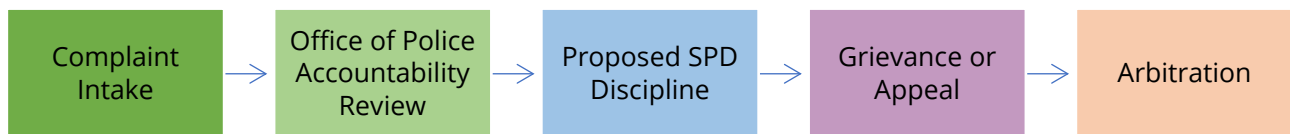


SPD Disciplinary Process Roadmap

The Office of Inspector General (OIG) provides the following roadmap to assist interested stakeholders, including the public, with understanding the City process for handling complaints alleging Seattle Police Department (SPD) officer misconduct. It walks the reader through major actions in the process, from initial receipt of a complaint through possible avenues for resolution.

This roadmap does not reflect all internal steps taken by agencies that support the process. Contents have been verified by applicable agencies as identified on the map.

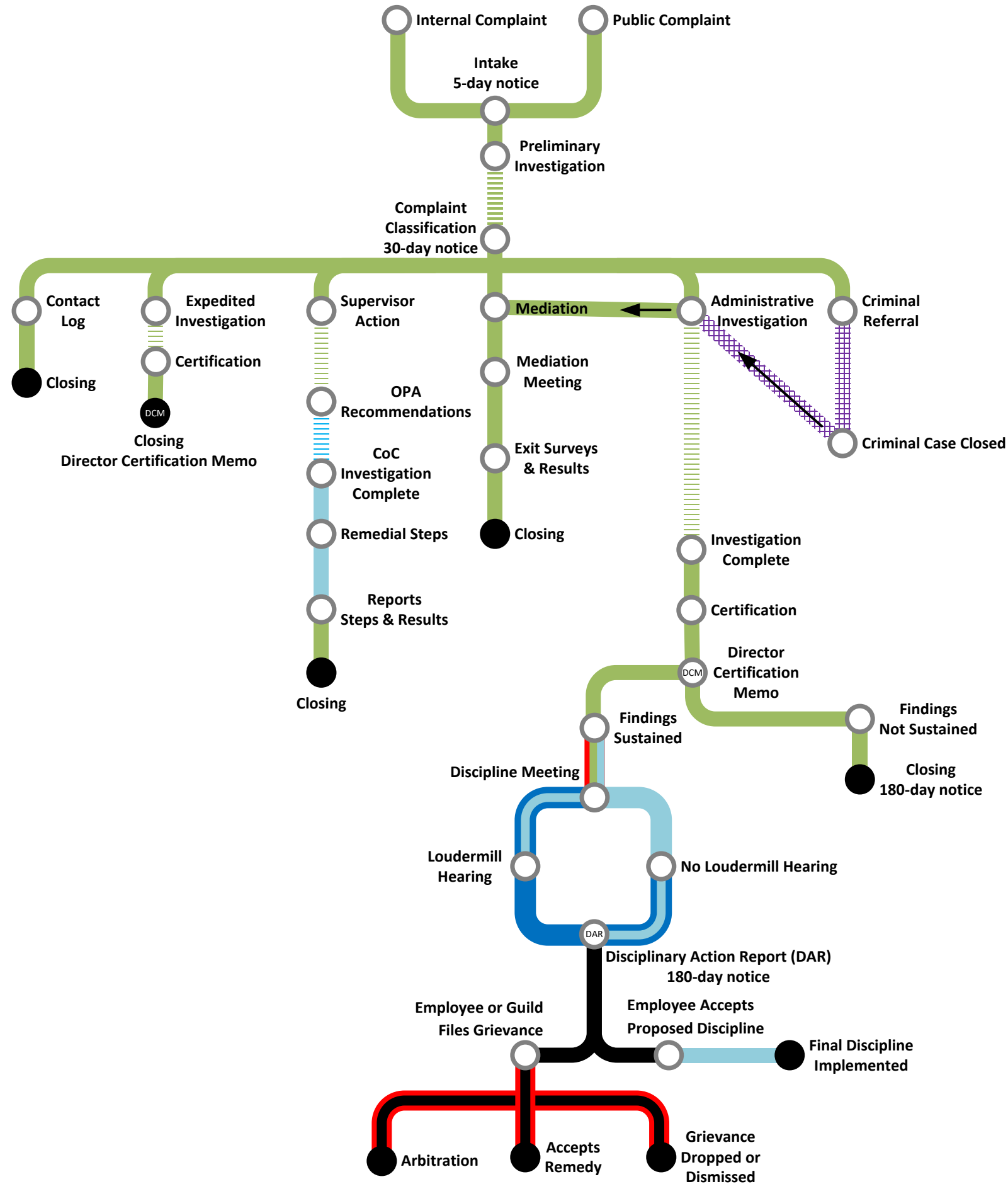
The main elements of a complaint consist of initial filing, review by the Office of Police Accountability with Office of Inspector General oversight, proposed disciplinary action if any by SPD, then exercise of any invoked grievance or appeal rights of the officer named in the complaint (the named employee).



Contents include the following:

1. Process Overview
2. Intake and Contact Log
3. Classification
A. Expedited Investigation
B. Supervisor Action
C. Mediation
D. Administrative Investigation
E. Criminal Referral
4. Proposed Discipline
5. Grievance or Appeal
6. Arbitration

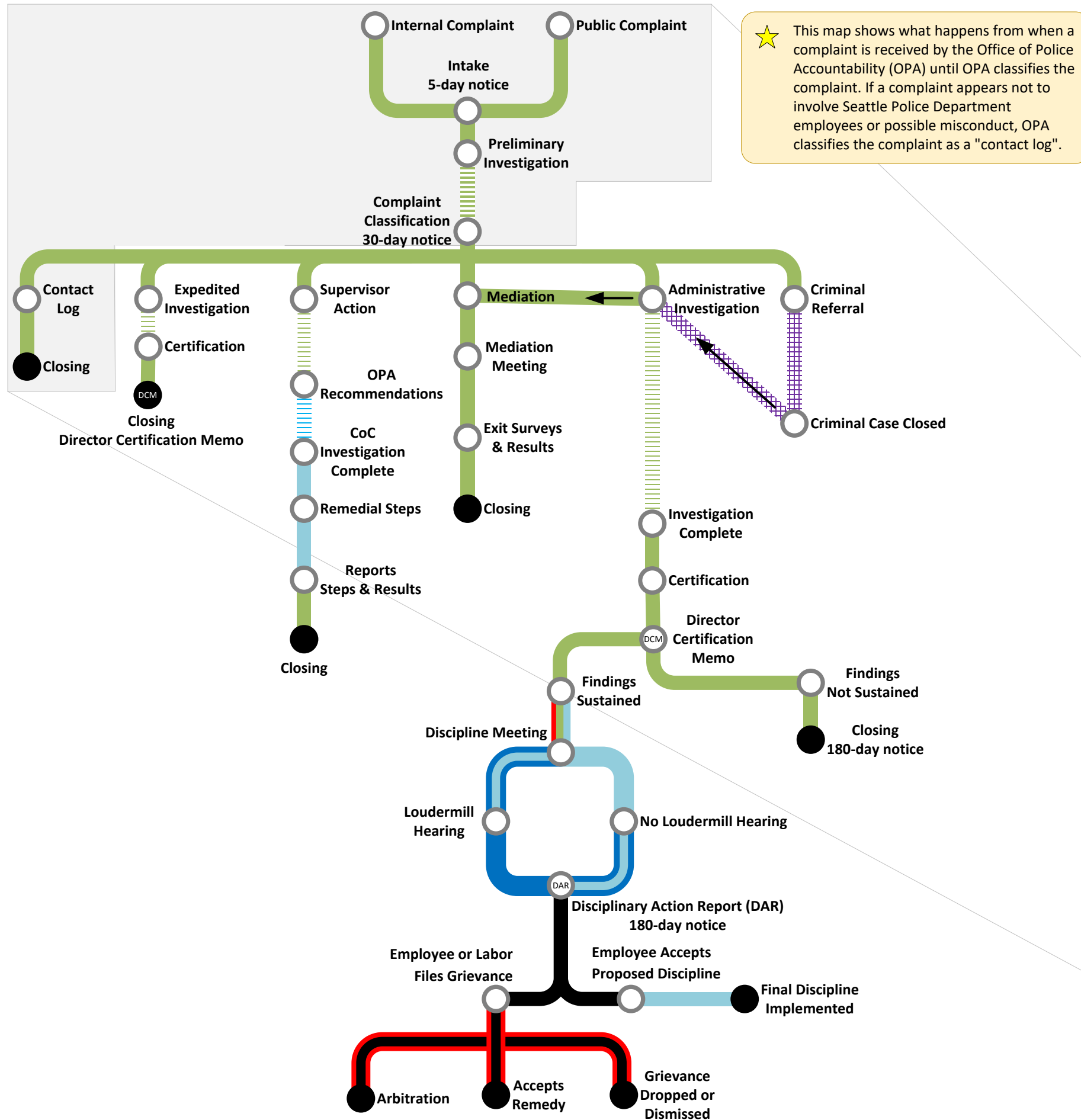
Disciplinary Process Overview Map



Key Agents for Steps in Discipline

- Chief of Police
- Chain of Command (CoC) (not Chief of Police)
- Chief of Police & Chain of Command
- Chief of Police & City Director of Labor Relations
- City Attorney
- Labor & Employee
- City Attorney, Labor & Employee
- City Attorney, OPA & Chain of Command
- King County Prosecutor and SPD Criminal Investigation Bureau
- Office of Police Accountability (OPA)*
* Office of Inspector General (OIG) provides active oversight of OPA processes. In certain instances OIG will perform disciplinary process steps in lieu of OPA.
- Dashed lines represent investigations

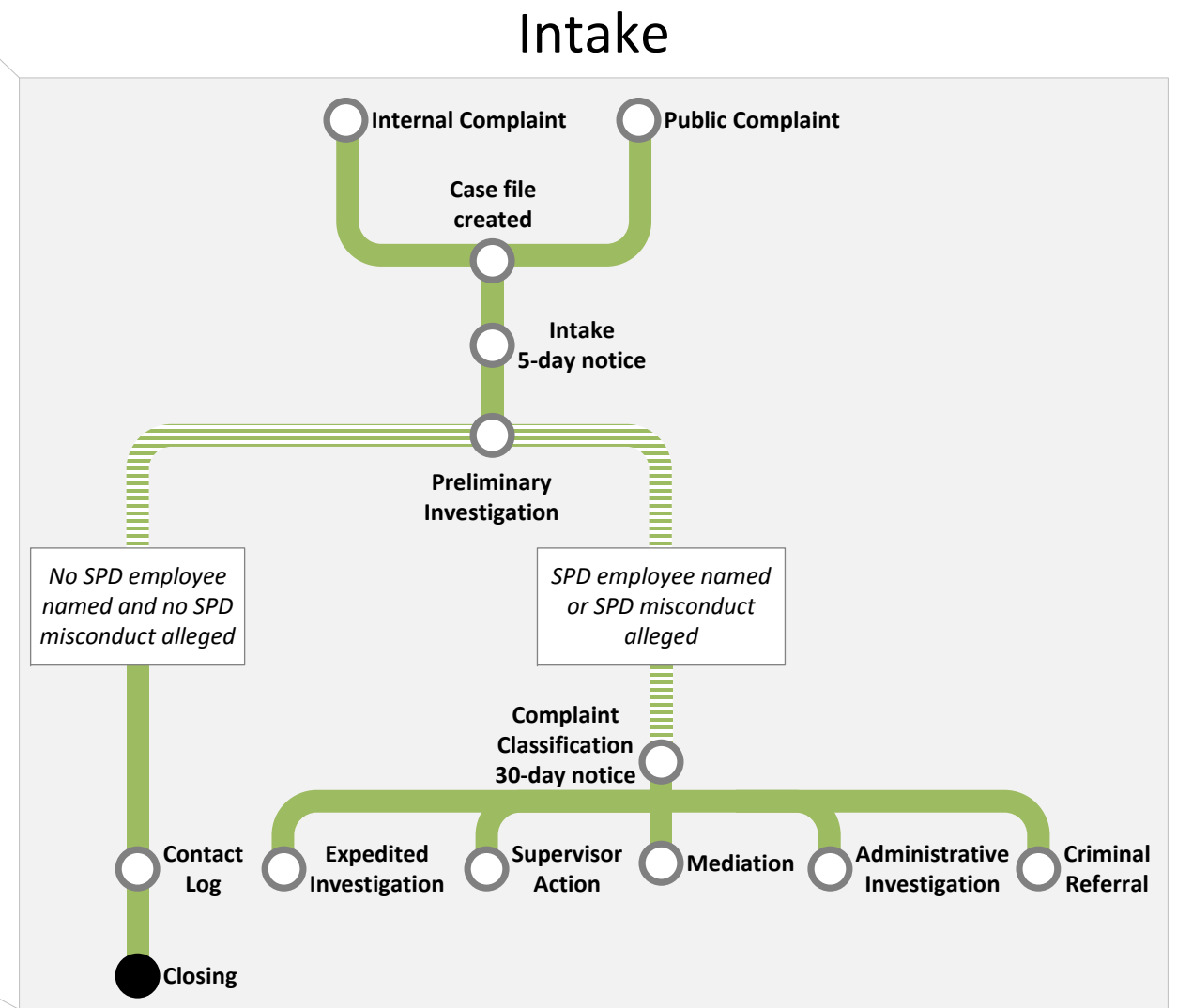

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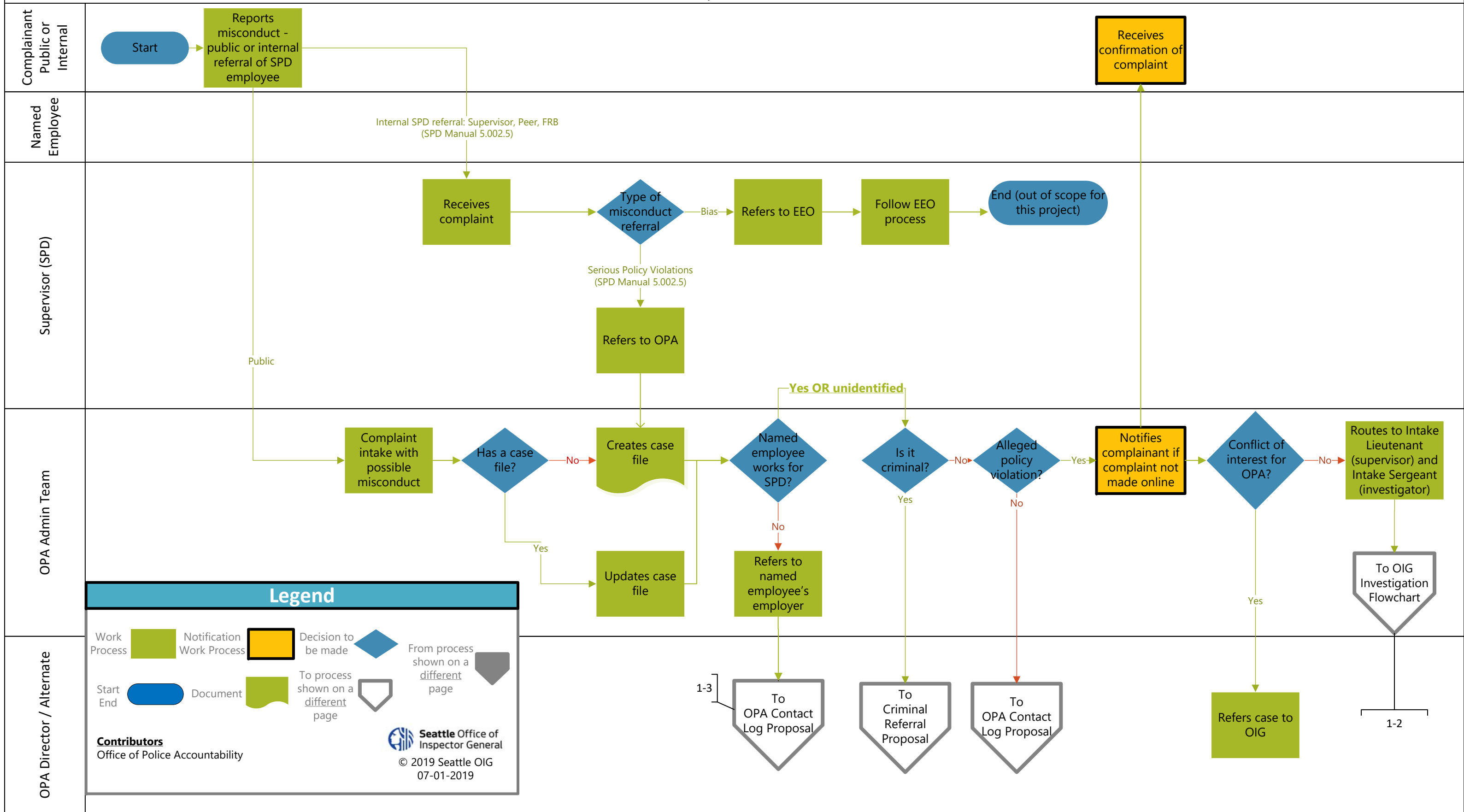
Key Agents for Steps in Discipline

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	King County Prosecutor and SPD Criminal Investigation Bureau	

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Start to Complainant Notification

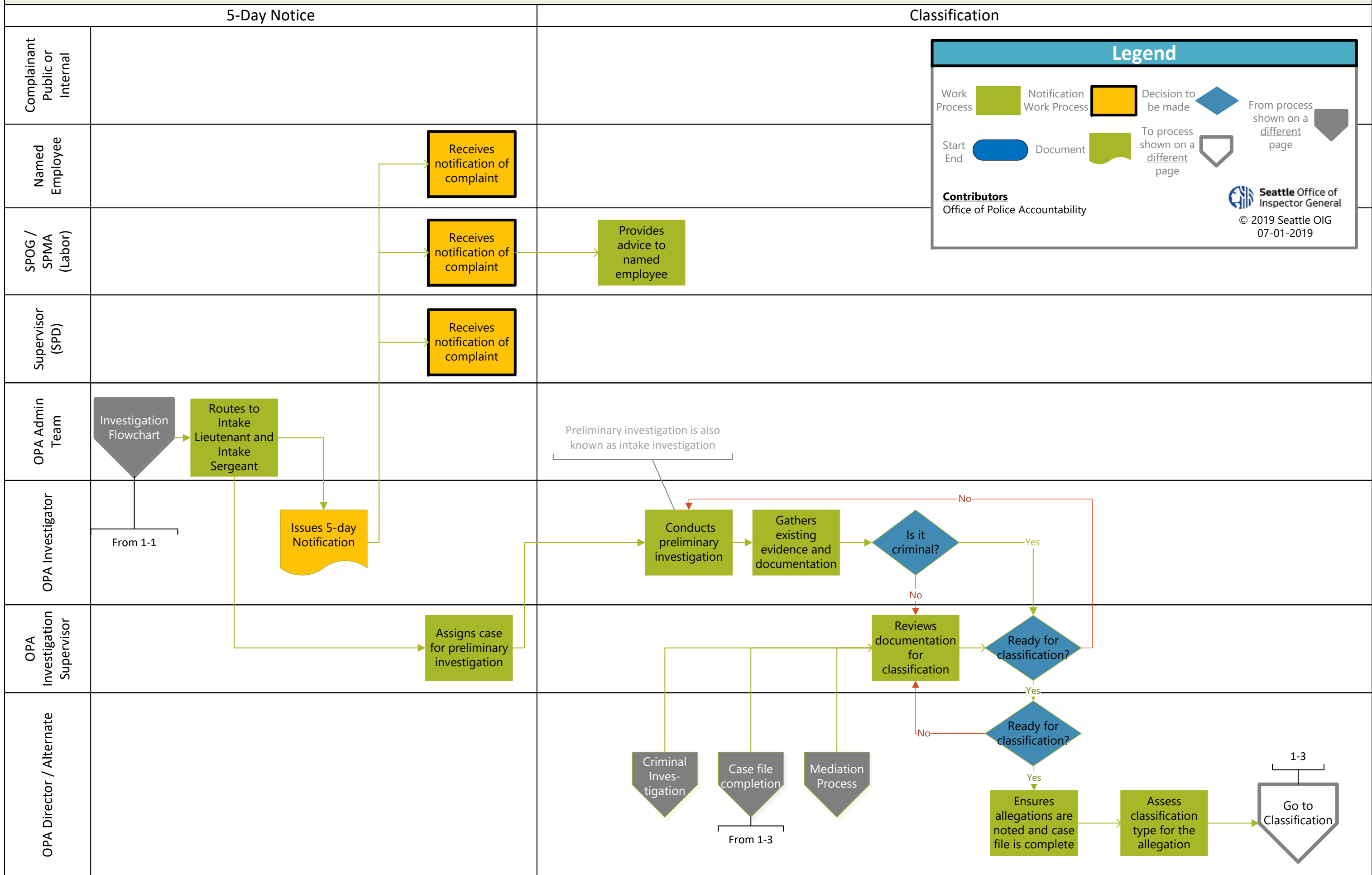


Legend

- Work Process: Green rectangle
- Notification Work Process: Yellow rectangle
- Decision to be made: Blue diamond
- Start End: Blue rounded rectangle
- Document: Green wavy-bottom rectangle
- To process shown on a different page: Inverted triangle
- From process shown on a different page: Arrow

Contributors
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Legend

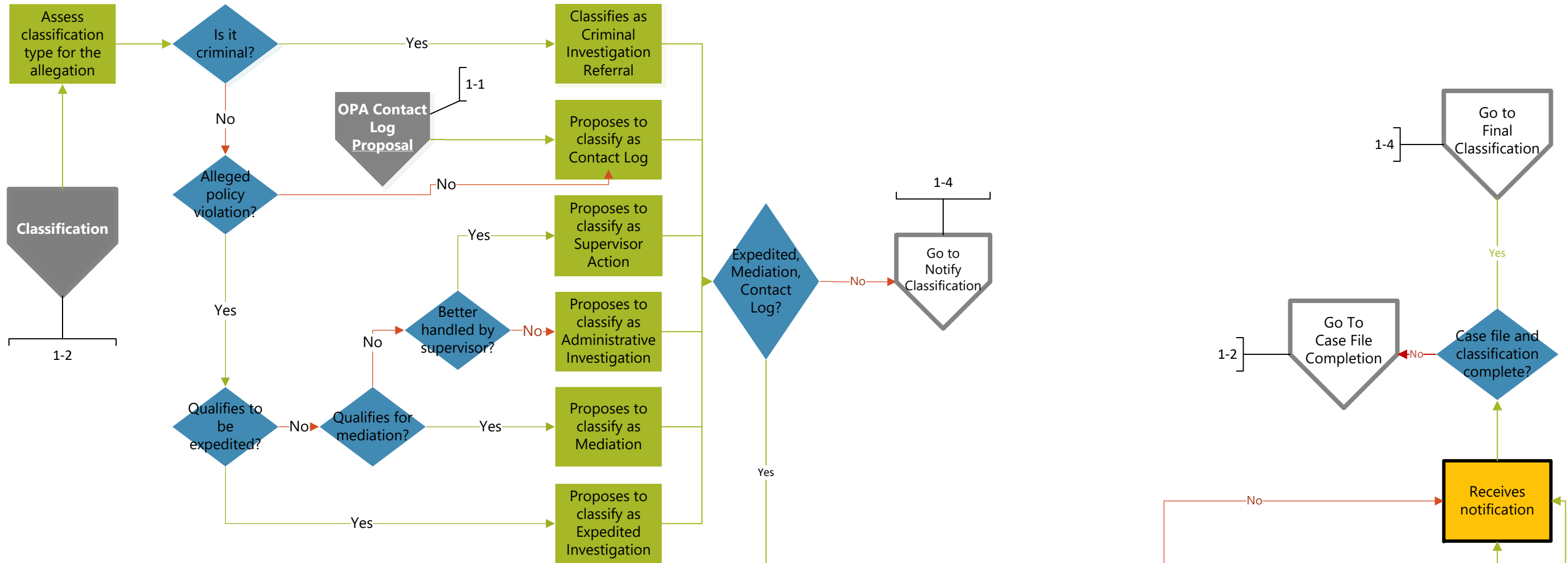
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OPA Director / Alternate



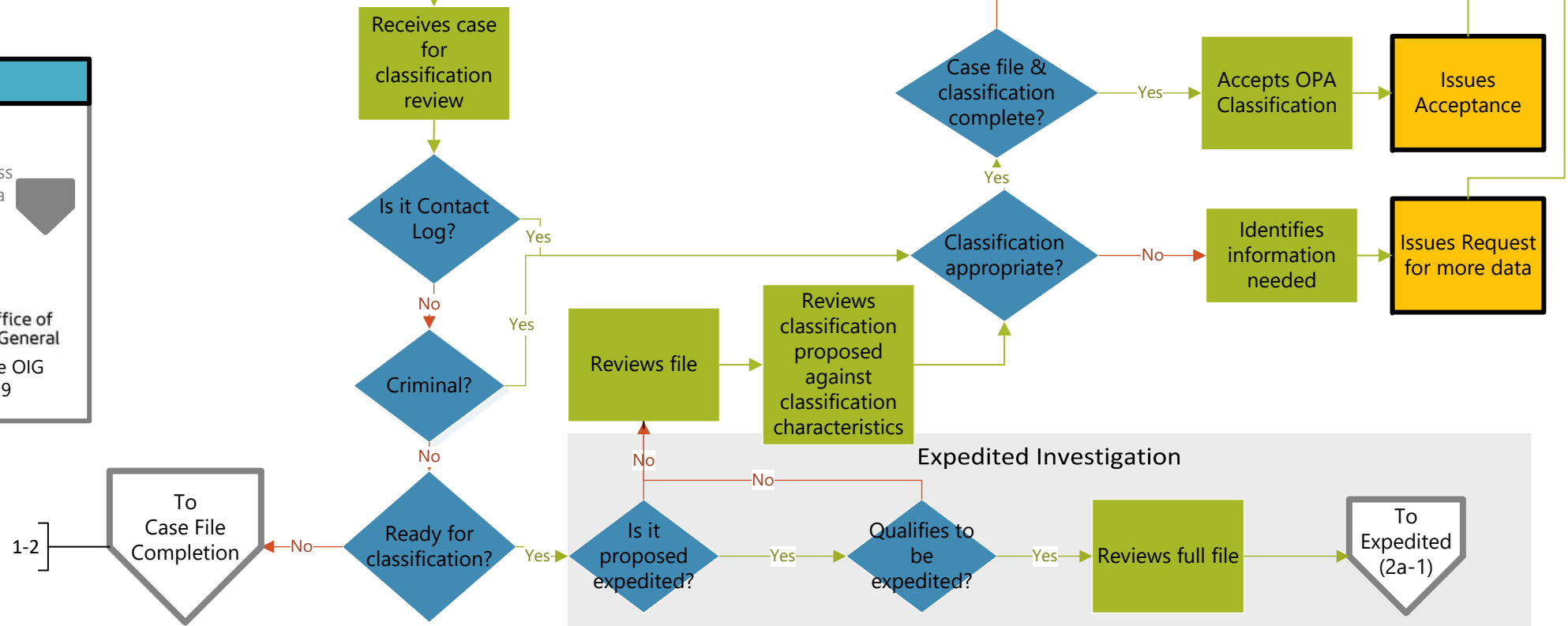
Office of Inspector General (OIG)

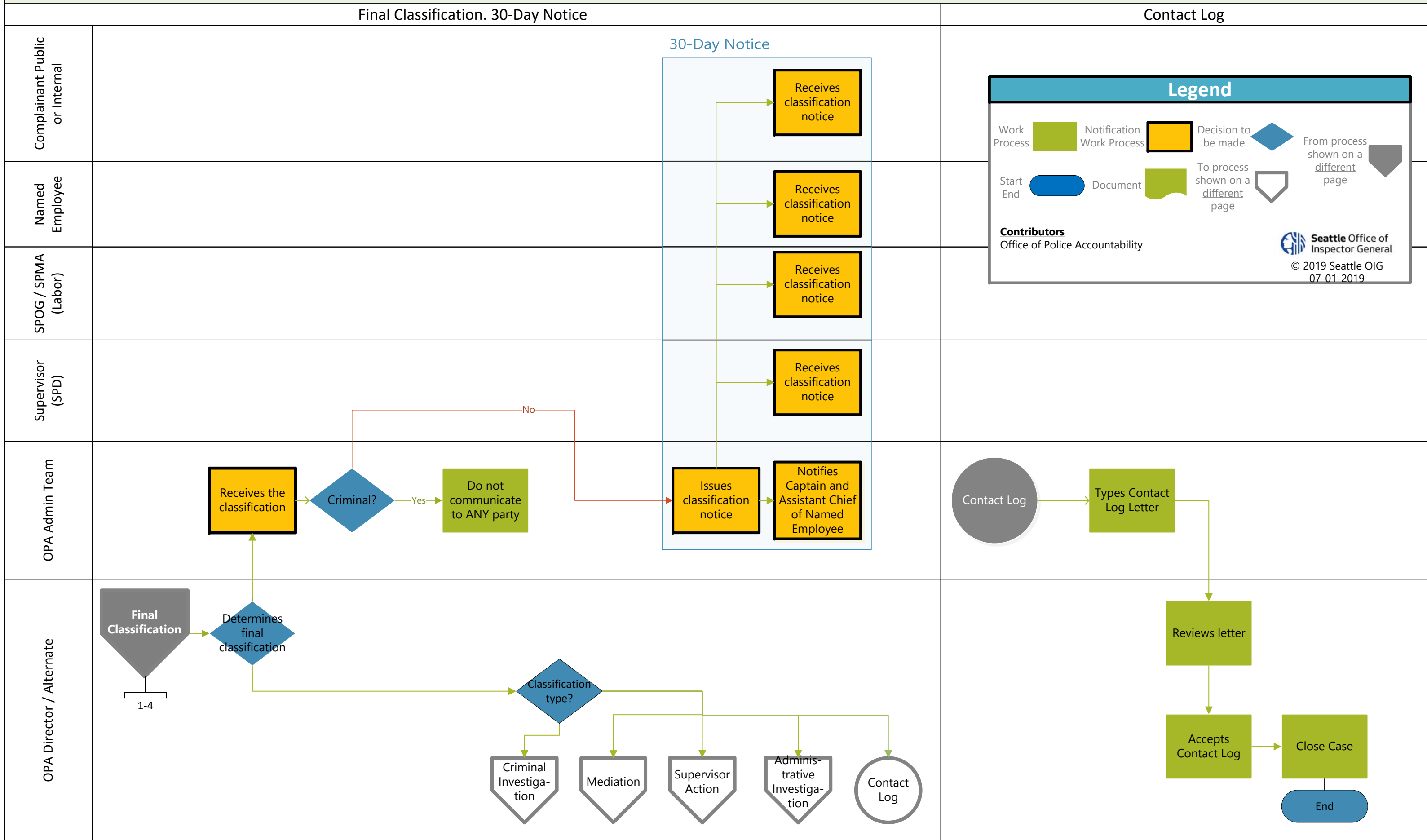
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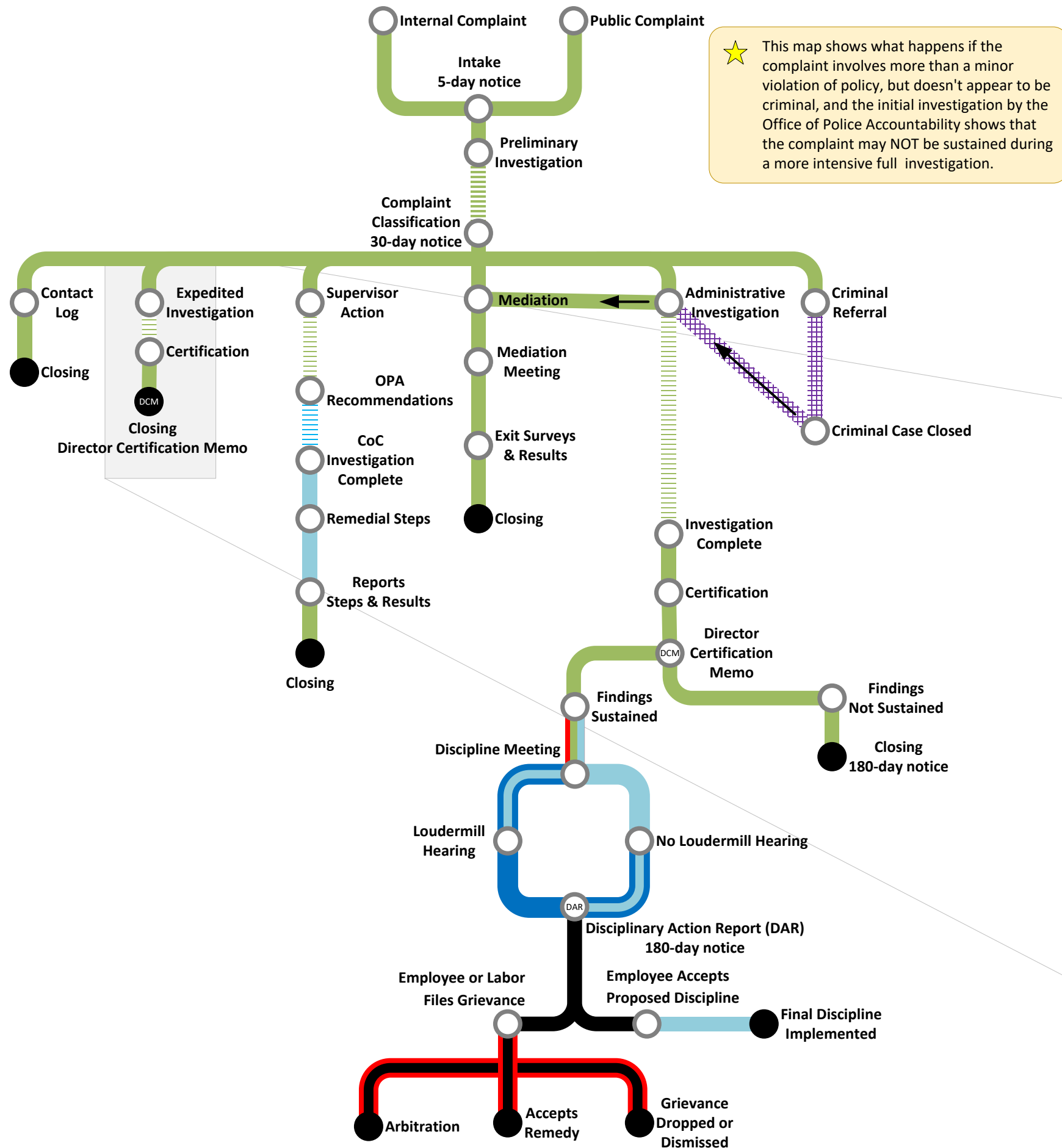
Work Process	Notification Work Process	Decision to be made	From process shown on a different page
Start	End	To process shown on a different page	

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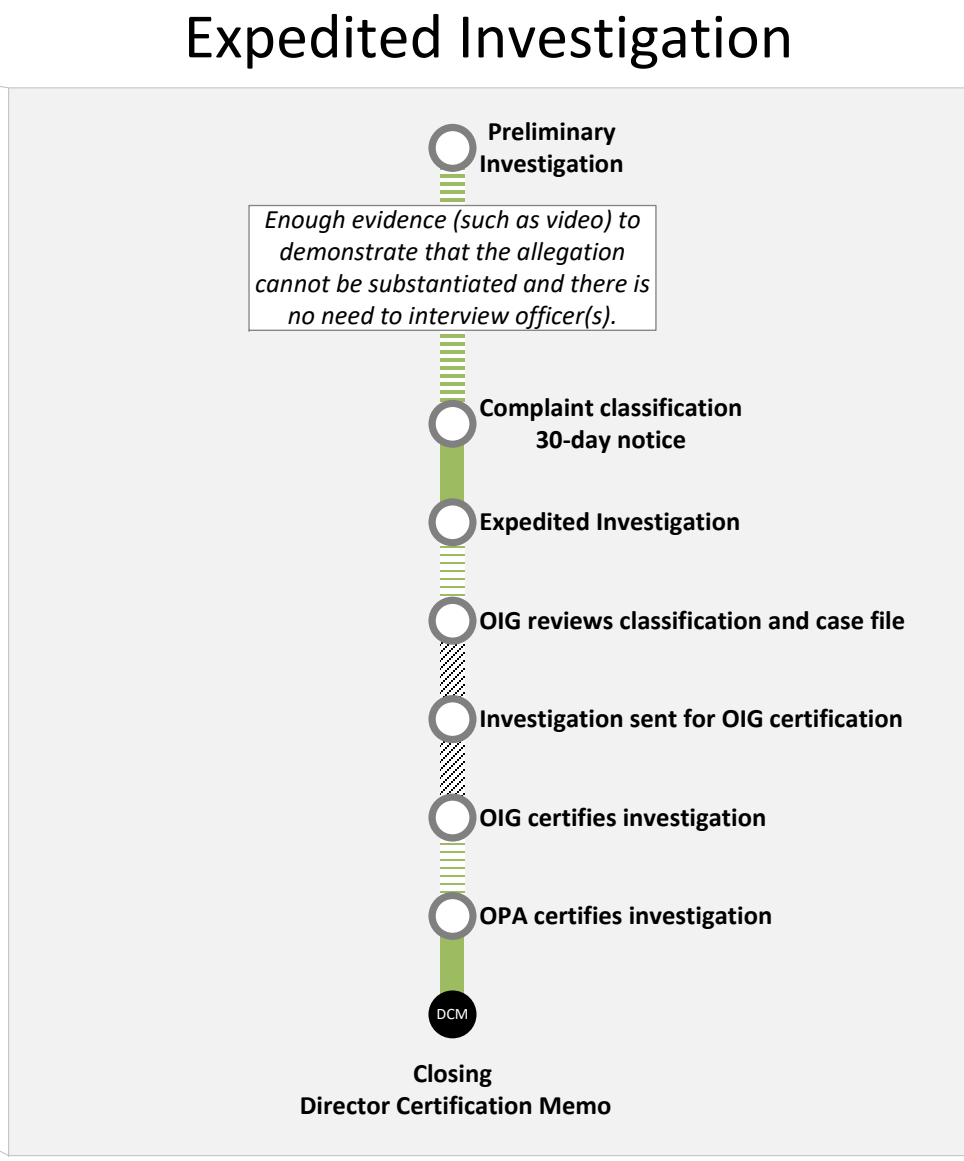


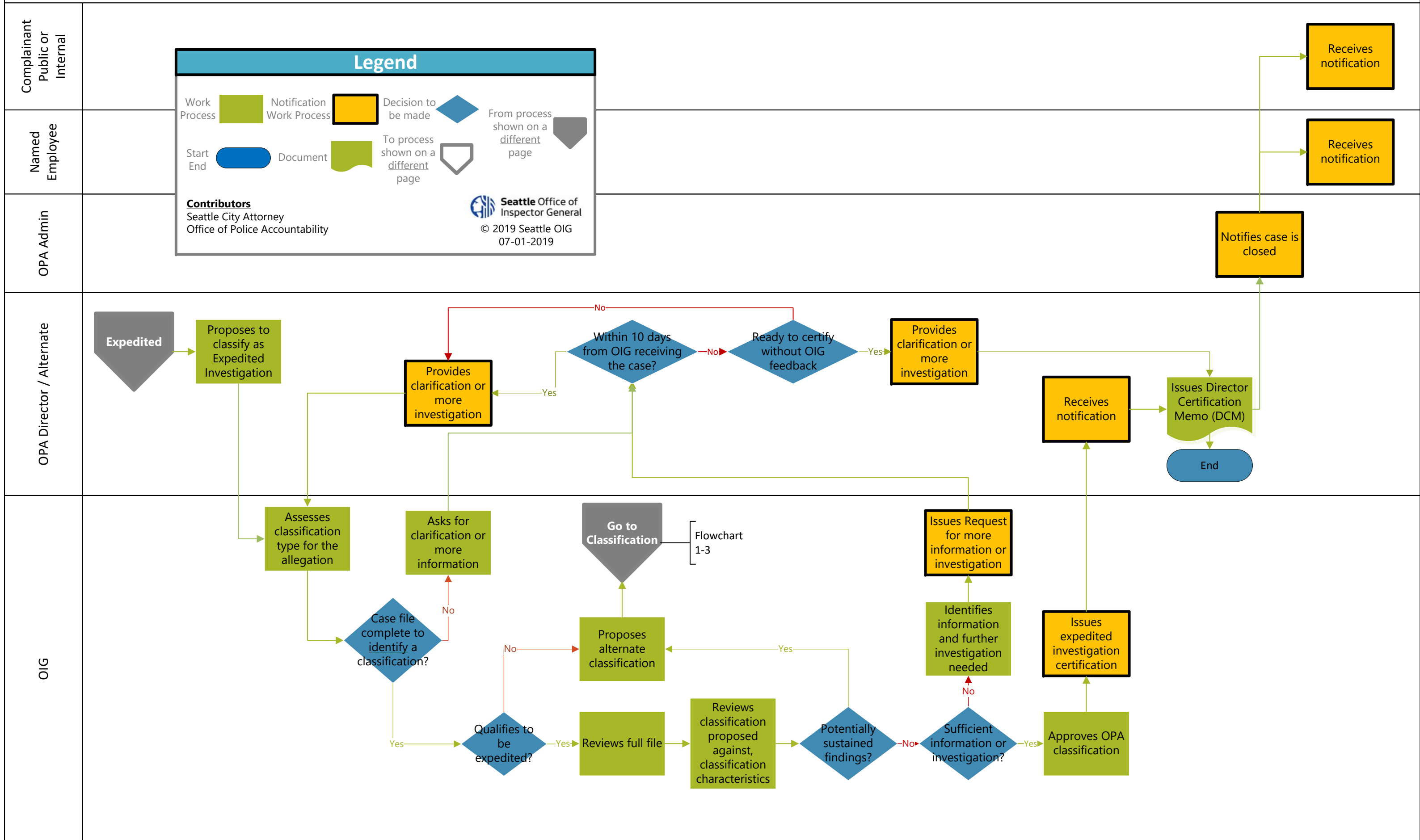
★ This map shows what happens if the complaint involves more than a minor violation of policy, but doesn't appear to be criminal, and the initial investigation by the Office of Police Accountability shows that the complaint may NOT be sustained during a more intensive full investigation.

Key Agents for Steps in Discipline

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Office of Inspector General (OIG)	King County Prosecutor and SPD Criminal Investigation Bureau	

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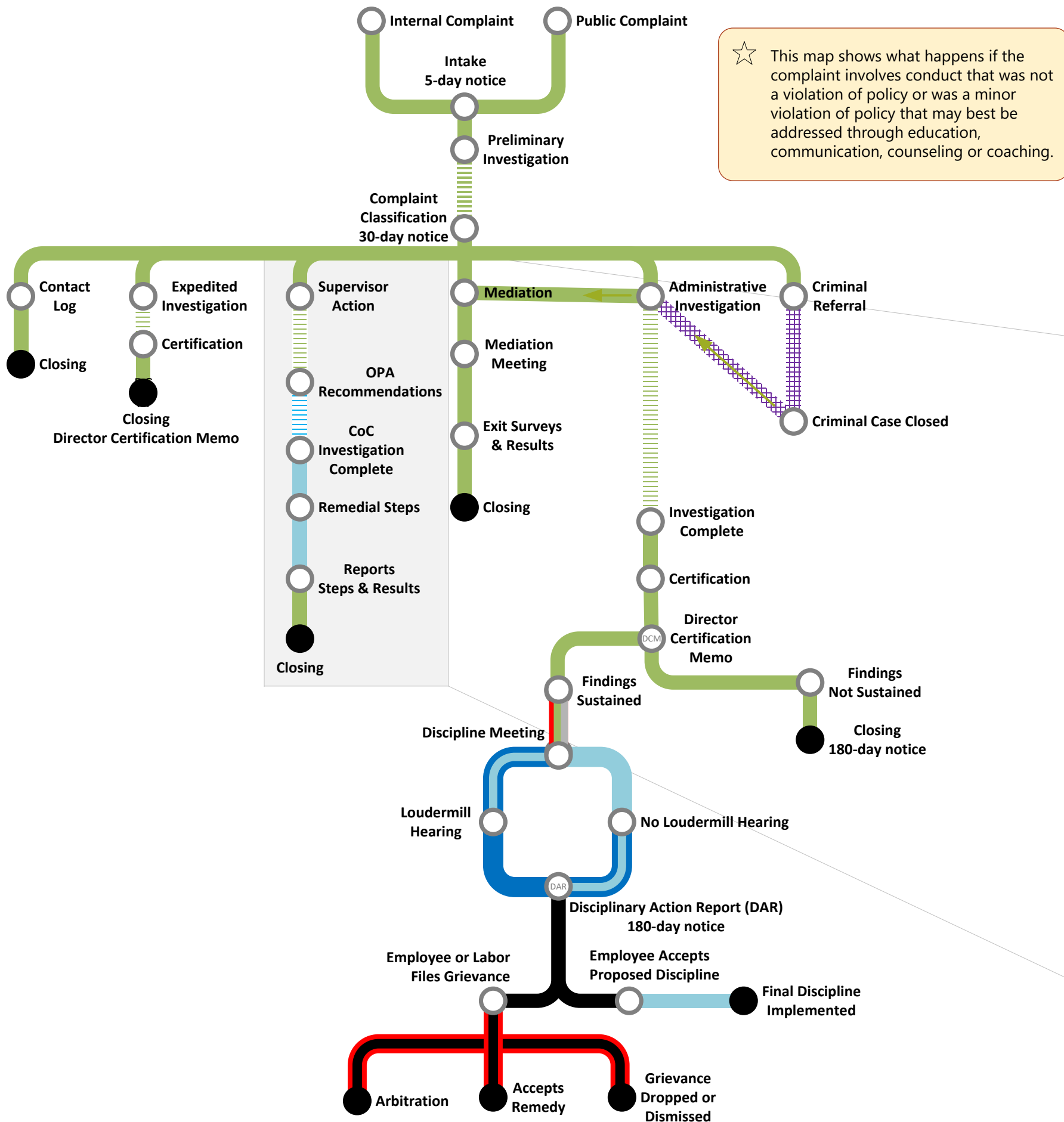
Legend

Work Process Notification Work Process Decision to be made From process shown on a different page

Start End Document To process shown on a different page

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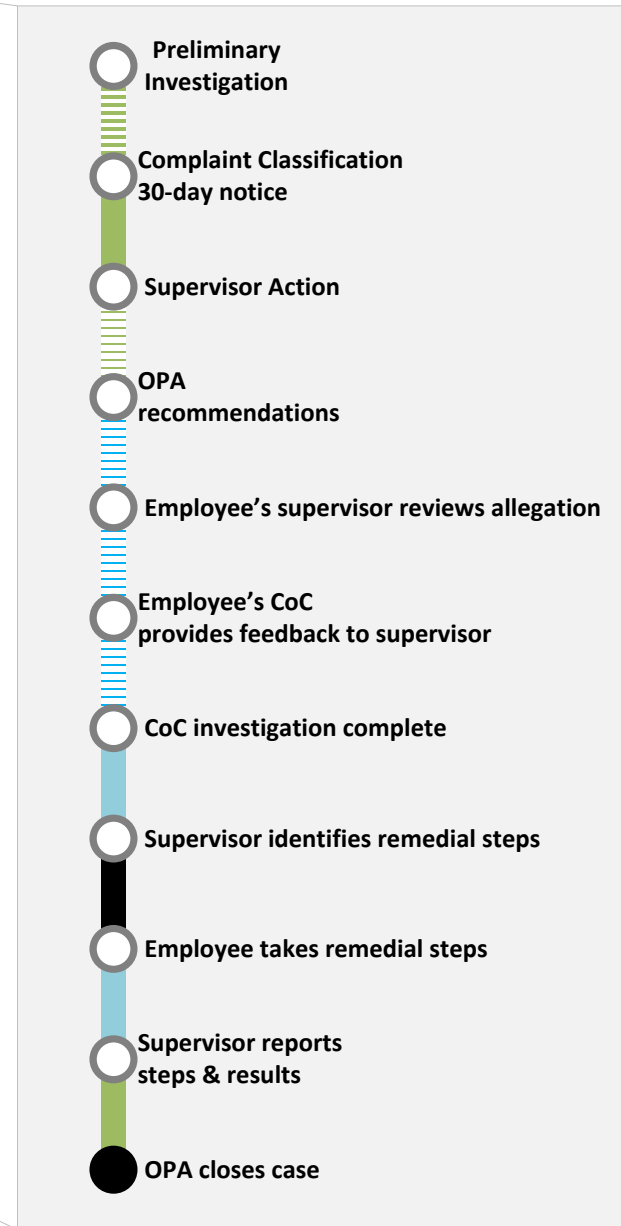


Key Agents for Steps in Discipline

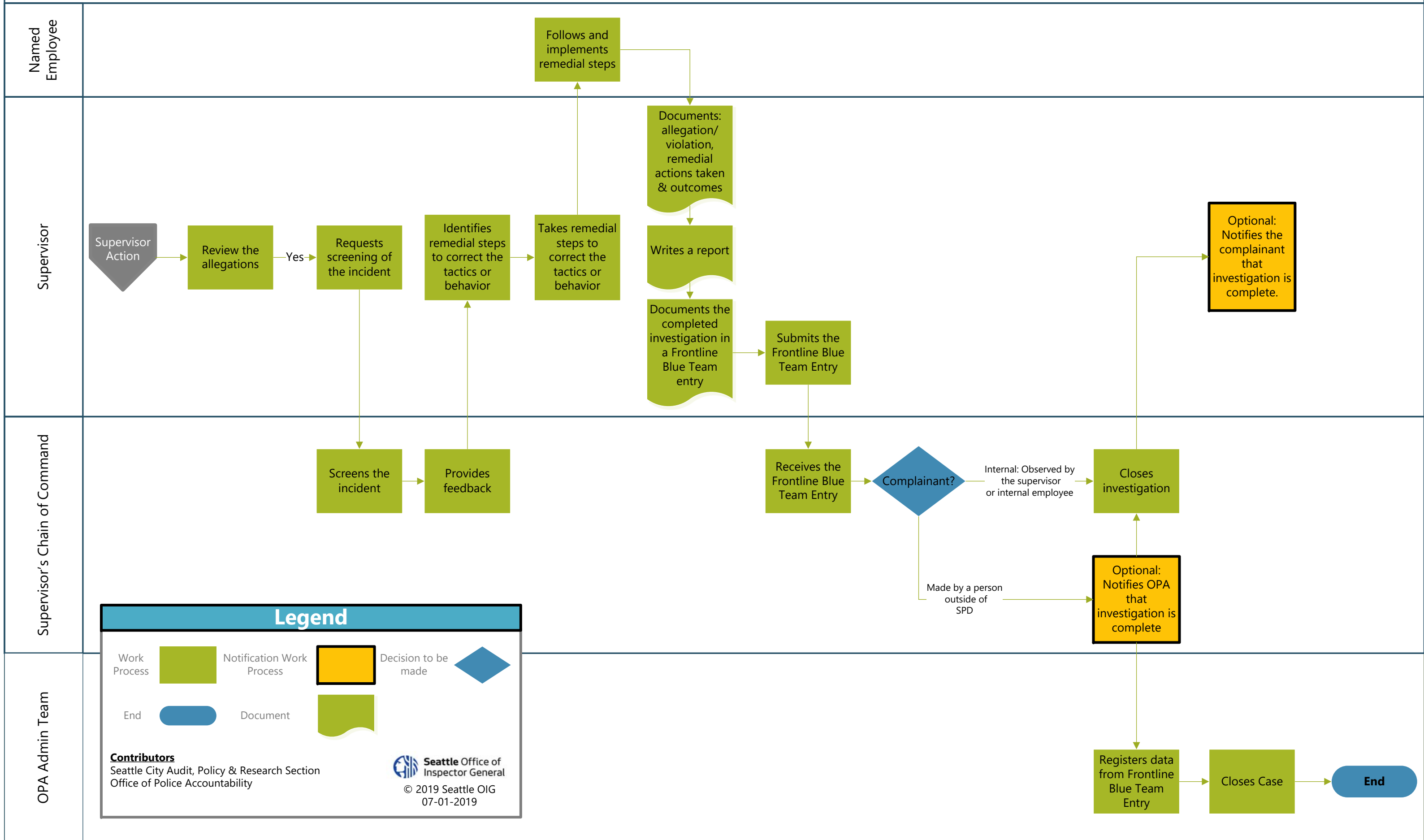
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Office of Inspector General (OIG)	Prosecutor and SPD Criminal Investigation Bureau	

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Supervisor Action



Source: SPD Manual 5.002 and 5.003

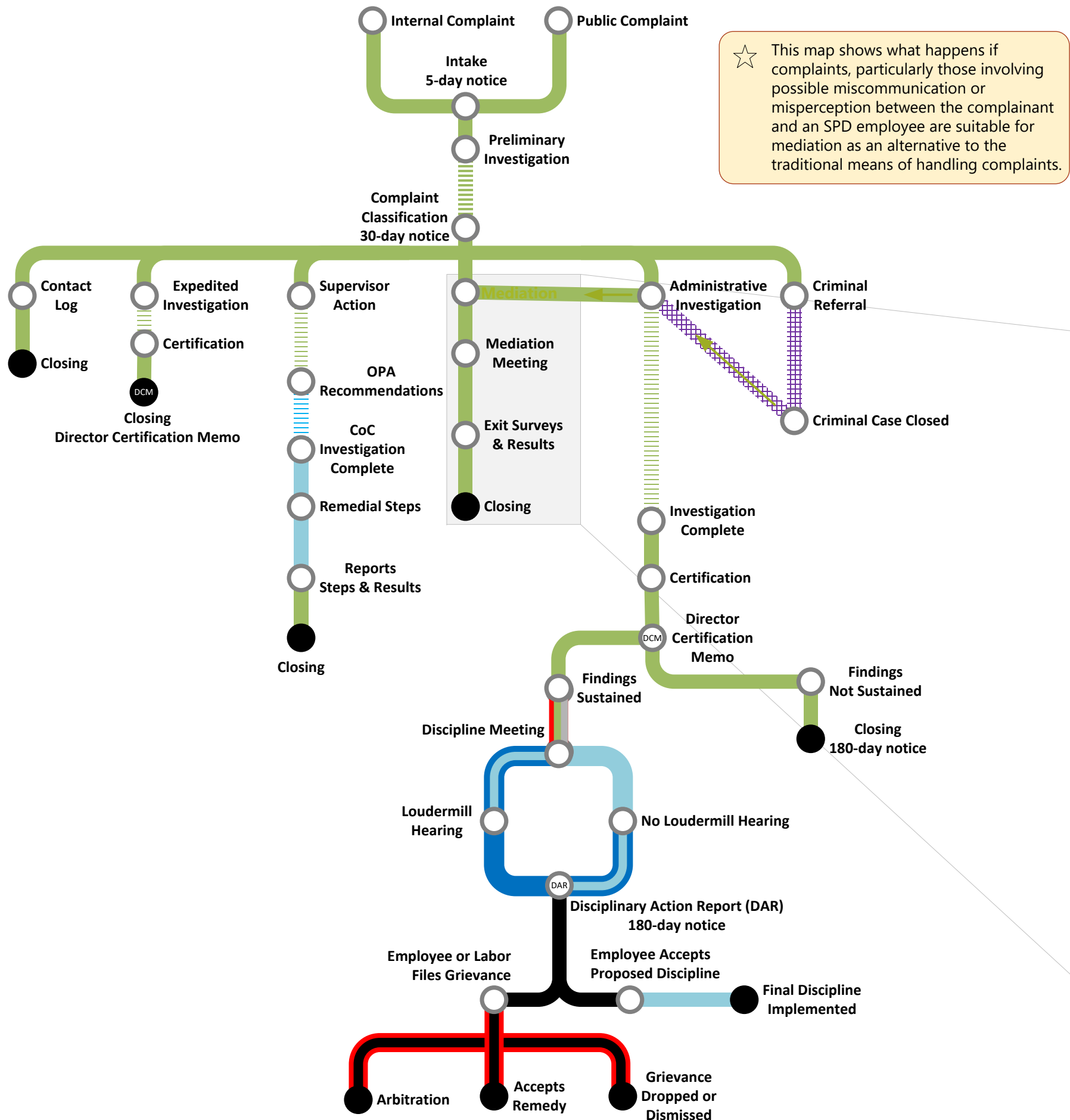


Legend

- Work Process: Green rectangle
- Notification Work Process: Yellow rectangle
- Decision to be made: Blue diamond
- End: Blue rounded rectangle
- Document: Green wavy-bottom rectangle

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 Office of Police Accountability

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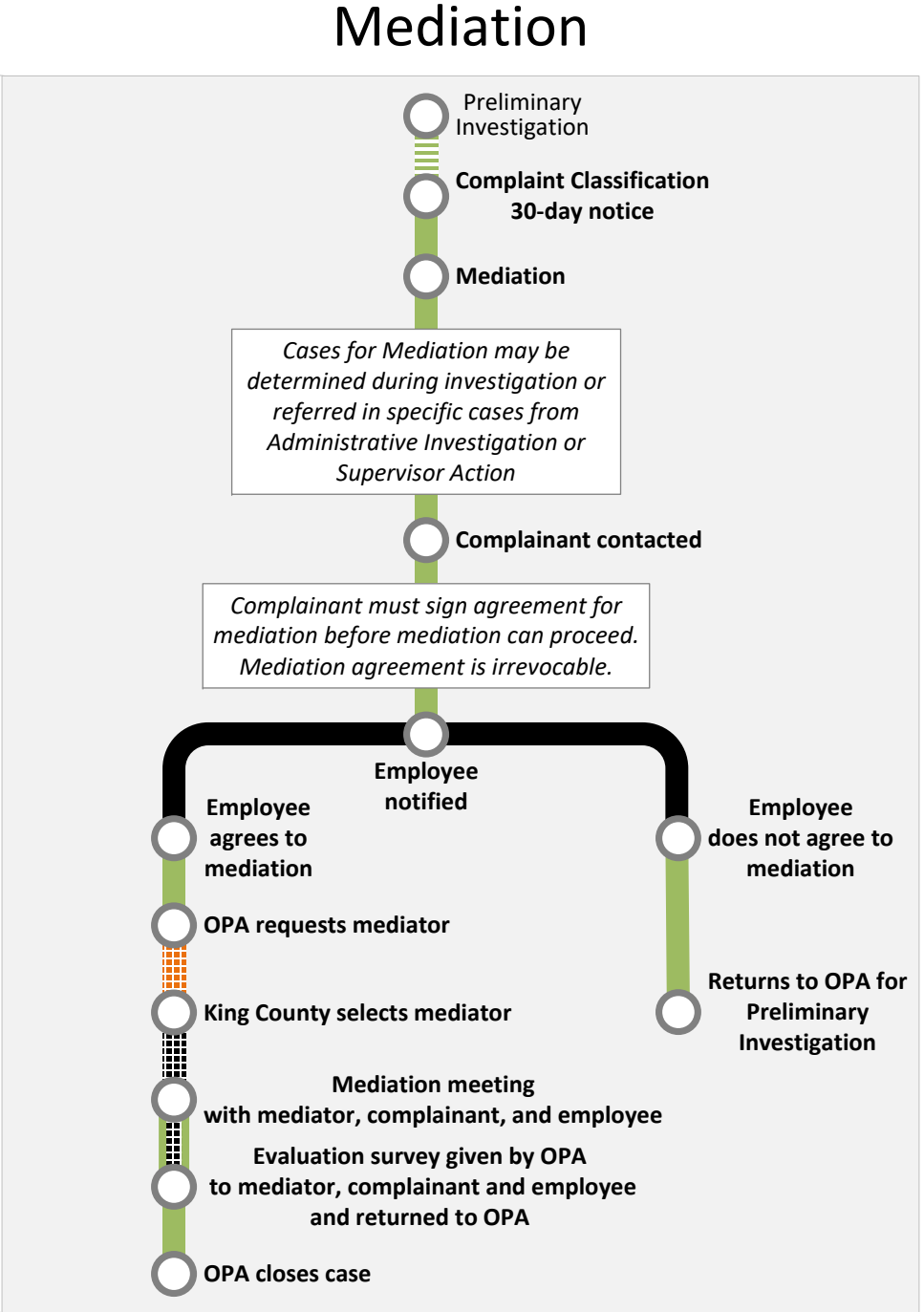


☆ This map shows what happens if complaints, particularly those involving possible miscommunication or misperception between the complainant and an SPD employee are suitable for mediation as an alternative to the traditional means of handling complaints.

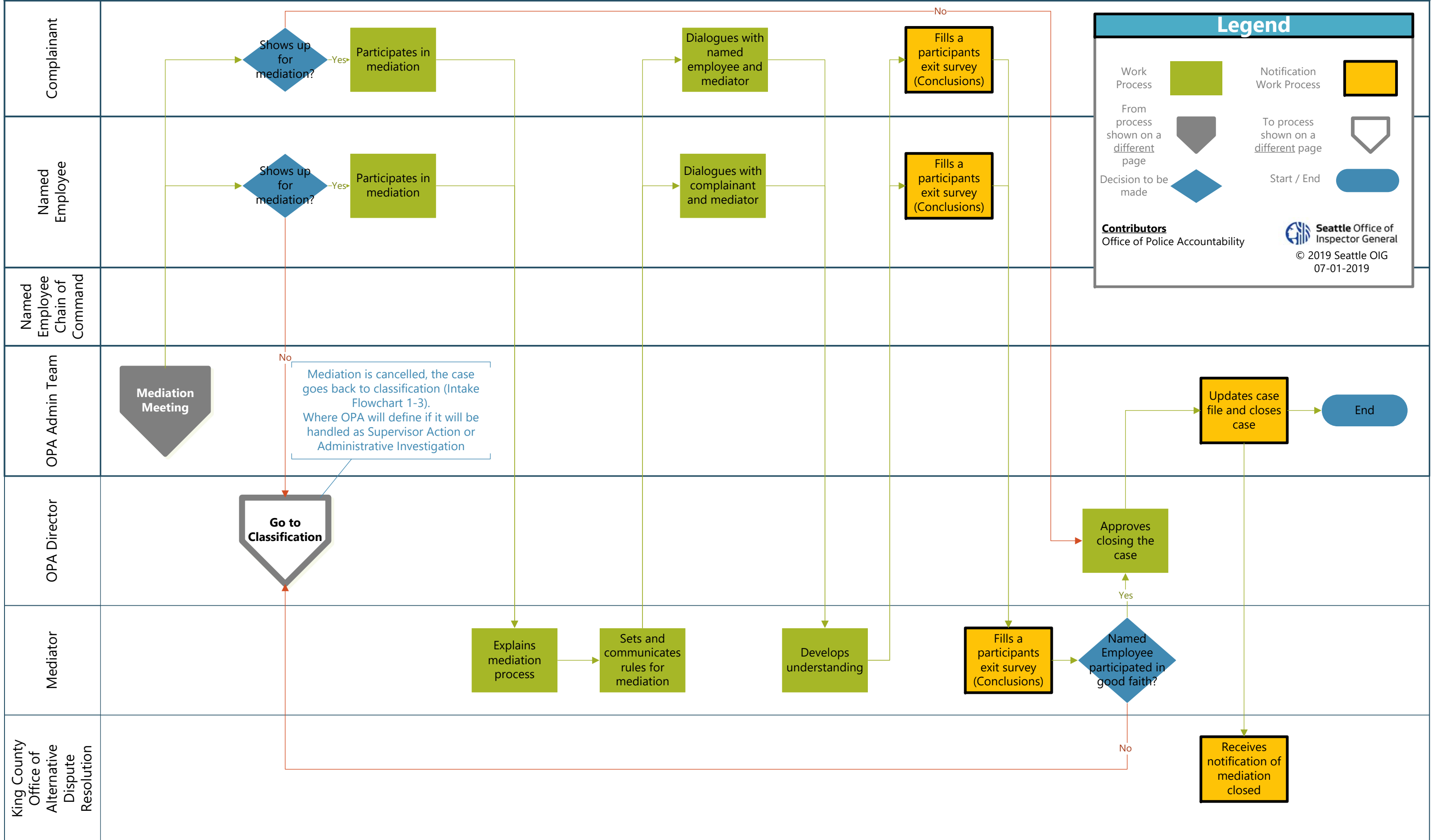
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Office of Inspector General (OIG)	King County Prosecutor and SPD Criminal Investigation Bureau	

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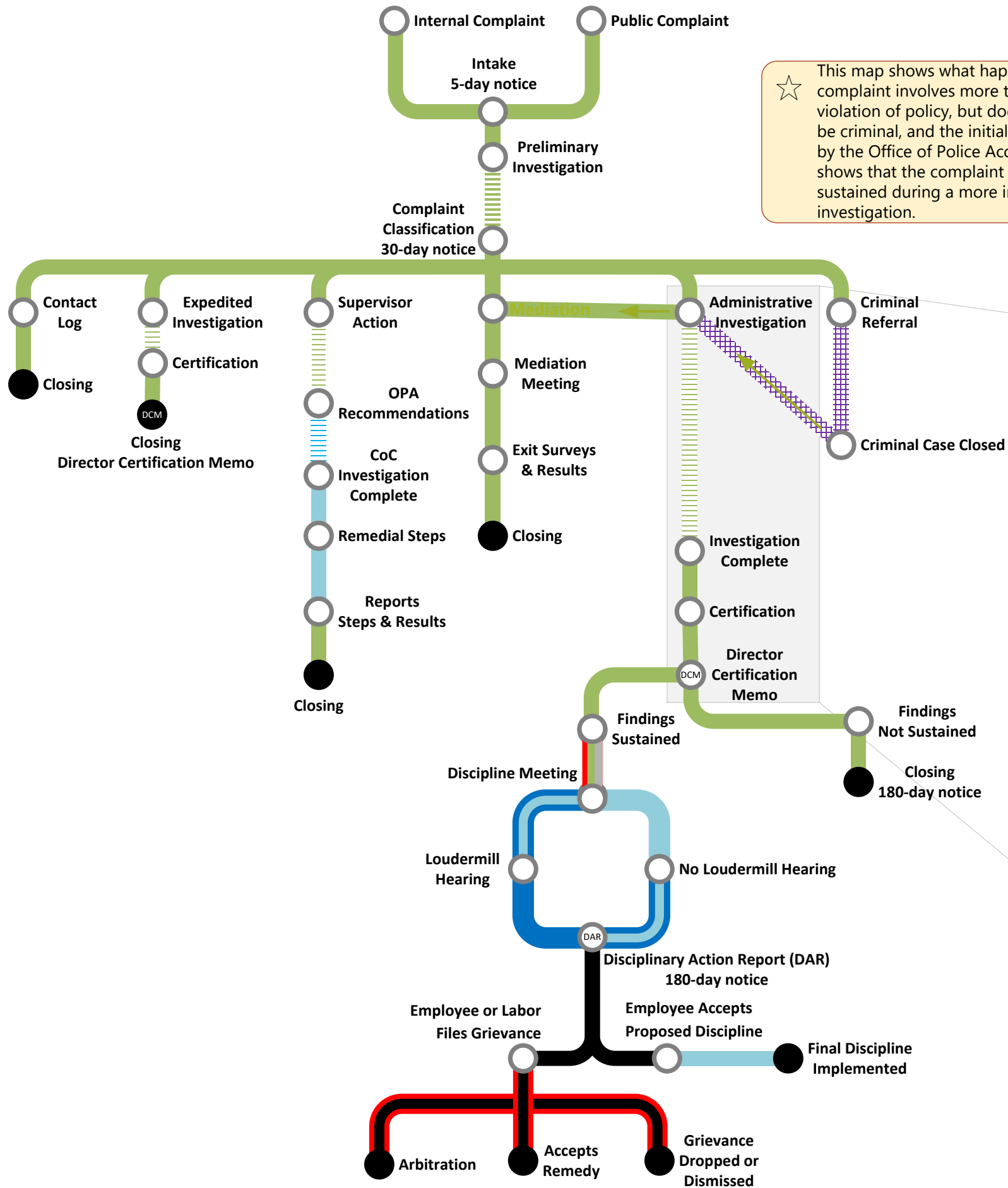
Mediation Meeting



Legend

- Work Process: Green rectangle
- Notification Work Process: Yellow rectangle with black border
- From process shown on a different page: Inverted grey pentagon
- To process shown on a different page: Upright grey pentagon
- Decision to be made: Blue diamond
- Start / End: Blue rounded rectangle

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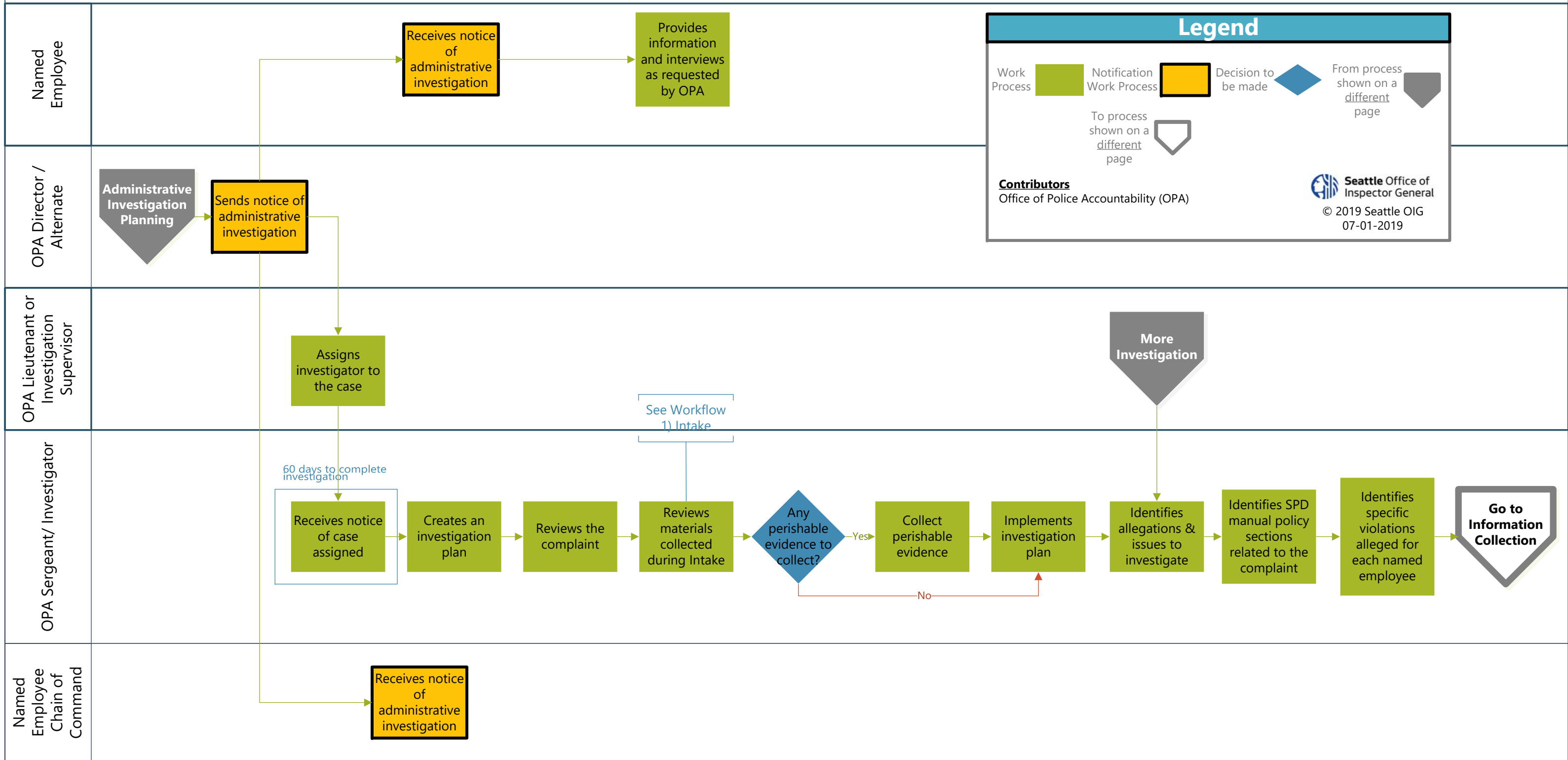
☆ This map shows what happens if the complaint involves more than a minor violation of policy, but doesn't appear to be criminal, and the initial investigation by the Office of Police Accountability shows that the complaint may be sustained during a more intensive full investigation.

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Office of Inspector General (OIG)	King County Prosecutor and SPD Criminal Investigation Bureau	

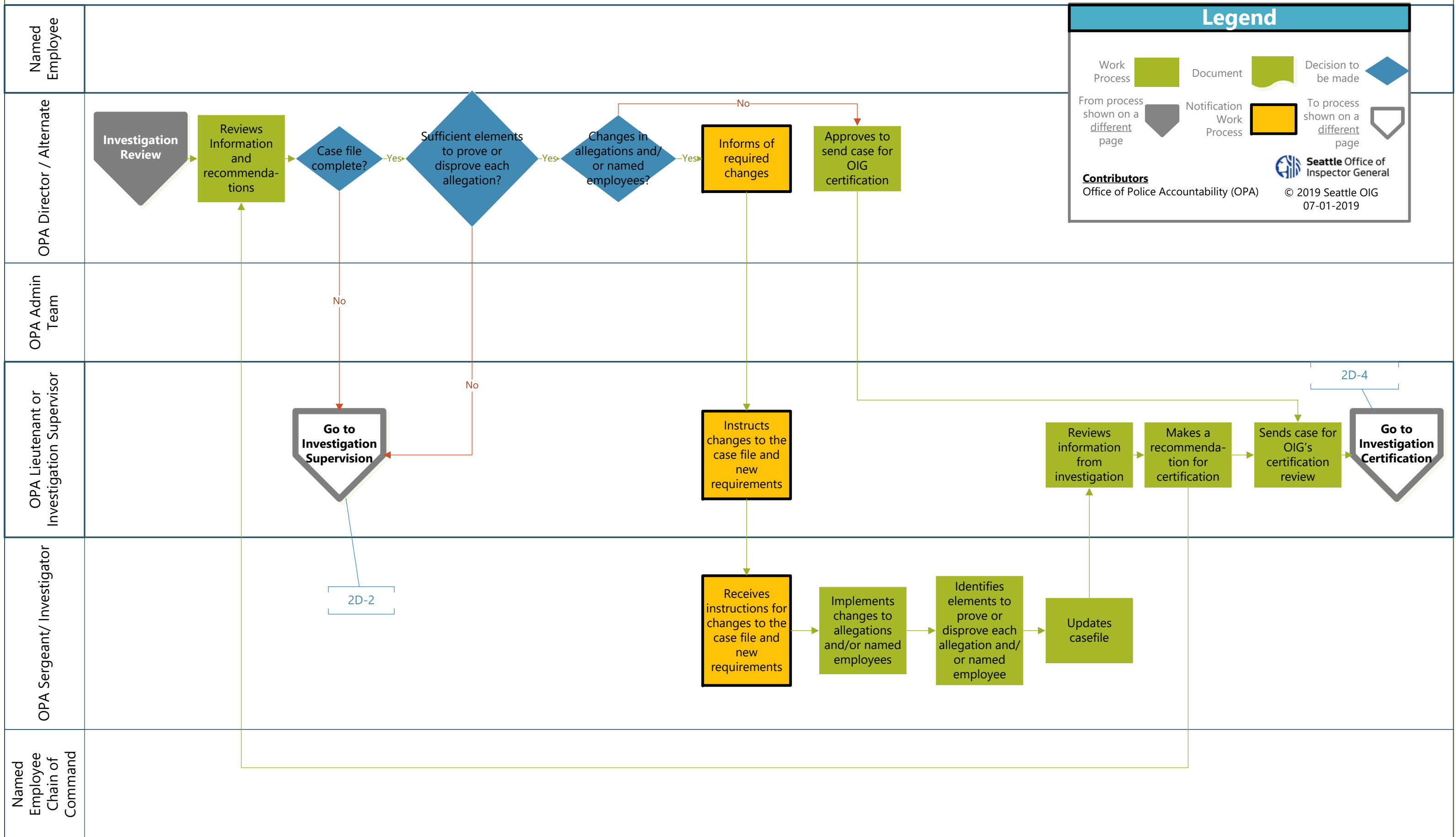
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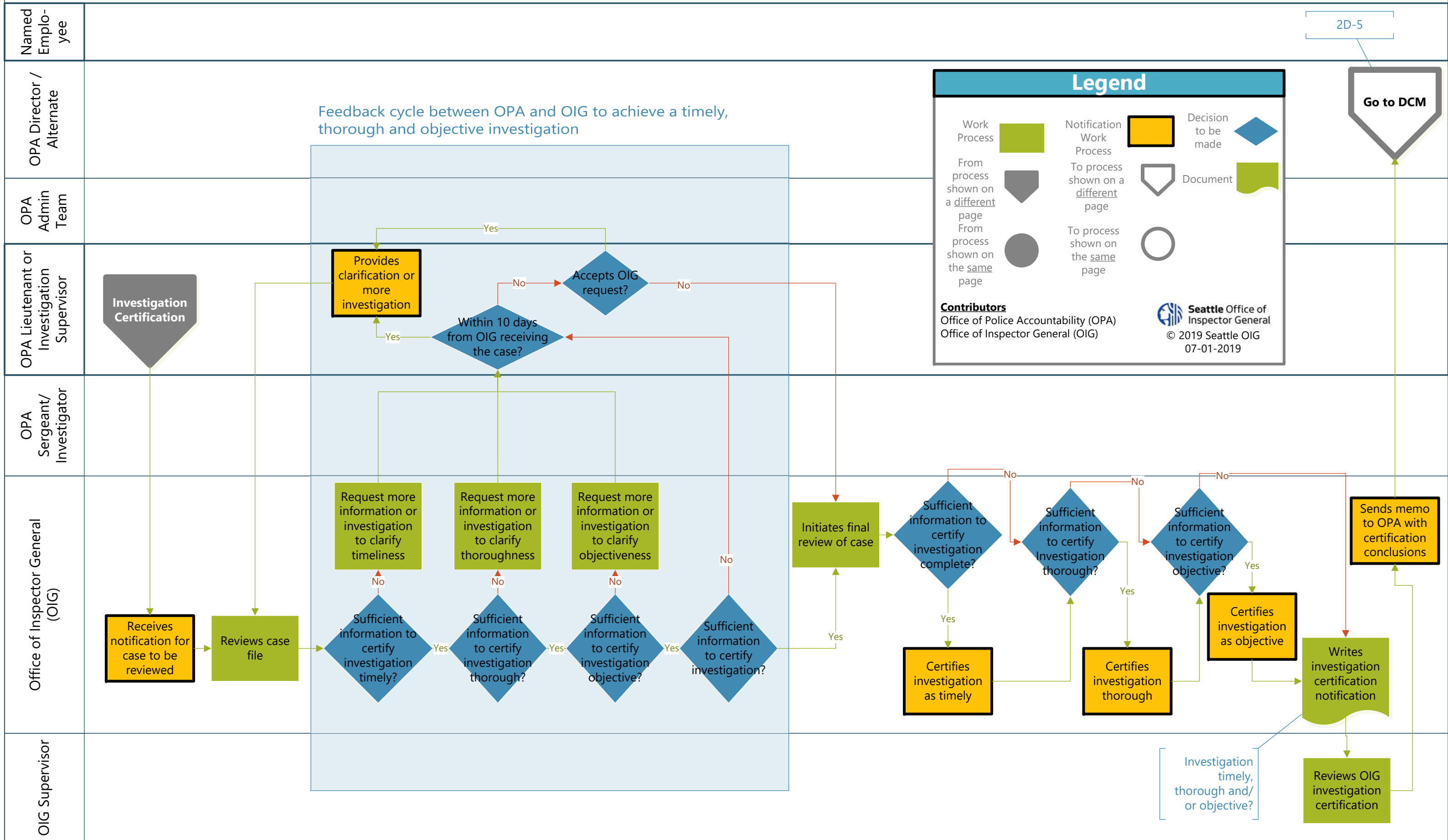
Administrative Investigation

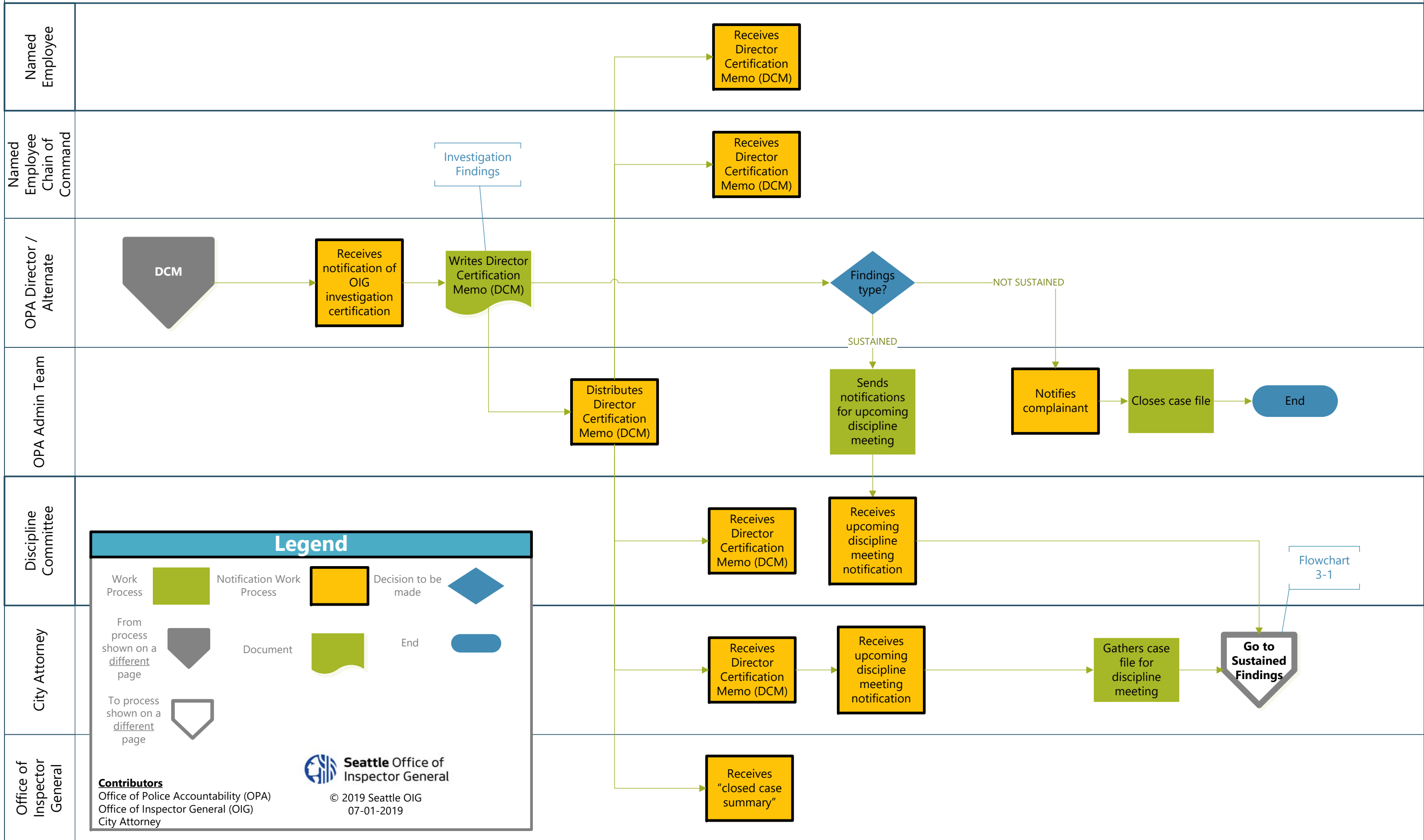


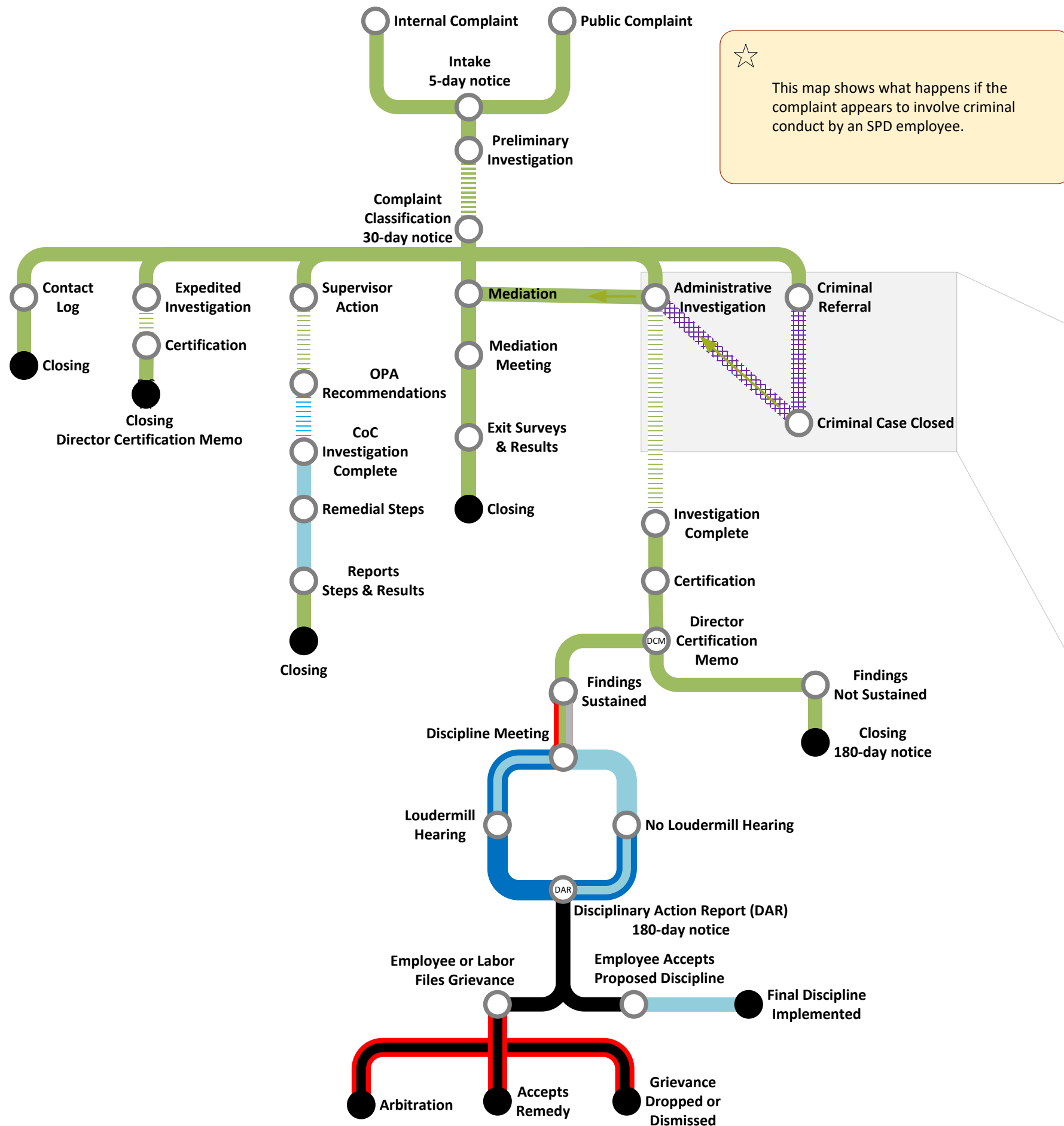


Named Employee	<div data-bbox="335 223 1010 711" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #0070C0; color: white; margin: 0;">Legend</p> <p>Work Process Document Decision to be made </p> <p>From process shown on a different page To process shown on a different page </p> <p>Contributors Office of Police Accountability (OPA) Seattle Office of Inspector General © 2019 Seattle OIG 07-01-2019</p> </div>
OPA Director / Alternate	<div data-bbox="2769 495 2971 697" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Go to Investigation Review</p> </div> <p style="text-align: right; margin-right: 20px;">2D-3</p>
OPA Admin Team	
OPA Lieutenant or Investigation Supervisor	<div data-bbox="1650 1030 2965 1231" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Go to Investigation Supervision</p> <p style="text-align: center;">Reviews investigation in progress</p> <p style="text-align: center;">Ready for OPA Director review?</p> <p style="text-align: center;">Go to More Investigation</p> <p style="text-align: center;">Evaluates information from investigation</p> <p style="text-align: center;">Makes a recommendation for Certification</p> </div>
OPA Sergeant/ Investigator	<div data-bbox="226 1326 2132 1574" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Information Collection</p> <p style="text-align: center;">Documents related policies, regulations and statutes</p> <p style="text-align: center;">Updates case file</p> <p style="text-align: center;">Identifies elements to prove or disprove each allegation</p> <p style="text-align: center;">Frames complaints within SPD policies language</p> <p style="text-align: center;">Assesses available facts and information</p> <p style="text-align: center;">Documents all named employees and all allegations</p> <p style="text-align: center;">Sufficient elements to prove or disprove each allegation?</p> <p style="text-align: center;">2D-1</p> </div>
Office of Inspector General	







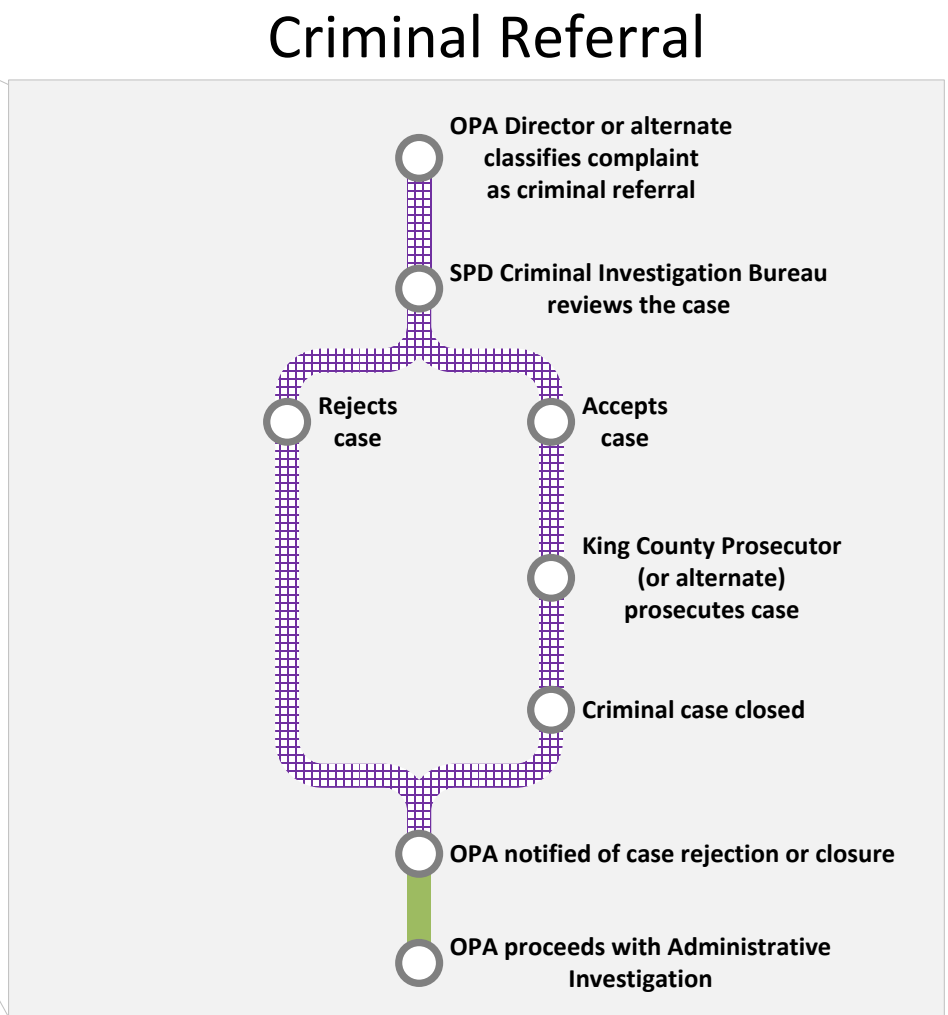


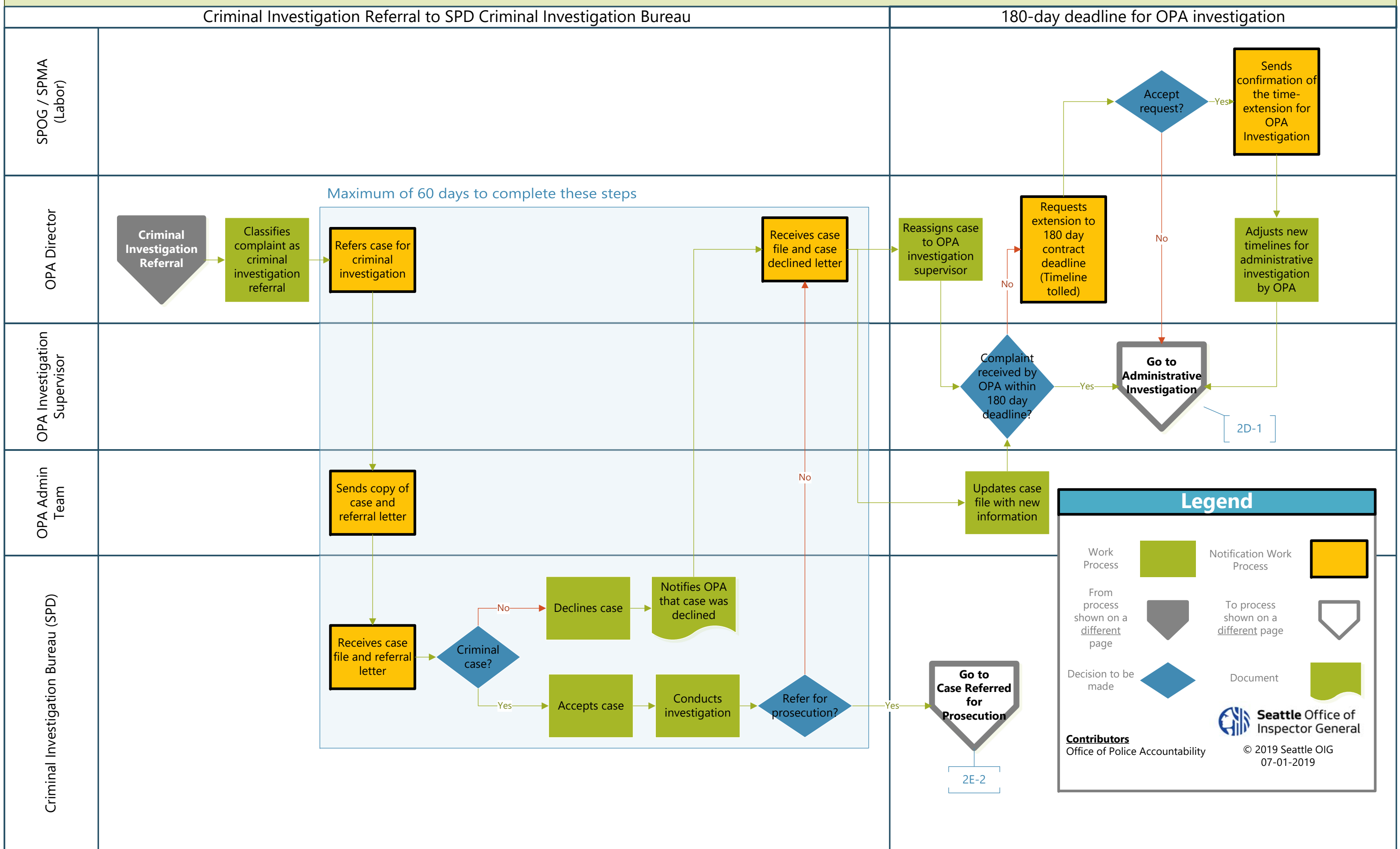
☆ This map shows what happens if the complaint appears to involve criminal conduct by an SPD employee.

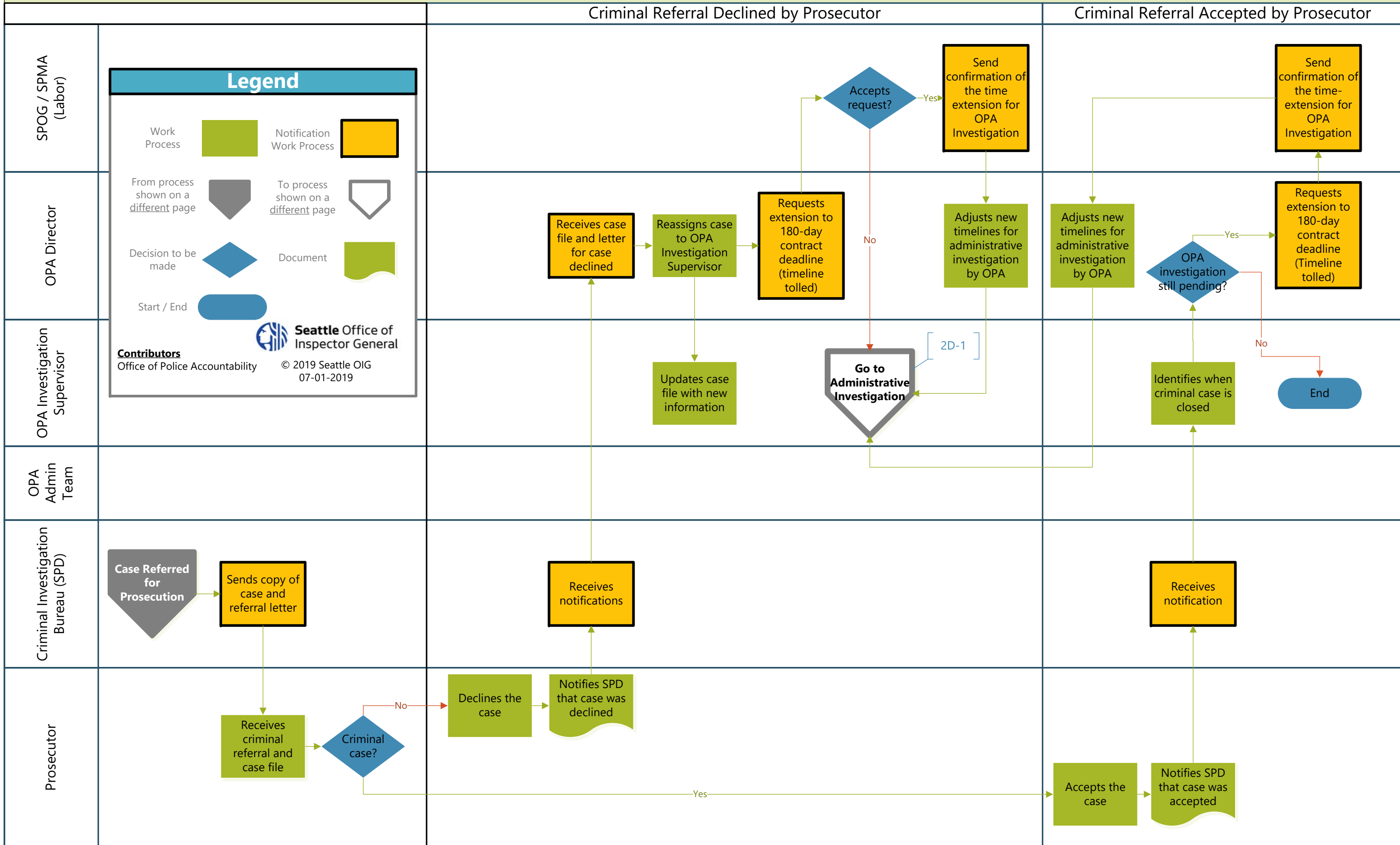
Key Agents for Steps in Discipline

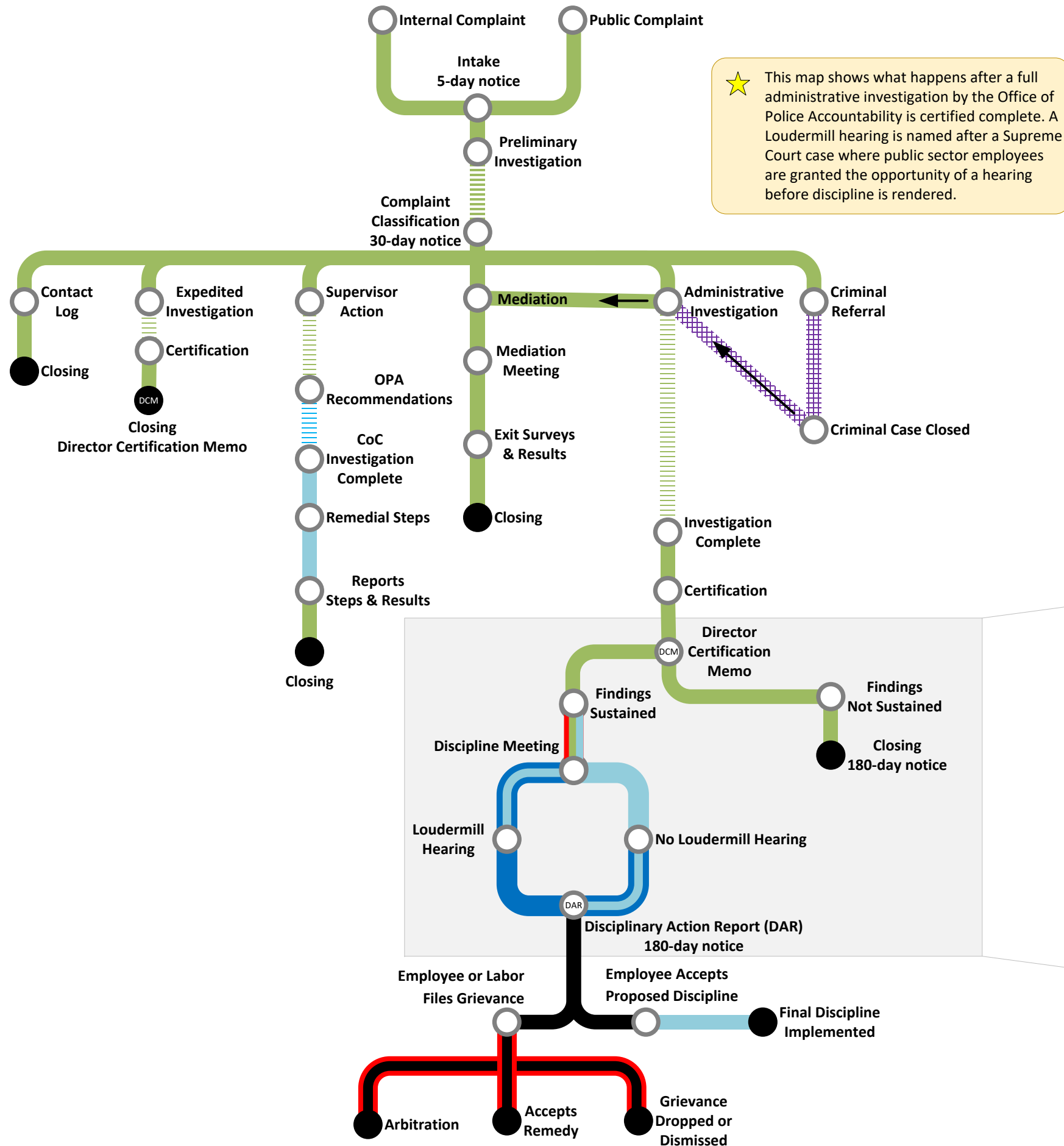
Chief of Police	City Attorney	Office of Police Accountability (OPA)* * Office of Inspector General (OIG) provides active oversight of OPA processes. In certain instances OIG will perform disciplinary process steps in lieu of OPA.
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Office of Inspector General (OIG)	King County Prosecutor and SPD Criminal Investigation Bureau	

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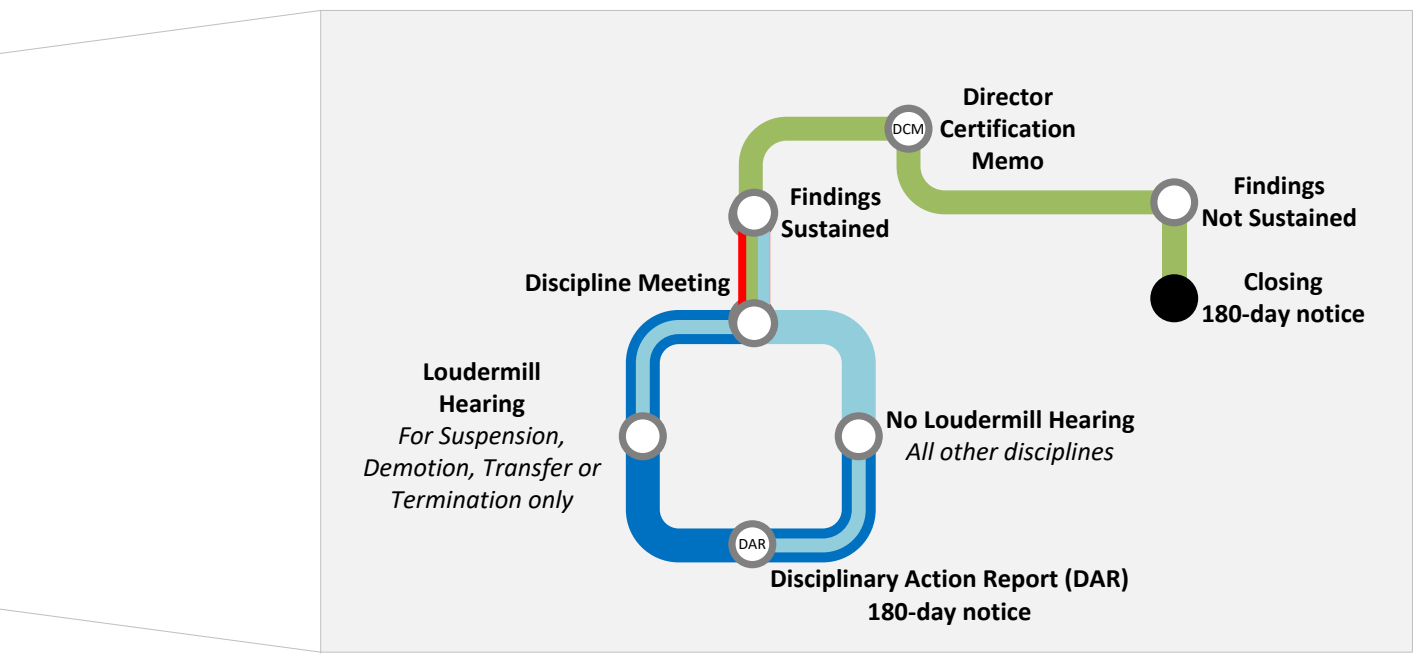


Key Agents for Steps in Discipline

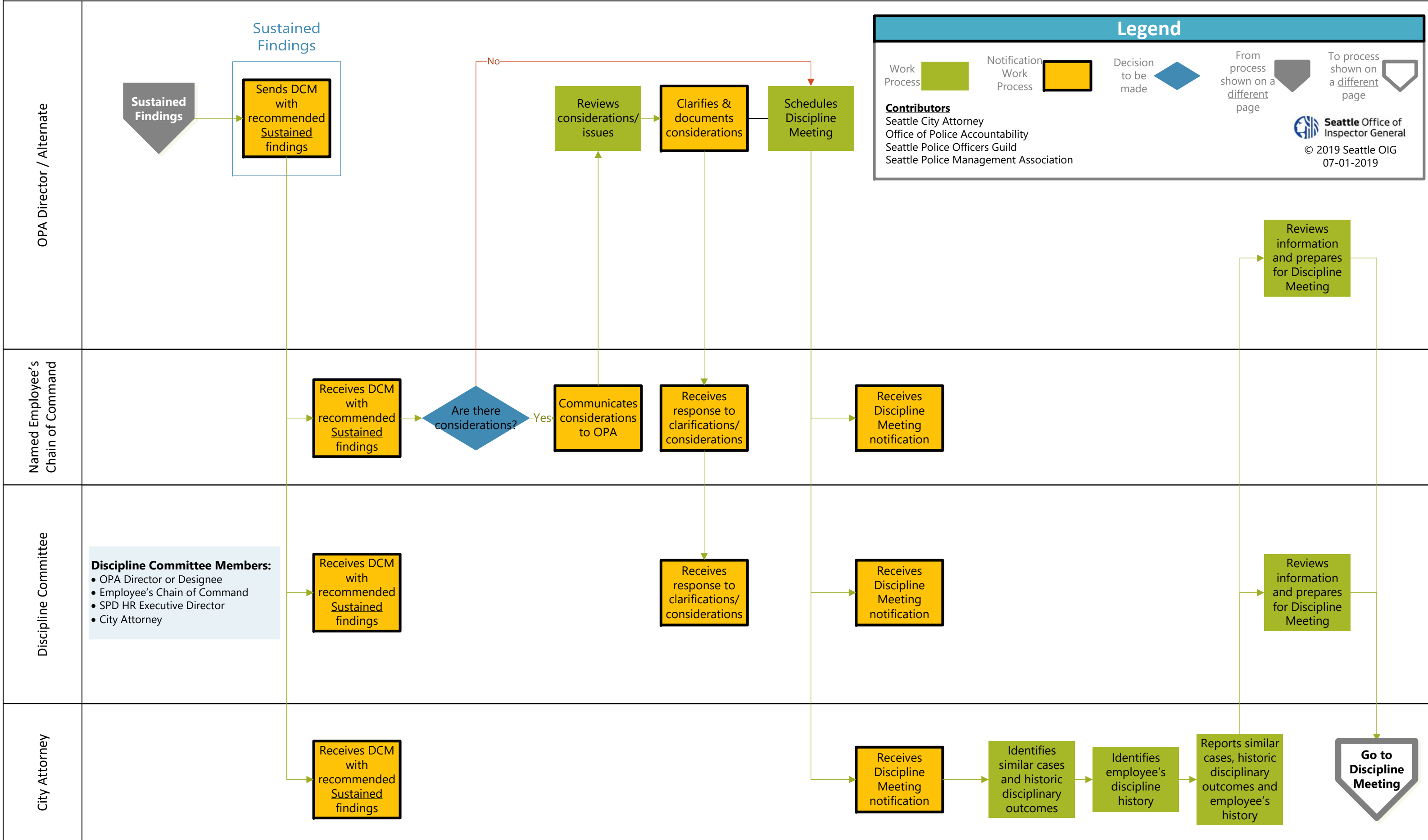
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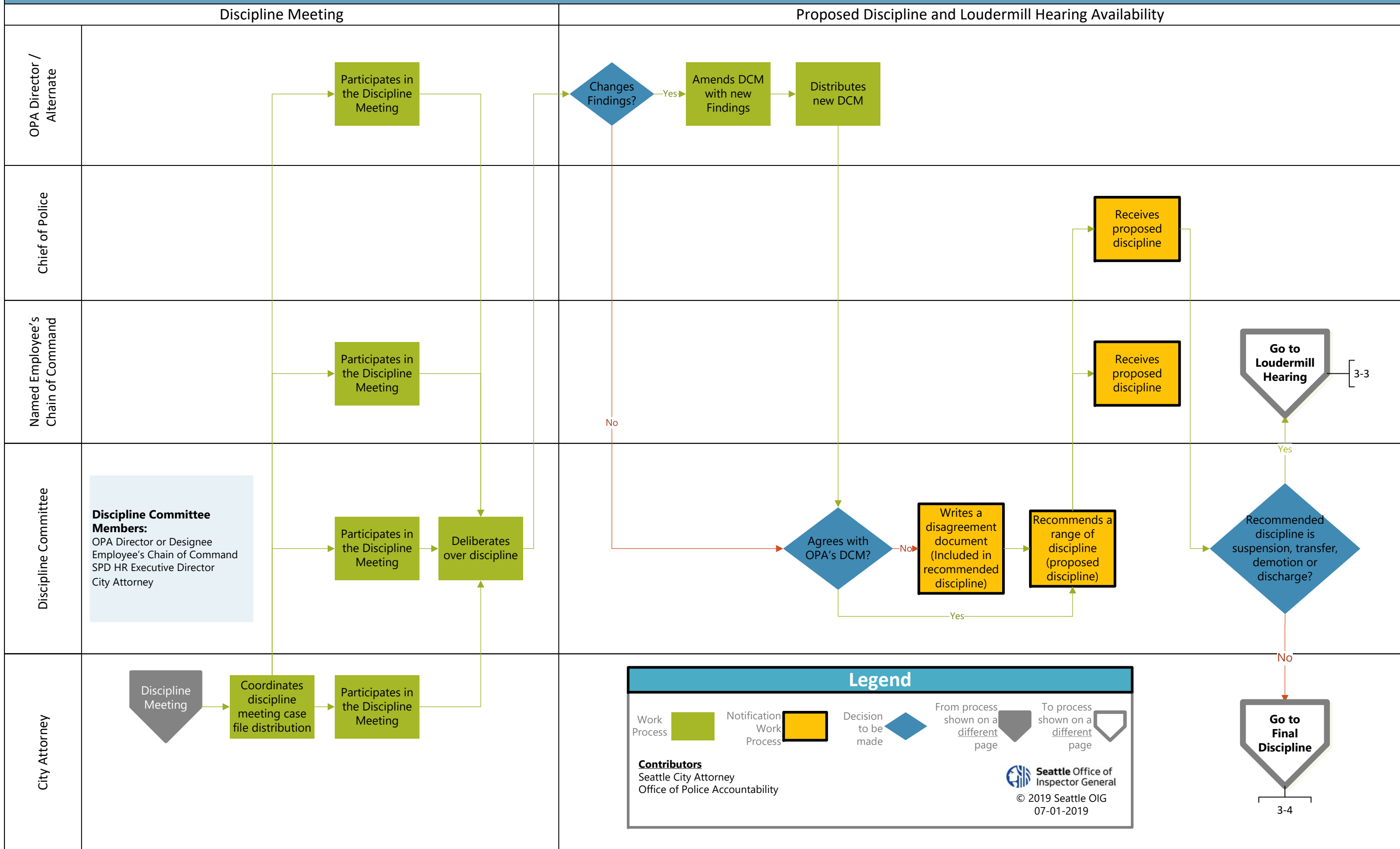
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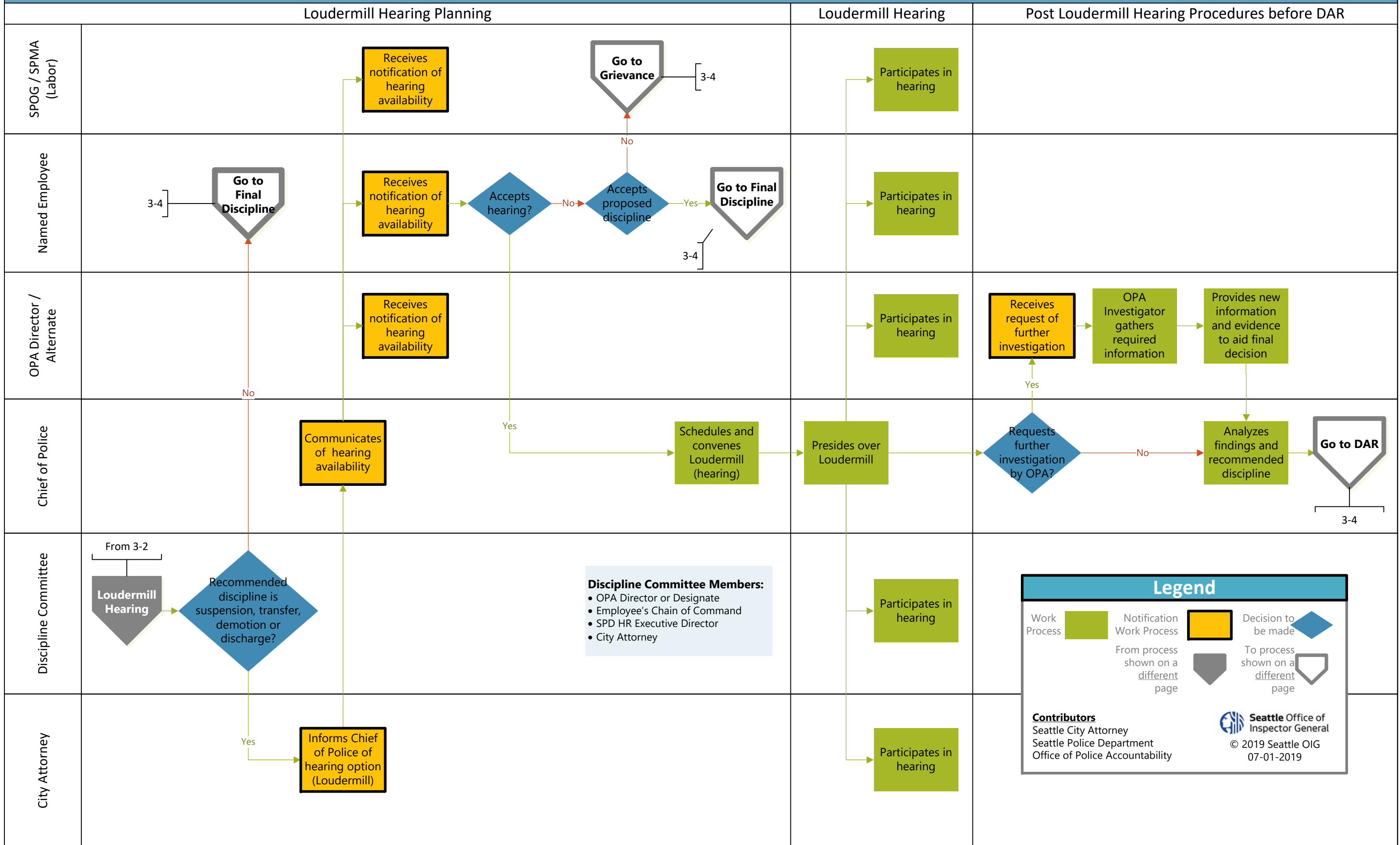
Proposed Discipline

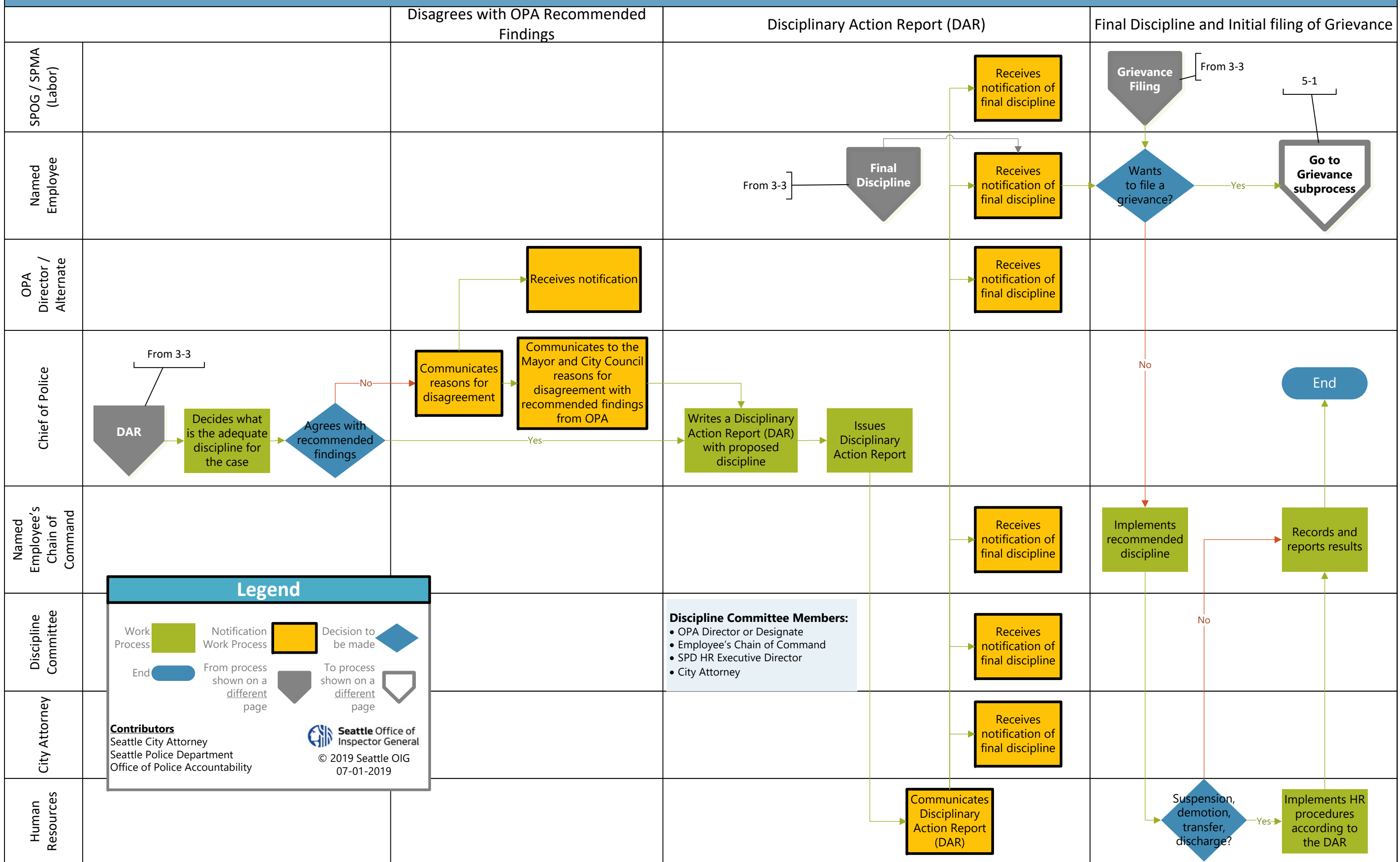


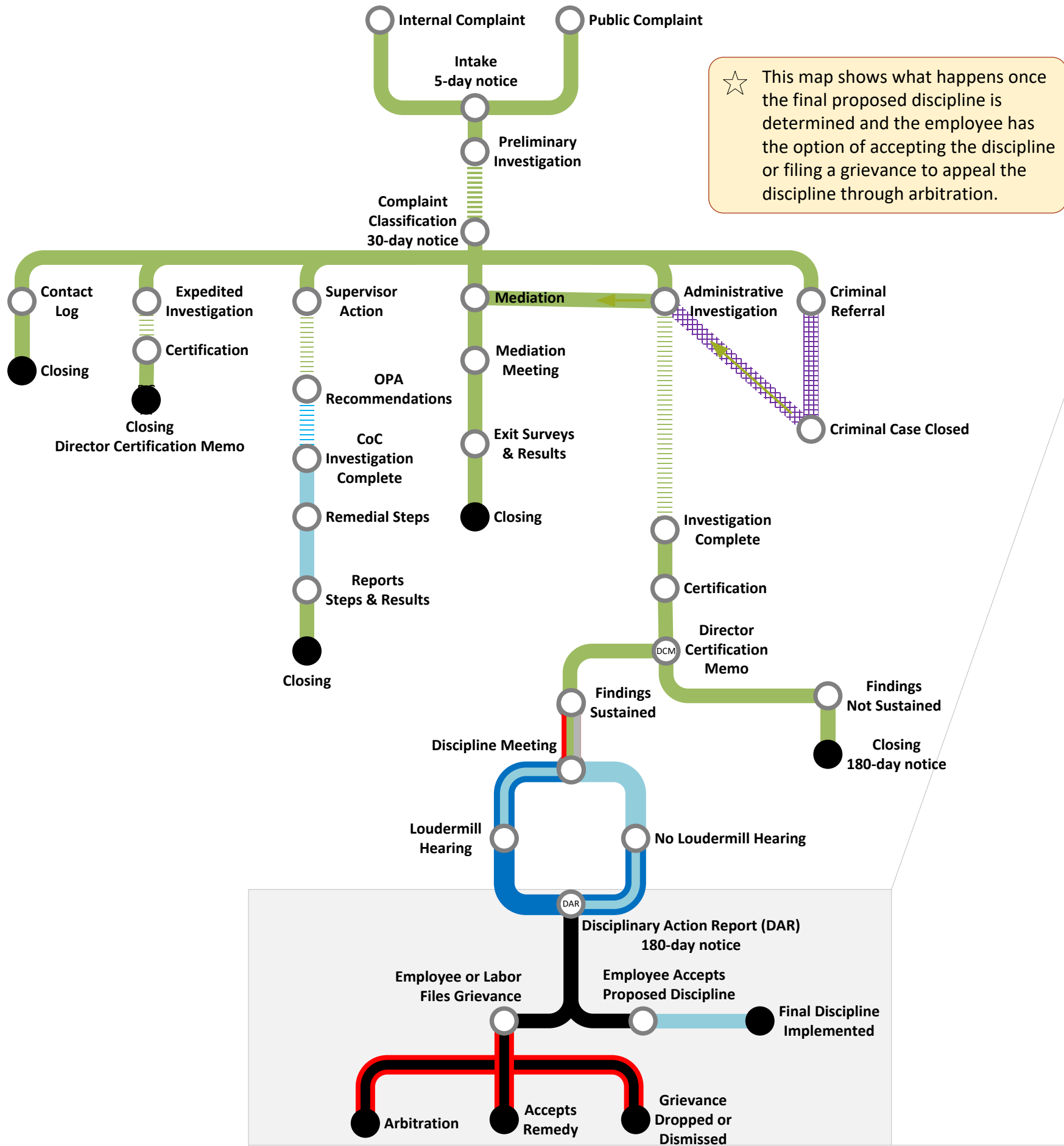
Director Certification Memo (DCM) to Discipline Meeting Planning and Preparation











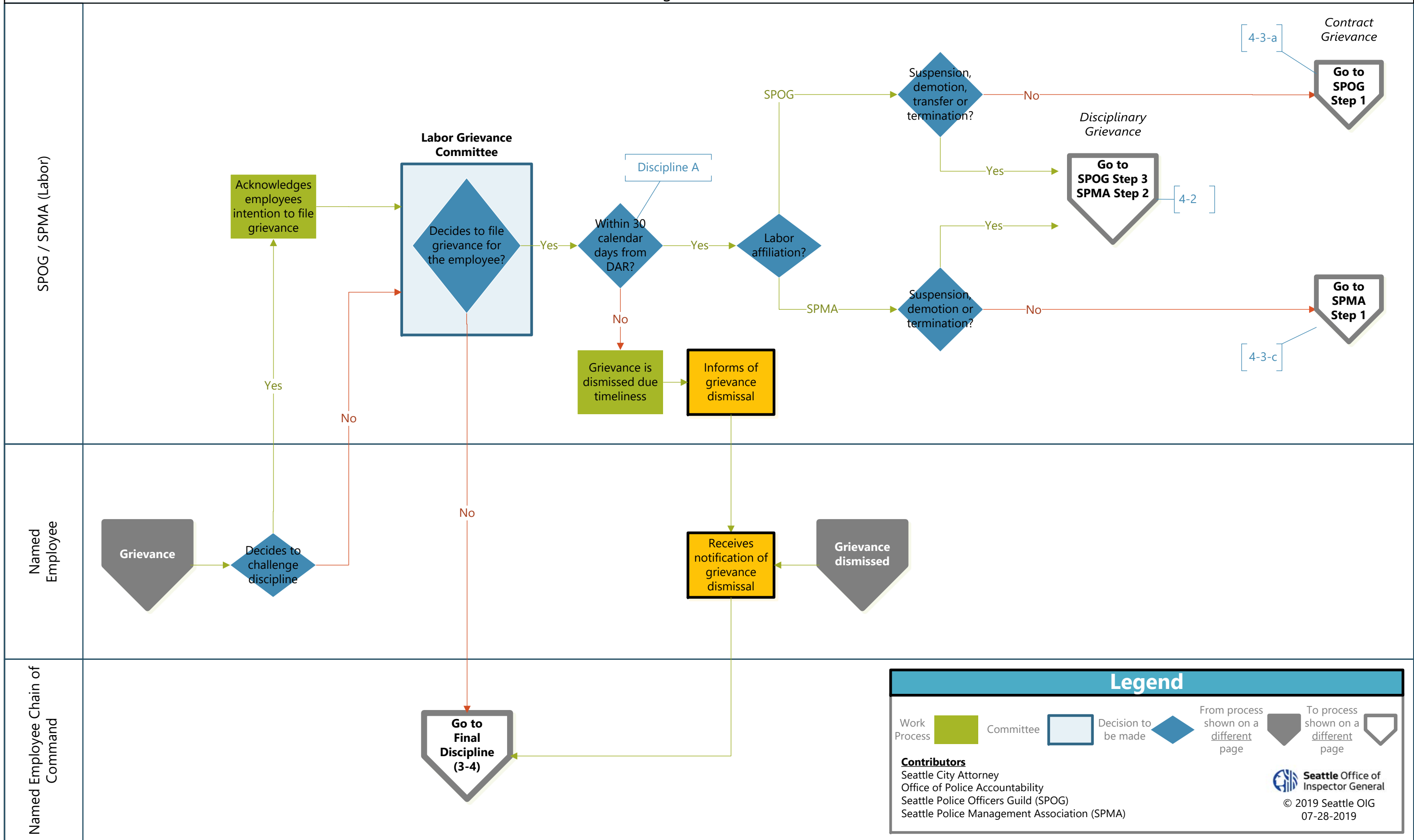
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Grievance filing SPOG & SPMA members



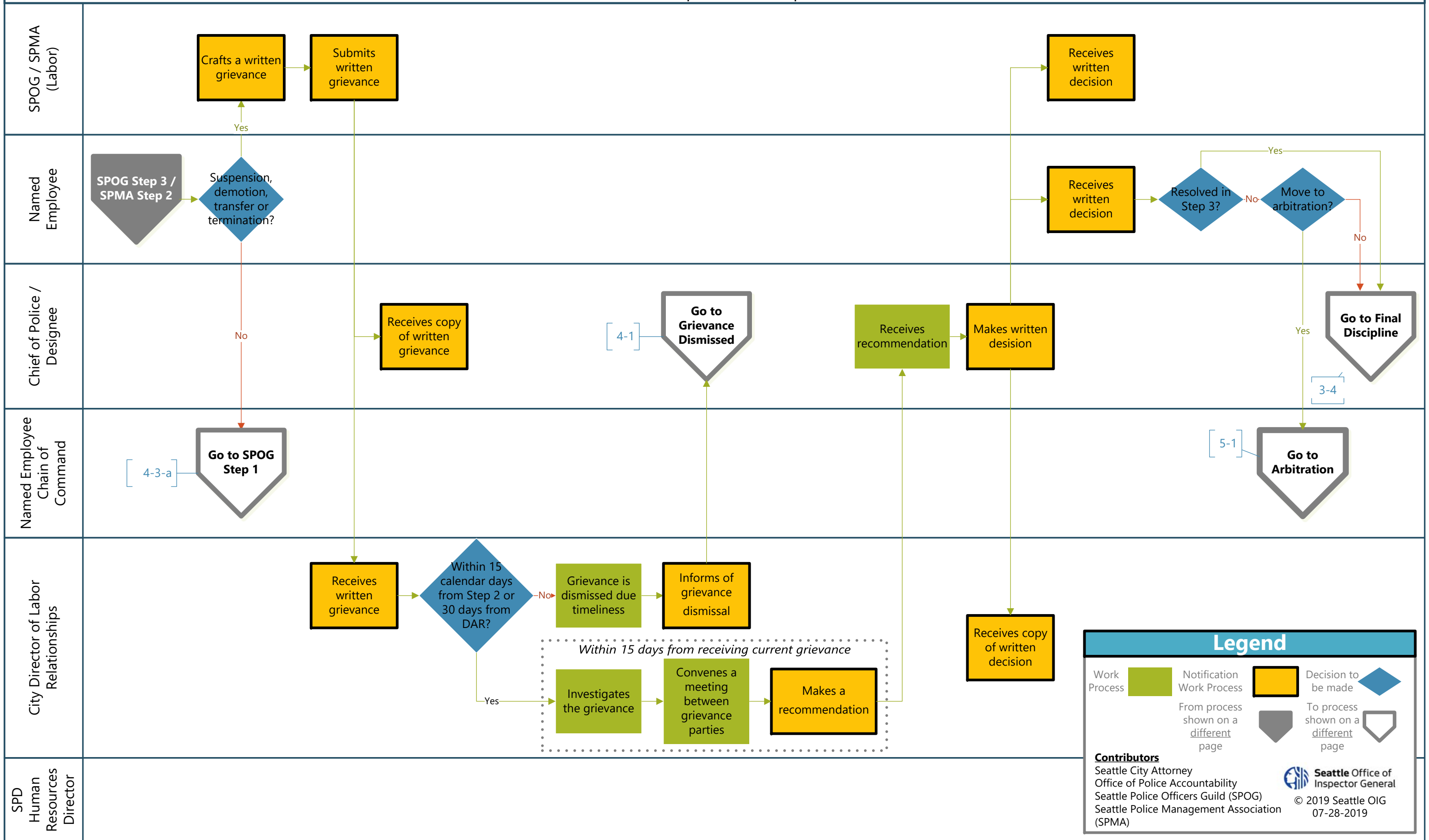
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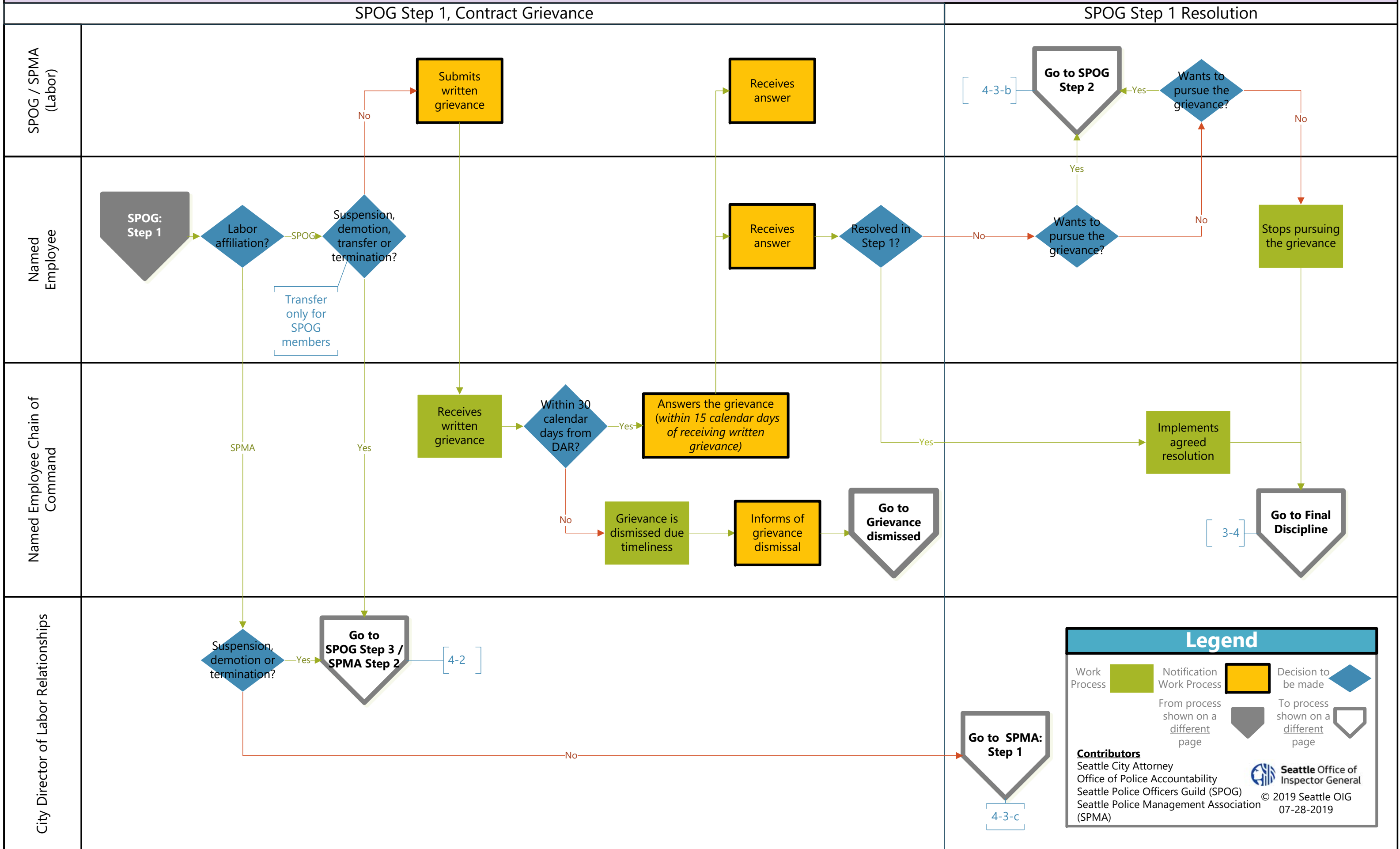
Work Process Committee Decision to be made From process shown on a different page To process shown on a different page

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 Seattle City Attorney
 Office of Police Accountability
 Seattle Police Officers Guild (SPOG)
 Seattle Police Management Association (SPMA)

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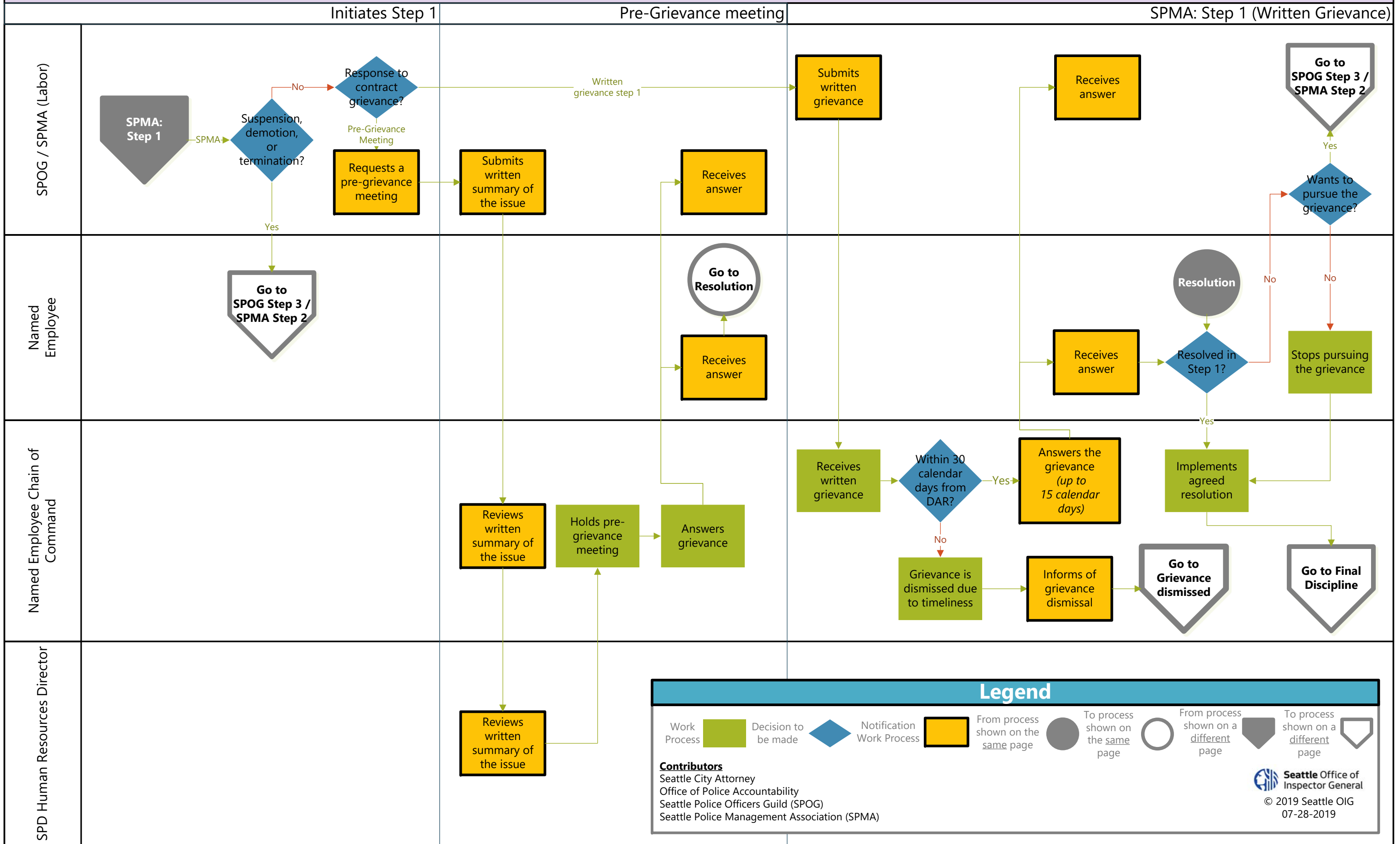
SPOG: Step 3, SPMA: Step 2





Legend

<p>Work Process </p> <p>Notification Work Process </p> <p>Decision to be made </p>	<p>From process shown on a different page </p> <p>To process shown on a different page </p>	<p>Contributors Seattle City Attorney Office of Police Accountability Seattle Police Officers Guild (SPOG) Seattle Police Management Association (SPMA)</p> <p style="text-align: right;"> Seattle Office of Inspector General © 2019 Seattle OIG 07-28-2019</p>
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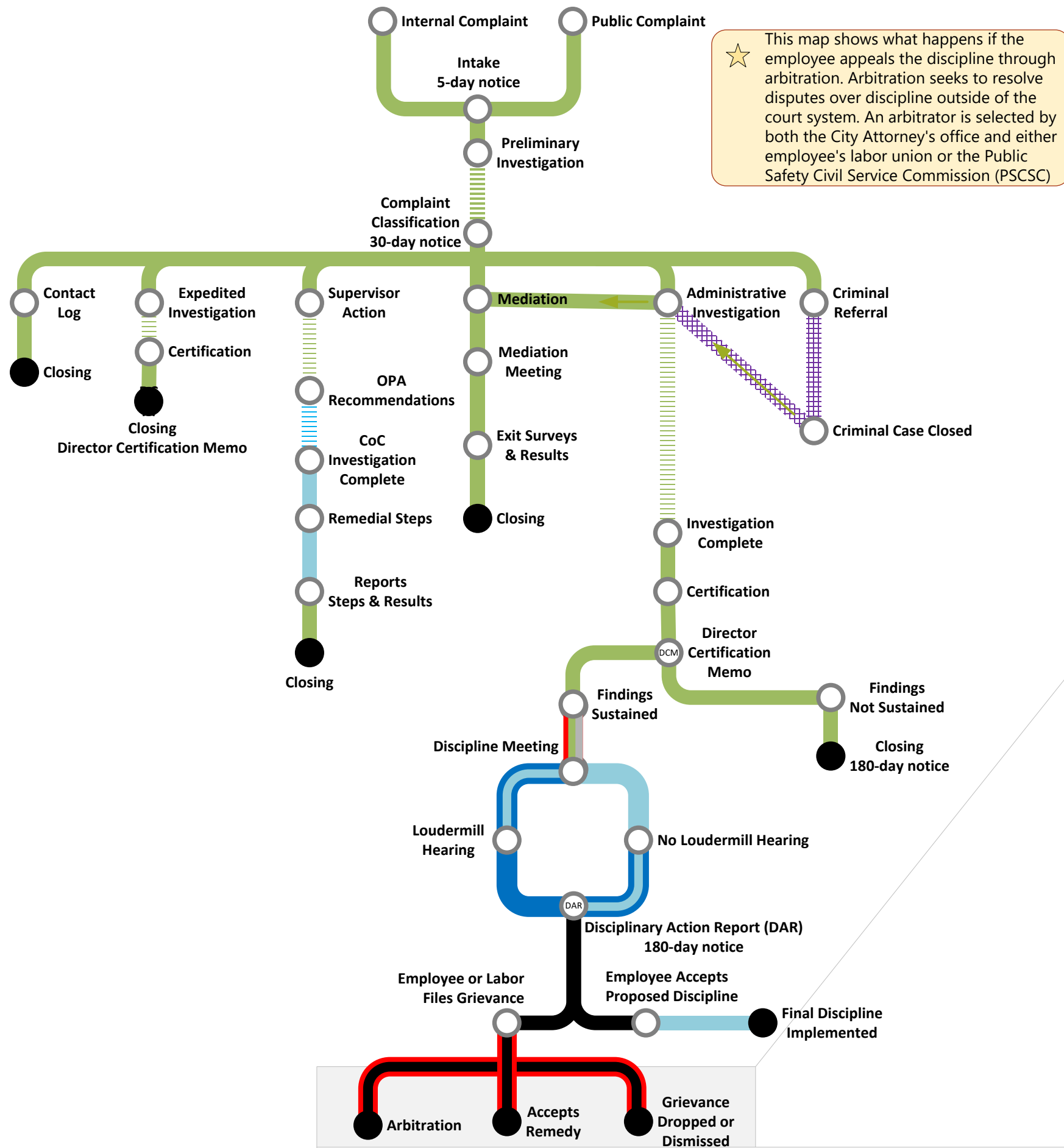


Legend

Work Process		Decision to be made		Notification Work Process		From process shown on the same page		To process shown on the same page		From process shown on a different page		To process shown on a different page	
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Contributors
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 Seattle Police Officers Guild (SPOG)
 Seattle Police Management Association (SPMA)

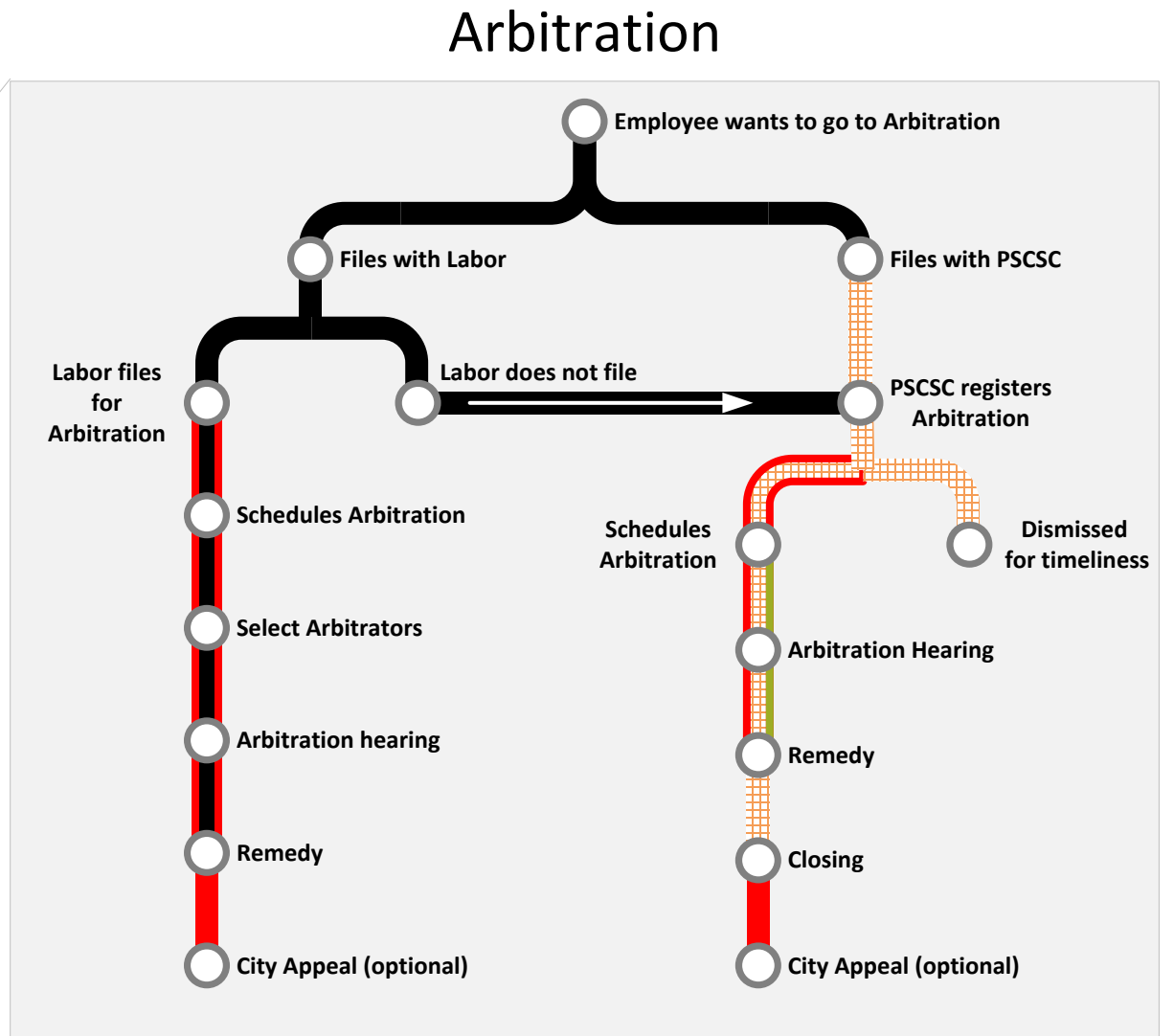
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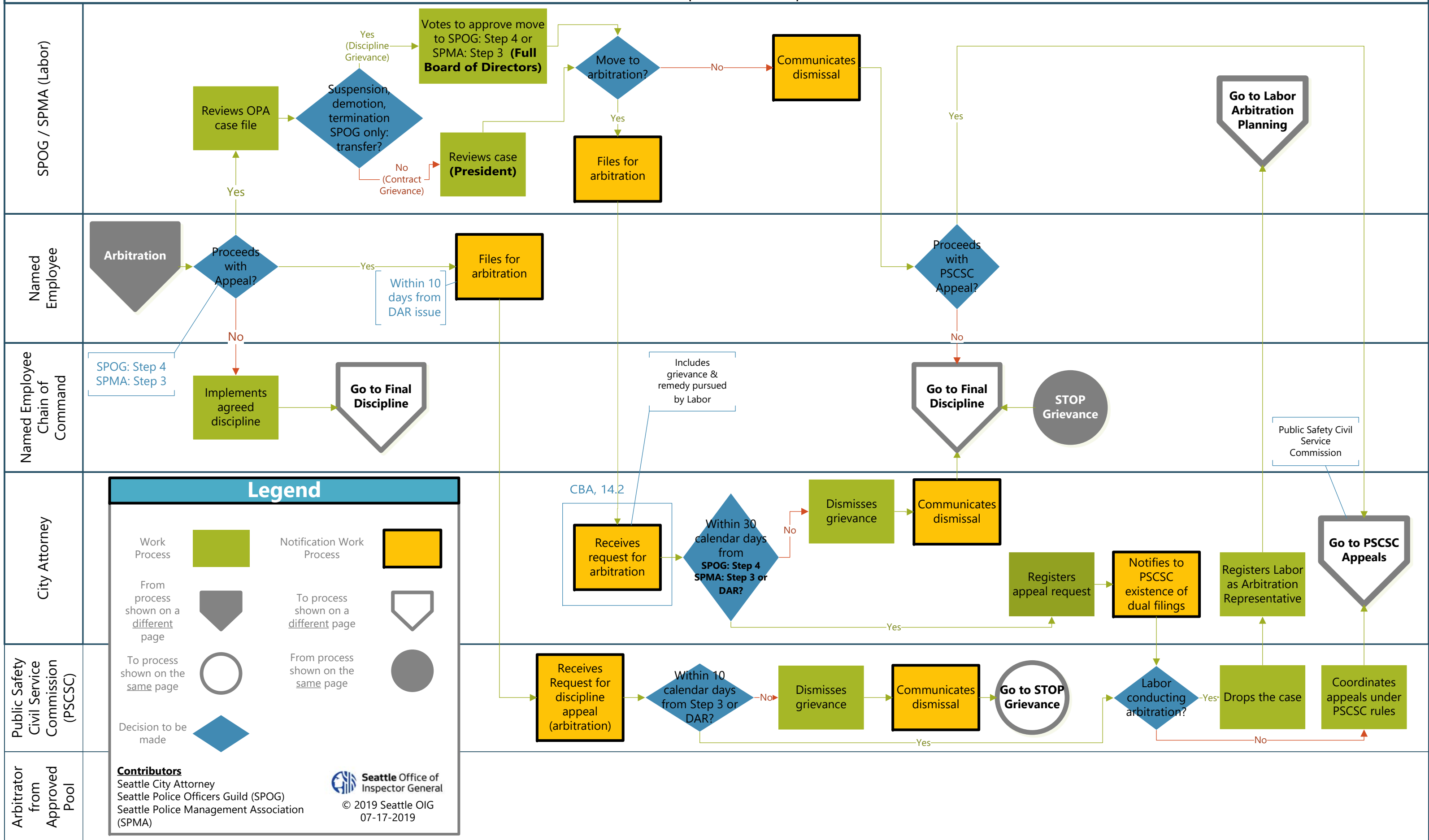
★ This map shows what happens if the employee appeals the discipline through arbitration. Arbitration seeks to resolve disputes over discipline outside of the court system. An arbitrator is selected by both the City Attorney's office and either employee's labor union or the Public Safety Civil Service Commission (PSCSC)

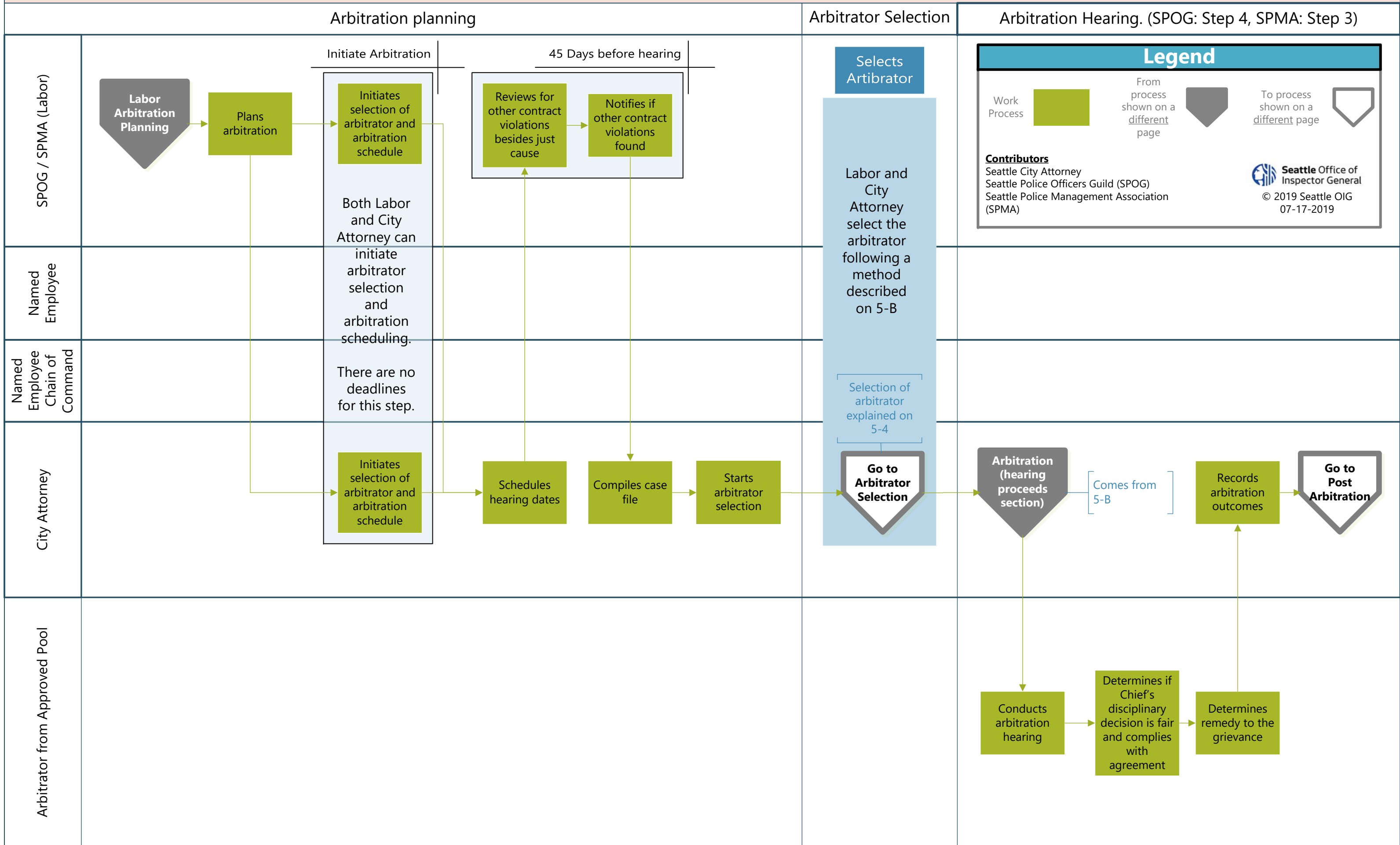
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Public Safety Civil Service Commission (PSCSC)	Prosecutor and SPD Criminal Investigation Bureau	© 2019 Seattle OIG
City Attorney & PSCSC	City Attorney, PSCSC & Employee	07-17-2019

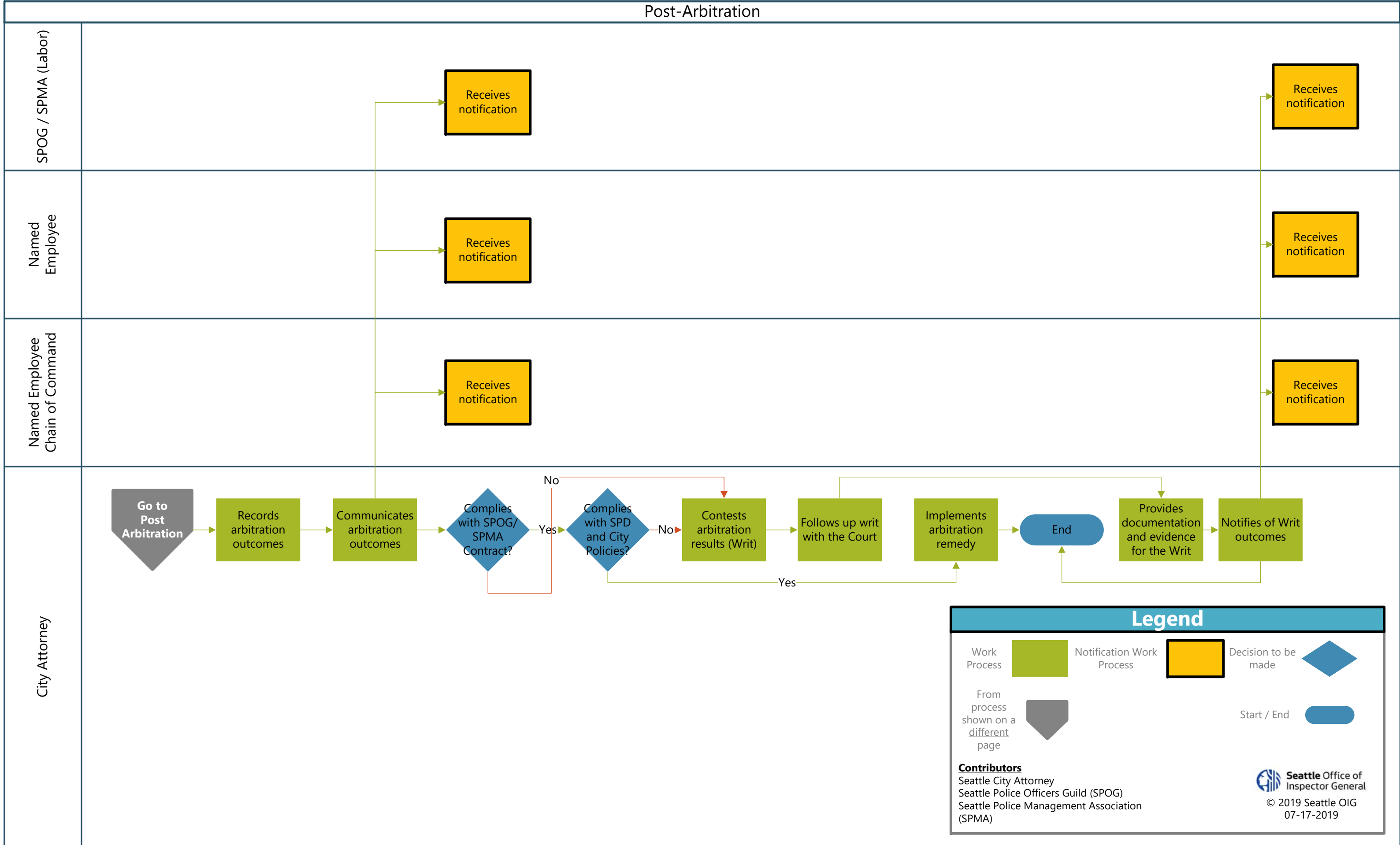


SPOG: Step 4, SPMA: Step 3

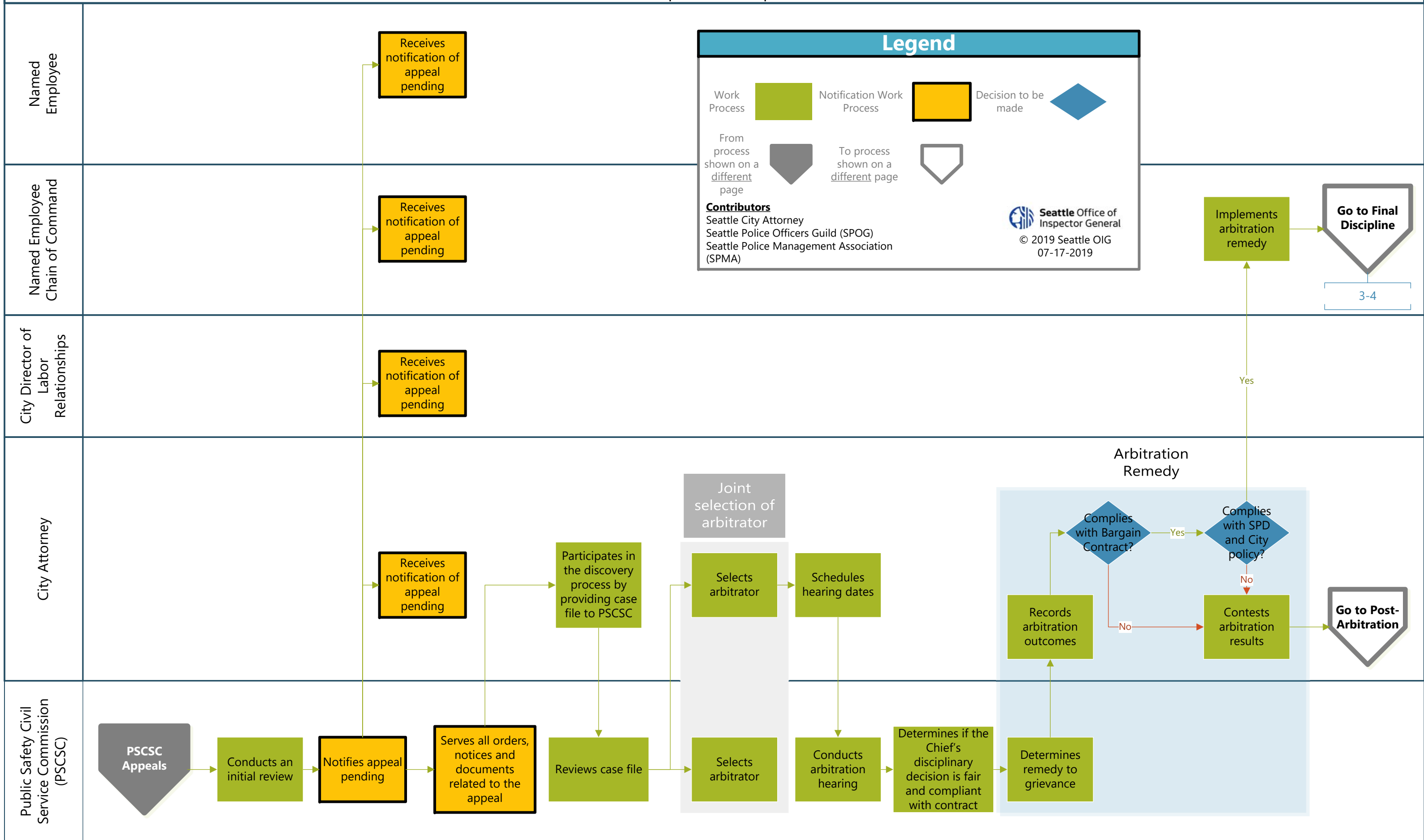




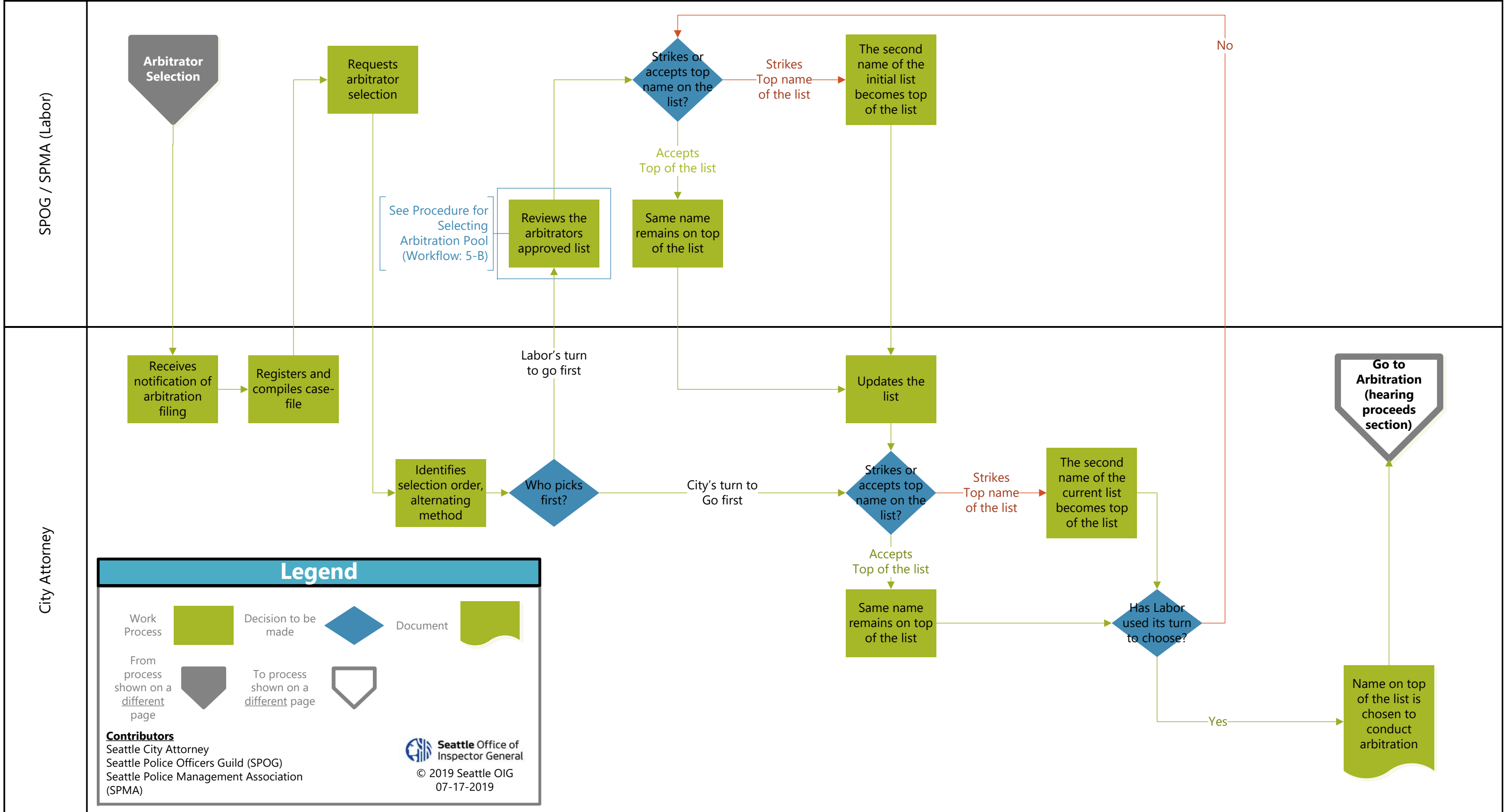
Post-Arbitration



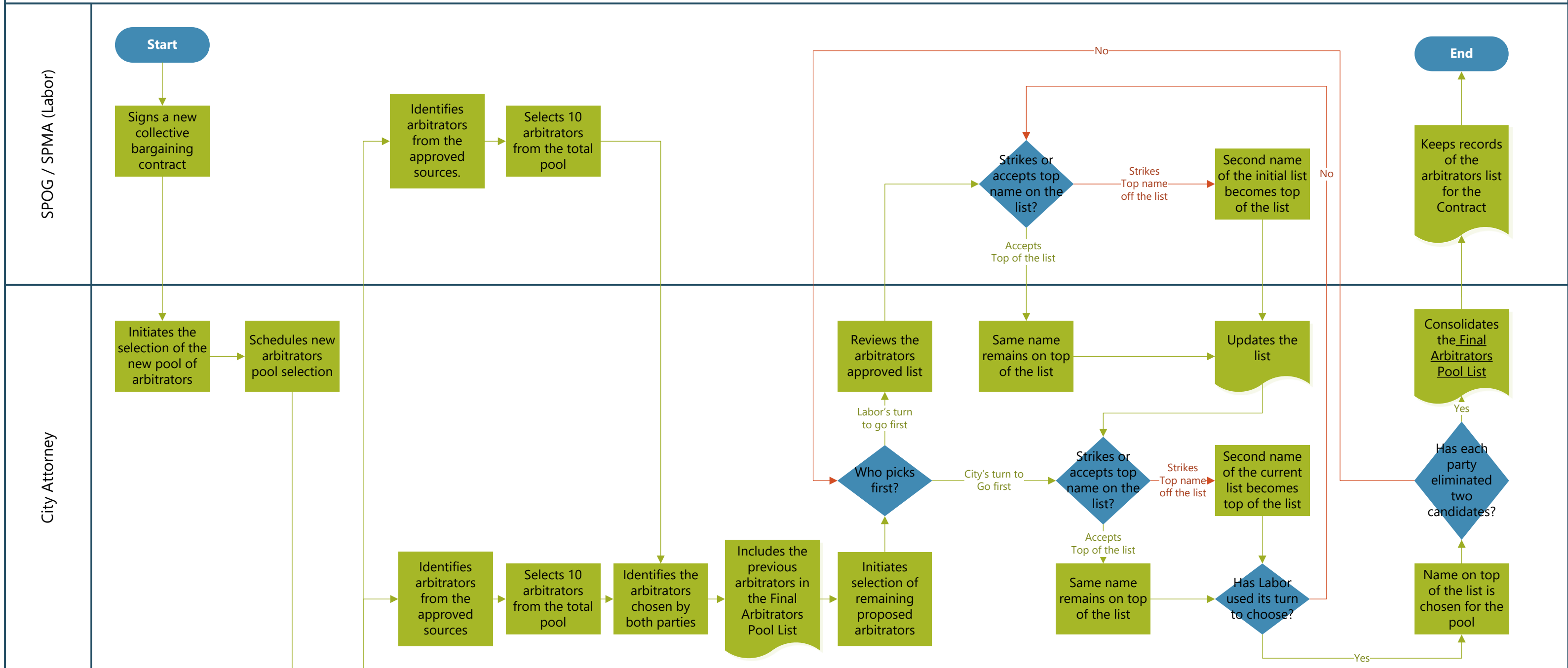
PSCS arbitration, rules of practice and procedures articles 6 & 7



Arbitrator selection per case



Arbitrator List for the duration of the contract (SPOG – SPMA)



Legend

- Work Process: Green rectangle
- Notification Work Process: Yellow rectangle
- Decision to be made: Blue diamond
- Start/End: Blue rounded rectangle
- Document: Green wavy-bottom rectangle

Contributors
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 Seattle Police Management Association (SPMA)

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American Arbitration Association (AAA) /
 Federal Mediation and Conciliation Service (FMSC)