



June 22, 2022

Interim Director Grainne Perkins
Office of Police Accountability
PO Box 34986
Seattle, WA 98124-4986

Dear Director Perkins,

Please see the below Management Recommendation response

Case Numbers: 2020OPA-0621/2022COMP-0006

Topic: Email Access

Summary of the Management Action:

It was alleged that a former SPD officer sent an inappropriate email from his city email account after separating from SPD.

Original Recommendation:

SPD Human Resources should ensure the timely restriction of email access upon an employee's separation from SPD.

Action Taken:

Per SPD's HR Director when an employee leaves the department, unless they are being separated on an immediate basis, it can take a few days before everything is recompleted. In order to be able to pay an employee for their final days, vacation pay out, etc., they remain in the HRIS/EV5 system until everything related to payroll and benefits has been processed. As part of the process, a system entry is made to remove the employee from the system. Unless it is an immediate termination request, this can take several days to complete as it gets approved through SPD and then sent to Seattle IT to process the computer access for the former employee.

SPD Considers this Management Action:

Fully Implemented (due to existing system)

Please contact me if you have additional questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "ADZ".

Adrian Z. Diaz
Chief of Police