TABLE OF CONTENTS

ADMINISTRATION

Policy	#100	Organizational Structure/Chain of Command/Authority
-	#101	Liability Protection Program
	#102	FCC Rules and Regulations
	#104	Workplace Injuries/Illnesses
	#105	Jury Duty
	#106	Leave of Absence & Leave Without Pay
	#107	Maternity Disability Leave
	#108	Military Leave
	#109	Employee Information
	#111	Peaceful Performance of Duty
	#112	Outside Employment
	#114	Overtime/Compensatory Time
	#115	Salary Administration
	#116	Trade Procedures
	#118	Suggestions
	#119	Americans with Disabilities Act
	#120	Work Schedules
	#121	Inquiry Processing Procedures
	#122	Time Off Procedures
	#123	Administrative Reporting Program
	#124	Calls for Service
	#125	Reporting Improper Governmental Actions
	#126	Fitness for Duty
	#127	Risk Management
	#128	Temporary Assignments Due to Injury/Illness
	#129	Leaves
	#129A	Family and Medical Leave Act and Family Leave Act
	#129B	WA Family Care Leave Act

TABLE OF CONTENTS

PERSONNEL

Policy	#200	Personnel Policies & Practices
Officy		
	#201	Remote Work (Telework)
	#204	Disciplinary System & Appeal Process
	#205	Recruitment & Selection Practices
	#207	Equal Opportunity Employment
	#208	Administrative Employees Salary, Benefits & Scheduling
	#209	Performance Evaluation System
	#210	Personnel Files
	#211	Classification Plan & Position Job Descriptions
	#211-12	Temporary and Part Time Employees
	#212	Trial Service Period
	#214	Promotion
	#215	Personnel Early Intervention System
	#216	Resignation/Dismissal/Termination of Employment
	#217	Critical Incident Response Team (CIRT)
	#218	Benefit Programs
	#219	Supervisory Files
	#220	Training
	#221	Specialized & Rotating Assignments
	#222	Educational Benefits
	#223	Collective Bargaining
	#224	Orientation
	#225	Relief from Duty

TABLE OF CONTENTS

MISCELLANEOUS ADMINISTRATION

Policy	#300	Attendance, Notification, Tardiness & Time Sheets
	#301	Rest & Meal Breaks
	#302	Charitable Solicitations
	#304	Forms & Disposal of Sensitive Materials
	#306	Recognizing Employees & Rewarding Exceptional Performance
	#307	Personal Appearance
	#308	Employee Conduct/Code of Ethics
	#309	Safety
	#310	Community Education and News Releases
	#311	Tobacco Use
	#312	Security, Visitors, Vendors & DHS Threat Levels
	#313	Workplace Violence
	#314	Facility Cleanliness
	#315	Chaplaincy Program
	#316	Employee Wellness
	#317	Release of Public Records
	#318	Written Directive System
	#319	Social Media
	#350	Planning & Research
	#351	Organizational Mission, Purpose, Vision, Values & Goals
	#352	Performance Measurement Program
	#353	Quality Assurance Program

TABLE OF CONTENTS

TELEPHONE PROCEDURES

Policy	#400	Personal Telephone Calls
	#402	Processing of 911 and 10 Digit Telephone Lines
	#403	Text-To-911 Call Processing
	#404	Telephone Liability
	#405	TDD/TTY Accessibility
	#406	9-1-1 Hangup Calls/Open Lines
	#411	Non-English Speaking Callers
	#412	Downloading/Advised Incidents/ISRS/Web Reporting

TABLE OF CONTENTS

MISCELLANEOUS

Policy	#501	Electronic Messaging
-	#502	Auxiliary Power Equipment
	#503	Text Messaging and Retention
	#505	Management Information System
	#510	Incident Processing, Canceling and Unit History
	#515	Jurisdictional Boundaries
	#520	Call Type Classification
	#523	Agency Involved Domestic Violence
	#525	Bloodborne & Airborne Pathogen Hazards
	#550	ACCESS/Data Inquiries & Returns
	#551	Criminal History Use and Dissemination
	#560	Communication Recordings
	#570	CAD Premise Information
	#580	Emergency Alert System (EAS)

TABLE OF CONTENTS

POLICE PROCEDURES

Policy	#610	Police Dispatch Technique
	#611	Officer Availability/SGT/LT Notifications
	#617	Alarms (Police)
	#619	Restricted/Closed Air/Marker Tones
	#620	Mobile Data – Police Procedures
	#622	Data/Overflow Dispatcher Procedure
	#640	Police Electronic Emergency Alerts
	#645	Officer Safety/Critical Incident Control
	#650	Serious Injuries to Children
	#651	Missing/Endangered Children or Adults
	#655	Police Manual Dispatching
	#660	Volunteers – Police Departments

TABLE OF CONTENTS

FIRE PROCEDURES

Policy	#710	Fire/EMS Dispatch Technique
	#717	Firefighter & EMS Personnel Safety Procedures
	#726	Medic Dispatch Procedures
	#728	EMS Calls from Callers at Hospital
	#730	Ambulance Response
	#735	Fire Department Move-Up/Cover Procedures
	#737	Fire Department Mutual Aid Procedures
	#740	Special Response Procedures
	#741	Airlift Procedures
	#743	Port of Seattle Mutual Aid
	#744	Multiple Casualty Incident (MCI) Procedures
	#745	High Call Volume Events(Fire Departments)
	#746	Earthquake Response
	#755	Fire/EMS Manual Dispatching
	#760	Dam Procedures

800 MHZ RADIO SYSTEM

Policy #800 800 MHz Talkgroups

TECHNICAL - MISCELLANEOUS

Policy	#900	Information & Technology Security
	#901	Electronic Data Storage
	#910	Alphanumeric Paging
	#920	Wireless Communication Devices

FINANCIAL - MISCELLANEOUS

Policy	#1000	Property Control/Capitalization
	#1001	Equipment Replacement
	#1002	Electronic Funds Transfer

TABLE OF CONTENTS

#1003	Cash Management
#1004	Travel and/or Expense Reimbursement
#1005	Credit Card Use
#1006	Budget
#1007	Purchasing and Contracting
#1008	Donations

GENERAL ORDERS

Order	#5	Alcohol, Drugs & Intoxicants
	#6	Unlawful Harassment/Sexual Harassment
	#9	Posting of Materials
	#11	Emergency Operations Plan