



# Seattle Police Department Policy Manual



## 12.070 – Department Publications

Original Effective Date: 02/01/2015

**Revised Effective Date: 05/01/2025**

This policy pertains to publications issued by the Seattle Police Department.

### 12.070-POL-1 Department Manuals

#### 1. The Police Department Policy Manual Provides Procedural Guidance for the Daily Operation of Department Employees

The Audit, Policy & Research Section (APRS) will maintain and publish the Seattle Police Department Policy Manual.

- The electronic version of the policy manual is the most current and takes precedence over any printed version.
- All iterations of the policy manual will be archived by APRS.

Employees may submit suggested changes to the policy manual via memo or email to APRS.

#### 2. Captains/Lieutenants Will Maintain and Publish Section/Unit Manuals for Their Respective Sections/Units

Section/unit manuals will apply to the employees assigned to that section/unit. Sections/units will forward completed manuals to APRS.

#### 3. Specialty Sections/Units Will Maintain Section/Unit Manuals

All Sections/Units outside of patrol will maintain and publish a section/unit manual. This includes, but is not limited to, the following specialty sections/units:

Professional Standards Bureau  
Audit Unit  
Education & Training Section (ETS)  
Firearms  
Force Investigations Team (FIT)  
Force Review Unit (FRU)  
Policy & Research Section (PRS)

Administrative Services

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- Data Center
- Fiscal Unit
- Fleet Control
- Grants & Contracts
- Quartermaster
- Records Section

- General Counsel
  - Performance Analytics and Research Section
  - Legal Unit

- Human Resources
  - Polygraph Unit
  - Recruiting and Backgrounds Unit

- Investigations Bureau
  - Crime Scene Investigation (CSI)
  - Criminal Intelligence
  - Domestic Violence Unit (DV)
  - General Investigations Unit (GIU)
  - Gun Violence Reduction Unit (GVRU)
  - Homicide
  - Internet Crimes Against Children (ICAC)
  - Narcotics
  - Robbery
  - Sexual Assault Unit (SAU)

- Metropolitan Bureau
  - Community Response Group (CRG)
  - Crisis Intervention Team (CIT)
  - Downtown Activation Team (DAT)
  - Seattle Police Operations Center (SPOC)
  - Traffic Section
  - Traffic Collision Investigation Squad (TCIS)

- Relational Policing
  - Community Outreach Unit

- Special Operations Bureau
  - Arson/Bomb Squad (ABS)
  - Canine Unit
  - Harbor Unit
  - Special Weapons and Tactics Unit (SWAT)

- Employee Support Services (ESS)

- Evidence Unit

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Parking Enforcement OfficersPhoto Lab Unit

Public Affairs

Video Services

## **12.070-POL-2 Department Directives and Special Orders**

### **1. Department Directives Address Changes in Policy, Forms, and Uniforms**

PRS will publish all departmental directives.

- Directives are published via SPDALL email and approved by the rank of Lieutenant or above.
- Directives will be emailed approximately two (2) weeks prior to the policy publication date.
- Policies that are effective immediately will have that language reflected in the directive.

Directives will remain effective for the current year plus one (1) or until incorporation into the policy manual.

Interim policies will remain in effect until rescinded or a permanent policy is adopted.

Policies take effect on the first day of the month following the directive day, unless effective immediately or stated otherwise in the directive.

### **2. Special Orders Notify all Assigned Personnel of Special Events, Mandatory Training, and Other Special Assignments**

The Metropolitan Bureau Assistant Chief will issue and maintain Special Orders concerning staffing for regularly scheduled sporting events.

The SPOC Captain will issue and maintain all Special Orders for bureau-wide or department-wide assignment of personnel, as directed by the Chief of Police.

- Special Orders will be distributed to the entire department via department e-mail.

The ETS Captain will issue and maintain the Special Orders for mandatory training conducted by the section.

## **12.070-POL-3 Personnel Orders, Notices, and Training Digests**

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## **1. Personnel Orders Announce Official Appointments, Promotions, Transfer of Assignments, Classification Changes, Name Changes, or Separation of Employees**

The Human Resources Director will be responsible for the publication and distribution of Personnel Orders.

## **2. Department Notices Contain General Information for all Department Employees**

The Chief of Police's Office will be responsible for the publication and distribution of Department Notices.

## **3. Training Digests are Publications Listing the Best Practices in Law Enforcement**

The ETS will be responsible for the publication and distribution of Training Digests.

Employees will be notified of Training Digests via department email. Employees who wish to contribute to possible Training Digest topics may do so by e-mailing ETS.