



6/12/2025

Interim Director Bonnie Glenn
Office of Police Accountability
PO Box 34986
Seattle, WA 98124-4986

Dear Director Glenn,

Please see the Management Recommendation response below:

Case Numbers: 2024OPA-0263 / 2025COMP-0006

Topic: Parking Enforcement Manual - Publication

Summary of the Management Action:

- It was alleged that two parking enforcement officers (PEOs) used unreasonable discretion to unlawfully detain a community member against policy and training.

Original Recommendation:

- SPD should publish their parking enforcement manual and make it available to the public, as well as PEOs for training and guidance. Any updated and prior versions of the manual should be recorded so PEOs understand their expectations and responsibilities.
- The Parking Enforcement Unit Manual should explicitly prohibit PEOs from making traffic stops or detaining drivers. PEOs should be trained on what behaviors might legally rise to a stop or detention and have an accessible and published manual to refer to for guidance.

Action Taken:

The Parking Enforcement unit has worked with the SPD Policy Unit to draft a policy that prohibits detention. This policy will provide further clarification by including several examples of actions that would be considered detention. Once finalized, the manual will be updated with this information. The PEO Supervisor has reported that this issue has been communicated to the PEOs, and authority granted by their position has been discussed.

The updated PEO manual is currently being reviewed by CoC for final approval. The PEO manual, version dated March 2024, is readily available for all PEO employees to access and refer to while in office or out in the field. Publishing unit manuals for public viewing is not feasible. SPD manuals contain sensitive unit specific information such as operations and tactics and would not be appropriate to make available publicly.

**SPD Considers this Management Action:
In Development**

Please contact me if you have additional questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Shon G. Barnes".

Shon Barnes
Chief of Police