



Seattle Police Department Policy Manual



5.100 - Operations Bureau Individual Responsibilities

Effective Date: 07/20/2010

I. Patrol Officers

A. Responsibilities

1. Remain in your area (district/beat) as much as possible, unless:
 - a. Dispatched by radio.
 - b. In pursuit.
 - c. Responding to a major police incident.
 - d. Given permission by sergeant.
2. Monitor and take appropriate action regarding criminal activity in assigned area.
3. Complete reports accurately.
 - a. Enter serial number and court code.
 - b. Submit for approval prior to the end of shift.
4. Update MDT/CAD log to include:
 - a. Dispatched calls.
 - b. On-views.
 - c. Description of incident and actions taken.
 - d. MIR disposition.
 - e. Times in and out of service.
 - f. Other entries required on form.
5. Engage in high visibility directed patrol in areas assigned by sergeants.

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6. Maintain close contact with the community.
7. Utilize creative problem-solving techniques involving traditional and non-traditional police tactics.
8. Display the necessary interpersonal skills to work with:
 - a. Varied community groups comprised of diverse ethnic and cultural backgrounds.
 - b. Various public and private agencies.
9. Demonstrate consistent work habits which reflect a high standard of performance and initiative.
10. Remain professional at all times.

B. Foot and Bicycle Beat Officers

1. Make numerous contacts with the public and merchants in assigned area.
2. Share responsibility for radio calls in assigned area.
3. Record all activities on an SPD log sheet.

C. Plainclothes Officers

1. Assigned by the Sergeant for specific details.
2. Document activity on the Patrol Unit Log.

D. Appearance

1. Officers will wear the proper and complete uniform.
 - a. Attach and secure all uniform accessories.
 - b. Maintain and clean the uniform.
 - (1) Replace the uniform as soon as it becomes worn, torn, or damaged.
2. Officers will ensure they are properly attired and groomed.

E. Lunch and Coffee Breaks

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1. No more than two marked cars (excluding sergeants' vehicles), with a maximum of four officers and one Sergeant, may be at one location during a break.

F. Community Meetings

1. Officers will attend community meetings when requested, if possible.
 - a. Ensure sergeant knows the time and location of meeting.
 - b. Officers assigned to the area the meeting is held in will attend as the department's representatives, if possible.
2. If no one can attend, the requester will be contacted and informed of the circumstances

II. Duty Officer

A. Responsibilities

1. Perform the general office duties required during the watch.
2. Respond to both in-person and telephone inquiries.
 - a. Telephone courtesy.
 - (1) Answer the phone by stating:
 - (a) Seattle Police Department.
 - (b) Precinct.
 - (c) Officer's name.
 - (d) Offer of assistance.
 - b. Answer the phone as soon as possible.
 - c. If you need to answer another line ask the caller to hold and explain any delay.
 - d. Contact a sergeant if assistance is needed.

Option: Consider taking a call-back number and return the call at a later time.
 - b. Answer the phone as soon as possible.
 - c. If you need to answer another line ask the caller to hold and explain any delay.
 - d. Contact a sergeant if assistance is needed.
3. Take in-person complaints
 - a. Complete necessary reports.

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- b. Take other appropriate actions, as required.
 - c. Employee Complaints.
 - (1) Refer to a Sergeant.
 - (2) If a Sergeant is not available:
 - (a) Take complainant's name and phone number, and
 - (b) Notify a Sergeant for call-back.
- 4. Notify the Communications Section of staffing deployment.
 - a. Call 911 so the primary operator can take the information.
 - b. Routine Service:
 - (1) Take report over the phone or from in-person complainant.
 - (2) Call 911 for an officer to be dispatched if evidence collection is necessary.
- 5. Each precinct will make daily mail deliveries to the Public Safety Building Data Distribution Center. Data Center is open twenty-four hours a day seven days a week.
 - a. Copy and distribute reports.
 - b. Sort and route citations.
 - c. Delivery times:
 - (1) 1st Watch before 0530
 - (2) 2nd Watch before 1430
 - (3) 3rd Watch before 2230
 - d. Deliver:
 - (1) Mail.
 - (2) Subpoenas.
 - (3) Reports.
 - (4) Citations.

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6. Inspect the precinct facility hourly after normal business hours.

a. Trespass.

(1) Public areas of the precinct are open at all times.

(2) Trespass warnings or arrests should be made only under the most aggravated of circumstances.

(3) Alternatives to arrest may include:

(a) SUV wagon.

(b) Taxi.

7. Perform other duties assigned by sergeants.

8. Handling of fax messages.

a. Determine correct destinations and time sensitive concerns.

b. Place fax in:

(1) Officer's box; or

(2) Watch board.

c. Phone officers if time sensitive.

d. Make copies if fax concerns more than one officer.

e. Encourage other agencies to use fax messages.

9. Present a professional appearance.

a. Wear the Operations Bureau uniform of the day including a Department approved sidearm.

Exception: The Watch Lieutenant may waive wearing the gun belt, and light duty limitations may preclude wearing some or all of a standard uniform.

III. Patrol Sergeant

A. Responsibilities

1. Direct supervision of police officers, including:

a. Coordination of response to criminal trends identified by district officers.

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- b. Identifying and providing squad and individual training.
- c. Direct supervision at any incident involving multiple units.
- d. Personal screening of prisoners and arrests.
- e. Interviewing of injured suspects.
- f. Approval of police reports and log sheets.
- g. Check holding rooms at the start and throughout the shift.
- h. Monthly inspection of issued demonstration management gear to verify that each officer has the proper gear and that it is in good condition. Document the inspection on the daily watch sheet.

B. Field Supervision

1. Ensure officers comply with the following:
 - a. Log into service as soon as possible.
 - b. Manage their time appropriately.
 - (1) Calls for service.
 - (2) On-views.
 - (3) Details.
 - c. Remain in service, in assigned area, until fifteen minutes prior to the end of the shift.
2. Monitor assigned frequencies.
3. Remain in the field for a majority of the shift.
 - a. Advise radio when leaving or returning to your sector.
4. Document prisoners placed in holding rooms.
 - a. Note any apparent injuries to, or violent conduct by, prisoners using:
 - (1) Report; and
 - (2) Use of Force Statement; and
 - (3) Hazard Report (form 5.38) if appropriate.

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- b. Ensure the above paperwork is completed before the end of the shift.
- 5. Check the personal appearance of assigned officers and ensure officers' equipment is in good condition.
- 6. Reports:
 - a. Ensure accuracy and completeness.
 - b. Check for the correct court code on paperwork.
 - (1) Notify the Executive Assistant of the Operations Bureau by memorandum of any court code changes.

C. Problem Solving

- 1. Responsible for overall problem solving.
 - a. Ensure officers are applying problem solving techniques.
- 2. Encourage officers in their problem-solving efforts by using the following methods.
 - a. Brainstorming sessions.
 - b. Mediation techniques.
 - c. Community meetings.
 - d. Utilizing other resources.
 - (1) City departments.
 - (2) Social agencies.
- 3. Monitor call load activity and coordinate time for officers to use the above methods.

IV. Watch Lieutenants Responsibilities

A. Duties

- 1. Responsible for the supervision, administration, and performance of assigned watch.
- 2. Reports directly to the Precinct Captain.

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3. Perform delegated duties assigned from the Operations Bureau Chief, or the Precinct Captain.

B. Responsibilities

1. Remain available by radio or telephone during the shift.
2. Provide direct supervision at any incident that is of a sensitive nature.
3. Screen all arrests involving an assault to an officer.
4. Inspect the watch.
 - a. Personal appearance
 - b. Department vehicles
 - c. Holding rooms
5. Encourage officers in their problem-solving efforts.
6. At least one Watch Lieutenant with the permanent rank of Lieutenant will be on duty at all times.

C. Additional Duties

1. 1st Watch Lieutenant (Facility and Vehicle Coordinator)
 - a. Conduct weekly inspections of the precinct to ensure the precinct is properly maintained.
 - b. Conduct monthly inspections of all precinct patrol vehicles to ensure proper maintenance.
2. 2nd Watch Lieutenant (Precinct Training Coordinator)
 - a. Coordinate training for the precinct.
 - b. Report monthly to precinct Captain on training and recommendations for additional training.
3. 3rd Watch Lieutenant (Community Liaison Coordinator)
 - a. Serve as Community Liaison as directed by the Precinct Captain.

V. Operations Lieutenant

A. Responsibilities

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1. Overall operation of the Anti-Crime Team and the Community Police Team include:
 - a. Planning
 - b. Coordinating
 - c. Budgeting
2. Flexibility to commit the entire unit, or any part of it, immediately to address a community need.
3. Report directly to the Precinct Captain.
4. Maintain effective staffing deployment.
5. Attend community meetings, respond to questions, and obtain input and feedback on neighborhood problems.
6. Conduct unit meetings to discuss and seek input from unit personnel to identify the problem area, the problem, personnel assignments, their duties, and expected results.
7. Plan activities with other units and agencies working with the team in order to avoid duplication of effort.
8. Maintain routine contact with the Precinct Watch Lieutenants to ensure effective communication and coordination between the team and other patrol officers.

VI. Precinct Captain

A. Responsibilities

1. Overall management and performance of assigned precinct.
2. Oversight of all problem-solving efforts of assigned precinct.
3. Reports directly to the Operations Bureau Chief.

VII. Bureau Chief

A. Responsibilities

1. Responsible for the overall management and performance of the Operations Bureau.
2. Reports directly to the Deputy Chief of Operations.

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VIII. Equipment and Facilities Coordinators (Stationmaster)

A. Responsibilities

1. Responsible for the general maintenance and supply of
 - a. Precinct facility
 - b. Assigned vehicles
 - c. Assigned equipment.

B. Vehicles

1. Inspect vehicles
 - a. Prepare slips for maintenance and damage repair
2. Schedule vehicles for preventive maintenance.
 - a. Transport vehicles to Haller Lake and/or Charles Street shops.
 - b. Check with the shops about availability of units for return to service.
3. Maintain records of assigned vehicles, including damage files.
4. Make assignments of patrol vehicles to districts.
 - a. Monitor mileage
5. Request maintenance materials and related equipment through
 - a. FFD.
 - b. Charles Street Garage or Haller Lake Shop.
6. Test drive vehicles for maintenance monitoring purposes.
7. Monitor fuel delivery and use.

C. Equipment

1. Maintain and track precinct specific equipment.
2. Order supplies and equipment
3. Maintain all records of equipment assigned to the precinct.

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- a. Confirm with an annual inventory
- 4. Provide proper storage for police documents.
 - a. Issue citation books
- 5. Maintain keyboards and all precinct keys.
- 6. Issue lockers
- 7. Conduct monthly inspections of the precinct's chemical agent supply. Verify that the munitions are current and accounted for. Document these inspections on a memorandum to the Precinct Captain.