



Seattle Police Department (SPD) Manual

SPD Manual provides that, "The Manual sets forth the standards, values, and expectations of the Seattle Police Department. Its policies, procedures, core values, and mission and priority statements exist to maintain high levels of professional conduct and are the embodiment of the Department's concerns for ensuring effective, safe, and constitutional law enforcement.

The Manual is intended to provide specific guidance and to serve as a reference to employees of the Seattle Police Department.

It is the responsibility of each member of the Department to comply with the Manual's rules and provisions.

To the extent that Department policy may contain provisions more restrictive than state or federal law, such provisions are not intended, nor may they be construed or applied, to create a basis for liability against the City or any of its employees.

Finally, the written publications of the Department are only a part of the direction provided to employees. Communication that is directive in nature from supervisory or management personnel has the same authority as any written policy."

Department Publications

Manuals

SPD Manual 12.070 (1) provides that, "Manuals provide procedural guidance for the daily operation of department employees."

Directives

SPD Manual 12.070 (2) provides that, "Departmental Directives address changes in policy, forms, and uniforms. Employees shall read all Directives and thoroughly familiarize themselves with their contents. When returning from furlough, vacation, leave, etc., employees shall review any Directives published during their absence."

Special Orders

SPD Manual 12.070 (3) provides that, "Special Orders notify all assigned personnel of special events, mandatory training and all other special assignments."

Personnel Orders

SPD Manual 12.070 (4) provides that, "Personnel Orders provide the official appointment, promotion, transfer of assignment, classification change, name change or separation of employees."

Notices

SPD Manual 12.070 (5) provides that, "Department Notices contain general information for all Department Employees."

Training Digest

SPD Manual 12.070 (6) provides that, "Training Digest is a publication listing the best practices in law enforcement."

EEO Complaints

SPD Manual 15.040 provides that, "An EEO (Equal Employment Opportunity) complaint is an accusation of misconduct based on race, creed, color, national origin, age, gender, pregnancy, sexual orientation, marital status, political ideology, parental status, religion, ancestry, or mental, physical or sensory handicap. **Such conduct is prohibited** by law and policy under the following circumstances:

- Submission to such **conduct is made either explicitly or implicitly** a term or condition of employment
- Submission to or rejection of such **conduct by an individual is used as the basis** for employment decisions affecting such individual, or
- Such **conduct has the purpose or effect of unreasonably interfering** with an individual's work performance or creating an intimidating, hostile, or offensive working environment

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature under the above circumstances."

"Employee should notify a supervisor or management representative of an EEO complaint. Alternatively, the employee may contact the supervisor's supervisor, the EEO Investigator, OPA-IS Captain, or another management employee."

I have carefully read and understand this document.

Employee Signature

Date

Employee Name (Printed)

Serial Number