



Seattle Police Department Policy Manual



6.010 – Arrests

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6.010-POL

This policy applies when any on-duty or off-duty sworn employee makes an arrest of any person or any government or public official.

A government or public official means any officer, law enforcement officer, elected official, appointed official, or employee of a federal, state, or local government.

For charge-by-officer, see manual section [15.020 – Charge-By-Officer \(CBO\)](#). For stops and detentions, see manual section [6.220 – Voluntary Contacts, Terry Stops, and Detentions](#).

Employees will not engage in enforcement, investigative, or administrative functions that create conflicts of interest or the appearance of conflicts of interest (see manual section [5.001 – Standards and Duties](#)).

1. Sworn Employees Must Have Probable Cause That a Subject has Committed a Crime in Order to Effect an Arrest

Sworn employees must have probable cause to arrest a subject without a warrant ([RCW 10.31.100](#)).

2. When Taking a Suspect into Custody, Sworn Employees Will Identify Themselves, Inform the Suspect They are Under Arrest, and State the Reason for the Arrest, As Early as Practical

3. Sworn Employees Will Advise All Arrestees of Their Full Miranda Rights

Sworn employees will give this advisement to all subjects taken into custody, regardless of interview, as soon as practical (see manual section [6.150 – Advising Persons of Right to Counsel and Miranda](#)).

4. Sworn Employees are Required to Report Arrests

A sworn employee will notify a sergeant and complete an Arrest Report for each person arrested.

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When a subject is arrested for assaulting an on-duty or off-duty officer, the sergeant will notify a lieutenant (see manual section [15.330 – Responding to Threats & Assaults on Officers](#)).

In addition to all other pertinent information, the report will include the name of the sergeant who reviewed the incident and the location where the review took place.

If a sworn employee arrests a subject but then discovers that probable cause for the arrest no longer exists, the sworn employee may not extend the subject's detention to await the arrival of or screening with a supervisor. The sworn employee will immediately release the subject.

Incidents where a subject has been arrested and then released will be documented in a report.

5. Arrested Government or Public Officials will not be Given Preferential Treatment

All arrests involving a known government or public official, including SPD, require an in-person response by an on-duty permanent ranked lieutenant (or above). An on-duty captain will be notified.

- For domestic violence arrests of an employee of any law enforcement agency, including SPD, see manual section [15.390 – Domestic Violence Incidents Involving Department Employees](#).

The responding permanent ranked lieutenant (or above) will coordinate the investigation and resources and is responsible for ensuring that all mandatory procedures are followed, and no treatment is offered that is unavailable to the public.

(See 6.010-PRO-1 Investigations Involving Arrested Government or Public Officials)

6. Sergeants Must Screen All Arrests Prior to Booking or Release

The sergeant will screen the arrest in-person if the person detained has been handcuffed by SPD, is injured, or claiming injury, or has been the subject of a reportable use-of-force.

- In-person sergeant screenings will be captured on BWV, on Axon Capture, on another sworn employee's BWV (if the sergeant is not equipped), or on a patrol vehicle's in-car video (see manual section [16.090 – In-Car and Body-Worn Video](#)).

Sergeants screen detentions for involuntary mental health evaluations, with no reportable use of force, per manual section [16.110 – Crisis Intervention](#).

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(See 6.010-TSK-1 Sergeant Screening and Approving an Arrest)

When a sergeant is the primary officer for an arrest, a different sergeant or above rank will review the incident.

7. Arrest Reports Must Be Completed by End of Shift

The primary sworn employee will complete the arrest report as soon as practical after the arrest. In all cases, the arrest report will be completed before going out of service.

For all bookings, sworn employees will directly notify the screening supervisor after the report has been sent. The screening supervisor will review the report immediately for approval (see 6.010-PRO-2 Sworn Employee Reporting the Arrest).

8. The Screening Supervisor Will Approve the Report

The same supervisor that screened the arrest will be the one to review all documentation related to the event.

Exception: Another supervisor may review the documentation if it is impractical for the initial supervisor to do so. The screening supervisor will locate an alternate supervisor to perform the review and will inform the reporting sworn employee of the change.

(See 6.010-TSK-1 Sergeant Screening and Approving an Arrest)

9. Felony Arrests Require an Alert Email and a Label

For felony arrests, sworn employees will complete an Alert Email with copies of paper documents attached as a PDF to the Alert Email (see 6.010-TSK-2 Sworn Employee Assembling an Alert Email).

Sergeants will apply a label to the report for the appropriate investigative unit (see 6.010-TSK-1 Sergeant Screening and Approving an Arrest).

6.010-PRO-1 Investigations Involving Arrested Government or Public Officials

Sworn Employee

1. **Identifies** that the investigation involves a government or public official, including SPD.
2. **Contacts** a patrol sergeant.

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Sergeant

3. **Responds** to the location of the incident and **assists** the patrol officer with the investigation, as needed.
4. **Screens** arrests and **approves** the report.
5. For an SPD employee, **sends** an Alert Email to the arrested SPD employee's chain of command, and **records** transcription.
 - The Alert Email will contain the report number.
 - **Scans** of any paper documents of the investigation into an email.
 - **Submits** the email to the employee's chain of command.
 - **Routes** original paper documents to the Data Center through normal distribution processes.
 - **Completes** a report if additional Alert information becomes available.
 - Follows the same Alert procedures to forward new or updated information.
6. **Notifies** a lieutenant of permanent rank of the incident.

Lieutenant (Permanent Rank)

7. **Responds** to the location of the incident and oversees the investigation and resources.
 - **Notifies** the on-duty captain.
8. If a non-SPD employee is arrested, **contacts** the appropriate law enforcement, government, or public agency, and obtains information about the employee to include unit of assignment and who to contact within their department.
9. **Reviews** all reports related to the incident and **obtains** copies of all reports.
10. If an SPD sworn employee has been placed under arrest, the lieutenant **notifies**:
 - Duty Captain,
 - The arrested sworn employee's section/bureau commanders,
 - Public Affairs Unit,

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- OPA Director, and
 - Chief of Police.
11. If the arrested SPD employee is a sworn employee, **informs** the arrested sworn employee that their duty status is suspended under the Seattle Police Manual and applicable collective bargaining agreements.
- If the arrested sworn employee is in physical possession of their duty weapon, badge, and/or identification card, **takes** these items and **delivers** them to the arrested sworn employee's bureau chief at the beginning of the next business day.
12. **Oversees** the investigation to include:
- Ensuring that the report is completed (as mandated by [RCW 10.99.030](#)).
 - Screening the arrest.
 - Assesses the victim's safety and providing resources to the victim by contacting the Victim Support Team Manager via Communications.
 - Calling other department personnel, as necessary.
 - Verifying that a thorough primary investigation is conducted, to include statements, photographs, and evidence collection.
13. **Notifies** the Duty Captain of all details of the investigation, when possible.

Duty Captain

14. **Verifies** that the following notifications are made:
- The arrested SPD employee's section and bureau commanders
 - Public Affairs Unit
 - OPA Director
 - Chief of Police

6.010-PRO-2 Sworn Employee Reporting the Arrest

Sworn Employee

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1. **Arrests** a subject.
2. **Advises** the subject of their Miranda rights.
3. **Notifies** sergeant of the arrest.

Sergeant

4. **Screens** the incident (see 6.010-TSK-1 Sergeant Screening and Approving an Arrest).

Sworn Employee

5. **Completes** an Arrest Report for each subject arrested.
 - In Mark43, **marks** "Participating Officer" with the screening sergeant's name, "Involvement" listed as "Screening Supervisor," and **fills** in appropriate "Notification" details.
 - For booking, also **completes** a Superform.
 - For felony arrests, also **completes** an Alert Email (see 6.010-TSK-2 Sworn Employee Assembling an Alert Email).
6. **Submits** the completed report when finished.
7. **Notifies** the screening sergeant that the completed report has been sent.

Sergeant

8. **Applies** a label to the report for the appropriate follow-up unit.

Data Center Unit

9. **Attaches** any paper documents to the report.

6.010-TSK-1 Sergeant Screening and Approving an Arrest

When screening an arrest, the **sergeant**:

1. **Reviews** the circumstances surrounding the incident and the physical condition of the person arrested or detained.
 - This review must take place in-person and be recorded if the subject detained has been handcuffed, is injured or claiming injury, or has been the subject of a reportable use-of-force.

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2. **Determines** the appropriateness of the offense charged and the disposition of the subject arrested or detained.
3. **Reads** [Sergeant Arrest Screening Questions](#) (Form 6.1).
 - This applies even if the subject is released.
 - If the subject's answers to screening questions, post-Miranda, could be relevant in court or other proceedings, or if their responses are noteworthy, the sergeant will write a supplemental in Mark43.
4. **Reviews** the report(s) for completeness.
5. **Applies** a label to the report for the appropriate follow-up unit.

6.010-TSK-2 Sworn Employee Assembling an Alert Email

When completing an Alert Email for a felony booking, the **reporting sworn employee**:

1. **Compiles** copies of any paper documents from the investigation and a printout of the Superform.
2. **Scans** and **attaches** the PDF documents into an email and **emails** the appropriate follow-up unit.
3. **Routes** original paper documents to Data Center through normal distribution processes.
4. **Completes** a report if additional Alert information becomes available.
 - **Follows** the same Alert procedures to forward the new information.