**[Seattle Police Department](http://www.seattle.gov/police/%22%20%5Co%20%22Seattle%20Police%20Department%20Home%20Page)**

Kathleen O'Toole, Chief of Police

COMPLIANCE & PROFESSIONAL STANDARDS

<http://www.seattle.gov/police/compliance/default.htm>

On July 27, 2012, the U.S. Department of Justice and the City of Seattle reached a comprehensive settlement agreement to ensure that police services are delivered in a manner that fully complies with the Constitution and laws of the United States, effectively ensures public and officer safety, and promotes public confidence in the Seattle Police Department and its officers.

The agreement is embodied in two documents: (1) a Settlement Agreement and Stipulated Order of Resolution overseen by the Federal Court and a Monitor and (2) a Memorandum of Understanding (MOU) enforced by the parties, with community oversight and the assistance of a Monitor.

The Settlement Agreement and MOU also create the Community Police Commission, a community board charged with reviewing and providing recommendations on certain areas of reform that are best assessed with community input.

CONTACT US

You may contact the Office of the SPD Compliance Coordinator at: **SPD\_Compliance@seattle.gov**

If you would like to comment on a report, policy or other document, please use our [**Public Comment Form**](http://www.seattle.gov/police/compliance/comment.htm)

DOCUMENTS AND REPORTS

[**Open All**](http://www.seattle.gov/police/compliance/default.htm)

[RECENT UPDATES](http://www.seattle.gov/police/compliance/default.htm)

[SETTLEMENT AGREEMENT](http://www.seattle.gov/police/compliance/default.htm)

[MONITOR DOCUMENTS](http://www.seattle.gov/police/compliance/default.htm)

[COMMUNITY POLICE COMMISSION DOCUMENTS](http://www.seattle.gov/police/compliance/default.htm)

[CRISIS INTERVENTION COMMITTEE](http://www.seattle.gov/police/compliance/default.htm)

[COMPLIANCE COORDINATOR DOCUMENTS](http://www.seattle.gov/police/compliance/default.htm)

[DRAFT POLICIES, PROCEDURES, TRAINING CURRICULA, MANUALS](http://www.seattle.gov/police/compliance/default.htm)

SPD will be submitting the policies, procedures, training curricula, and training manuals required to be written, revised, or maintained by the Settlement Agreement to the Monitor and DOJ for review, comment and approval by the Monitor.

SPD has provided the following draft documents to the Monitor and DOJ for review. Some of these documents will also be reviewed by the Community Police Commission. The documents will be updated as revisions are made during the review process.

DRAFT DOCUMENTS SUBMITTED TO MONITOR

**These documents are still in draft form and have not yet been approved by the Monitor.**

* **In-Car Video**
	+ **DRAFT** [In-Car Video Response to Commision and Monitor](http://www.seattle.gov/police/compliance/draft_policy/SPD_ICV_Response_to_Monitor_and_CPC_11-30-13.pdf) - November 30, 2013
	+ **DRAFT** [In-Car Video Draft Policy](http://www.seattle.gov/police/compliance/draft_policy/ICV_Draft_Policy_11-30-13.pdf) - November 30, 2013
* **Crisis Intervention Training**
	+ **DRAFT** [CIT Dispatcher Training Transmittal Memo](http://www.seattle.gov/police/compliance/draft_policy/CIT_Dispatcher_Training_Transmittal_Memo.pdf) - August 29, 2013
	+ **DRAFT** [CIIC Lesson Plan](http://www.seattle.gov/police/compliance/draft_policy/CIIC_Lesson_Plan.pdf) - August 29, 2013
	+ **DRAFT** [CIIC Test Questions and Key](http://www.seattle.gov/police/compliance/draft_policy/CIIC_Questions_Key.pdf) - August 29, 2013
	+ **DRAFT** [CIIC Powerpoint Presentation](http://www.seattle.gov/police/compliance/draft_policy/CIIC_Powerpoint.pdf) - August 29, 2013
	+ **DRAFT** [Crisis Intervention Awareness and De-Escalation (CIAD)](http://www.seattle.gov/police/compliance/docs/CIAD_Lesson_Plan.pdf)-May 20, 2013
* **Performance Mentoring**
	+ **DRAFT** [Performance Mentoring Manual](http://www.seattle.gov/police/compliance/draft_policy/PMP_Manual_Draft.pdf) - September 27, 2013
	+ **DRAFT** [Performance Mentoring Review Report](http://www.seattle.gov/police/compliance/draft_policy/PMP_Review_Report.pdf) - September 27, 2013
	+ **DRAFT** [Performance Mentoring Progress Report](http://www.seattle.gov/police/compliance/draft_policy/PMP_Progress_Report.pdf) - September 27, 2013
* **OPA**
	+ **DRAFT** [Internal Operations and Training Manual](http://www.seattle.gov/police/compliance/draft_policy/OPA_Internal_Ops_Procedures_Manual_12-31-13.pdf) - December 31, 2013
	+ **DRAFT** [OPA Policy and Procedures Manual](http://www.seattle.gov/police/compliance/draft_policy/OPA_Policy_Procedures_Manual_Draft_12-31-13.pdf) - December 31, 2013
* **DRAFT** [Memo to Monitor on Unity of Command and Acting Sergeants](http://www.seattle.gov/police/compliance/draft_policy/Memo_Unity_Command_Acting_Sergeants_9-30-13.pdf) - October 7, 2013
* **DRAFT** [New Sergeant Training](http://www.seattle.gov/police/compliance/draft_policy/NEW_SERGEANT_TRAINING_v1.pdf) - October 7, 2013
* **DRAFT** [Video Mobile Data Computer Upgrade](http://www.seattle.gov/police/compliance/draft_policy/VMDT_Upgrade_Project_Charter_1-31-12.pdf)- July 16, 2013
* **DRAFT** [Mentally Ill Subjects](http://www.seattle.gov/police/compliance/draft_policy/Mentally_Ill_Subjects_16.110_DRAFT_6-28-13.pdf)- June 28, 2013
* **DRAFT** [Public and Internal Complaint Process](http://www.seattle.gov/police/compliance/draft_policy/Draft_5.002_Public_and_Internal_Complaint_Process_4-16-13.pdf) - April 16, 2013

[APPROVED POLICIES](http://www.seattle.gov/police/compliance/default.htm)

* [Bias Free Policing Policy](http://www.seattle.gov/police/compliance/finished_policy/Bias_Free_Policing_Policy_12-23-13.pdf) - December 23, 2013
* [Voluntary Contacts and Terry Stops](http://www.seattle.gov/police/compliance/finished_policy/Voluntary_Contacts_and%20Terry_Stops_Policy_12-23-13.pdf) - December 23, 2013
* **Use of Force**
	+ [Use of Force Policy](http://www.seattle.gov/police/compliance/finished_policy/Use_of_Force_Policy_11_27_2013.pdf) - November 27, 2013
	+ [Force Investigation Team Manual](http://www.seattle.gov/police/compliance/finished_policy/FIT_MANUAL_11_27_13.pdf) - November 27, 2013
	+ [Force Tool Specific Policy](http://www.seattle.gov/police/compliance/finished_policy/POL_1_10_Use_of_Force_Force_Tool_Specific_11_27_2013.pdf) - November 27, 2013
	+ [Reporting and Investigation](http://www.seattle.gov/police/compliance/finished_policy/Use_of_Force_Reporting_Investigation_11_27_2013.pdf) - November 27, 2013
	+ [Reviewing Use of Force](http://www.seattle.gov/police/compliance/finished_policy/Reviewing_Use_of_Force_11_27_2013.pdf) - November 27, 2013

1.080 - INSPECTION AND AUDITS

Effective Date: 08/21/2013

<http://www.seattle.gov/police-manual/title-1---department-administration/1080---inspection-and-audits>

**1.080-POL**

This policy outlines the authority and responsibilities for conducting audits and inspections, and responsibilities for cooperation with the audit and inspection function.

**1. The Compliance Section Shall Conduct Specific Department Audits**

Audits are conducted consistent with the Generally Accepted Government Auditing Standards (GAGAS) applicable to the subject, as published by the Government Accountability Office.

Audit: The process of examining a process or program from beginning to end by an independent person or body

The Compliance Section Captain has sole authority to initiate audits and inspections.

**Exception:**Line inspections shall be handled by precinct section captains.

All Department captains may request audits of their precinct/section through the Compliance Section Captain.

**2. The Compliance Section Shall Have Full and Unrestricted Access to All Department Functions, Records, Property and Personnel**

Department units shall respond to all requests from the Compliance Section within the time frame indicated.  If the deadline can not be met, a response explaining why and when the request will be met is required.

**3. The Compliance Section Shall Publish a Report at the Conclusion of the Audit/Inspection**

The report shall include all findings and may provide recommendations for corrective action, as needed.

The report shall be forwarded directly to the precinct/section captain for review and comment prior to final distribution.

**4. The Compliance Section Captain Shall Order Follow-Up Audits as Needed**

The Compliance Section shall notify the precinct/section captain that a follow-up audit will occur upon publication of the initial audit report.

The Compliance Section Captain shall establish a timeline and provide guidelines at least ten days prior to the follow-up audit to the precinct/section captain.

**5. Captains Will Complete at Least Two Annual Line Inspections of Personnel and Equipment Within Their Command**

An inspection is a process of examining an item or a number of items.  Line inspections shall be conducted by a sergeant or direct supervisor.

**6. Each Officer Within a Precinct/Section Shall be Subject to at Least Two Line Inspections**

Informal inspections shall be conducted while on-duty and may include roll-call inspections of uniforms and equipment.

Formal inspections are conducted like informal inspections but require a written report to command personnel.  Reports shall detail the finding of the inspection and document actions taken.

The precinct/section captain or lieutenant shall document the results of the inspection.  The record will be retained at the precinct/section level for one year according to the [Washington State Retention Schedule (LEO-01-39).](http://www.sos.wa.gov/_assets/archives/RecordsManagement/Law_Enforcement_RRS_v6.%201_Jan_2013.pdf)

1.090 - TICKET CHAIN OF CUSTODY

Effective Date: 01/16/2013

<http://www.seattle.gov/police-manual/title-1---department-administration/1090---ticket-chain-of-custody>

**1.090-POL**

This policy applies when tracking the custody of paper tickets through the various channels of custody throughout the Seattle Police Department.

**1. The Quartermaster (QM) Shall Maintain The Ticket Supply**

QM shall maintain an adequate supply of Criminal Citations, Notice of Infractions (NOI), Traffic Contact Reports (TCR), and Parking Violations.

**2. The Compliance Section Shall Approve All Ticket Orders -See**[**1.090-PRO-1 Approving Ticket Orders**](http://www.seattle.gov/police-manual/title-1---department-administration/1090---ticket-chain-of-custody#Pro1)

**3. Stationmasters Shall Control Tickets at the Precinct/Section Level -See**[**1.090-PRO-2 Issuing Tickets to Officers**](http://www.seattle.gov/police-manual/title-1---department-administration/1090---ticket-chain-of-custody#Pro2)

Only the stationmaster/designee can issue tickets from precincts supplies.

Each precinct shall have a procedure to obtain tickets during non-business hours.

**4. Officers Are Responsible For All Tickets Issued to Them**

Officers shall retain copies of all tickets issued to them:

* "LEA" copies of NOIs and Criminal Citations
* Copies of Parking Violations and TCRs.

Officers shall turn in LEA and TCR officer copies to their sergeant upon completing a ticket book.

* If the officer cannot account for an LEA copy, they shall submit a memorandum in its place.
* Precincts will file these in the precinct centralized storage location for these documents for
	+ 3 years plus current year for NOIs and Criminal Citations
	+ 1 year plus current year for TCRs.

**1.090-PRO-1 Approving Ticket Orders**

**Quartermaster**

**1. Sends** one book selected from a batch order of tickets to the Compliance Section

**Compliance Section Detective**

**2. Inspects** ticket book for quality.

**3. Sends** a memorandum to the QM for approval of the order.

**4. Retains** the ticket book within the Compliance Section for 3 years plus the current year.

**Quartermaster**

**5. Generates** a Case Lot Roster for the tickets.

**6. Creates** a Ticket Book Register for each book within the batch.

**7. Retains**the Case Lot Roster for 5 years plus the current year.

**1.090-PRO-2 Issuing Tickets to Officers**

**Stationmaster**

1.**Orders** tickets from the Quartermaster.

**Quartermaster**

2.**Provides** tickets in Case Lots to the Stationmaster.

**Stationmaster**

3.**Signs** the Case Lot Roster prior to taking custody of tickets.

4.**Returns** any non-serviceable tickets to the QM upon discovery with a memorandum of explanation.

5.**Issues** tickets to officers upon request.

**Stationmaster**

6.**Records**each book into the Ticket Book Register prior to issuance.

7.**Removes** the ticket book receipt from book prior to issuance.

8.**Provides** officer with the ticket book.

9.**Sends** all ticket receipts along with a copy of the ticket book register to the Professional Standards Section once all ticket books on the register are issued.

1.100 - TICKET AUDITS

Effective Date: 01/16/2013

<http://www.seattle.gov/police-manual/title-1---department-administration/1100---ticket-audits>

**1.100-POL**

This policy applies when the Compliance Section initiates monthly ticket audits per [RCW 46.64.010](http://apps.leg.wa.gov/rcw/default.aspx?cite=46.64.010).

**1. APR Shall Audit Tickets from Each Precinct and the Traffic Section Twice a Year**

Each of the five precincts and traffic will be audited twice a year.

**2. Watch Lieutenants Shall Conduct Ticket Inspections Monthly -See**[**1.100-PRO-1 Unit Ticket Inspections**](http://www.seattle.gov/police-manual/title-1---department-administration/1100---ticket-audits#Pro1)**)**

Watch Lieutenants shall record the results of the inspection on an SPD memorandum.

The memorandum shall be reviewed by the precinct/section captain and retained at the precinct for the current plus previous year.

**3. Precinct/Section Captains Shall Perform Unit Ticket Inspections**

Twice a year, at least 120 days apart, the precinct/section captain shall inspect the unit ticket procedures to include:

* Accuracy of the Ticket Book Register
* Security of the precinct LEA copy storage file.
* Completion and retention of watch lieutenant inspection memorandums.

The precinct/section captain shall complete an SPD memorandum documenting these inspections and retain with the watch lieutenant inspection memorandums.

**1.100-PRO-1 Unit Ticket Inspections**

**Watch Lieutenant**

1.**Selects** two officers under their command.

2.**Checks** first 10 tickets of one criminal citation and one notice of infraction book currently issued to the officers.

3.**Collects** memorandums of explanation for any missing ticket LEA copies.

4.**Drafts** an SPD memorandum documenting the results of the inspection.

5.**Submits** the memo to the precinct/section captain.

**Precinct/Section Captain**

6.**Collects** all memorandums monthly from each Watch Lieutenant.

7.**Retains** memorandums in a centralized location.