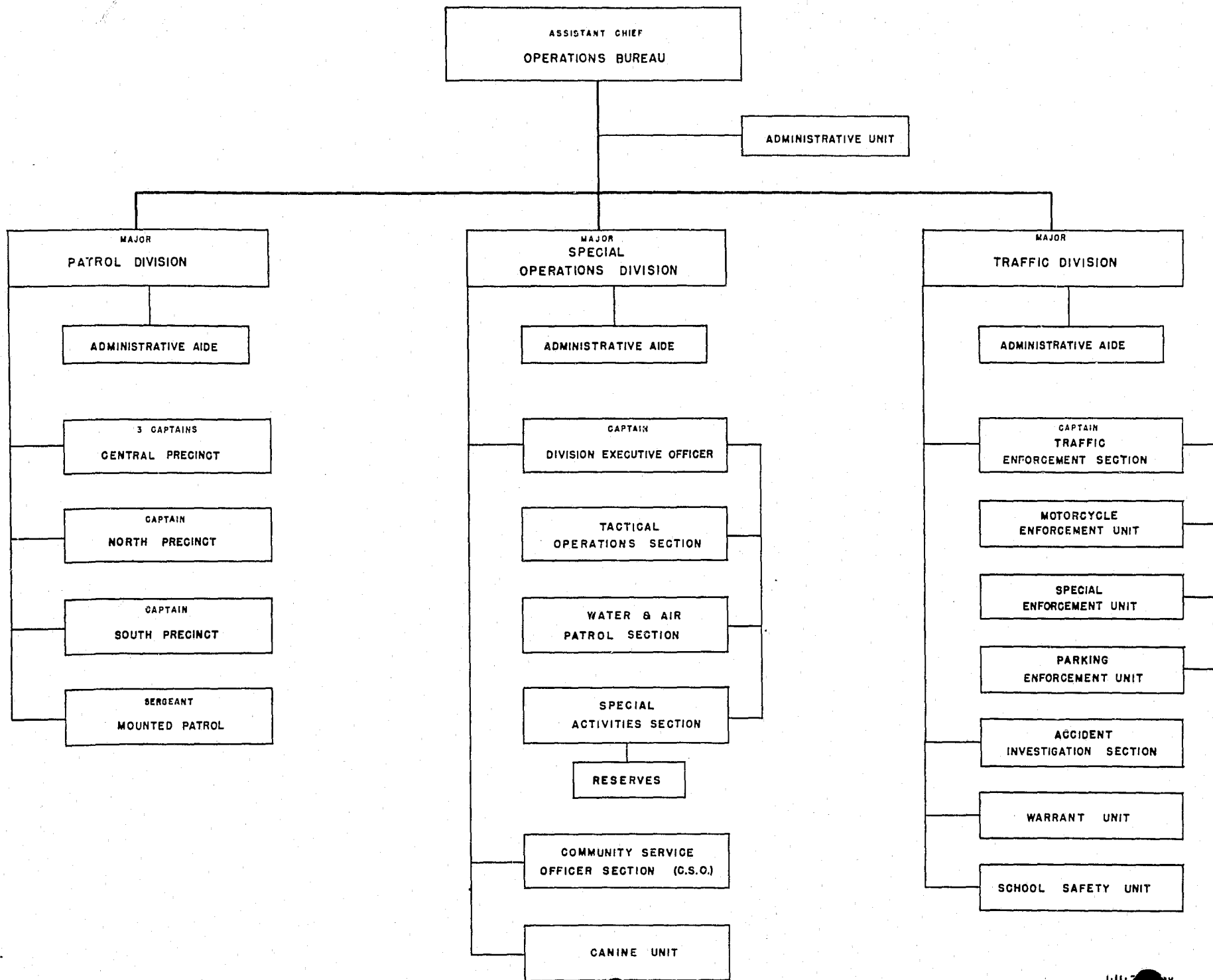
Assistant Chief of Police

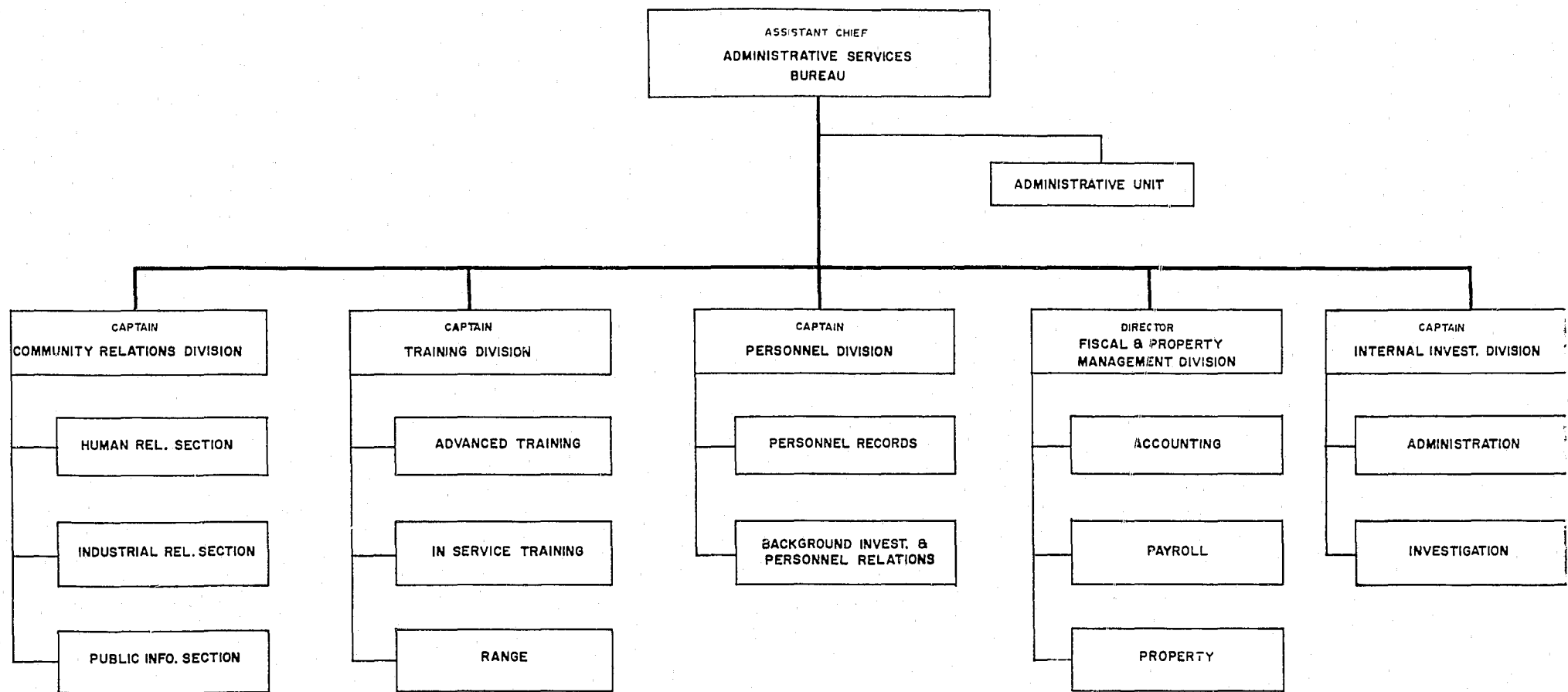
1. Criminal Investigation Division
2. Vice, Intelligence and Narcotics Division
3. Juvenile Division

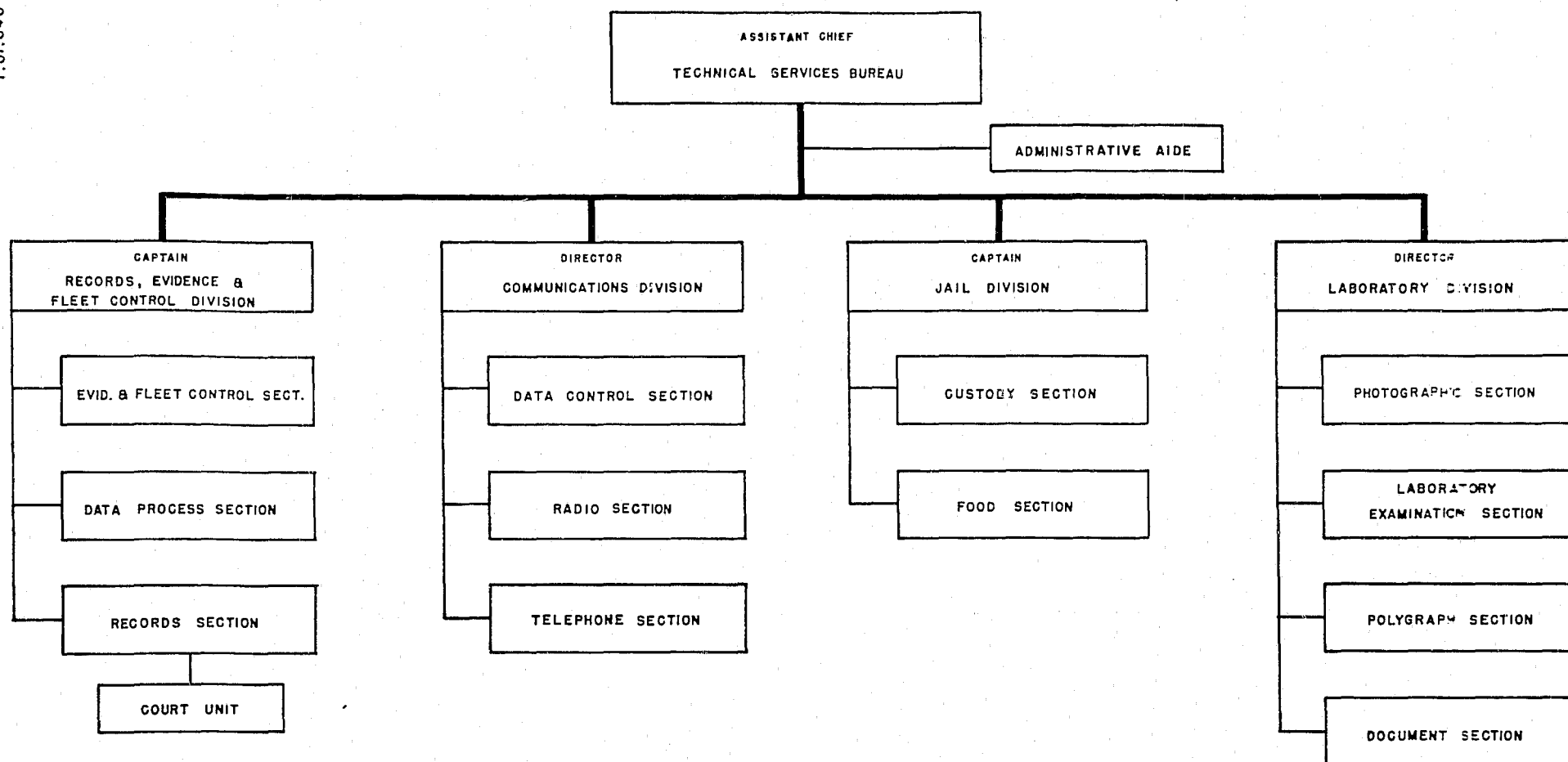


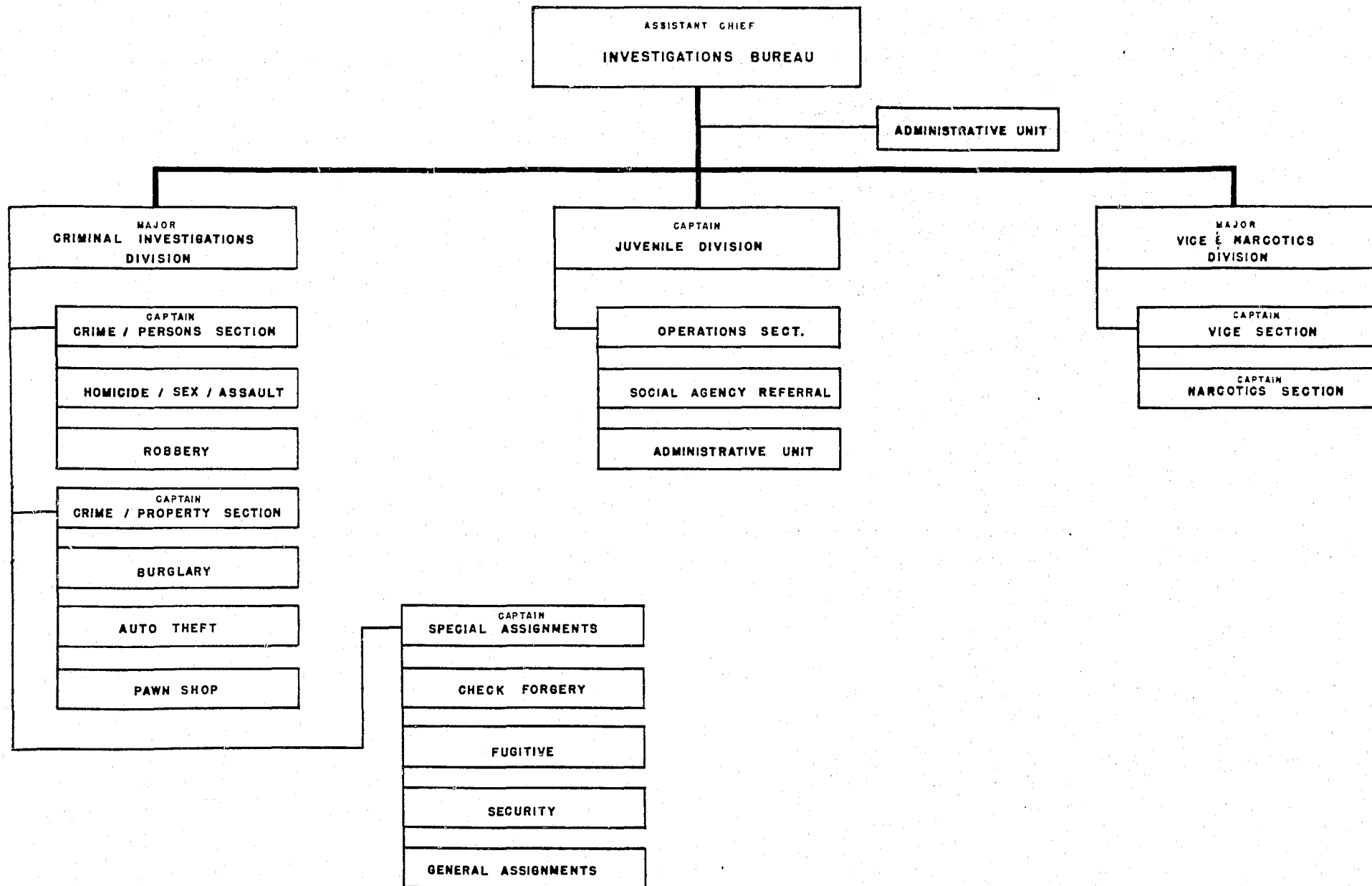


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GENERAL PERSONNEL MATTERS

Appointment

1. Chief of Police

The Chief of Police shall be appointed by the Mayor, subject to confirmation by a majority vote of all members of the City Council.
(City Charter, Article VI, Section 2)

2. Subordinate Police Officers and Employees

All subordinate police officers and employees shall be appointed by the Chief of Police under Civil Service Rules and Regulations.
(City Charter, Article VI, Section 2)

Terms of Employment

1. Probation

The probationary period shall be equivalent to twelve months full-time service from date of hire. Minor absences due to vacations, annual military leaves, illnesses, etc., shall not be construed as interrupting the probationary period. If absences become excessive, the Secretary of the Civil Service Commission will approve a departmental request for an extension of the probationary period.
(From Rule 8.05, Civil Service Laws and Rules)

2. Work Performance Evaluation

In order to evaluate the work performance of sworn employees of the Department so that satisfactory levels of performance may be maintained, Performance Evaluation Reports (form 2.13.2) shall be prepared as follows:

- a. Each sworn employee through the rank of lieutenant will be rated by his immediate supervisor. Completed reports will be returned to the Personnel Division on the following schedule:
 - (1) Every six months, based on the anniversary date of hire, for all non-probationary members.
 - (2) Every other month for probationers beginning with the first month of employment in their new rank.
- b. At the end of the 11th month of probation, the probationer's division commander will submit a written evaluation encompassing the probationer's work record, attitude, personality and qualifications. This resume and the Work Evaluation Report will be sent to the Personnel Division not later than one week after the end of the 11th month of probation.

GENERAL PERSONNEL MATTERS

Identification

1. Serial Number

A serial number shall be assigned to each employee and will be that person's official identification within the Department. Each person shall be responsible for including their name and serial number on all official reports and records prepared by them.

2. Identification Cards

Official Seattle Police Department identification cards will be issued to employees only upon written request from the Personnel Division to the Identification Section.

Assignments

1. Police Academy Training

All police recruits shall be assigned to classes in the Police Academy. They may be temporarily assigned to other duties, excluding law enforcement, by the Chief of Police.

2. Assignment Changes

The authority to sign transfer orders between Bureaus is delegated to the Commander of the Administrative Services Bureau by the Chief of Police.

3. Assignment Change Requests

Assignment change requests shall be made on an Intra-Department Communication, form 1.12. Three copies will be made:

- a. One for the employee's bureau commander.
- b. One for the commander of the new bureau of assignment.
- c. One for the commander of the Administrative Services Bureau.

4. Change of Assignment Reporting Time

Employees who have been transferred, detailed, or temporarily assigned to another division or unit, will be excused from duty during the eight-hour period immediately preceding the effective time and date of the assignment change.

5. Detective Assignment Examinations

Police detective or investigator assignments are made from an eligibility list formed from the results of a non-civil service examination.

The Investigations Bureau Commander coordinates and administers the detective examination program, and makes final decisions concerning its use. Names of successful candidates are published in the General Information Bulletin.

GENERAL PERSONNEL MATTERS

a. Examination Qualifications

Applicants must be sworn Seattle Police officers with two years of service in the Department.

b. Examination Dates

The date, time, place and session schedule for detective and investigator examinations is announced by bulletin notice. Officers will take the examination during off-duty hours unless their working hours include all test schedules. No overtime will be given for off-duty attendance.

Timekeeping

Absence From Duty

Employees shall not be absent from duty except for sickness, injury, disability, approved days off or authorized leaves. Absence from duty without leave shall be followed by forfeiture of pay for the time of the absence. Charges may be preferred against the member or employee by command personnel.

1. Employees, who are not actually present and who are not officially excused from duty, shall be marked "absent" on the time records for that day.
2. Employees of the Police Department will not trade days off with any other employee or change his scheduled days off without the approval of his commanding officer. The commanding officer will indicate his approval of any such trade or change by inserting his initials in those places where changes are made on the monthly assignment schedule.

Absence From Duty Authorization

When department personnel want to be absent from duty, wherein they are leaving their residence for more than three days (except for sick leave and regularly scheduled days off), they shall submit three copies of the Request for Authorization of Absence From Duty, form 2.23, to their commanding officer. Upon approval, the commanding officer shall distribute the request as follows:

1. One copy to Unit timekeeper
2. One copy to T.V.B. Data Processing (except for those non-sworn employees whose duties do not normally require court appearances)
3. One copy to the employee

Sickness and Injury

1. Reporting Responsibility

Personnel who are sick or injured and are unable to appear for duty shall notify or shall cause notification to be sent to their supervisors or commanding officers as soon as possible who will in turn report to the illness and

GENERAL PERSONNEL MATTERS

Injury Administrator. Failure to make this notification shall subject the individuals to charges of being absent from duty without leave and they shall be marked "absent" (without pay).

As soon as notification is received that an employee is sick or injured, the supervisor will initiate preparation of the Illness and Injury Report, form 2.11, and will forward the pink copy to the Illness and Injury Administrator and the yellow copy to the Department Timekeeper.

The white copy (face sheet) shall be retained by the commanding officer of the absentee. When the employee returns to duty, the first line supervisor shall enter the date and time of return and sign it, obtain the employee's signature on the form and forward it to the Illness and Injury Administrator.

The Illness and Injury Administrator, or his delegated representative, will visit the employee periodically during absence from work, and will submit a report of each visit to the employee's commanding officer and will maintain a current file of these visits in his office.

2. Serious and/or Questionable Illness or Injury Investigations

The Illness and Injury Administrator is authorized to act as an agent of the Seattle Police Disability Board for the purpose of investigating and administering disability leave rules and regulations of the Disability Board.

All personnel, before returning to duty from an extended absence due to illness or injury (two weeks or longer), will submit to the Illness and Injury Administrator a doctor's statement attesting to their fitness for duty. A separate examination may be required which will be conducted by a doctor recommended by the Seattle Police Disability Board.

Upon the employee's return to work, the Commander of the Personnel Division will determine if the return is conditional or a full return (with no continuing conditions of illness or injury). The Commander will then so advise the Chief of Police for his concurrence.

3. Confinement

While on sick leave, an employee shall not leave his place of confinement without prior permission of his commanding officer, or the Illness and Injury Administrator. Exceptions to this order are visits to the doctor or personal emergencies. A supervisor from the sick or injured person's unit of assignment may personally visit the employee at least once within the first three days and at least once each seven working days thereafter during their absence from work and will submit a report of each visit to the Illness and Injury Administrator. An employee who is not available for contact at his place of confinement will be subject to an immediate investigation by the unit of assignment supervisor and the Illness and Injury Administrator.

GENERAL PERSONNEL MATTERS

Note: For the purpose of this section, "place of confinement" shall mean one of the following:

- a. That address listed in department records as identifying the local residence at which the member resides when commuting daily to work;
 - b. the hospital at which the member is confined;
 - c. any other address specifically authorized by the Commander of the Personnel Division in allowance for unusual circumstances.
4. Permission to Leave the City
The Police Disability Board shall grant permission to an employee to leave the area of his residence for medical services or treatment upon the recommendation of his attending physician and after an endorsed application is made to the Board. The application must be endorsed by the applicant's bureau commander, and it will be reported on the Monthly Sick Report.
5. Injury to Employees On Duty
All employees shall promptly complete a report to their immediate supervisor of each injury or occupational illness regardless of the degree of severity. The Supervisor's Report or Employee's Injury, form 2.22, shall be completed by the employee's supervisor. The supervisor and employee will sign the report. Failure to report an injury may result in denial of payment for treatment.
- Additional responsibilities for non-sworn employees:
- a. If medical attention is required or lost time occurs due to the injury, the employee shall complete the necessary forms retained by the Department Safety Officer.
 - b. Endorse any checks from the State of Washington (received as disability compensation for periods wherein City pay is received), as payable to the "City of Seattle Treasurer's Office". Submit these checks to the Department's Fiscal and Property Management Division.
6. Employees (Non-Sworn), Sick Leave
- a. All classified Civil Service employees are eligible for cumulative sick leave per Civil Service regulations.
 - b. Employees shall accumulate sick leave credits from the date of entering City service and shall be entitled to sick leave with pay after thirty calendar days of employment.
 - c. The first four (4) days of sick leave shall be paid upon approval of the Department Head and the Civil Service Commission provided that

GENERAL PERSONNEL MATTERS

employees make themselves available for such investigation, medical or otherwise, as the Department Head or the Civil Service Commission shall require.

- d. Compensation for absences beyond four (4) days shall be paid only after approval by the Department Head and the Civil Service Commission, on a request from the employee and supported by a report from the employee's physician and/or a physician representing the City, as the Civil Service Commission shall determine.
- e. Any refusal by a Department Head to provide sick leave compensation can be appealed to the Civil Service Commission whose decision shall be final.
- f. Conditions Not Covered
Employees covered by the Sick Leave Plan are not entitled to sick leave under the following conditions:
 - (1) When suspended or on leave without pay and when laid off or on other non-pay status including absence due to illness of other members of the family.
 - (2) If sickness occurs when off work, on weekends or holidays, or at any other time outside the regular work schedule.
 - (3) Slight illness or indisposition which does not prevent the employee from performing his regular duties.
 - (4) When the disability is self-imposed by bad habits or malicious contributing actions.
 - (5) When an employee works during his free time for an employer other than City of Seattle and his illness or disability arises therefrom.
- g. Employee Responsibilities
 - (1) Notification of the employee's supervisor on the first day of his illness (or absence to attend a funeral).
 - (2) Notification of the employee's supervisor as soon as possible if the illness (or absence for a funeral) occurs while on vacation or compensatory time off, if the illness or absence will extend into the period in which the employee is to return to duty.
 - (3) Submission of the required application within 16 working hours after returning to duty with the claim in the form of hours of sick leave claimed.

GENERAL PERSONNEL MATTERS

h. Penalty for Fraudulent Application

Suspension or removal in accordance with Civil Service rules.

Military Leave

1. Every employee who is a member of a Military Reserve Unit shall be entitled to and shall be granted Military Leave of Absence for a period not exceeding 15 calendar days each year. Such Military Leave of Absence shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled and shall not involve any loss of efficiency rating, privileges, or pay. Any military leave exceeding fifteen calendar days per year shall require Departmental approval before the employee requests any publication of military orders. During the period of military leave, the employee shall receive his normal pay from the City (see R.C.W. 38.40.060).
2. Military leaves of absence and the opportunity to obtain retirement service credits for periods of active military or naval service (by making normal contributions to the Retirement System) are authorized to be granted to officers and employees of the City of Seattle under Ordinance 69816 as amended.

Leave of Absence

1. Duration of Leave

- a. A leave of absence without pay for a period not exceeding sixty consecutive days may be granted by the appointing authority of a department.
- b. A request for a leave of absence longer than sixty days bearing the favorable recommendation of the employee's appointing authority may be granted by the Secretary of the Civil Service Commission.
- c. No employee shall be given leave to take a position outside the City service for more than sixty days in any calendar year, except where it appears in the best interests of the City (Civil Service Laws and Rules, Rule 11.01).

2. Leave of Absence Applications

Employees will apply for a leave of absence as follows:

- a. Submit Civil Service Leave of Absence request form (one copy for an application of sixty days or less and two copies for more than sixty days) to their supervisor.
- b. The supervisor will then forward the request to the Commander of the Personnel Division for administrative review and comment.
- c. The Personnel Division will forward the forms to the Chief of Police for approval and return to the Civil Service Commission.

GENERAL PERSONNEL MATTERS

- d. After the request for a leave of absence has been approved, the applicant shall submit three copies of the Request for Authorization of Absence From Duty, form 2.23, to his commanding officer.

NOTE: All of an applicant's unused vacation and compensatory time must be expended before an unpaid leave of absence is granted; except short unpaid military leaves other than the paid fifteen day annual military leave.

Time Off Definitions and Use

The earning and use of time by all employees of the Seattle Police Department who, by State law, City ordinance, labor contracts or any other lawful agreements in effect or to be in effect, may earn and use such time, will be done in the manner prescribed in said laws, ordinances, contracts or other lawful agreements.

It will be the duty of the Seattle Police Department management to administer the laws and rules pertaining to the earning and use of time for their employees in a judicious manner concurrent with the aforementioned laws, ordinances, contracts, and agreements. It will be the responsibility of the division commanders, as approved by the Bureau Chiefs or Chief of Police to regulate the earning and use of all categories of time for all employees under their command. This schedule will be accomplished to meet the needs of their respective divisions.

All time off shall be categorized and regulated as follows:

1. Furlough Days: regularly scheduled days off following a work week
 - a. will be used in the calendar year earned;
 - b. may be taken in advance for a maximum of four (4) days;
 - c. unless scheduled prior to receipt of subpoena, employees will not be furloughed on day of trial;
 - d. furlough days will not be worked unless prior approval of the concerned immediate supervisor is granted.
2. Delayed Furloughs: days off granted in lieu of scheduled furlough days which have been voluntarily worked by the employee and for furlough days accumulated by working a 6 and 2 schedule
 - a. will be used in the calendar year earned;
 - b. will not be redefined if unused.

GENERAL PERSONNEL MATTERS

3. Vacation Days: constitute a prescribed number of working days earned per calendar year depending on length of service
 - a. Foot Drill Team members are allowed a maximum of twelve (12) extra vacation days annually;
 - b. Motorcycle Drill Team members are allowed a maximum of six (6) extra days annually.
4. Holidays: comprised of eleven (11) paid work days off per calendar year.
 - a. see "Holiday Schedule";
 - b. will be used on the day awarded; however, an employee furloughed on a legal holiday will be marked "Holiday";
 - c. sworn employees having a previously scheduled holiday occurring during a sick leave may have it rescheduled upon approval of the division commander.
5. Compensatory Time: time earned in lieu of paid overtime
 - a. will be used in the calendar year earned;
 - b. that awarded for court overtime is computed at the straight time rate using the current overtime schedule;
 - c. that awarded in lieu of paid "ordinary" overtime (excluding court overtime) is computed at the time and one-half rate;
 - d. that awarded in lieu of paid "extraordinary" overtime is computed at the rate of double time;
 - e. employees may accumulate up to two days compensatory time in lieu of paid overtime upon approval of the immediate supervisor.
6. Special Duty Days: those days allowed for attendance of official police functions and emergency situations for employees, such as travel on Department business and funeral attendance.
 - a. No maximum number allowed;
 - b. athletic or sporting events such as the pistol team, golf, basketball, etc., are not considered police-oriented functions;
 - c. Foot and Motorcycle Drill Team functions are considered to be police-oriented functions;

GENERAL PERSONNEL MATTERS

- d. sworn employees may be allowed up to five (5) days to attend funerals of "close relatives";
- e. non-sworn employees may attend funerals as prescribed by current City Ordinance.

Paid Overtime

Paid overtime is time earned in excess of regular shift work as allowed by the current "Overtime Schedule".

Overtime Policies

1. Employees higher in rank than Sergeant, and Civilian Directors, are not eligible for overtime pay nor compensatory time off in lieu thereof.
2. In certain specialized units there may be a need for personnel to work hours other than those normally worked. Personnel will be informed prior to assignment in such units that this may occur. When possible a 24-hour prior notification shall be given when changing special work schedules; except in emergencies, personnel will not be required to return to work sooner than eight hours following completion of the previous shift.
3. Off duty employees involved in matters requiring immediate police action on their behalf will be granted paid overtime at the rate of time and one-half for a minimum of a four hour period.
4. Off duty employees are not eligible for Department-paid overtime for work performed for a private employer, except when the normal hours for which that employer has agreed to pay the officer have expired. Upon approval by an on-duty supervisor that there was an immediate need for the concerned officer to perform further duties for the Department such overtime will be paid on an extension of shift basis.
5. Employees working "ordinary" overtime that is an extension of shift (except for court attendance) shall be paid at the rate of time and one-half, computed to the nearest fifteen minute time increment; non-sworn employees ordered to work "extraordinary" overtime shall be paid at the double time rate.
6. Employees ordered to work overtime which is not an extension of duty at the beginning or end of a normal shift shall be paid as follows:
 - a. Sworn Employees -- a minimum of four hours at the rate of time and one-half.
 - b. Non-sworn Employees -- as per current labor contract or City Ordinance.

GENERAL PERSONNEL MATTERS

7. Paid overtime or compensatory time off for all court attendance, including pretrial or other judicial hearings or conferences, will be granted as applicable:
 - a. Sworn employees as per current contract;
 - b. Parking Meter Checkers as per current labor contract;
 - c. Other non-sworn employees shall be paid on an hourly basis at the rate of time and one-half.

Sworn employees attending these sessions just following their work shifts are to compute their time as follows:

Straight time pay for overtime will commence at the time the employee's assigned shift ends and will continue until the case or hearing is concluded. In those instances where the defendant does not appear, forfeits for any reason, or obtains continuance, the overtime will end at that time, computed to the nearest one-half hour.

Example: An employee's shift ends at 0800 hours and he appears at the 1030 session. At 1118 the case is concluded, forfeited, or continued. The overtime will be adjusted to three and one-half hours. If he was summoned to the 0900 session, his overtime, as in the above example, would be the same.

For pre-shift appearances: An employee's shift begins at 1200 hours. If he attends the 0900 session, he is authorized three hours overtime. However, if he attends the 1030 session, he is authorized the one and one-half hours prior to his shift.

8. Off duty standby time will be reported and regulated as follows:
 - a. approved by Bureau Commanders, or in their absence, by Division Commanders;
 - b. reported on the Overtime Request, form 1.33;
 - c. computed to the nearest quarter hour, and will include the actual number of hours spent on authorized standby time;
 - d. compensated on the basis of fifty-percent of straight time pay;
 - e. when called back to duty from standby status the regular overtime rules will apply;

GENERAL PERSONNEL MATTERS

- f. off duty standby assignments which are requested by official agencies other than the police department, i.e., Superior Court judges, or the Prosecutor's Office, will be reported immediately to division commanders for authorization of the standby time.
9. Officers required to appear at any Department hearing, panel, board, interview or conference as either a designated representative or to give information shall be eligible for overtime per the rate applicable to their off duty status. However, an employee attending such a meeting called at his own request shall receive overtime only upon approval of the chairman of the board involved.
10. Paid overtime shall not be approved for the following:
 - a. employees on sick or injury absence;
 - b. employees on suspension for disciplinary reasons;
 - c. employees on Military Leave.

Reporting Overtime

The reporting of overtime shall proceed as follows:

1. Complete an overtime request, form 1.33; for court overtime the clerk of the court attended must initial the request.
2. Submit the completed overtime request form to the employee's immediate supervisor for approval upon completion of the overtime assignment. If for any reason the immediate supervisor is not available within twenty-four hours from the time the overtime is completed, the employee shall present the request form to his next officer in command who is present at his place of assignment.
3. The approving officer, after checking for correctness and completeness of the overtime request form shall:
 - a. sign the request indicating his approval and forward it to Data Processing for compilation and recording; or
 - b. return it to the requesting officer for any corrections needed; or
 - c. return it to the requesting officer with a memo of cancellation if the request is invalid.

GENERAL PERSONNEL MATTERS

Recording Overtime

On receiving the overtime request forms, Data Processing will check them for completeness and accuracy. When errors are detected, the request will be sent with an explanatory memo for corrective action to the division commander of the supervisor who originally approved the request.

Court Overtime Pay and Witness Fee Restrictions

1. Employees shall not receive overtime pay for any court appearance while on a regular duty status. This includes any judicial or quasi-judicial hearing, and Federal, Superior, Justice and Municipal Courts.
2. Employees, whether officially "on" or "off" duty who are being compensated at the time by City salary or overtime pay shall not receive witness fees, either directly or indirectly, for appearances at any judicial or quasi-judicial hearing.
3. Compensation for mileage or travel expenditures via private vehicle shall be allowed, but any officer or employee receiving witness fees over and above travel allowance shall immediately report the amount received to the Fiscal and Property Management Division for payroll adjustment.

insert Schedule - 1/1/19

HOLIDAY

VACATION

Court Sessions

Chambers

Time 2/1/19

GENERAL PERSONNEL MATTERS

- b. At any occupation of a nature which would tend to lower the dignity of the police service in any manner;
- c. At any employment which has any connection with the towing of vehicles;
- d. In the performance of tasks other than those of a police nature while in police uniform;
- e. As a participant in any professional boxing or wrestling match;
- f. As a process server or bill collector, or in any other employment in which police authority might tend to be used for private purposes of a civil nature;
- g. At any employment which may require him to have access to police information, files, records, or services as a condition for employment; except where specific approval for each use has been authorized by the commander of the bureau having such information, record, files or services;
- h. At any employment which results in other qualified persons being deprived of rightful employment and which results in a justified complaint. The Department will be the sole judge of these matters in such cases;
- i. Engaged in employment which assists (in any manner) the case preparation for the defense in any criminal action or proceedings;
- j. At any off-duty employment which when added to regular police department work periods totals more than sixty-four (64) hours per week;
- k. Engaged in off-duty employment at any function to be held at the Seattle Center without prior approval from the commanding officer of the Special Activities Unit. This approval will be indicated on the Off-Duty Employment Permit. In addition, one extra copy of the permit shall be submitted and when the permit is approved by the Administrative Services Bureau Commander an extra copy shall be sent to the Operations Bureau Commander;
- l. At any establishment that sells or dispenses intoxicating beverages. This order does not prohibit employment by the State of Washington at state-operated facilities where the consumption of liquor is not permitted;
- m. Employment at any event wherein the possibility exists that illegal activities might be conducted; i.e., gambling, pornography, drug dealing, etc.

GENERAL PERSONNEL MATTERS

Off-Duty Employment (Outside the City)

Seattle Police officers shall not perform police functions for a private employer beyond the jurisdiction of the corporate limits of the City of Seattle without having first received written approval from the outside police agency which has jurisdiction.

A copy of the written approval from the outside police agency shall be attached to the member's Off-Duty Employment Permit, form 1.30, which will be filed in the Personnel Division office.

Approval for outside employment in the county shall be obtained through the Office of the Chief of the Bureau of Police Operations, King County Department of Public Safety.

Disability Benefits (Off-Duty Employment)

The following is an excerpt from R.C.W. 41.20.060, covering the Police Retirement Pension: "Disability benefits provided for by this chapter shall not be paid when the policeman is disabled while he is engaged for compensation in outside work not of a police or special police nature."

Off-Duty Employment at University of Washington

No sworn employee of this Department shall be employed by the University of Washington in an off-duty status without first complying with the following procedures:

1. Being commissioned or deputized as a University of Washington Campus Police Officer, and
2. Securing the proper University of Washington Campus Police Officer's uniform.

Terminations

Submitting Resignation

Resignation of any employee from the service shall be made in writing and filed with the Secretary of the Civil Service Commission after approval by the appointing authority (City of Seattle Civil Service Laws & Rules, Rule 13.01).

Withdrawal of Resignation

The Secretary may permit the withdrawal of a resignation only upon a written request filed within 60 days from the effective date of the resignation and if such request for withdrawal bears the favorable recommendation of the appointing authority (City of Seattle Civil Service Laws & Rules, Rule 13.02).

Return to Eligible Register Following Resignation

A former employee who resigned may request return of his name to the proper eligible register for his class in accordance with the City of Seattle Civil Service Laws & Rules, Rules 6.02 and 6.03.

GENERAL PERSONNEL MATTERS

Separations

When any employee permanently vacates his office, he shall surrender to his commanding officer, or directly to the Property Room, all accountable items of departmental equipment issued to him during his period of service.

Death

In the event of death of an employee, the head of the division to which the deceased was assigned shall make proper disposition of all departmental property that was in the possession of the deceased.

Property Returned

Sworn employees separated from the Department are not eligible to receive their last pay checks until the payroll clerk has received an equipment return slip from the Property Room stating that all police property issued to the member has been accounted for or returned.

Discharge or Removal for Cause

A regular employee may be discharged from the city service only upon the filing of a written statement with the Commission by the appointing authority stating the reasons for such discharge (See City Charter, Article XVI, Section 12).

The following illustrate adequate causes for discharge; a discharge may be made for any other good cause (City of Seattle Civil Service Laws & Rules, Rule 12.03);

1. Conviction of a criminal offense or misdemeanor involving moral turpitude;
2. Willful or intentional violation of any lawful and reasonable regulation, order, or direction made or given by a superior officer;
3. Failure to pay or make reasonable provision for future payment of just debts;
4. Aiding in assessment or collection from any employee of the city appointed under Civil Service Rules for the purpose of securing the nomination or election of any person to municipal office;
5. Taking or giving of bribes;
6. Abusive or improper treatment of a prisoner or one who is under arrest or sentence; provided, the acts committed were not necessarily or lawfully committed in self-defense, to protect the lives of others or to prevent the escape of anyone lawfully in custody;
7. Unexcused absence from his duties for three consecutive days;
8. Other employment which in any way conflicts with the city's interests or interferes with city employment.

GENERAL PERSONNEL MATTERS

Right to Demand Investigation

A regular employee who is discharged or demoted may, within ten days after the date of the Secretary's notification to the individual of such action, make written demand of the Civil Service Commission for an investigation. The Commission will proceed to conduct a hearing, at which the Department and the employee involved will be entitled to the attendance of witnesses, and the employee may be represented by counsel (City of Seattle Civil Service Laws & Rules, Rule 12.04).

RULES OF CONDUCT

Rules of Conduct

A police officer is the most conspicuous representative of government, and to the majority of people he is the symbol of stability and authority upon whom they can rely. An officer's conduct is closely scrutinized, and when his actions are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than comparable conduct of persons in other walks of life. Since the behavior of an officer on or off duty may reflect directly upon the Department, an officer must at all times conduct himself in a manner which does not bring discredit to himself, the Department, or the City.

Acceptance of Responsibilities

Sworn employees at all times, on or off duty, shall accept the responsibilities imposed upon them by law as to their duties and authority. When within the boundaries of the City, they shall preserve the public peace, detect and arrest violators of the law, prevent crime, protect life and property, and enforce the criminal laws of the State of Washington and the ordinances of the City of Seattle.

Obedience to Rules

Employees shall be familiar with, abide by, and conform to all laws and ordinances of the City of Seattle, and to Department rules and procedures.

Obedience to Orders of Superiors

Employees shall obey any lawful order issued by any superior officer.

Criticism of Orders

Employees shall not engage in unreasonable public criticism of instructions or orders from superior officers, nor shall they post, make, or cause to be made, any statements which adversely affect discipline, general efficiency, or effectiveness of the Police Department.

Firearms and Identification

When employees (sworn) are in public within the city limits of Seattle, they will carry official identification as a member of the Seattle Police Department and will be armed in compliance with the following rules.

1. On-Duty Employees (Sworn) will be armed except when:
 - a. In the Jail and not directed to be armed therein, or
 - b. Participating in recreational or training activities which would make being armed impractical.
2. Off-Duty Employees (Sworn) will be armed except when they find it inappropriate or inconvenient to be armed because of the nature of their activities.
3. Employees (Sworn) will not, at any time, be armed while substantially affected by alcohol.

RULES OF CONDUCT

Gratuities, Gifts, Rewards, etc.

Employees shall not solicit or accept any gratuity or any other thing of value where there is any connection, however remote, between such offer or solicitation and the employee's Police Department employment, except as expressly approved by the Chief of Police. Employees shall neither directly nor indirectly:

1. Solicit or accept any gratuities of merchandise, meals, beverages, or any other thing of value which might tend to influence their or any other employee's action in any matter of police business or which might cast an adverse reflection on the Department or any of its employees.
2. Solicit or accept any discounted services or merchandise whatsoever as a result of their police department employment unless such discount is routinely offered to various groups or individuals and not limited to Police Department employees.
3. Solicit or accept any gift or gratuity from other employees if such items would adversely affect the actions of the employee in connection with police operations.
4. Become financially or otherwise indebted to any other employee to the extent that work performance is affected.
5. Solicit or accept any reward for services rendered incident to his position or duty as an employee of the Department.
6. Solicit or accept free admission to the theaters and other places of amusement for themselves or others; except in the line of duty.

Any unauthorized gratuity, gift, fee, commission, loan, reward, or other things falling into any of these categories which come into the possession of any employee shall be forwarded to the office of the Chief of Police together with a written report explaining the circumstances connected therewith. A copy of the report shall be forwarded to the employee's commanding officer.

Intoxicating Beverages, Narcotics, and Dangerous Drugs

Employees, whether on or off duty, shall conform to the following regulations:

1. Employees shall not consume intoxicating beverages while wearing any part of their uniform.
2. Employees shall not consume intoxicating beverages while off duty to the extent that, when reporting for duty, their work performance is impaired or their consumption of said beverage is patently obvious regardless of sobriety.
3. Intoxicating beverages shall not be consumed by employees in police stations under any circumstance.

RULES OF CONDUCT

4. No employee shall illegally use or possess any narcotics or dangerous drugs or knowingly attend any function or activity where said drugs are openly used.

Derogatory Language

Words which imply derogatory connotations or manifest contempt or disrespect toward any race, creed, religion, national origin, sex, or sexual orientation, shall not be used at any time by employees of the Department in the course of their duties or at any other time so as to bring the Department or themselves into disrepute.

Saluting

Uniformed employees will come to attention and render a military salute in the following circumstances:

1. During the playing of the National Anthem.
2. Whenever the United States flag passes during parades or appears at other ceremonies where a display of normal respect to the flag is in order. As a matter of courtesy, salutes shall be rendered to flags of foreign countries displayed in conjunction with the United States flag.
3. At a parade whenever the President, Governor, Mayor, Chief of Police (or his official representative), Heads of State, or dignitaries of national importance pass an officer.
4. At any public ceremony wherein any of the above individuals or any employee of the Seattle Police Department in uniform and holding the rank of Major or above pass in close proximity under conditions requiring a greeting or sign of recognition.

Salutes will not be exchanged inside police buildings or offices except at inspections or at official ceremonies.

Recognition and Identification of Civilian Attired Officers

The anonymity of employees (sworn) dressed in plain clothes shall be maintained as follows:

1. Any employee in uniform who meets another employee (sworn) dressed in plain clothes in public shall in no manner indicate recognition unless greeted first.
2. Plain-clothes officers are to properly identify themselves when officially engaging in public contacts with citizens, except where anonymity is essential to the performance of duty.

Membership in Organizations

Employees shall not affiliate themselves with any organization whose rules, by-laws, constitution, or policies require or expect them as law enforcement officers to give special considerations in the performance of their duties to other members of the organization.

RULES OF CONDUCT

Political Activities, On or Off Duty, Soliciting

Employees, when representing the Department, either on or off duty, shall not permit or engage in any political activity, solicit or receive any assessment, subscription or contribution for any political party or purpose; or store, post, carry, or distribute political material of any nature in or on any municipal building, office, facility, or vehicle. Off-duty employees have the same political privileges as private citizens except as defined in the City Charter.

Unofficial Attendance at Public Functions

All Department personnel are prohibited from attending any of the following functions while on duty, without prior approval of their commanding officer, unless their attendance has been requested as part of their official duties:

1. Court trials and hearings
2. Public hearings, City Council, etc.
3. Guild or union meetings
4. Public demonstrations

This order does not preclude employees from carrying out their normal work assignments, but does prohibit their attendance at the above functions solely as spectators.

Civil Suits for Damages in the Line of Duty

No employee shall initiate a civil action for damages sustained in the line of duty without first reporting the case, in writing, to the Chief of Police.

Warrant for Assault Upon Officer

No employee (sworn) shall apply for a warrant concerning a service-connected assault upon himself without first reporting the case, in writing, through his commanding officer to his bureau commander.

Criminal Case Testimony

Employees shall not discuss the testimony which they will give in any criminal court action, nor shall they sign any statements concerning any criminal case for a person not officially connected with the Department, except for official agencies such as the Corporation Counsel, Prosecuting Attorney's Office, etc. Officers subpoenaed by the defense in a criminal case will contact the Prosecuting Attorney or the Corporation Counsel handling the case prior to the trial.

Recommendations Regarding Disposition of Cases

No employee below the rank of Bureau Commander shall make any recommendations regarding the disposition of any pending court case investigated by the Department to any court or other judiciary agency. He shall also refrain from making recommendations to any other agency which might tend to reflect the Department's official approval or disapproval of that agency's actions.

Any employee below the rank of Bureau Commander who wishes a recommendation made may forward such recommendation, in writing, through the proper channels to the bureau handling the investigation.

RULES OF CONDUCT

Recommending Employment of Attorneys, Bondsmen and Business Firms

Employees shall not recommend or suggest the employment of any specific attorney, bondsman, business firm, or individual to any person during the course of, or as a result of, their official business as employees of the Department.

Civil Actions

Employees shall not interest themselves in any manner in any civil action growing out of their official police knowledge or actions, except by due process of law.

Confidential Department Business and Records

Employees shall treat all official department business and records as confidential and shall not discuss or impart information to any person who is not a member of the Criminal Justice System (Prosecuting Attorney, court, etc.) without the permission of the Chief of Police, or by due process of law.

Residence Telephone of Members

No employee shall be without a telephone in his residence. Employees will ensure that their current address and telephone number is furnished to their commanding officer and to the Personnel Division.

Disclosure of Personal Information

Employees shall not disclose one another's address, telephone number, or information from personnel files to the public or to news media except with the consent of the concerned individual or by due process of law.

COMPLAINT AND DISCIPLINARY PROCEDURES

Complaint Investigation and Disciplinary Procedures

Department Policy

A relationship of trust and confidence between employees of the Police Department and the community they serve is essential to effective law enforcement. Police officers must be free to exercise their best judgment and to initiate law enforcement action in a reasonable, lawful, and impartial manner without fear of reprisal. In addition, enforcers of the law have a primary obligation to meticulously respect the rights of all people.

Administration of Discipline

One of the primary tasks of a commanding officer is the administration of discipline. Discipline can be positive or negative; it may involve encouragement, inspiration, training or imposition of negative sanctions. It has as its immediate purpose the channeling of individual effort into effective and productive action.

The exercise of positive discipline requires foresight and planning rather than merely reaction. It involves an evaluation of the human factor which, when combined with proper training, motivation and recognition of individual and group effort, results in self-discipline.

Discipline may range from a warning, where the immediate effect is on the individual, to termination, where the positive result derived is in the reassurance of other employees as to unacceptable limits of misconduct. In each case care must be exercised to make the proper choice in obtaining a desired and just result.

In the administration of discipline, a commanding officer must consider the totality of the circumstances surrounding the allegation of misconduct in making a determination whether the original action or conduct which prompted the complaint was not only legal but whether, under the circumstances, it was necessary and proper as well. His decision must resolve those factors with the individual's interest and the probable effect of the disciplinary action upon the attainment of department objectives.

To be effective, discipline must not only be fair in its application; it must also follow within a reasonable time the act which it is intended to correct. Therefore, there must be a prompt resolution of disciplinary cases.

Complaint and Disciplinary Procedures

1. Receipt of Complaints

Complaints alleging misconduct, violations of statutes, ordinances or department rules shall be received from any source. All complaints will be accepted and processed to their logical conclusion for disposition.

COMPLAINT AND DISCIPLINARY PROCEDURES

- a. An employee who receives a complaint shall report the information through channels to the appropriate bureau commander and the Internal Investigations Division, or to the Chief of Police if the complaint is against a sworn employee of the Internal Investigations Division.
- b. Anonymous complaints shall be accepted by the Department and referred to the Chief of Police or his designated representative.
- c. Since the following ranks serve at the pleasure of the Chief of Police, any complaints received against them shall be forwarded directly to the Chief of Police for his review.
 - (1) Assistant Chiefs of Police
 - (2) Majors
 - (3) Directors (who do not hold the permanent rank of Captain)
 - (4) Legal Advisor

2. Authority and Responsibilities of the Chief of Police

- a. The Chief of Police will review all investigations of misconduct and will take such action as he deems appropriate.
- b. The accused will be properly advised of his status during the course of an investigation and will be notified of the final decision of the Chief of Police.
- c. Individual complainants shall be notified in regard to the Chief's disposition of cases investigated by the Department.
- d. If a complaint is received which involves a member of the Internal Investigations Division, the Chief of Police shall appoint personnel from other divisions to handle the investigation.
- e. The Chief of Police will dispatch to the Commander of the Personnel Division notification of a sustained action and the discipline administered. This information will be entered in the accused's personnel records.

3. Individual Responsibility

- a. Each employee of the Department will perform the duties and assume the obligations of his rank in the reporting of all complaints or allegations of misconduct against fellow employees.
- b. Employees are required to cooperate in a departmental investigation and to answer questions by, or render material and relevant statements to, a competent authority in a departmental personnel investigation when so directed.

COMPLAINT AND DISCIPLINARY PROCEDURES

- c. Supervisory and command personnel will themselves initiate preliminary, objective investigations when the infraction observed or complained of is within the scope of their authority. Some examples of such infractions are but not limited to:
- (1) Tardiness in reporting for duty;
 - (2) Failure to keep uniform clean, pressed and unobtrusively repaired;
 - (3) Failure to carry and maintain official equipment in good condition;
 - (4) Failure to keep revolver clean and in good condition;
 - (5) Inattention to duty;
 - (6) Drinking on duty.

When any infraction is of a serious or repetitive nature, it will be investigated and a description of the action taken will be accurately documented.

When there are indications that the accused employee has been drinking while on duty, he will be immediately required to submit to visual tests for intoxication. Results of the test will be reported on an Alcoholic Influence Report Form and will be supplemented by a chemical test administered by a supervisor. The lapse of time, expressed in minutes, between the initial report on observations of the accused's physical condition and the intoxication tests will be accurately recorded.

When it appears from the nature of the complaint that the accused should be relieved from duty, he shall be so relieved by any supervisory officer. Under no circumstances will the accused be relieved from duty for a period longer than 48 hours (excluding weekends or holidays) without the permission of the Chief of Police.

4. Reporting

- a. On the day a complaint is received, the person receiving the complaint will forward one copy of all reports and other documents directly to the Internal Investigations Division and another to the appropriate bureau commander before going off duty.
- b. Each employee participating in any way in complaint investigations or having knowledge of a reportable incident will submit an individual written report to the Internal Investigations Division on the day he becomes involved and before going off duty. This report will be accurate and complete and will include all facts relating to the incident known or reported to him.

COMPLAINT AND DISCIPLINARY PROCEDURES

- c. Upon completion of a complaint investigation, the following information will be included in the final report:
 - (1) The name and serial number of the accused;
 - (2) When an allegation is sustained, the rule number violated, the context of the rule and how the rule was violated will be stated;
 - (3) The allegation will be classified as unfounded, exonerated, not sustained or sustained;
 - (4) A copy of the notification made to the complainant will be enclosed.

5. Internal Investigations Division Procedures

The Internal Investigations Division shall be responsible for conducting or assisting in the investigations of the alleged misconduct of employees and shall perform the following duties:

- a. Report the receipt of all complaints promptly to the Bureau commander.
- b. Maintain an Internal Investigations Division log of complaints and permit no access to this log except at the direction of the Chief of Police.
- c. Expeditiously investigate all alleged misconduct of employees. Moreover, when evidence indicates the alleged misconduct amounts to a crime, immediately submit reports to the Chief of Police through their Bureau commander and the accused's commanding officer.
- d. Keep the accused's bureau commander informed of the developments of the investigation so that he may determine what, if any, immediate action must be taken (reassignment, suspension, etc.).
- e. Adequately document the fact, when it is determined, that the complaint is clearly unfounded.

6. Processing of Completed Investigation

- a. When an investigation is completed, the division which conducted the investigation will forward a summary of the investigation and their recommendations to the Chief of Police through their Bureau commander for his review and action.

COMPLAINT AND DISCIPLINARY PROCEDURES

- b. The Chief of Police will classify the complaint as one of the following:
 - (1) Unfounded: allegation is false or not factual;
 - (2) Exonerated: incident complained of occurred but was lawful and proper;
 - (3) Not sustained: insufficient evidence either to prove or disprove the allegation;
 - (4) Sustained: the allegation is supported by sufficient evidence.
- c. When the Chief of Police classifies the complaint as unfounded, exonerated or not sustained, he will ensure that the complainant and the accused are notified of the disposition of the complaint in writing. Should the accused have been suspended from duty, he will be compensated for this period of time as though he had worked.
- d. When the Chief of Police classifies the complaint as sustained, he will ensure that:
 - (1) The complainant is notified in writing of the results of the investigation;
 - (2) The identity of the accused and the specific nature of any action taken against him will not be revealed to the complainant;
 - (3) The accused is notified immediately and in writing;
 - (4) Prior to implementation of disciplinary action against an employee, the accused will be given an opportunity to reply to the accusation.
 - (5) The accused is immediately notified of the recommended discipline and of his right to a disciplinary hearing if such exists.

Except in those cases where felony charges will be requested, the accused has 48 hours, excluding weekends and holidays, from the time of notification in which to waive or exercise his right to a disciplinary hearing. The accused shall notify his commanding officer within 48 hours, as above; otherwise he will be deemed to have waived his right to a disciplinary hearing. At this time the waiver may not be rescinded. If the accused exercises his right to a disciplinary hearing, he shall have adequate time to prepare his defense

COMPLAINT AND DISCIPLINARY PROCEDURES

after he has been fully informed of the nature of the charges that have been lodged against him. This shall not interfere with the authority of the Chief of Police to suspend accused employees or members pending completion of review by the disciplinary hearing panel.

The appropriate commander will in turn notify the Chief of Police when the accused has waived his rights.

The Chief of Police will implement the disciplinary action with the assistance of the accused's commanding officer.

7. Disciplinary Hearing Panel

- a. A Disciplinary Hearing Panel shall consist of five members. Any member with the rank of lieutenant or above, except members of the Internal Investigations Division, the Police Legal Advisor, or the accused member's commanding officer will be eligible for appointment to the panel.

The Chief of Police will assign four members to the panel, one of whom shall be an Assistant Chief of Police or Major who shall be designated as the presiding officer at the hearing. Anyone from within the Department, including members of the Internal Investigations Division, but excluding the Police Legal Advisor, may be selected by the accused to serve as the fifth panel member.

The accused shall have the right to challenge any member of the panel for cause; in addition, he will be allowed to exercise one preemptory challenge.

Personal animosity or previous disciplinary action against the accused by a prospective panelist shall be just cause for exclusion from the panel. The final determination of just cause shall be made by the presiding officer.

- b. The Disciplinary Hearing Panel will hear cases whenever the accused requests a hearing in those instances where the discipline amounts to suspension, demotion to lower rank, or dismissal, or upon direction of the Chief of Police.
- c. The commanding officer of the investigating division will prepare cases for presentation to the Disciplinary Hearing Panel, requesting an additional investigation when needed. He will schedule the cases. The chairman of the Disciplinary Hearing Panel will forward the findings and recommendations of the Disciplinary Hearing Panel directly to the Chief of Police for final action.

COMPLAINT AND DISCIPLINARY PROCEDURES

- (1) The accused will be given an opportunity to present a defense to the accusations presented at the hearing. The accused may be granted a continuance at the discretion of the Disciplinary Hearing Panel in order to prepare a defense.
 - (2) The accused may ask any willing member of the Department or an attorney for assistance in the presentation of his defense with the exception of personnel from the Internal Investigations Division or the Police Legal Advisor.
 - (3) The accused may record the proceedings at his own expense.
 - (4) The Guild shall be notified whenever a disciplinary hearing involving a Guild member is scheduled. The Guild may then assign any elected officer of the Guild to sit in as an observer.
 - (5) No statement made by the accused can be used against him in a criminal prosecution when such statement has been made to a Disciplinary Hearing Panel pursuant to department direction.
- d. The Disciplinary Hearing Panel is to determine the truth or falsity of allegations made against department personnel. The hearing is not a judicial trial.
- (1) The presiding officer shall decide any question of procedure of acceptability of evidence, accepting any evidence which is reasonably relevant to the present charges.
 - (2) The Legal Advisor may be present as an advisor on procedural matters.
- e. The Disciplinary Hearing Panel will consider the investigation reports, statements and other documents, testimony of witnesses and such other evidence as it deems appropriate. The panel will hear the plea of an accused who wishes to be heard and, at its discretion, may order the accused or any other member of the Department to appear.
- f. Upon conclusion of the presentation of evidence by both sides, the hearing panel will reach a verdict by secret ballot. If there is a split decision, a minority report may be filed. The accused will be advised by the Chief of Police of the results of the balloting and provided with a copy of the panel's recommendations prior to implementation of any disciplinary action that may be recommended.

COMPLAINT AND DISCIPLINARY PROCEDURES

- g. On the basis of its findings, the panel will recommend one of the following actions to the Chief of Police regarding each charge:

- (1) Further investigation with specific recommendations;
- (2) Dismissal of the charge;
- (3) Finding a charge not sustained;
- (4) Finding a charge sustained and listing their recommendations. If a sustained finding is made, the Disciplinary Hearing Panel will then consider previous departmental disciplinary actions taken against the accused in determining appropriate action in the present case.

Should evidence of other acts of misconduct be discovered during the course of the hearing, a complete report shall be presented to the Chief of Police for appropriate action.

- h. The Disciplinary Hearing Panel shall not be bound by previous recommendations in determining the severity of the disciplinary action they recommend.

8. Special Procedures

a. Command Failure

When police misconduct is attributable to inefficient or ineffective command, the involved commander shall be subject to discipline by the Chief of Police. The investigation of allegations of command failure will be instituted by the Chief of Police.

b. Arrest Warrants for Police Officers

When it becomes necessary to request a warrant of arrest against a police officer, the member applying for the warrant will first consult with his bureau commander and notify the Chief of Police. The Internal Investigations Division will issue a control number and make a proper assignment of the complaint.

c. Emergency Suspension

- (1) Any command or supervisory officer has the authority to impose emergency suspension until the next business day against an employee when it appears that such action is in the best interest of the Department.

COMPLAINT AND DISCIPLINARY PROCEDURES

- (2) An employee receiving an emergency suspension shall be required to report to his bureau commander on the next business day at 0900 hours.
- (3) The command or supervisory officer imposing or recommending the emergency suspension shall also report as noted above.

Grievances

Any employee who feels offended or wronged by the treatment or orders of a superior officer may communicate his grievance in writing to his choice of the following persons and shall not be subject to any censure or punishment for so doing:

1. Through the chain of command (see instructions on Grievance/Recommendation Transmittal Report, form 2.17);
2. Directly to the Employee Relations Panel, without going through the chain of command;
3. Directly to the Chief of Police in a sealed envelope.

Employees shall not be deprived by the right of appeal to the Legislature or to any public official, board, commission, or other public body for redress of grievances because of employment in the Civil Service of the City of Seattle.

Grievance and Recommendation Procedure

The Director of Personnel shall have the responsibility for overall coordination and administration of the Seattle Police Department Grievance and Recommendation Procedure, as provided herein.

1. Applicability

- a. This procedure shall be applicable to any grievance or recommendation submitted by an employee including those concerned with material benefits, employee status, management practices, operational matters, personal disputes and other matters under the control of the Police Department.
- b. Provisions of this procedure are limited to all sworn employees of the rank of sergeant and below and to all non-unionized civilian employees below the level of director. Civilians within a bargaining unit shall use the grievance procedure stated in their labor contract; however, they may use the Department procedure for making recommendations.
- c. Employee participation will be considered a duty assignment provided, however, that the time expended by witnesses appearing at the request of management shall be treated in a manner similar to court overtime.

COMPLAINT AND DISCIPLINARY PROCEDURES

2. Employee Relations Panel

An Employee Relations Panel shall be the governing body of the Seattle Police Department grievance and recommendation system.

- a. The first panel meeting of each year shall be scheduled and conducted by the Director of Personnel. At this meeting, elections will be held for chairman and secretary of the panel.
- b. The elected chairman shall call for and preside over panel meetings and all panel members shall be notified in advance of such meetings.
- c. The panel secretary shall be responsible for the preparation and submission of reports and recommendations.
- d. The Employee Relations Panel shall select a Screening Committee and a Hearing Committee from membership of the panel to carry out its functions, or shall itself carry out the functions of these committees when meeting as a Committee of the Whole.
- e. The Employee Relations Panel shall have the responsibility for reviewing grievances and recommendations, conducting hearings, and reporting findings and making recommendations on all cases to the Chief of Police.
- f. The panel shall have the responsibility for screening and consolidating grievances, conducting hearings, and calling employees to testify at hearings.
- g. Since duplicate or similar grievances and recommendations may be received by the panel, they may be rejected in a summary fashion without providing elaborate explanations for the rejection to the initiator. Moreover, the panel shall consolidate similar grievances and recommendations and take necessary steps to properly handle them. A reply will be made to the initiator of each grievance or recommendation.
- h. A quorum of the panel shall consist of six persons out of the total membership.
- i. Employee Relations Panel members shall serve no more than two consecutive terms in office.

3. Employee Relations Panel Membership

The Employee Relations Panel shall consist of the following personnel:

Two Captains

Two Lieutenants

Two Sergeants

Two Police Officers

Two Civilians (not members of a union
bargaining unit)

COMPLAINT AND DISCIPLINARY PROCEDURES

- a. Selection of the two police officers and two sergeants to the Employee Relations Panel shall be accomplished by the Seattle Police Officer's Guild and shall be conducted before the last meeting of each calendar year.
 - (1) A third police officer will be selected by the Guild to sit as an alternate on the panel in all cases where there is a universal application of the grievance being considered.
 - (2) When a grievance pertains to a matter relating only to sworn employees, the initiator of the grievance may, at his discretion, exclude the two civilian panel members. When this happens, the alternate sworn employee shall also be excluded.
- b. The two captains and two lieutenants shall be selected by staff nomination in December of each year.
- c. Election of civilians to the panel shall be accomplished by a separate election among all non-union civilian employees below the level of director. This election shall be conducted by the Administrative Services Bureau Commander or his representative in December of each year.

Results of the above selections shall be forwarded to the Director of Personnel prior to the end of each year.

4. Grievance and Recommendation Transmittal

The procedure for initiating and forwarding grievances and recommendations is included in the instructions on the Grievance and Recommendation Transmittal Report, form 2.17.

- a. A Grievance and Recommendation Transmittal Report form is to be used for submitting all formal grievances and recommendations.
- b. A sufficient supply of the above forms shall be maintained by each division and shall be made readily available to all members and employees.

5. Authority for Initiating and Handling Grievances and Recommendations

The Chief of Police has final authority pertaining to all grievances and recommendations submitted by members and employees.

- a. The Employee Relations Panel shall have authority to report findings and make recommendations to the Chief of Police or the Civil Service Commission in regard to all grievances or recommendations.

DEPARTMENT MANAGEMENT

Publications

Official Department Publications

1. General Orders are permanent orders of policy, procedure, conduct, and matters which are of permanent or general importance, or those which are to be observed continuously by the entire Department.
2. Special Orders are directives which announce policies or direct procedures concerning a specific circumstance or event, and those policies or procedures which are of a temporary or self-cancelling nature and which involve only specific segments of Department activities.
3. Departmental Personnel Orders are announcements of changes in the status or movements of personnel between bureaus.
4. Bureau Personnel Orders are orders issued by a bureau commander which announce assignments or transfers within divisions, sections, and units of that bureau.
5. Bureau Operational Orders are written directives which are issued by a bureau commander and apply only to employees of that bureau.
6. Division Operational Orders are written directives which are issued by division commanders and apply only to employees of that division.
7. Bulletin Notices are used to convey information to employees which are of general interest, but which are not directive in nature.
8. Training Bulletins shall be issued to all personnel as a supplement to the Department manuals. When matters of official policy, rules, or procedures are definitely stated within a Training Bulletin, such matters shall have the force and effect of department regulations. Training Bulletins shall be published and maintained by the Training Division.

Department Personnel Records

Personnel Records

An individual file will be maintained in the Personnel Division Records Section to preserve all personnel records of each employee. Included in this file are letters of commendation, reprimands, work performance records and promotional records. All employees will keep the Personnel Division currently advised upon the completion of educational and/or training courses attended for personal improvement or as assigned by the Department.

COMPLAINT AND DISCIPLINARY PROCEDURES

- b. The Screening Committee of the Employee Relations Panel shall have authority to review and consolidate grievances, conduct hearings, decide the composition of hearing committees, refer grievances and recommendations to the Employee Relations Panel, and call members and employees to testify at hearings.
- c. The Hearing Committee of the Employee Relations Panel shall have authority to hear cases and make reports of findings to the panel.
- d. Each supervisor in the normal chain of command may be the final authority in connection with an individual grievance and recommendation case if he accepts and implements the employee's suggestion, or provides a solution to a grievance which is entirely acceptable to the employee.

If the grievance or recommendation cannot be solved by the supervisor to the employee's complete satisfaction, it must be forwarded to the next higher command level as indicated on the Grievance and Recommendation Transmittal Report form.

- e. The Guild officers may initiate a grievance.
- f. Any employee may initiate a grievance anonymously directed to any panel member who will present the grievance to the panel and report back to the initiator. Under no circumstances shall the identity of the initiator be released by the panel member who receives this anonymous complaint.

6. Legal Assistance

In reviews or hearings in which presence of legal counsel is desired or required, the chairman of the panel committee involved may request legal assistance from the City Attorney's office or from the Department Legal Advisor. Such assistance shall be rendered in an advisory capacity.

7. Clerical Assistance

Clerical assistance shall be provided to the chairman of the Employee Relations Panel, the Screening Committee, and the Hearing Committee, as required. Clerical assistance shall be the responsibility of the Chairman of the Screening Committee, in coordination with the Director of Personnel.

DEPARTMENT MANAGEMENT

Communications Services

Teletype Messages (LETS)

Teletype messages to be sent over the Law Enforcement Teletype System (LETS) shall be screened and approved by one of the following:

1. A lieutenant or above who is assigned to the originating division.
2. A sergeant acting as watch commander.
3. The director in charge of the Communications Division.

Telephone Use

1. Long Distance Calls made by employees shall be placed by dialing direct unless a person-to-person call is deemed necessary.
 - a. Department employees shall obtain authorization from their supervisors before initiating a long distance call.
 - b. Supervisors shall maintain their own records of subordinates' long distance calls.
 - c. Upon receipt of the telephone bill, the Fiscal and Property Management Division shall forward a copy of the telephone billing to the appropriate supervisor.
 - d. Supervisors shall review all calls to assure they have been authorized and then sign the billing and return it to the Fiscal and Property Management Division.
 - e. Supervisors discovering unauthorized telephone calls on the billing shall bring them to the attention of the division commander and shall take appropriate steps to prevent future toll calls being made without prior supervisory approval.
2. Requesting Confidential Information From Telephone Company
 - a. If a phone number is available and it is necessary to obtain a name and/or address corresponding to that number, the individual should dial 345-2341 and ask for the station handling the prefix to the number in question. Identify yourself and ask for the information corresponding with that number. If the number is unlisted, you normally will be so advised at that time and should proceed as follows:

DEPARTMENT MANAGEMENT

- b. Phone or go in person to the Communications Division and provide the sergeant in the Telephone Section with the information possessed and information you desire to obtain. He will secure the desired information from Pacific Northwest Bell Security and relay such information to you.

Note: Employees using the phone information courtesy extended by the telephone company should understand that all such information solicited shall be treated strictly as confidential information and is for official use only.

Correspondence

Official Correspondence

Correspondence containing matters relating to the official business of the Department or its employees are official communications and, therefore, will be known as Official Department Correspondence.

All official outgoing correspondence shall be sent out over the signature of the Chief of Police. Bureau and Division Commanders may initiate correspondence in matters under their respective jurisdictions by using a double signature block. Division Commander initiating such correspondence shall forward one copy to their respective Bureau Commanders. The signature block of the Chief of Police should be entered in the letter immediately after the closing, followed by the signature block containing the signature of the Bureau or Division Commander.

Preparation of Official Correspondence

When preparing an official communication, the writer will use plain and concise statements which make his intended meaning clear. He will see that the letter is complete and that each paragraph deals with only one phase of the subject. The form of the letter shall be arranged in an orderly manner, and will be so composed as to preclude the possibility of misunderstanding its contents. Ceremonial forms, trite phrases, and all unnecessary introductory or explanatory paragraphs will be avoided.

ROBERT L. HANSON
CHIEF OF POLICE

THE CITY OF SEATTLE

YOUR NO.
YOUR NO.

DEPARTMENT OF

POLICE

SEATTLE, WASHINGTON 98104
Current Date

Mr. John Smith
Address
City, State Zip Code

Dear Sir:

The inside address, the paragraphs, and the identification data are blocked at the left margin. Double space between paragraphs.

No punctuation is used after the date or any line in the inside address, except after a line that ends with an abbreviation. A colon is placed after the salutation and a comma after the complimentary closing.

In the event further correspondence is expected, the last line of the letter should indicate that any further correspondence should be directed to that person who originated the letter, giving his section and division of the Seattle Police Department.

Start the complimentary closing at the center of the paper, two spaces below the body of the letter. The name of the Chief of Police will be in capital letters two spaces below the closing, as shown.

Four spaces below "Chief of Police" will be the signature block of the Bureau or Division Commander of the Division in which the letter originates.

The word "Enclosures" in the identification data shows that additional papers are being enclosed in the envelope.

Very truly yours,

R. L. HANSON
Chief of Police, Interim

H. E. PHILBRICK
Bureau Commander
Administrative Services Bureau

HEP:JDN:sed (signature initials:initials of person dictating:typist)

Enclosures (number)

cc: (if any carbon copies, to whom)

DEPARTMENT MANAGEMENT

Inspections

Inspections Procedure

All facets of Department operation will be subject to inspection. The inspection may be announced or unannounced, a major in-depth analysis or "spot" inspection. Inspections may be conducted by the Inspections Section of Research and Inspections, or by command or supervisory officers in the involved command. Inspections will include, but not be limited to:

1. Equipment; Care, Use and Maintenance

- a. Vehicles
- b. Uniforms
- c. Weapons
- d. Radios
- e. Special Use Equipment
- f. Lockers

2. Facilities; Care, Use and Maintenance

- a. Offices
- b. Office Furniture
- c. Office Equipment
- d. Storage Areas
- e. All Other Buildings and Grounds
- f. Supplies

3. Procedures

- a. Reporting
- b. Handling of Assignments
- c. Workload/Productivity
- d. Adherence to Orders

4. Leadership and Command

- a. Planning
- b. Organization
- c. Budgeting
- d. Directing
- e. Controlling
- f. Training

DEPARTMENT MANAGEMENT

Management of Department Funds

Budget Control

The yearly budget approved by the City Council is our basic operational plan, defining maximum levels of effort within activity categories and allowing certain specific expenditures for equipment, supplies, etc.

Each division and bureau will be responsible for meticulous adherence to that plan or, alternatively, development of a new plan within available resources for approval by the Chief of Police, Office of Management and Budget, and the City Council. Only expenditures so authorized will be allowed.

Expenditures as Authorized in the Budget

The Revised Code of Washington, RCW 35.32, is the governing policy for budgets of first class cities. The Planning Program Performance Budget System, which is now operating within the City, requires adherence to the provisions of the above cited law by all bureau chiefs and division commanders.

1. Procedure

- a. Of the four classifications of the budget, Personal Services deals primarily with the money for salaries and personnel benefits. Any increase in personnel allocations, or creation of new positions will be requested by division commanders through their bureau chiefs to the Director of Personnel following final approval by the Chief of Police.
- b. Supplies will be requested on Department Form 1.5 through channels of division commanders, bureau chiefs, and forwarded to the Director of Fiscal and Property Management for action.
- c. Services and Charges will be requested in the same manner as outlined for Supplies.
- d. Requests for Expenditure of Capital Outlay items will be submitted in the same manner as outlined for Supplies. It must be noted that all Capital Outlay items must be approved by the OMB before they are sent to the Purchasing Department for action. All purchase order items of a mechanical, electronic, or a technical nature, or other purchases of a non-routine or a non-recurring nature, shall be forwarded to the Research and Inspections Division for review of quality specifications and operational characteristics before submission outside the Department for approval by OMB.

DEPARTMENT MANAGEMENT

2. Paragraph 35.32.000, RCW -- Budget Mandatory -- Other Expenditure Void -- Prohibits the obligation of public funds by any personnel other than those authorized to disburse funds for the City. In essence, should an individual take it upon himself to order or buy an item for the Department, without prior authorization, and at a later date submit a bill, he has no claim whatsoever for reimbursement.

Expenditures Not Previously Authorized in the Budget

1. Prepare suggested addendum to budget, defining new object of expenditure, authorized spending to be abandoned, and justification for change. Any impact on planned objectives, productivity, level of effort and deferred costs or needs must be clearly identified.
2. Obtain the approval of each superior through Chain of Command, with final approval of the Chief of Police.
3. Await approval of OMB, City Council, etc.
4. For equipment purchase, clear all specifications and/or model selection through Research and Inspections, when required by Paragraph 1d under Procedure.
5. Follow procedure outlined for Expenditure as Authorized in the Budget (5.07.020).

Grant Expenditures

1. Overview
 - a. Grant proposals in which the Seattle Police Department is principally involved are normally prepared by Department personnel and must be approved by Department Staff prior to submittal to the Mayor.
 - b. Upon the Mayor's review and approval of the proposal, the City Council, after Council Committee hearings, passes an Ordinance which empowers the Mayor to formally submit the proposal to the appropriate funding agency (e.g. Washington Planning and Community Affairs Agency). The Ordinance further enables the emergency appropriation of funds to support the grant program, specifying also the amount of that appropriation which will be reimbursed through grant assistance.
 - c. As a grant project progresses, related obligations are created against the money the City has appropriated. Over the duration of the project (normally one year), financial reports are submitted to the funding agency documenting all obligations occurring to the date of the report. The City is then reimbursed for those expenses it has incurred which, according to the grant proposal's budget, are to be supported by grant monies.

DEPARTMENT MANAGEMENT

- d. During the course of the project, should situations develop which necessitate expenditures for anything not originally spelled out in the proposed budget, prior approval must be obtained from the funding agency if either reimbursement or credit for a matching expenditure is sought. This will always entail a realignment of the grant's budget, since once the grant project's contract is signed, the overall level of local matching expenditures and grant award will not change.

2. Responsibilities

- a. It is the responsibility of the Project Director of a grant to assure that his expenditures conform to his budget, the stated objectives of the project, and to submit progress reports as required.
- b. The Fiscal and Property Management Division shall be responsible for documenting the budget activity of the grant project, the submittal of timely financial reports to the funding agency, and the retention of those financial records necessary to meet and satisfy audit requirements.
- c. The Research and Inspections Division will have the coordinating responsibilities associated with all grants having Police Department personnel as project directors. These responsibilities will include, but not be limited to, communications with planning offices or grantor agencies, monitoring compliance with award conditions and assisting Project Directors in the resolution of any program or budget problems.

Special Committies and Boards

Accident Review Board

1. All accidents involving department vehicles will be reviewed by an Accident Review Board regardless of injury, death, or degree of resulting damage.
2. The Accident Review Board shall review all injuries or occupational illnesses occurring on-duty regardless of the degree of severity.
3. Any retraining or discipline, short of suspension, recommended by the Board shall be the responsibility of the individual's bureau commander, and discipline requiring suspension or dismissal shall be referred to the Chief of Police.

Accident Review Board Membership

The Administrative Services Bureau Commander will coordinate the appointment of Accident Review Board members with the Chief of Police and other bureau commanders according to need. Members of the Board, with the exception of the Chairman and Safety Officer, shall be rotated on an overlapping annual basis.

DEPARTMENT MANAGEMENT

1. The Accident Review Board shall consist of the following personnel:

- a. One captain or above from the Operations Bureau as Chairman;
- b. One lieutenant from one of the remaining three bureaus;
- c. One sergeant or above from each bureau;
- d. The Department Safety Officer;
- e. One member holding the rank of Police Officer;
- f. Advisors, when requested by the Board.

Accident Review Boards Evaluations

The Accident Review Board shall obtain and evaluate all pertinent information and make the following determinations:

1. Whether the accident was preventable or non-preventable,
2. Recommendations as to retraining or discipline,
3. Type of driver training or discipline recommended.

Accident Review Board Appeals

Any employee wishing to appeal the classification of their case must file a written request with the Department Safety Officer within 30 days of the Boards findings.

1. The Safety Officer will then arrange for the case to be completely reviewed at the next Board meeting.
2. The driver involved may attend this review if he so desires or he may submit a complete statement as to the facts of the accident. If the driver desires to attend the review and in view of the fact that the identity of the driver is withheld during reviews, the driver shall waive his right to anonymity and shall have no appeal of prejudice against any member of the board.
3. Reclassification may result from the appeal review. If so, the Department Safety Officer shall notify the concerned driver in writing and the reclassification shall be noted in the minutes of that meeting.

Firearms Review Board

The Firearms Review Board shall investigate and review the circumstances attending each discharge of firearms by a Department member. This review shall encompass the contributing causes of the incident to determine if the officer's actions brought about the need to discharge his weapon.

Firearms Review Board Membership

1. The Board shall consist of the following members:

- a. The Operations Bureau Commander, designated as Chairman of the Board, or a representative appointed by him to act as chairman;

DEPARTMENT MANAGEMENT

- b. The Commanding Officer of the Patrol Division, or a representative from the Patrol Division in his absence;
- c. The Commanding Officer of the Training Division, or a representative from the Training Division in his absence;
- d. The Watch Commander (or his representative) of the member who discharged his weapon.

Normally, the Board shall be composed of members with the rank of Captain or above in positions of (a) and (b) and Lieutenants in positions (c) and (d).

In less serious cases not involving injury to a human being, the Operations Bureau Commander may decide that the above configuration is not necessary and positions (a) and (b) may be filled by lieutenants or above, and positions (c) and (d) may be filled by sergeants and above.

- 2. The Chairman shall call a meeting of the Firearms Review Board within forty-eight hours (except weekends, holidays, etc.) after each firearms discharge occurrence, unless prevented by unusual circumstances.

Note: In those cases where the firearms discharge was for the purpose of killing wounded or dangerous animals or where there was no property damage or personal injury, the chairman may approve the report of the investigation command officer without holding a meeting of the board.

- 3. If evidence at hand indicates that an inquest will be held as a result of a discharge of firearms, the Firearms Review Board may delay final recommendations until after such court actions are concluded.
- 4. In all other cases, the Firearms Review Board will decide whether or not the discharge of firearms was justified and will submit their decision and recommendations to the Chief of Police.
- 5. If the findings indicate that a firearms discharge was not justified, and upon approval by the Chief of Police, the following steps will be taken:
 - a. If a violation of law or department rules or regulations is indicated, the matter shall be referred to the Internal Investigations Division and processed in accordance with the Department's disciplinary procedures.
 - b. If an incident is clearly due to improper training, the matter will be referred to the Commanding Officer of the Training Division so that proper retraining can be afforded to the officer.
 - c. Accidental - no further discipline or training necessary.

DEPARTMENT MANAGEMENT

6. The commanding officer of the Personnel Division shall be notified of the results attending all firearms discharge incident dispositions and shall maintain a file in the Personnel Division for these cases.

Uniform Committee

The Uniform Committee, appointed by the Chief of Police, is responsible for recommending style and functional suitability of uniform apparel. The Research and Inspections Division will determine and set all technical specifications.

Employee Relations Panel

An Employee Relations Panel shall be the governing body of the Seattle Police Department grievance and recommendation system.

1. The first panel meeting of each year shall be scheduled and conducted by the Commander of the Personnel Division. At this meeting, elections will be held for chairman and secretary of the panel.
2. The elected chairman shall call for and preside over panel meetings.
3. The panel secretary shall be responsible for the preparation and submission of reports and recommendations.
4. The Employee Relations Panel shall select a Screening Committee and a Hearing Committee from membership of the panel to carry out its functions, or shall itself carry out the functions of these committees when meeting as a Committee of the Whole.
5. The Employee Relations Panel shall have the responsibility for reviewing grievances and recommendations, conducting hearings, and reporting findings and making recommendations on all cases to the Chief of Police.
6. The panel shall have the responsibility for screening and consolidating grievances, conducting hearings, and calling employees to testify at hearings.
7. Since duplicate or similar grievances and recommendations may be received by the panel, they may be rejected in a summary fashion without providing elaborate explanations for the rejection to the initiator. Moreover, the panel shall consolidate similar grievances and recommendations and take necessary steps to promptly handle them. A reply will be made to the initiator of each grievance or recommendation.
8. A quorum of the panel shall consist of at least six persons from the total membership.

DEPARTMENT MANAGEMENT

Employee Relations Panel Membership

The Employee Relations Panel shall consist of the following personnel:

Two Captains	Two Police Officers
Two Lieutenants	Two Civilians
Two Sergeants	

1. Selection of two police officers and two sergeants to the Employee Relations Panel shall be accomplished by the Seattle Police Officer's Guild and shall be conducted before the last meeting of each calendar year.
 - a. A third police officer will be selected by the Guild to sit as an alternate on the panel in all cases where there is a universal application of the grievance being considered.
 - b. When a grievance pertains to a matter relating only to sworn personnel, the initiator of the grievance may, at his discretion, exclude the two civilian panel members. When this occurs the alternate member shall also be excluded.
2. The two captains and two lieutenants shall be selected by staff nomination in December of each year.
3. The election of civilians to the panel shall be accomplished by separate elections among all employee (non-sworn) below the level of Director. This election shall be conducted by the Administrative Services Bureau Commander or his representative in December of each year.

Results of the above elections shall be forwarded to the Commander of the Personnel Division prior to the end of each year.

UNIFORMS AND EQUIPMENT

Uniforms and Personal Equipment

The Uniform Committee, appointed by the Chief of Police, is responsible for recommending style and functional suitability of items of uniform apparel.

The Research and Inspections Division will determine and set all technical specifications for uniform items.

Final acceptance, in all cases, is reserved for staff approval.

Insignia of Rank

Insignia of rank shall be worn on all uniforms.

Uniform Requirements

All male members of the Department shall have the following articles of uniform apparel and maintain them in good condition.

1. Uniform cap
2. Uniform winter shirt
3. Uniform summer shirt
4. Uniform necktie and clasp
5. Uniform trousers
6. Uniform shoes or boots
7. Uniform leather goods
8. Uniform jacket
9. Uniform Department Insignia
10. Uniform jumpsuit
11. Uniform helmets
12. Uniform belt

Uniform Accessories

All uniformed employees will wear the following described uniform accessories as applicable:

- | | |
|-----------------------------|------------------------|
| 1. Service Stars or Stripes | 5. Tie Clasps |
| 2. Name plates | 6. Marksmanship Medals |
| 3. Badges and cap shields | 7. Cap Braid |
| 4. Shoulder Patches | 8. S.P. Emblem |

Equipment Required

Uniformed sworn employees shall carry the following listed department-issued equipment at all times while on duty as applicable:

1. Badge and Identification Card
2. Firearm

a. Department-issued .38 Special caliber four-inch barrel revolver; a .357 Magnum, four-inch barrel, privately owned .38 Special revolver or a

UNIFORMS AND EQUIPMENT

.357 Magnum caliber revolver with no less than a four-inch and no more than a six-inch barrel may be approved by the Commander of the Training Division. Chrome or nickel plated revolvers, or revolvers with pearl or white horn grips, are prohibited with the exception of use by the Motorcycle Drill Team members on duties which require them to wear their drill team uniforms. Female police officers may be armed with the Department issued .38 Special revolver or the .32 caliber revolver.

- b. Officers assigned to plain-clothes duty shall be armed with a .38 Special caliber revolver, or the approved .357 Magnum, with no less than a two-inch or no more than a six-inch barrel.

Exception: On certain types of assignments such as undercover investigative uses, a bureau commander may authorize the use of semi-automatic pistols or other special type weapons.

- c. Any firearms carried on duty (other than department-issued weapon) must conform to the requirements listed above. All such exceptions must be inspected, approved, and registered by the Commander of the Training Division.
- d. Off-duty officers may be armed with any firearm of their choice but of no greater caliber and ammunition load than that approved for on-duty assignments.
- e. Only those firearms which have been issued by the Department or approved and registered as exceptions may be used in department firearms qualifications.
- f. Reserve and special police officers shall abide by the same regulations as specified herein.

- 3. Ammunition - The only ammunition authorized for use by all members armed with issued or approved revolvers is the .38 Special, factory loaded, department-issued ammunition.

Department-issued ammunition will not be altered in any way and all members whether working in uniform or plain clothes shall carry a full cylinder of cartridges in their revolver and at least six extra cartridges with them at all times.

- 4. Handcuffs - Handcuffs and key will be carried by all sworn employees. The Iron Claw is authorized as optional equipment. Other equipment, unless specifically authorized, is prohibited.

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5. Batons - Department-issued batons may be carried while on duty.
6. Tear Gas Dispensers (optional)

Non-Furnished Equipment Required

Officers shall purchase and maintain the following items of equipment for use on duty.

1. Flashlights
2. Notebooks
3. Timepiece

Dress Uniform

1. The dress uniform for sergeants and above shall consist of the uniform double-breasted blouse with white shirt and uniform tie.
2. The dress uniform for officers shall be the regulation uniform.

Detective and Administrative Attire

Officers assigned to administrative duties or as detectives shall wear a business suit or sport coat and slacks with a dress shirt and tie, except when circumstances dictate otherwise.

Police Academy Uniform

1. Uniform Shirt shall be the Klondike Perm Prest navy charcoal short sleeved shirt.
2. Uniform Trousers shall be the Klondike Perm Prest navy charcoal colored trousers.
3. Uniform Cap shall be the regulation eight-point police officer's cap.
4. Uniform Tie shall be the regulation navy blue police tie worn with collar and stays and regulation tie clasp.
5. Uniform Belt shall be 1-1½" black leather with a silver colored buckle.
6. Uniform Shoes shall be black plain-toed shoes with black shoelaces. Buckles, buttons, or straps are prohibited.
7. Uniform Socks shall be black or navy blue.

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Female Police Officer's Uniform

1. Uniform Cap shall be of the same fabric as the uniform jacket and skirt, with a high crown and short bill.
2. Uniform Winter Blouse (worn only with jackets) shall be a plain white short sleeved collarless overblouse with white buttons down the back.
3. Uniform Summer Blouse (not worn with jacket) shall be a plain white short sleeved overblouse with notched collar and white buttons down the front. Official uniform patches will be sewn on both sleeves.
4. Uniform Jacket shall be semi-fitted dark blue and tailored.
5. Uniform Skirt shall be tailored and the same color and material as the uniform jacket.
6. Uniform Shoes shall be plain calf pumps, either high or mid-heel with no ornamentation or decorative stitching and made of black leather matching the uniform purse.
7. Uniform Purse shall be a black leather shoulder bag.
8. Uniform Gloves for dress uniform occasions shall be plain white, wrist length with no ornamentation or decorative stitching.
9. Uniform Raincoat shall be black in color with raglan sleeves and no ornamentation or decorative stitching.

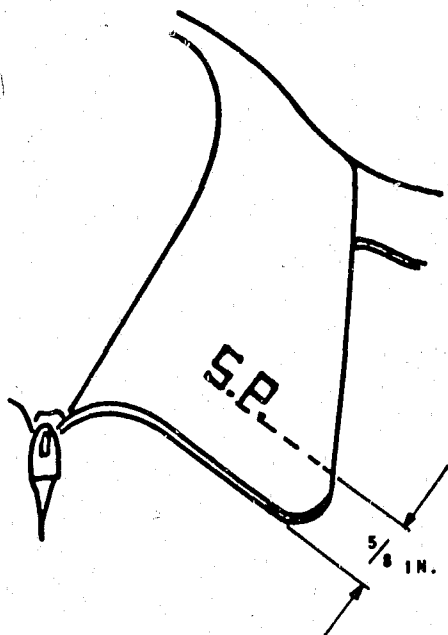
Cadet Uniform - Male

1. Uniform Cap shall be an eight-point, French Blue, police cap.
2. Uniform Shirt shall be a navy blue winter and summer short sleeve wool shirt.
3. Uniform Necktie shall be a French Blue four-in-hand clip-on style tie.
4. Uniform Jacket shall be the Thermal Chief 100% wool navy blue jacket.
5. Uniform Trousers shall be the navy blue regulation officer's style.
6. Uniform Shoes shall be black plain-toed shoes worn with black shoelaces. Buckles, buttons, straps, prohibited.
7. Uniform Socks will be black or navy blue.
8. Uniform Belt shall be 1-1/2" black leather with a silver colored buckle.

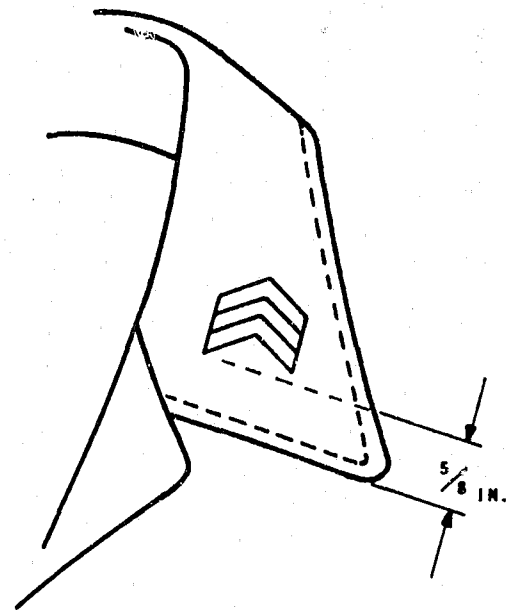
UNIFORMS AND EQUIPMENT

Cadet Uniform - Female

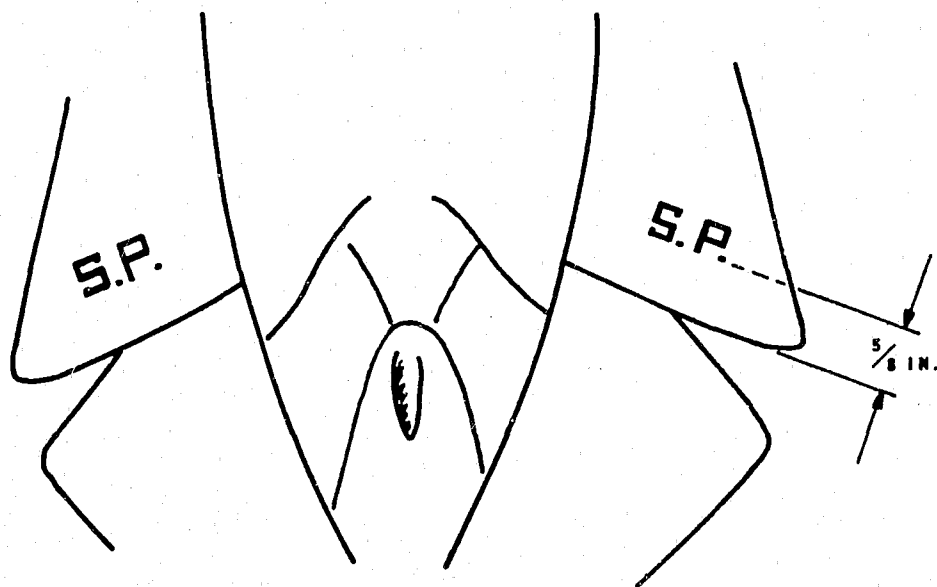
1. Uniform Skirt shall be navy blue, 100% polyester, pull on, elastic waist.
2. Uniform Pants shall be navy blue, 100% polyester, fit and flare stitch crease.
3. Uniform Vest shall be navy blue, 100% polyester, long fitted body, pocket vest.
4. Uniform Blouse shall be white, long sleeved.
5. Uniform Shoes shall be navy blue laced, with medium heel.



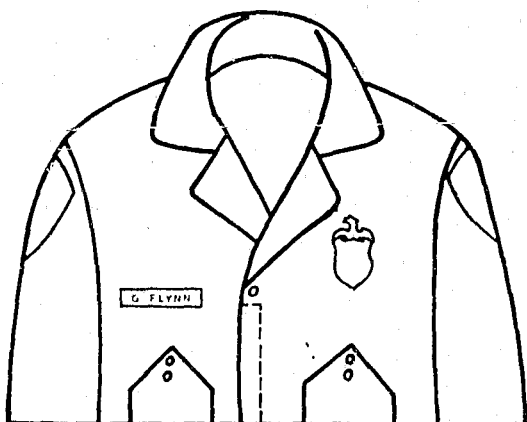
MOTORCYCLE JACKET



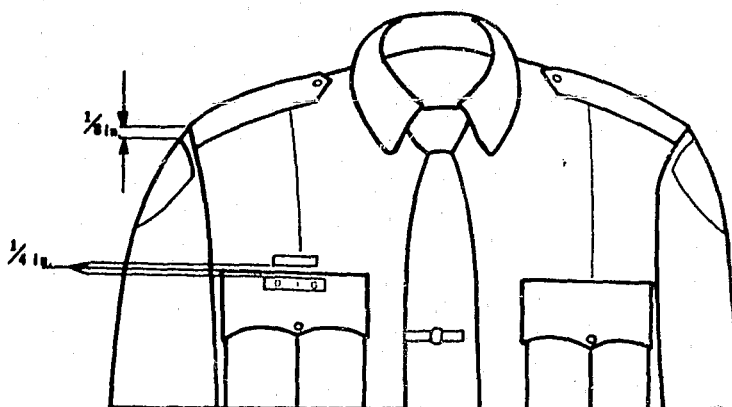
JUMPSUIT



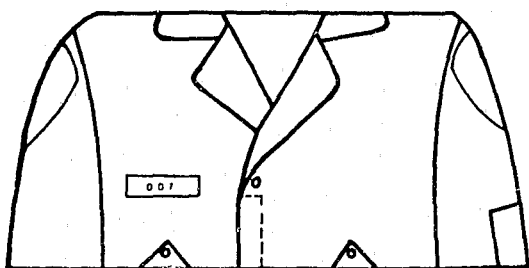
BLOUSE



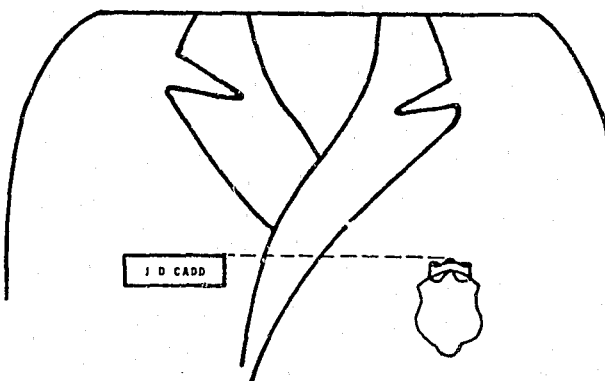
Jumpsuit
daily wear



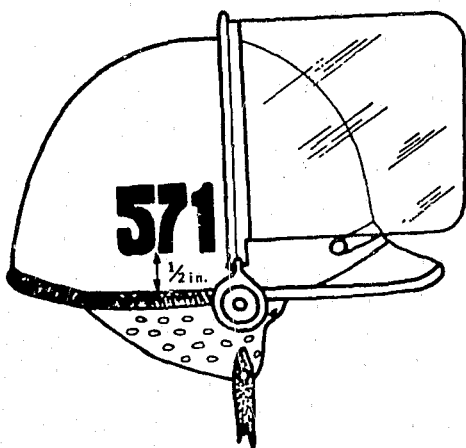
Uniform shirt



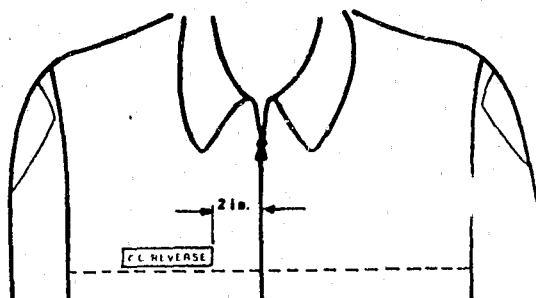
riot wear



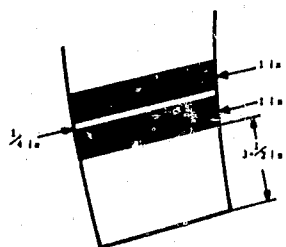
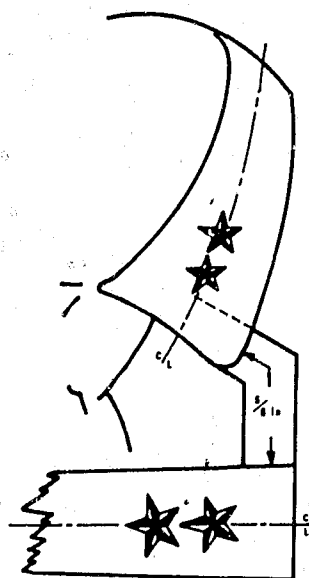
Blouse



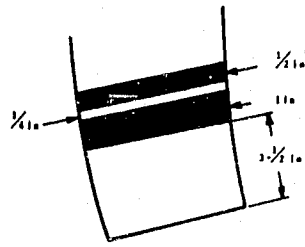
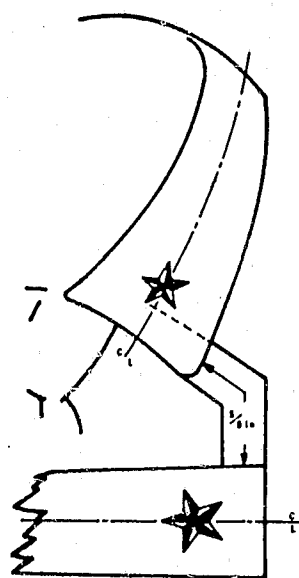
Helmet



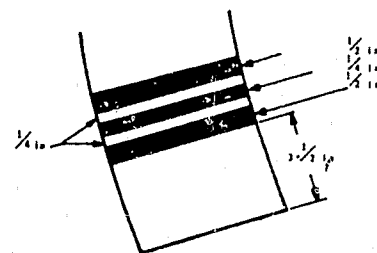
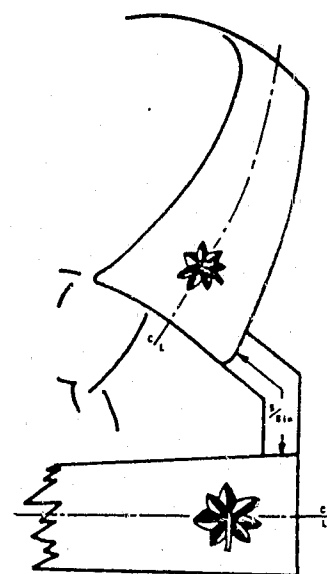
Jacket



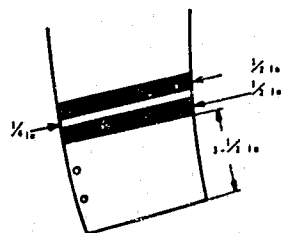
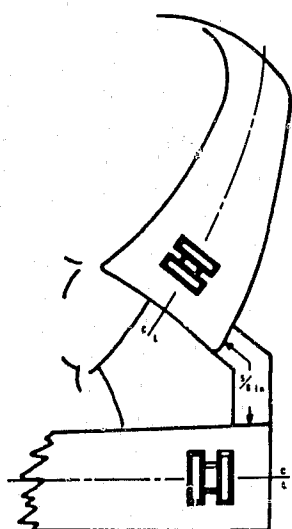
Chief



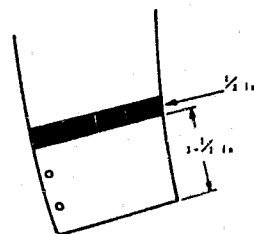
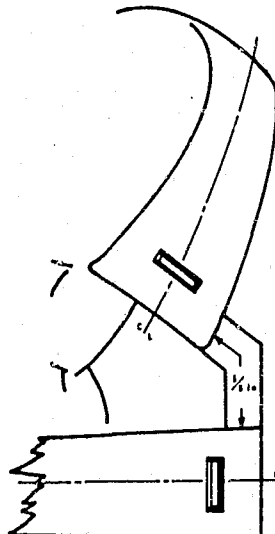
Assistant Chief



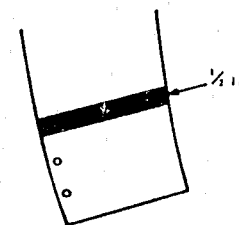
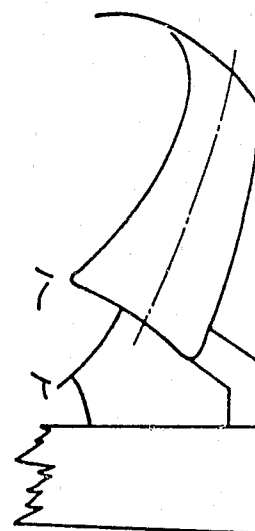
Major



Captain

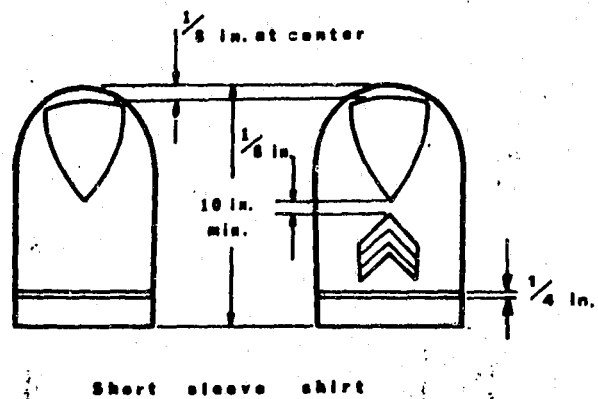
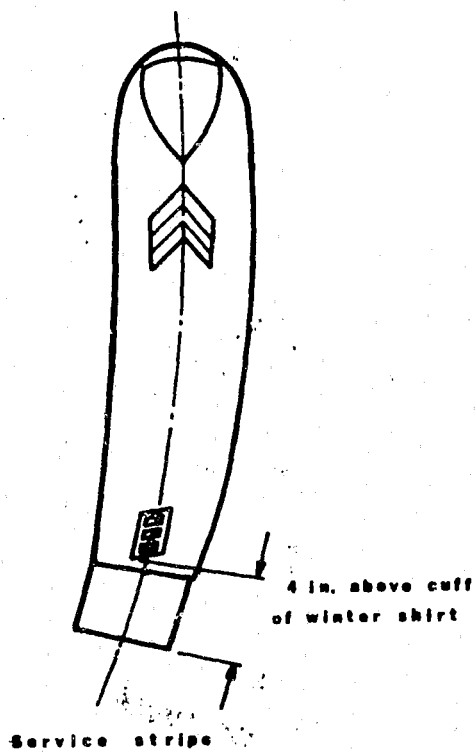
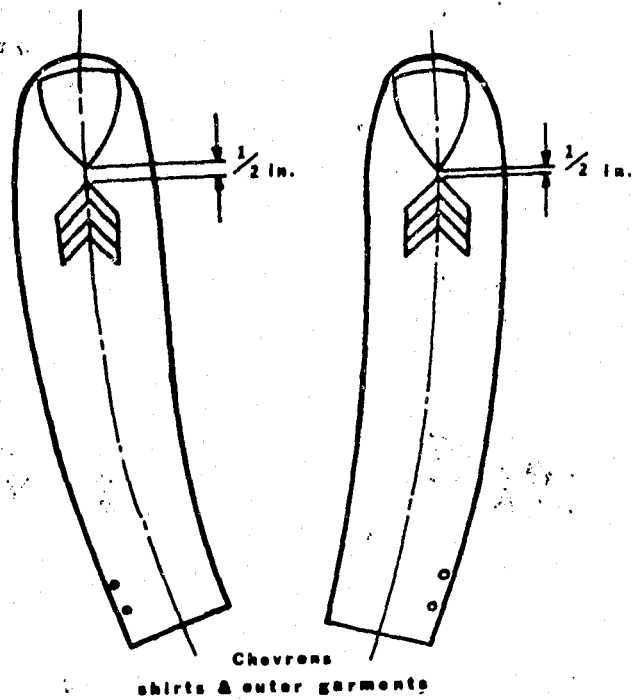
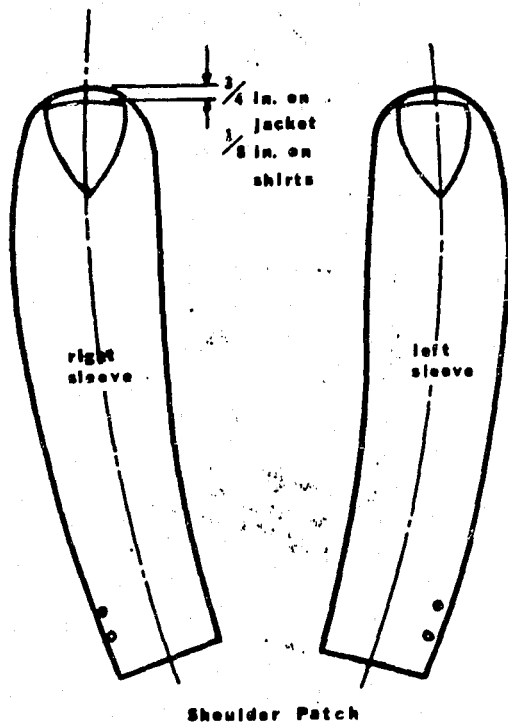


Lieutenant



Sergeant

Service stars placed $\frac{1}{8}$ inch over braid.



UNIFORMS AND EQUIPMENT

Operation of Vehicles

When operating a vehicle of the Department pool, all employees will comply with the following:

1. Vehicles will be assigned by the Fleet Control Section.
2. Examine the assigned vehicle for damage and cleanliness before departing. Any uncleanness noted shall be reported to the Fleet Control Section (see below for reporting damage).
3. Employees are prohibited from leaving the corporate limits of the City of Seattle, except as authorized.
4. Employees shall not permit unauthorized persons to ride in police vehicles. Employees must obtain permission to transport any person in a police vehicle for reasons other than official police business.
5. The following rules will be adhered to when operating any vehicle in the Public Safety Building:
 - a. Have headlights on at all times;
 - b. Make complete stop prior to crossing sidewalk when leaving building;
 - c. Make no left turns at the entrance or exit of the building except in emergency situations;
 - d. When possible, exit from the James Street exit when leaving the building from any level below "G" Deck.
6. Employees receiving parking citations during the normal course of official investigations shall obtain authorization for cancellation from their supervisor. Employees failing to submit cancellation within 48 hours will accept the responsibility of making personal payment of the citation.

Damage Control

All vehicles shall be inspected for damage prior to being driven. When damage is discovered, the following steps will be taken.

1. Any new body damage discovered shall be reported to the on-duty sergeant. In the case of pool cars, this information shall be reported to the Fleet Control Office.
2. If the damage has previously been unreported, the employee shall complete forms 5.15.1 and 1.35.

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Special Uniforms

In units such as the Water and Air Patrol Section, Police Range, etc., where the wearing of the standard regulation uniform is not practical, special uniforms may be authorized for these units by their respective bureau commanders.

Claims for Damaged or Lost Uniforms or Equipment

1. Procedure for Claims

- a. Damaged items will be inspected by a supervisor during the shift the damage occurs.
- b. Requests for reimbursement shall be submitted to the officer's supervisor via Intra-Department Communication, together with receipts for repairs or replacement, and a copy of any police report when applicable.

2. Conditions for Reimbursement

- a. Loss or damage caused by officer's negligence will not be reimbursed.
- b. The maximum reimbursement for one non-uniform item shall not exceed fifty dollars.

Uniform Allowance for Officers and Cadets

Officers, recruits and cadets shall receive a \$150.00 postpaid clothing allowance based on the anniversary date of their hire. Newly hired officers, recruits and cadets are eligible for scheduled reimbursement of initial uniform purchases with proof of purchase.

Care and Use of Equipment or Property

All employees having or using any equipment or property of the City of Seattle will be charged with proper care and handling of that equipment or property. City equipment will not be used for anything other than assigned purposes without prior permission of the division head concerned. Equipment or property which is lost, wasted, or damaged, through negligence, carelessness, or improper use will be charged against the employee responsible.

Defective Equipment Reporting

Report of Defective Equipment, form 5.15, will be used when reporting needed repairs for all types of equipment including motor vehicles and building repairs.

Property or Equipment, Report of Investigation of Damage or Loss

In the event of loss or damage to Police property or equipment resulting from any cause, the person who is responsible shall immediately report the damage or loss to his commanding officer, who in turn will initiate an investigative procedure to determine culpability.

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Traffic Accidents Involving Department Personnel

An accident investigation will be made when any on-duty employee is involved in an accident resulting in injury or death to any person or damage to the property of any one person to an apparent extent of \$100 or more. On-duty employees involved in traffic accidents where there is no injury or death and damage is less than \$100 will:

1. Admit no liability.
2. Prepare a Seattle Uniform Traffic Incident Report.
(Refer to Department Management Section for Accident Review Board).

END