



Seattle Police Department Policy Manual



3.035 – Reasonable Accommodation (ADA)

Original Effective Date: 01/01/2020

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3.035-POL

The department will accommodate employees in accordance with the [Americans with Disabilities Act \(ADA\)](#) and Washington Law Against Discrimination ([RCW 49.60](#)).

1. Employees May Request a Reasonable Accommodation for Medical or Religious Purposes

Employees may provide an oral or written request to a supervisor or to the Seattle Police Department's (SPD) Human Resources (HR) Section for reasonable accommodation. The reasonable accommodation process begins when the request is made.

- The written request may be through email or memorandum.
- A request does not need to be formal.
- A request does not need to include the term "accommodation."

If the request is made to a supervisor, the supervisor will forward the request to the SPD Human Resources Section as soon as practical.

- Supervisors will not ask employees to provide any additional details about their accommodation request nor any information as to the employee's medical condition.
- When an employee notifies a supervisor that the employee is having trouble doing the job because of a disability (temporary or otherwise), this may constitute a request for accommodation.
 - If a supervisor has any questions about whether a request has been made for accommodation, the supervisor should contact SPD Human Resources.

(See also [Seattle Department of Human Resources, "Workplace Accommodations for City Employees" SharePoint webpage](#) and [City of Seattle Personnel Rules](#))

2. The SPD HR Section Follows a Specific Process

The SPD HR Section will:

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- Communicate with the requesting employee to enable the department and employee to engage in an interactive dialogue regarding the accommodation request, and
- Provide the requesting employee with instructions and any forms necessary to complete the accommodation process.

The employee will be responsible for providing relevant documentation, including any required supporting medical documentation from their healthcare provider.

3. Religious Affiliations or Beliefs

The department will not require employees to disclose religious affiliation or beliefs.

Exception: Unless disclosing for the purposes of providing religious accommodations at the request of the employee.

Department personnel will not disclose the religious affiliations of another employee.

Exception: Unless the individual employee expressly consents to the disclosure of their religious affiliation and has knowledge of the purpose for the disclosure.

4. Supervisors Assist Employees Who Have an Accommodation Approved by SPD HR

When SPD HR has approved an employee's accommodation request, the employee's direct commander/director will assist the employee with fulfilling the accommodation and associated expenditure.

Any department funds needed to fulfill the accommodation will be taken from the annual budget of the employee's unit of assignment.