

FEDERAL WAY POLICE DEPARTMENT

With new leadership in place it was time to update our Mission Statement. A Leadership Retreat became the perfect opportunity to discuss the future direction of our department, as well as the chance to craft a more current and functional Mission Statement. This new Mission Statement is the result of input provided by members from all levels within the department: command staff, supervisors, and labor organizations, as well as both sworn and non-sworn personnel. It is a unifying creed intended to drive how we do business and what we want to accomplish as an organization.

GUIDING PRINCIPLES

INTEGRITY
COMMUNICATION
TEAMWORK
ACCOUNTABILITY
RESPECT

CORE FUNCTIONS

LAW ENFORCEMENT
PROTECTION
EDUCATION

OUR MISSION

The mission of the Federal Way Police Department is for every member to consistently earn the public's trust while enhancing the quality of life for residents, visitors, and businesses within our City.

We accomplish our mission by providing the highest quality law enforcement, community education, and support services possible while making the best use of the resources entrusted to us.

We are recognized as professional, innovative, progressive, ethical, and as a valued partner in building economic viability in our area.

FEDERAL WAY POLICE DEPARTMENT CODE OF ETHICS

Commissioned Police Officers

Officers must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing.

The department believes it is important that officers have clear advice and counsel available to assist them in performing their duties consistent with these standards and has adopted the following ethical mandates as guidelines to meet these ends:

Primary Responsibilities of an Officer

An officer acts as an official representative of government who is required and trusted to work within the law. The powers and duties of an officer are conferred by the constitution and by statutes. The fundamental duties of an officer include serving the community, safeguarding lives and property, protecting the innocent, keeping the peace, and ensuring the rights of all to liberty, equality, and justice.

Performance of the Duties of an Officer

Officers shall perform all duties impartially. All citizens will be treated equally with courtesy, consideration, and dignity.

Officers will never allow personal feelings, animosities, or friendships to influence official conduct. Laws will be enforced appropriately and courteously. In carrying out responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

Discretion

An officer will responsibly use the discretion vested in the position and exercise it within the law. The principle of reasonableness will guide the officer's determinations. The officer will consider all surrounding circumstances in determining whether any enforcement action shall be taken.

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. There may be circumstances where a timely word of advice, rather than an arrest, can be a more effective means of achieving a desired end.

Confidentiality

Citizens have a right to security and privacy. Any information obtained about anyone shall not be improperly divulged.

If officers observe or learn of any information that is confidential, the information shall remain confidential, unless the performance of duty or legal provisions require otherwise.

Integrity

An officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers. The public demands that the integrity of officers be above reproach. Officers must therefore avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities, or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Officers must not receive private or special advantage from their official status and shall follow the ethics laws of the state of Washington as contained in RCW 42.52.

Cooperation With Other Officers and Agencies

Officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that an officer assists colleagues fully and completely with respect and consideration at all times.

Personal Professional Capabilities

Officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Through study and experience, an officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

Private Life

Officers will behave in a manner that does not bring discredit to the Federal Way Police Department.

FEDERAL WAY POLICE DEPARTMENT CODE OF ETHICS

Police Department Employees (Excluding Commissioned Police Officers)

Employees must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards. An employee acts as an official representative of government who is required and trusted to work within the law.

Performance of the Duties

Employees shall perform all duties impartially. All citizens will be treated equally with courtesy, consideration, and dignity.

Employees will never allow personal feelings, animosities, or friendships to influence official conduct. In carrying out responsibilities, employees will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

Confidentiality

Citizens have a right to security and privacy. Any information obtained about anyone shall not be improperly divulged.

If employees observe or learn of any information that is confidential, the information shall remain confidential, unless the performance of duty or legal provisions require otherwise.

Integrity

An employee will not engage in acts of corruption or bribery. The public demands integrity in city employees. Employees must therefore avoid any conduct that might compromise integrity and thus undercut the public confidence in the Federal Way Police Department. Employees will refuse to accept any gifts, presents, subscriptions, favors, gratuities, or promises that could be interpreted as seeking to cause the employee to refrain from performing official responsibilities honestly and within the law. Employees must not receive private or special advantage from their official status and shall follow the ethics laws of the state of Washington as contained in RCW 42.52.

Cooperation With Others

Employees will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. An employee or agency may be one among many organizations that may provide police services to a jurisdiction. It is imperative that an employee assists colleagues fully and completely with respect and consideration at all times.

Personal Professional Capabilities

Employees will be responsible for their own standard of performance and should take every reasonable opportunity to enhance and improve their level of knowledge and competence. The acquisition of knowledge is never-ending process of personal and professional development that should be pursued constantly.

CODE OF CONDUCT

The members of the Federal Way Police Department adhere to guiding principles and base their conduct on these principles and values. Therefore it is expected that all members of the Police Department shall adhere with the Code of Conduct in all respects.

1.0 INTEGRITY: The Federal Way Police Department and its members strive to serve the community with veracity, reliability, and the utmost honor.

1.1 Obedience to Laws, Ordinances, and Rules

Members of the Police Department will operate at all times in accordance with federal and state laws, and with full respect for the rights guaranteed by the Constitution of the United States and of the State of Washington.

Members shall obey:

- All laws of the United States
- All laws of any state and local jurisdiction in which the employee is present
- All applicable rules or regulations having the force of law of any duly authorized board, office, or commission
- All City of Federal Way Employee Guidelines
- All Federal Way Police Department directives and/or standards
- All other orders lawfully promulgated, either written or oral

1.2 Conduct – Personal

Members of the Police Department shall conduct themselves in a proper manner and with appropriate demeanor at all times during the performance of their duties. Members shall not engage in any conduct, on or off duty, which adversely impacts the good order, morale, efficiency, public respect or confidence in public service.

1.3 Truthfulness

Members of the Police Department shall be forthright and truthful at all times on all matters which pertain to their duties, conduct, observations, or any other area pertaining to the official business of the Federal Way Police Department.

- a. No portion of this section shall be interpreted to imply that members are prohibited to use deception to accomplish an official investigative purpose.

1.4 Personal Business Conducted While On-Duty

Members of the Police Department shall not conduct personal business while on duty without the specific approval of their immediate supervisor.

1.5 Attention to Duty

Members of the Police Department shall be attentive and alert at all times while on duty and shall devote their entire duty time and energy to the services of the department.

- a. Failure to competently perform the duties of their assignment as required, either through carelessness, laziness, or inattention, shall be considered cause for the member to be charged with a violation of this section.
- b. Members shall report for duty at the time and place required by department order or supervisor, unless he/she has been approved for leave.
- c. Members shall remain alert and awake during their duty hours and if unable to do so shall report to a supervisor who will determine the proper course of action.
- d. No member may relieve another member from duty without the permission of, or order by a supervisor.

1.6 Alcohol and Controlled Substances – Use Of

No on-duty member of the Police Department shall consume any alcoholic beverage without the express consent of a supervisor when necessary to accomplish a lawful police purpose.

- a. Under no circumstances shall an on-duty member consume any alcoholic beverage to the point of intoxication.
- b. Members in uniform shall not partake of any alcoholic beverage or any type of a controlled substance.
- c. Members who report for duty, or who are on duty, showing evidence of having partaken of an alcoholic beverage or any type of controlled substance, except as provided by this section, shall be immediately relieved of their duty and may be subject to disciplinary action. Also refer to collective bargaining agreements and the City of Federal Way Employee Guidelines.
 - i. Officers should pay close attention to warning labels on prescribed medication for any indication it could impair the ability of the officer to perform their job function.
- d. Members shall not bring alcoholic beverages or any type of controlled substance into any police building or vehicle except that which has been seized as evidence, or which is the property of a person in custody.

1.7 Association With Criminals

Members of the Police Department shall not knowingly enter into or maintain a social or business relationship with any person whom the member knows or reasonably ought to have known is involved or suspected of being involved in criminal activity, when it is likely that such an affiliation will compromise the member's relationship with the department.

- a. When an association as described in the section is necessary to accomplish an official police purpose, the involved member shall first obtain approval from his/her supervisor.

1.8 Limits to Intervention

Members of the Police Department, whether on or off duty, shall not interfere in police operations involving family, friends, or neighborhood disputes unless there is an immediate danger of loss of life, great bodily harm, or the occurrence of a serious crime.

1.9 Civil Cases

Members of the Police Department shall not involve themselves in an official capacity in civil cases to which neither they nor the City are a party. An officer's responsibility in civil cases is only to preserve the peace and prevent the commission of, or to affect an arrest for, a criminal act.

- a. Members shall not testify in an official capacity in civil cases, except those involving the City or one in which they are a party to the action, unless legally summoned or served with civil processes.
- b. Members shall not institute civil action arising out of their official duties without first notifying the Chief of Police.
- c. Members shall not use their official position in a civil action to influence or attempt to influence a settlement in favor of himself/herself or any other party to the action.
- d. Members shall immediately notify via the chain of command the Chief of Police if, because of their employment status as a police officer, they are to be called as a witness in any civil or administrative hearing by any party other than the City of Federal Way.

1.10 Publishing Police Information

Members of the Police Department shall not submit for publication or broadcast, nor permit to be published or broadcast any story, article, official information, audio recording or videotape concerning crimes or other official department matters, without permission from the Chief of Police.

1.11 Recreation and Place of Amusement

Members of the Police Department shall not enter any place of entertainment, recreation, or amusement while in uniform, except when necessary in the lawful performance of their duty.

1.12 Sexual Misconduct

Sexual misconduct is any sexual activity while on-duty or stemming from official duty. Sexual misconduct includes but is not limited to use of official position and official resources to obtain information for purposes of pursuing sexual conduct and/or participating in or contributing towards behavior which is of a sexual nature.

A member of the Police Department shall not:

- a. Use their position or authority in any way to gather personal information on another in order to contact that person in any manner for the purpose of fostering a personal relationship and/or pursuing intimate contact.
- b. Use their position or authority to engage in repeated, unwanted contact of a person for the purpose of fostering a personal relationship and/or pursuing intimate contact.
- c. Engage in any sexual activity while on-duty or acting in an official capacity.
- d. Establish or attempt to establish a quid pro quo relationship through the use of their position or authority.

The Federal Way Police Department trains all employees concerning the potential for sexual misconduct within law enforcement, how to recognize it, and the requirements for reporting any violation to the appropriate authorities. Any member of this Department who is made aware of any violation of this policy is required to report the violation to their supervisor or a member of the command staff without delay.

2.0 *COMMUNICATION:* The Federal Way Police Department and its members understand that effective communication within the department and throughout the community increases our ability to achieve our core functions of law enforcement, protection, and education.

2.1 Criticism

Members of the Police Department shall not destructively criticize the department or its policies, programs, actions, fellow members, or supervisors. Members shall not make any statements that tend to interfere with the reasonable management and discipline of the department. Constructive suggestions are welcome and may be made through the proper channels in a respectful manner.

2.2 Rumors

Members of the Police Department shall refrain from malicious discussion or spreading of rumors that adversely affect the discipline and good reputation of the department. Such rumors shall be reported to the first available supervisor not involved in the conduct.

2.3 Reports and Records

Members of the Police Department shall prepare, maintain, and complete all reports or records necessary for the performance of their assigned duties. This standard pertains to all oral, written, and electronic media reports or records.

- a. Members shall complete all reports before going off-duty, unless otherwise authorized by a supervisor.
- b. No member shall knowingly or through neglect prepare or maintain a report or record that contains any inaccurate, false, improper, or incomplete information.
- c. No member shall disseminate, alter, or remove a Police Department record or information without specific authorization from a supervisor.

2.4 Social Media

This policy covers employee personal use of social media affecting the workplace and/or the Department's ability to perform its public mission. The Department recognizes the role that social media plays in the personal lives of some Department employees. However, the personal use of social media can have bearing on employees in their official capacity as they are held to a high standard by the community. Engaging in prohibited speech outlined in this policy may provide grounds for discipline and may be used to undermine or impeach an officer's testimony in legal proceedings.

- a. Employees shall not post speech that negatively impacts the Department's ability to serve the public.
 - i. Employees may express themselves as private citizens on social media sites as long as employees do not:

- Make, share, or comment in support of any posting that includes harassment, threats of violence, or similar conduct;
- Make, share, or comment in support of any posting that ridicules, maligns, disparages, expresses bias, or disrespect toward any race, religion, sex, gender, sexual orientation, nationality, or any other protected class of individuals;
- Make, share, or comment in support of any posting that suggests that Department personnel are engaged in behavior reasonably considered to be unlawful or reckless toward public safety; or
- Otherwise violate any law or FWPD policy.

ii. Employees shall make reasonable efforts to remove content appearing on their social media account that violates this policy upon learning of the offensive content.

b. Employees may not post privileged information or represent the Department.

i. Employees shall not post or otherwise disseminate any confidential information they have access to as a result of their employment with the Department.

ii. Employees may not make any statements, appearances, endorsements, or publish materials that could reasonably be considered to represent the views or positions of the Department. *See also MOS 54 for guidelines regarding PIO expectations.*

c. Employees may not use their city e-mail address to register a personal account on social media. *Refer to Employee Guidelines, Section 9.7 Office Equipment Use Guidelines and Procedures regarding use of City-owned equipment and devices to access the internet and e-mail.*

d. ANY substantive changes made to this policy will require the review of all FWPD labor organizations.

3.0 TEAMWORK: The Federal Way Police Department and its members rely on effective use of teams and partnerships to achieve department and community goals. It is important not to compromise these relationships based on trust.

3.1 Positive Police Action

On-duty officers shall act promptly, with energy, firmness and decisiveness at crime scenes, disorders, accidents, or other situation requiring immediate police attention.

3.2 Assistance to Other Members

Members of the Police Department shall immediately take appropriate action to aid a fellow member in pursuit of their official duties if the fellow member is exposed to danger or is in a situation where danger might be reasonably expected.

3.3 Recognition of Plainclothes Officers

Members of the Police Department in uniform shall not acknowledge an officer in civilian clothing unless first addressed or recognized by the officer not in uniform.

3.4 Interfering with Prosecution

Members of the Police Department shall not use their official capacity to interfere with any case under investigation or being prosecuted with the intention of delaying or preventing the case from reaching a successful conclusion in accordance with lawful procedure.

- a. No member shall in any way attempt to delay or prevent a lawfully issued citation from going through the court in a manner prescribed by law.
- b. No portion of this section shall be interpreted to imply that members should not comply with the lawful instruction of the prosecuting entity.

3.5 Official Influence

Members of the Police Department shall not use their official position to obtain the cooperation of any other person for their personal benefit or for the benefit of another without the prior approval of the Chief of Police.

3.6 Soliciting

Members of the Police Department shall not, while on duty or purporting to act in an official capacity, solicit contributions, sell tickets, or receive money for any purpose without the knowledge and consent of the Chief of Police.

3.7 Gratuities

Members shall not accept a reward or any gift, gratuity, reward, loan, fee, discount, rebate, or special consideration arising from or offered because of police employment or any activity connected with such employment that might reasonably tend to influence them in the discharge of their official duties.

3.8 Associations

No officer shall become a member of any organization, association, movement, or group which advocates or approves the commission of acts of force or violence to deny others their rights under the Constitution of the United States, or which seeks to alter the form of government of United States by unconstitutional means.

3.9 Endorsements, Referrals, and Solicitations

Members of the Police Department acting in official capacity shall maintain a neutral stance regarding the recommendation of a particular product, or professional or commercial service, except during the normal course of evaluating Department purchases or contracts. The Federal Way Police Department will not purchase products or services from any commercial business that also employs a Department member.

Members shall not authorize the use of their names, photographs, or official titles which identify them as affiliates of the police department in connection with testimonials, advertisement or solicitations on behalf of any product, service, business, or charity without the prior, express, written approval of the Chief of Police.

Members shall not use official titles, department letterhead, or any other method of affiliation to the Police Department when providing testimonial, recommendations, or references for individuals without prior written approval of the Chief of Police.

3.10 Political Endorsements

Members of the Police Department shall maintain a neutral stance with regard to political campaigns or endorsements while on duty or acting in an official capacity.

4.0 ACCOUNTABILITY: The Federal Way Police Department and its members expect individuals to be accountable for their successes and failures. The department intends to treat failures with consistency and when possible build on disappointments as a learning experience.

4.1 Accountability to Public and to Department Authority

Members of the Police Department shall perform their duties in full recognition that they are accountable for their actions to the public and to departmental and Mayoral authority.

4.2 Conduct Violations – Responsibility to Act

Members of the Police Department who become aware of a violation of this code of conduct, or any department written directive or standard, shall immediately notify the first available supervisor not involved with the conduct in question.

4.3 Criminal Complaints Against Members of the Police Department

Members of the Police Department shall provide written notification to their commander within 24 hours of their arrest for a criminal violation or learning that application for a criminal complaint or indictment has been sought or issued against them. Such notification shall contain a summary of the complaint sought or issued and the projected date of the hearing or trial.

5.0 *RESPECT: The Federal Way Police Department and its members value providing equally to all people fair, courteous, responsive, and efficient service which observes each individual's dignity and worth.*

5.1 Respect For All Individuals

Members of the Police Department shall respect the dignity of all individuals, with recognition and sensitivity to the traditions of the diverse cultures that comprise our community.

5.2 Courtesy to Department Members

Members of the Police Department shall be courteous and respectful to all other members of the department. They shall be considerate in their interactions with each other and shall control their tempers exercising the utmost patience and discretion. They shall avoid engaging in any altercations, physical or otherwise, with any other member whether on duty or not, or whether in uniform or not.

5.3 Respect for Supervisors

Members of the Police Department shall be respectful and supportive of supervisors, recognizing their authority and obeying their lawful orders.

5.4 Harassment

Harassment is unsolicited and unwelcome verbal or nonverbal conduct that has the purpose or effect of creating an offensive, intimidating, degrading, or hostile environment, or interferes with or adversely affects a person's work performance. Continuing offensive behavior after a co-worker has objected to that behavior will constitute harassment. An employee may object directly to the harassing co-worker, a Police Department supervisor or manager, and/or Human Resources. Refer to the Non-Discrimination Policy for actual unlawful behavior.

5.5 Use of Epithets

Members of the Police Department shall not use language, epithets, or terms that tend to denigrate any person or group unless required in police reports or testimony.

5.6 Personal Contacts

The chewing of tobacco or gum and/or smoking are deemed as disrespectful and discourteous by a large portion of society. Therefore members shall not partake in these activities when making personal contact with citizens in the performance of their duties. (Also refer to the City of Federal Way Guidelines on tobacco use)

FEDERAL WAY POLICE DEPARTMENT NON-DISCRIMINATION POLICY

DISCRIMINATION

It is the policy of the City of Federal Way and the Police Department to treat all employees equally and without regard to race, religion, creed, color, national origin, sex, sexual orientation, age, the presence of physical, mental or sensory disability, marital or veteran status, or any other basis that is required by local, state, or federal law. It is also the desire of the City and Police Department to reflect the diverse community that we serve. As an organization we are committed to seeking diverse applicant pools for our vacant positions and to creating a culture that promotes mutual respect, acceptance, cooperation and productivity among diverse people. Toward this end, racial, ethnic, religious or sexual slurs or comments demeaning national origin or individuals with disabilities by any employee to or about any employee, applicant, or the public will not be tolerated.

Any employee who feels he/she has been subject to discriminatory treatment in violation of this policy should bring this concern to the attention of his/her immediate supervisor, a higher rank if the supervisor is the offender, the Chief of Police, or the Human Resources Department. Any supervisor advised of such a concern shall immediately report the concern to the Chief of Police through the chain of command, the Human Resources Department, and the Law Department.

The Human Resources Department shall be responsible for conducting or coordinating all investigations into such matters. Employees shall not be retaliated against because they have made complaints of discrimination. Violations of this policy may be cause for disciplinary action in accordance to the Police Department's written directives.

SEXUAL HARASSMENT

It is the policy of the City of Federal Way and the Police Department that all employees should be able to work in an environment free from all forms of discrimination, or harassment including sexual harassment. Sexual harassment is unlawful and violates federal and state law and this policy. *Also refer to Section 5.4 of the Code of Conduct.*

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee shall be subject to unsolicited and unwelcome overtures or conduct, either verbal or physical. Sexual harassment generally is defined as the following:

- ◆ Any deliberate and/or repeated unsolicited sexual or sex-based behavior, such as verbal comments, conduct, gestures, or physical contact, which is unwelcome to the recipient, causes the recipient discomfort or humiliation, or interferes with the recipient's work performance.

OR

- ◆ Any incident in which a supervisor uses implicit or explicit coercive sexual behavior or influence to affect the career, salary, or employment of another employee or prospective employee.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior that is not welcome and which is personally offensive, interfering with effectiveness or creating uneasiness on the job.

Such conduct, whether committed by supervisory or non-supervisory personnel, is specifically prohibited. This includes repeated offensive sexual flirtation, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact.

No individual should imply to an employee that a lack of cooperation of a sexual nature would in some way negatively affect a person's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Any of the above actions will bring prompt and certain disciplinary action, up to and including termination.

If an employee believes that he/she is experiencing sexual harassment of any kind, the following complaint and investigation procedure should generally be observed.

- ◆ If comfortable doing so, clearly inform the harasser that his/her behavior is inappropriate, offensive, unwelcome, and should immediately cease.
- ◆ Bring the matter to the attention of the immediate non-involved supervisor with the Police Department, the Chief of Police, or the Human Resources Department. This should include the specific allegation, the date(s) of the occurrences(s), the individuals involved, and the names of any witnesses.
 - A non-involved supervisor is defined as the first supervisor in an employee's chain of command who is not the object of the complaint.
- ◆ The supervisor shall immediately notify the Chief of Police through the Chain of Command, the Human Resources Department, and the Law Department.

All complaints will be promptly and fairly investigated by the Human Resources Department and, when appropriate, immediate corrective action will be taken. Employees shall not be retaliated against because they have made complaints of sexual harassment.

LAW ENFORCEMENT ROLE AND AUTHORITY

1.1 LAW ENFORCEMENT AGENCY ROLE

PHILOSOPHY: The Federal Way Police Department is committed to providing services to the community in a manner governed by the department's mission statement and guiding principles.

1.1.1 Oath of Office

Principle: All police officers of the Federal Way Police Department, prior to achieving sworn officer status, will take an oath of office to enforce the laws of the City of Federal Way, the State of Washington, and to uphold the Constitution of the United States and the State of Washington.

1.1.2 Code of Ethics

All Police Department members must abide by the Code of Ethics contained in the Introduction to this Manual.

A. Training: All Police Department employees will receive job specific ethics training every other year.

1.1.3 Role in Criminal Justice Diversion Programs

Principle: The court system makes available to qualifying offenders a variety of means which provide alternative diversions. The Federal Way Police Department participates in and supports both the local and county level programs which are provided. The Federal Way Municipal Court operates a Traffic School in conjunction with the Federal Way Police Department which offers qualified traffic law violators a diversion to the court system.

A. Traffic School Program: Traffic School is a voluntary traffic safety education program for drivers who have been cited for a minor traffic infraction. It is designed to improve the driver's knowledge and understanding of traffic laws as well as safe driving techniques and strategies. Each time an individual successfully completes traffic school this will preclude one moving violation from being added to their driving record.

1.1.4 Consular Notification

Principle: All levels of law enforcement must ensure that foreign governments can extend appropriate consular service to their nationals in the United States and that the United States complies with its legal obligations to such governments. Our government expects United States citizens to be provided the same services while abroad and therefore we must ensure reciprocal consular services. Therefore the following practices will apply when dealing with foreign nationals.

Definitions:

A. Foreign National: Any person that is not a United States citizen, to include permanent resident aliens who have a registration card commonly referred to as a "green card" and persons in the United States illegally.

B. Consular Officer: A citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government. The consular officer may be a volunteer (honorary consul). Consular officers have identification cards issued by the Department of State.

- C. **Mandatory Notification Countries:** These countries must have their consular officer notified regardless of the wishes of their citizen. A list of mandatory notification countries is maintained in the Records Unit and can also be accessed at the U.S. Department of State (Bureau of Consular Affairs) website.
- D. **Detention:** The Department of State does not consider it necessary to follow consular notification procedures when a foreign national is detained only momentarily, e.g., during a traffic stop.

Practices: The following steps should be used whenever a foreign national is arrested or detained.

- A. **Determine Involved Country:** This may be determined by asking a subject suspected of being a foreign national or by appropriate documentation, e.g. passport, visitor visa, etc...
- B. **Determine If Mandatory Country:** If the foreign national is from a mandatory notification country then advise the subject that you will be notifying the appropriate consular officer. Information for how to contact the consular officer can be accessed at the U.S. Department of State (Bureau of Consular Affairs) website; the Records Unit also maintains contact information, if needed. Faxed notification is considered sufficient during non-business hours.
 - 1. **Other Countries:** If the foreign national is not from a mandatory notification country then you should offer to contact the appropriate consular officer. If they request that the consul be contacted during any point of the arrest or detention, then the appropriate consul shall be contacted.
- C. **Notification:** The reason for the arrest or detention is not a required part of the notification and could violate the subject's expectation of privacy. The notification should include the time and date of arrest/detention, the foreign national's name, and their disposition, e.g., released or location where booked.
- D. **Written Documentation:** The arresting or investigating officer shall ensure that the police report includes documentation regarding consular notification to include; the offer of notification (non-mandatory), whether accepted, who made notification, manner of notification, time and date of notification.

1.2 LIMITS OF AUTHORITY

PHILOSOPHY: The Federal Way Police Department recognizes the need to balance the enforcement of laws with the protection of individual rights. Police Department members endeavor to maintain the confidence of the community they serve and understand that the trust provided to each member must be earned through fair and consistent treatment of the public. Members of the Police Department do attempt to educate the public during police contacts by explaining to individuals the reasons why he/she has been contacted, stopped, detained, and/or searched. The Police Department prohibits the detention and/or search of any individual based solely on the person's race, color, ethnicity, age, gender, or sexual orientation.

1.2.1 Enforcement Authority

- A. **Terminology:** Within the entirety of this MOS, when a term such as "police officer" or "law enforcement officer" is used it specifically references sworn personnel and when the term "officer" is used it is inclusive of both sworn personnel and Animal Services Officers.

Principle: General Authority Peace Officer:

- A. The United States Constitution, the Washington State Constitution and the Revised Codes of Washington define the scope and limits as it pertains to the enforcement of laws and ordinances.
 - 1. The Washington State Constitution, Article 11, Section 11, grants municipalities the authority to exercise all powers of local self-government and to adopt and enforce within their limits such local police, sanitary and other similar regulations as are not in conflict with general laws.

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- B. *The Revised Code of Washington (RCW), Chapter 10.93*, lists the circumstances when a general authority Washington peace officer may enforce the traffic or criminal laws of this State.

Principle: **Animal Services Officer:** *RCW 16.52.015* outlines the enforcement of ordinances or laws regulating the care and control of domestic animals.

- A. Federal Way Revised Code 9.05.200 provides for the oversight of animal control and provides for an animal control authority.

1.2.2 Authority to Carry and Use Weapons

Principle: Law enforcement officers are authorized to carry firearms under RCW 9.41.060. In addition, RCW 9A.16.020 and 10.31.050 authorizes the use of force and RCW 9A.16.040 authorizes the use of deadly or lethal force. *Refer to Standard 1.3 for specific information regarding the use of force.*

- A. **Prohibited Possession:** RCW 9.41.040 proscribes when the ownership and/or possession of a firearm is prohibited.
- B. **Other Weapons:** Officers are authorized to carry only the less lethal weapons described in the Authorized Weapons and Ammunition Table in the appendix of this manual. *Use of these weapons must be in compliance with MOS 1.3 Use of Force policies.*

1.2.3 Constitutional Requirements

Principle: It is the policy of the Federal Way Police Department to protect the constitutional rights of persons suspected of criminal activity during any questioning. Officers will remain current on the continual evolution of case law in the area of questioning and follow the below listed general guidelines in order to protect the rights of persons suspected of criminal activity.

Practices:

- A. **Interviews:** Generally, an interview is considered to be questioning about a specific crime that is performed while a possible suspect is **not in custody** and has **volunteered** to cooperate with an officer. It is not required that a person be advised of their Miranda warnings during an interview. The officer should follow the below listed practices in order to ensure that a person understands the voluntary nature of an interview:
- Inform the person that they are free to leave at any point during the questioning
 - Perform the interview in an area that is not perceived to be a temporary detention area
 - Limit the length of the interview to an amount of time reasonable to gather the necessary information
 - Avoid conduct that would cause the person to reasonably believe that his/her freedom is restricted or that he/she is required to answer.

If in doubt about a person being in "custody" and an officer is planning to question about a specific crime, then the officer shall advise the person of their full constitutional rights per the Miranda warnings.

1. These guidelines do not apply to questioning conducted during a detention based on reasonable suspicion.
2. **Field Interviews:** Police officers often encounter persons who may be acting in a suspicious manner. Police officers are encouraged to perform any necessary investigation in order to establish possible involvement in criminal activity or to ensure care-taking responsibilities. There are three instances when persons may be contacted and the following practices will apply during these contacts.
 - a. **"Terry Stop"/Detention Based on Reasonable Suspicion:** A police officer who has specific facts supporting a reasonable suspicion that a person has committed or is about to commit a crime

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may stop the person briefly, ask for identification, and ask questions related to the suspected criminal activity. The police officer may detain the person for a reasonable time. The police officer may use reasonable force to exercise control, if it is necessary. *Refer to Standard 1.2.4 for guidelines regarding searches.*

Photographs: A photograph of the person may be taken when the following conditions are met:

- i. Juveniles: No juveniles will be photographed during a field detention.
 - ii. Matches Description: The individual closely matches the description of a suspect in a crime. No force may be used in order to obtain a photograph of the individual.
- b. **Social Contacts**: An officer who is lawfully present may approach a person and engage him/her in a **voluntary** conversation, including asking for the person's name and some identification. The officer will not exert any authority over the person that would lead a reasonable person to believe he/she was not free to leave.
 - c. **Welfare Check**: An officer is encouraged to provide a care-taking function to those an officer believes may be in need of assistance.
 - d. **Documentation**: Officers should document these contacts via a Field Interview contact direct-entered into Spillman. The Field Interview contacts serve as valuable tools in identifying or eliminating suspects in crimes.

B. In-Custody Interviews / Interrogations: Generally, an interrogation is considered to be questioning and/or actions designed to illicit an incriminating response from a possible suspect in relation to a specific crime and conducted while the person is **in custody**. Interrogations should only be conducted by police officers. All interrogations shall comply with the following practices:

1. Coercion: No officer shall coerce or obtain involuntary statements from a suspect.
2. Miranda Warning: An officer shall advise the person of their constitutional rights per the Miranda warnings.
 - a. When advising a person of the Miranda warnings, the officer shall read them from a department issued Miranda card.
 - b. If the person is a juvenile, he/she must be read the juvenile warning. *Refer to Standard 44.2.3 for additional practices required for custodial interrogations of juveniles.*
 - c. The person must waive their rights, either verbally or in writing, prior to performing an interrogation.

Whenever a person is taken into custody for a crime, the officer shall advise the person of their basic constitutional right to counsel as soon as possible. This must be done to protect most statements that the suspect may make prior to any questioning.

C. Access to Counsel: Whenever a suspect requests an attorney (counsel), no questioning may take place. Once the person has been given access to counsel **and the suspect reinitiates contact** for questioning with an officer, an officer may question the person. An officer is only required to provide access to counsel when the suspect being questioned requests counsel.

1.2.4 Search and Seizure

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Principle: All persons are protected against unreasonable seizure by the police. The Constitution of the United States and the State of Washington require an officer to obtain a warrant prior to any search and/or seizure of a person's property. There are exceptions to this requirement and officers may conduct searches and seize evidence or contraband under these exceptions. Officers will remain current on the procedures and practices in the area of search and seizure.

Practices:

- A. Consent:** A subject may provide consent for an officer to search their person or their property. An officer must ensure the following:
- The consent is voluntary
 - The person providing the consent has the authority to consent to the search
 - The consent should be obtained in writing on a Consent form
 - The scope of the search must be limited to the consent granted
1. Ferrier Warnings: Officers shall familiarize themselves with court rulings related to Ferrier Warnings.
 2. Co-occupants: Consent involving co-occupants is a complicated area of case law and officers shall familiarize themselves with court rulings surrounding this issue.
- B. Stop and Frisk:** An officer may frisk a person, only if the officer has specific facts supporting a reasonable belief that the person may be armed and a danger to the officer or others. The scope of the frisk is limited to a "pat down / frisk" of the person's outer clothing. If the officer feels an object that may be a weapon, then the officer may remove the object.
1. Vehicles: Officers may extend a "frisk" to a vehicle if reasonable suspicion exists that a weapon may be located in the vehicle.
- C. Vehicle "Mobility" Exception:** Although Federal Courts have granted a vehicle search based on probable cause to be an exception to the requirement of a warrant due to a vehicle's mobility, *the Washington state courts have not recognized this exception* due to the more restrictive language of the Washington State Constitution.
1. If there is probable cause to believe the vehicle contains property subject to seizure, the vehicle may be impounded pending the prompt application for a search warrant. *Refer to Standard 61.4.3 for impoundment practices.*
- D. Crime Scene:** There is no exception to the warrant requirement for a crime scene. Officers may make entry if the situation requires entry based on the exigent circumstances exception described in *Section E of this Standard*.
1. Securing Premises: An officer who has probable cause to search a premise may secure the premises to prevent evidence from being removed or destroyed while a search warrant is being requested. There must be a prompt effort to obtain a search warrant.
- E. Exigent and Emergency Circumstances:** A warrant is not required for an officer to enter private premises, if the officer has probable cause to believe that immediate entry is necessary to respond to an emergency. **The police may not create the emergency or exigency.** These circumstances include:
- Danger to life or property
 - Hot (fresh) pursuit
 - Destruction of evidence

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1. A lawful entry and search in response to an emergency is limited to the emergency itself and must end when the emergency is over.
 2. Entry into a residence without a warrant for a minor crime is prohibited.
- F. **Vehicle inventories:** When the police are impounding a vehicle, an inventory of the vehicle may be performed to document the current condition of the vehicle and the items contained within the vehicle. **An inventory is not a search for evidence or contraband and shall not be used as a pretext for a search.** Refer to Standard 61.4.3 for specific information regarding vehicle inventories.
- G. **Incident to Arrest:** If a subject has been placed under arrest, limited searches for weapons or contraband may occur without a warrant.
1. The Person: The arrested person may be searched incident to arrest only if the search is performed at the same time and place as the arrest. The scope of the search is as follows:
 - a. The person and clothing of the arrestee.
 - b. Personal effects in the arrestee's possession at the time of arrest.
 - c. The area immediately surrounding the arrestee at the time of arrest from which the arrestee might obtain a weapon or means of escape or remove and destroy evidence. This area is commonly referred to as the "lunging area."
 2. The Vehicle: Incident to arrest, if a police officer believes a search of the vehicle is necessary, a search warrant or consent must be obtained before this search takes place. A police officer will contact their immediate supervisor for approval prior to impounding the vehicle for a search warrant.
- H. **Other Warrant Exceptions:**
1. Plain View: An officer who is lawfully in a public or private place, either as a member of the public or while performing official duties, and who comes across property immediately recognizable as contraband and in plain view may seize the property, whether or not the officer was looking for the property or expected to find it.
 2. Abandoned and Lost Property: Property is abandoned if the owner or person entitled to possession leaves the property in a public place or a private location open to the public in circumstances indicating that he/she no longer intends to retain any interest in the property. Abandoned property may be searched without a warrant. Lost Property may be searched for the purpose of identifying the owner.
 - a. Exception: Refer to Washington state case law regarding the search of curbside garbage.

1.2.5 Arrest Practices

Principle: An arrest without a warrant **shall be based on the probable cause** for a police officer to reasonably believe the person to be arrested has committed a crime or is committing a crime.

- A. **Definition:** An arrest is the seizure of a person by the use of some physical force or by the display of official authority, to which the person submits, with the result that he/she is taken into custody. A person's freedom of movement must be significantly restricted and he/she must not be free to leave in order for an arrest to occur. An investigative detention is not an arrest.

Practices – Authority to Arrest:

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- A. **Warrant Arrest:** RCW 10.31.030 authorizes a police officer to make an arrest pursuant to an arrest warrant. Refer to Standard 74.3.1 for additional information regarding warrant arrests.
- B. **Warrantless Arrest:** RCW 10.31.100 authorizes a police officer to make an arrest without an arrest warrant in several circumstances.
1. Felony: When a police officer has probable cause to believe that a person has committed or is committing a felony.
 2. Gross Misdemeanor and Misdemeanor:
 - a. When the offense is committed in the officer's presence.
 - b. When the offense is included as one of the *exceptions in RCW 10.31.100 subsections 1 thru 10.*
- C. **Private Premises:** An arrest warrant (or search warrant) is required to enter premises of the person to be arrested, unless an officer has proper consent or exigent circumstances exist. Refer to Standard 1.2.4 for specific information regarding these exceptions.
1. Search Warrant: Even if a police officer has an arrest warrant, entry into a private premise to make an arrest should not occur without a search warrant or one of the *exceptions listed in Standard 1.2.4*, unless the following conditions are met:
 - a. The police officer has reason to believe the person listed in the warrant is currently present **AND** it is their residence or they have control over the premise.
- D. **Arrests Outside Jurisdiction:** Refer to Standard 2.1.3.

Practice – Arrest Practices: No employee shall willfully mistreat or give inhumane treatment to any person in custody. Whenever an officer places any person under arrest, the following practices shall apply.

- A. **Securing Hands:** Officers will secure the person's hands by using handcuffs, flex-cuffs, or another approved department practice.
1. The person's hands will be secured behind their back. Exceptions may occur due to medical reasons, age, or other circumstances. In these instances the person's hands will be secured in alternative manner such as waist chains, restraints applied in front, or another method approved by a supervisor.
- B. **Search Incident to Arrest:** In all arrests, an officer will perform a thorough search of the person arrested incident to the arrest as soon as it is practical and *according to Standard 1.2.4(G)*.
1. Any item that could be used as a weapon against the officer shall be removed from the possession of the person arrested prior to transport.
 - a. Prior to placing the arrested person in a temporary detention room or booking them into a jail facility an officer shall remove all of the arrestee's personal property and inventory the property. Refer to Chapter 71 of this Manual for additional requirements regarding the use of the Temporary Detention.
- C. **Constitutional Rights Advisement:** Whenever a person is placed under arrest, the officer shall advise the person of their basic constitutional right to counsel as soon as possible.

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Practices – Preparing Reports, Fingerprinting, Photographing:

- A. **Police Report:** In all instances when a person is arrested a police report of the circumstances surrounding the arrest shall be completed by the end of the shift during which the arrest occurred. *See also 82.2.1 Field Reporting Systems.*
 - 1. Unfinished Reports: A supervisor’s approval is required to either have a pending report placed on “HOLD” or to authorize overtime to complete the report. Once the pending report is placed on “HOLD” the supervisor should update the status to reflect this in Spillman.
 - a. Timeliness: Timely entry of reports is important as it may have a negative impact upon other functions within the Department, as well as citizens or other entities relying upon copies of reports. Supervisors have a responsibility to ensure officers are completing reports – ALL reports, no matter the priority level – in a timely fashion.

- B/C. **Fingerprints and Photographs:** If an arrested person is not being booked into a jail facility that provides photographing and fingerprinting services, the following practices will apply in accordance with RCW 43.43.735:
 - 1. Mandatory: In the below listed circumstances it will be mandatory for an officer to obtain fingerprints and photographs of any person arrested.
 - a. Any person arrested for a felony.
 - b. Any persons arrested **and** taken into custody for gross misdemeanor.
 - 2. Optional: An officer may cause an **adult** arrested for a misdemeanor to be fingerprinted and/or photographed.

1.2.6 Alternatives to Physical Arrest and Continued Physical Custody

Principle: The Federal Way Police Department authorizes the use of alternatives to physical arrest and/or continued physical custody for adults under certain circumstances. The practices provided in this Standard shall be adhered to whenever an alternative to physical arrest and/or continued physical custody is used. *Refer to Chapter 44 of this manual for juvenile arrest practices.*

Practice:

- A. **Alternatives:**
 - 1. Criminal Citation: A physical arrest need not occur and a person may be released after the completion of a criminal citation.
 - 2. Interview & Release of Felon: A physical arrest shall occur, but the person may be released from continued physical custody after the necessary practices have occurred. *Refer to Standard 1.2.5.*

- B. **Eligibility:** Any of the below listed circumstances shall make a person **INELIGIBLE** for an alternative to physical arrest and continued physical custody.
 - 1. Any person under the influence of drugs and/or alcohol and there is no responsible adult who can accept responsibility for the arrested subject and/or their release would jeopardize his/her own safety or the safety of others.

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2. Any person arrested for domestic violence or a crime related to domestic violence and the law requires a mandatory booking.
3. Any person arrested for a sex offense.
4. Any time prosecution would be jeopardized by immediate release.
5. There exists a likelihood the offense(s) for which the subject was arrested would continue or resume. Or the safety of persons or property would be jeopardized by immediate release.
6. The person arrested is demanding to be taken before a magistrate.
7. The person arrested cannot provide satisfactory evidence of personal identification and/or address and an investigation fails to establish their true identity.
8. There is an articulable reason (beyond the mere existence of past "failure to appear") to believe that the subject arrested would not appear at the time and place specified in the citation/notice to appear.
9. The person refuses to comply with practices established to accomplish the release or the person has been arrested for assaulting a police officer.
10. After the suspect is arrested, it is determined that he/she is on probation or parole and the probation/parole officer requests that the person be booked into custody.
11. Whenever a supervisor deems it necessary to continue the physical custody of an arrested person.

C. **Outstanding Warrants:** If the person arrested also has outstanding warrants for his/her arrest they should be considered separately. If the person arrested is eligible for release considering the criteria listed above, then the person shall be released on the charge for which he/she was initially arrested. The outstanding warrants will then be considered and the appropriate actions shall occur.

1. Warrant Arrest & Release: Arresting and releasing gives another option for some warrants (*see below*) that have been issued through the **Federal Way Municipal Court**. Police officers may release a person arrested for a minor warrant after having set a new court date for them, if the warrant meets **both** of the following conditions:
 - a. the warrant amount is \$1600 or less; and
 - b. the warrant is not a DV-related, DUI or Physical Control offense.

If the determination has been made that the individual qualifies to be released for their minor warrant, the next steps will be:

- the defendant must agree to a new court date and sign the Release from Custody form;
- the police officer will set the new court date at least 14 days (less than 21 days) out from the arrest date;
- police officers will write a warrant arrest case with the appropriate copy of the Release from Custody form attached and turn it in as a Priority One; and
- the Records Unit will ensure the court receives the completed Release from Custody form with the defendant's signature and a copy of the warrant (the original, which has been cleared from WACIC) within 24 hours.

D. **Practices:** A police officer shall follow the practices set forth in Standard 1.2.5 regarding the fingerprinting and/or photographing of persons arrested who will be released per this Standard.

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1.2.7 Use of Discretion

Principle: Discretion is the freedom to make decisions or latitude of choice within certain legal bounds. When exercising discretion, it is imperative that officers take into consideration the best interests of the public, any mitigating circumstances, the severity of the situation at hand, and the goals and objectives of the department. *Also refer to the Code of Ethics in this Manual.*

1.2.8 Strip and Body Cavity Searches

Principle: It is the policy of the Federal Way Police Department to prevent unnecessary infringements of personal privacy by limiting strip and body cavity searches *in compliance with RCW 10.79.*

Definitions / RCW 10.79.070

- A. **Strip Search:** Means having a person remove or arrange some or all of his or her clothing so as to permit an inspection of the genitals, buttocks, anus, or undergarments of the person or breasts of a female person.
- B. **Body Cavity Search:** Means the touching or probing of a person's body cavity, whether or not there is actual penetration of the body cavity.
- C. **Body Cavity:** Means the stomach or rectum of a person and the vagina of a female person.

Practice – Authorization:

- A. **Strip Search:** Arrested persons shall not be subjected to a strip search unless the below listed circumstances exist.
 - 1. An officer has reasonable cause to believe that the person under arrest is concealing a weapon, contraband or evidence.
- AND**
- 2. The on-duty supervisor or patrol commander has given prior authorization for the search.
- B. **Body Cavity Search / RCW 10.79.080:** No person may be subjected to a body cavity search unless a search warrant is issued pursuant to superior court criminal rules. Prior to seeking a search warrant, an officer must obtain written authorization from the on-duty supervisor or patrol commander and *meet the requirements outlined in RCW 10.79.080.*

Practice – Procedures for Search:

- A. **Strip Search / RCW 10.79.100:**
 - 1. The search shall be conducted in an area of privacy so that any non-involved person cannot observe it.
 - 2. Persons present (officer conducting search and one witness) during a strip search shall be limited to those persons necessary to complete the search and in all cases shall be of the same sex as the person being searched.
 - 3. Persons conducting a strip search shall not touch the person being searched except as reasonably necessary to effectuate the strip search of the person.

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- B. Body Cavity Searches:** Due to numerous legal restrictions regarding the manner in which body cavity searches are performed (RCW 10.79.100) body cavity searches will be performed pursuant to the policies and procedures at SCORE by trained personnel. An exception may occur if the person arrested is admitted to a medical facility. *In this case, the officer coordinating the search shall review RCW 10.79.080 and 10.79.100 and insure compliance to the standards provided in the law.*

Practice – Written Report / RCW 10.79.080: Whenever a strip search or a body cavity search is performed, the officer responsible for the searches shall prepare a report that includes the below listed information.

- A copy of the written authorization from a supervisor/patrol commander
- A copy of the search warrant and/or supporting documentation
- The name and sex of all persons conducting or observing the search
- The time, date, place, and description of the search
- A statement of the results of the search and a list of any items removed from the person as a result of the search

1.2.9 Fair and Impartial Policing

Principle: The Federal Way Police Department is committed to provide fair and impartial policing. This standard is intended to clarify the circumstances in which officers can consider race or ethnicity when making law enforcement decisions, and to reinforce procedures that serve to assure the public that we are providing service and enforcing laws in an equitable manner. In order to be effective we must be trusted and deal with both the reality of the difficult and complex job of policing and the perception of police work. The Department uses a comprehensive approach to reach this goal.

Practice: Investigative detentions, traffic stops, arrests, searches, and property seizures by officers will be based on a standard of reasonable suspicion or probable cause. Officers must be able to articulate specific facts and circumstances that support reasonable suspicion or probable cause for investigative detentions, traffic stops, arrests, nonconsensual searches, and property seizures.

Except as provided below, officers shall not:

- Consider race, ethnicity, gender, sexual orientation, or religion in establishing either reasonable suspicion or probable cause.
- Consider race, ethnicity, gender, sexual orientation, or religion in deciding to initiate even those nonconsensual encounters that do not amount to legal detentions or to request consent to search.
- Consider race, ethnicity, gender, sexual orientation, or religion to provide preferential treatment in the performance of their police duties.
- Consider the fact that an individual is riding or rides a motorcycle or wears motorcycle-related paraphernalia as a factor in deciding to stop and question, take enforcement action, arrest, or search a person or vehicle (*reference RCW 43.101.419*).

Officers should take into account the reported race, ethnicity, gender, sexual orientation, or religion of a specific suspect or suspects based on trustworthy, locally relevant information that links a person or persons of a specific race, ethnicity, gender, sexual orientation, or religion to a particular unlawful incident. Race, ethnicity, gender, sexual orientation, or religion can never be used as the sole basis for probable cause or reasonable suspicion.

The fact that an individual is riding a motorcycle or wearing motorcycle-related paraphernalia shall be taken into account the same as race, ethnicity, gender, sexual orientation, or religion as outlined above, to include any enforcement action, which shall be based upon violations of the law.

- A. Training:** Officers receive training regarding fair and impartial policing, how to avoid unintended biases while aggressively enforcing the law, and the ramifications of biases in policing or the perception of bias. Officers also

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receive training in cultural diversity and other topics to help mitigate an individual's perception that he/she is being stopped solely due to a bias and not due to their actions.

- B. **Corrective Measures:** All police supervisors are expected to remain cognizant of the need to identify trends in an officer's activity that may indicate bias and to address it through progressive discipline when necessary.
- C. **Annual Review:** The Police Department conducts an annual review of all citizen complaints and monitors other department practices in order to identify any biases being used by individual officers or supported by department principles and/or practices.
- D. **Comprehensive Plan:** The Police Department attempts to provide fair and impartial policing by using a comprehensive approach to identifying unintended bias and reducing its impact.
 - 1. **Education and Training:** In addition, to the training provided above the Department reviews all of its training to insure that no bias has unintentionally been included in the training program.
 - 2. **Recruiting and Hiring:** The Police Department and the Human Resources Department work closely together to evaluate hiring processes and eliminate any adverse impacts to minorities. The Department takes several steps to attempt to increase the pool of minority candidates for positions within the Police Department. The background process also screens applicants for any indication of overt biases.
 - 3. **Outreach to Diverse Communities:** Representatives of the Police Department maintain communications with several community minority groups.

1.2.10 Audio Recording During Police Contacts / Investigations

Principle: In the best interest of serving justice, the Federal Way Police Department will authorize the audio recording of certain police contact with citizens. Such recordings will often result in valuable information as to the tone and emotions of events that a written report is unable to provide. Plus, recordings often discourage citizens from making false allegations against an officer thus conserving the resources dedicated to investigating such accusations. Therefore it will be the practice of the Federal Way Police Department to permit officers to audio record contacts and/or investigations within the following guidelines. IN NO WAY SHOULD THIS BE CONSTRUED AS A MANDATORY EXPECTATION THAT ALL CONTACTS/INVESTIGATION WILL BE RECORDED. The officer will use discretion as to when to perform audio recording to best serve the interest of justice as described above.

Applicable Laws and Case Law:

A. **RCW 9.73.030 – Intercepting, recording, or divulging private communication – consent required.¹**

"...It shall be unlawful for any individual, partnership, corporation, association, or the state of Washington, its agencies, and political subdivisions to intercept, or record any:"

- 1. Private communication transmitted by telephone, telegraph, radio, or other device...
- 2. Private conversation....
- 3. Without first obtaining the consent of all the participants in the communication or conversation.
 - a. Consent shall be considered obtained whenever one party has announced to all other parties engaged in the communication or conversation, in any reasonably effective manner, that such

¹ Only excerpts of the law

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communication or conversation is about to be recorded or transmitted: PROVIDED, that if the conversation is to be recorded that said announcement shall also be recorded.

Exception: (2)(b): ...wire communications or conversations which convey threats of extortion, blackmail, bodily harm or other unlawful request or demands....may be recorded with the consent of one party to the conversation.

B. RCW 9.73.090 – Exemptions²

1. There are several exemptions to RCW 9.73.030 set out in this law. The exemption that shall be addressed is section (1)(b):

“Video and/or sound recordings may be made of arrested persons by police officers responsible for making arrests or holding persons in custody before their first appearance in court. Such video and/or sound recordings shall conform strictly to the following.” *Refer to below described Practices.*

C. Case Law

1. State v. Flora, 68 Wn. App. 802 (Div. I, 1992): This is the standing case law in this area regarding recorded conversations between the police and the public. This case has been cited in several other recent cases including Johnson v. City of Sequim, which reached the United States Court of Appeals for the 9th Circuit. The basic finding is that a police officer has no expectation of privacy when on official business. This basic finding hinges on two critical considerations:

- a. Expectation of Privacy: To determine whether a conversation is private, Washington courts consider the intent or reasonable expectations of the participants as manifested by the facts and circumstances of each case. It is established that a police officer conducting official business in a public place does not have an expectation of privacy.
- b. Secrecy: The Washington Supreme Court has established that the law's purpose is “to protect individuals from the disclosure of any secret illegally uncovered by law enforcement.”³

In addition, the Fourth Amendment analysis in Katz 389 US 347 is that what a person knowingly exposes to the public, even in his own home or office, is not a subject of Fourth Amendment protection.

Practice: The legal audio recording of citizen contacts hinges on several factors. All the below listed requirements must be met in order for the recording to be deemed legal.

- A. Consent / Advisement of Recording:** Any officer intending to conduct an audio recording of a contact/investigation shall activate the recording device prior to contact and immediately upon contact inform the person(s) to be recorded of the following: “Under state law this contact is being recorded by audio recording.” THIS ADVISEMENT MUST BE RECORDED.

1. **Denied Consent:** If any person(s) present objects at any time to the audio recording of the contact/investigation the officer shall immediately terminate the recording.
2. **Continued Recording:** The officer may not terminate the recording during the contact/investigation unless consent is denied or until a person(s) is placed under arrest. Officers shall be mindful to ensure that a tape does not come to completion during a contact/investigation.

² Only excerpts of the law

³ Washington Law Enforcement Digest prepared by the Attorney General’s Office, July 1993, Pg. 17

- B. Arrest:** Once an arrest has occurred the requirements of RCW 9.73.090 (1)(b) become applicable. At this point the officer may terminate recording or comply with the following:
1. The arrested person shall be informed again that an audio recording is being made and the statement so informing him shall be included in the recording;
 2. The recording shall commence with an indication of the time of the beginning thereof and terminate with an indication of the time thereof;
 3. At the commencement of the recording the arrested person shall be fully informed of his constitutional rights, and such statements informing him shall be included in the recording.
- C. Retention:** All audio recording tapes and/or digital records shall be retained by the Federal Way Police Department. The below listed practices shall apply:
1. **CAD:** Whenever an officer has conducted an audio recording of a contact /investigation the officer shall add a notation to the CAD record of the incident that an audio recording was conducted.
 2. **Arrest:** If an arrest occurs while an incident is being recorded then the officer will also note this at the beginning of the narrative report regarding the arrest.
 3. **Submission:** All recordings, digital or otherwise, must be copied onto a type of media (e.g., a CD) that will be maintained with the original case report in Records. The media containing the recording will be placed into an envelope and sealed, and then submitted into Records in accordance with current practices. It will be the responsibility of the officer to ensure recordings are copied/removed from the recording device by the conclusion of each workweek.

1.3 USE OF FORCE

PHILOSOPHY: The Federal Way Police Department strives to deliver police services as efficiently and unobtrusively as possible with minimal reliance upon the use of physical force or response to resistance. It is recognized that officers are expected to make split-second decisions and that the amount of time available to evaluate and respond to changing circumstances may impact an officer's decision. While various degrees of force exist, each officer is expected to use only that degree of force reasonable under the circumstances perceived by the officer at the time of the event to successfully accomplish the legitimate law enforcement purpose and bring the incident under control.

1.3.1 Use of Force

Principle – Authorization by Law:

- A. RCW 9A.16.020:** Authorizes the use of force by officers and private citizens and states that, "The use, attempt, or offer to use force upon or toward the person of another is not unlawful in the following cases":
1. Whenever necessarily used by a public officer in the performance of a legal duty, or a person assisting the officer and acting under the officer's direction.
- The law has not been reproduced in its entirety and all members of the Police Department should familiarize themselves with this law.*
- B. RCW 10.31.050.** "If after notice of the intention to arrest the defendant, he either flees or forcibly resist, the officer may use all necessary means to effect the arrest."

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1. Tennessee v. Garner, 471 U.S. 1 (1985): This Supreme Court decision states that apprehension by use of deadly force is a seizure and must meet Fourth Amendment reasonableness requirement. See *Standard 1.3.2*.
- C. **RCW 9A.16.040**. Identifies when homicide or the use of deadly force is justifiable and describes circumstances under which an officer may consider the use of deadly force: "In considering whether to use deadly force under subsection (1)(c) of this section, to arrest or apprehend any person for the commission of any crime, the peace officer must have probable cause to believe that the suspect, if not apprehended, poses a threat of serious physical harm to the officer or a threat of serious physical harm to others." The RCW goes on to further detail what is considered a threat of serious physical harm (i.e., displaying a weapon in a threatening manner).

The law has not been reproduced in its entirety and all members of the Police Department should familiarize themselves with this law.

Definitions: The below listed definitions will apply to Standard 1.3.

- A. **Force:** Any of the following when intentionally used by an officer on or toward another human being:
- Handcuffing,
 - Physical strength (this includes holding, grabbing, tackling, and other take downs, but does not include mere touching),
 - Counter-joint and pressure point techniques, and other pain compliance techniques,
 - Physical strikes (blows), including strikes with an impact weapon or other device,
 - Any application of a VNR technique,
 - Pointing a firearm directly at a person, and
 - Any discharge of a weapon (OC, Conducted Electrical Weapon, firearm), regardless whether the subject was hit.
- B. **Lethal Force:** The intentional application of force through the use of firearms or any other means creating a substantial risk of death or serious physical injury.
- C. **Necessary:** Means that no reasonably effective alternative to the use of force appeared to exist at the time and that the amount of force used was reasonable to accomplish the lawful purpose intended.
- D. **Probable Cause:** Facts and circumstances within the officer's knowledge are sufficient to warrant a prudent person to believe a suspect has committed or is committing a crime.
- E. **Reasonable Belief:** Facts, circumstances or knowledge presented to the officer are sufficient to justify a thought or feeling at the time the force was used.

Practice:

- A. **Force Factors:** When determining whether or not to apply any level of force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration. These factors may include, but are not limited to:
1. The conduct of the individual being confronted (as reasonably perceived by the officer at the time).
 2. Officer / subject factors (age, size, relative strength, skill level, injury/exhaustion, and number of officers vs. subjects)
 3. Influence of drugs/alcohol (mental capacity).

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- 4. Proximity of weapons
- 5. Availability of other options (what resources are reasonably available to the officer under the circumstances).
- 6. Seriousness of the suspected offense or reason for contact with the individual.
- 7. Training and experience of the officer.
- 8. Potential for injury to citizens, officers, and suspects.
- 9. Risk of escape.
- 10. Other exigent circumstances

B. Excessive Force: Any Police Department employee who witnesses a Federal Way officer use force that appears to be in violation of this standard shall report such use of force to his/her immediate supervisor in as soon as practical.

1.3.2 Lethal Force

A. When Lethal Force Is Authorized:

- 1. An officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious physical harm.
- 2. An officer may use deadly force when the officer reasonably believes it to be necessary to effect the arrest or prevent the escape of a criminal suspect when the officer has probable cause to believe that the person has committed or intends to commit a felony involving the infliction or threatened infliction of serious physical harm or death.
- 3. When feasible, a verbal warning should precede the use of lethal (deadly) force.

B. Authorized Discharge of Firearm: In addition to the instances when lethal force is authorized, officers may discharge a firearm in the following instances.

- 1. To kill an animal that is so seriously injured that humanity requires its removal from further suffering and no other disposition is practical. The officer must have prior approval from a supervisor.
- 2. When necessary to stop an animal that presents an imminent threat of injury to the officer or others.
- 3. To perform firearms training or qualifications at an approved shooting range or for lawful recreational purposes.

1.3.3 Warning Shots

Principle: Due to the extreme hazards warning shots pose to bystanders and citizens, warning shots are not authorized.

1.3.4 Less Lethal Force

Principle: Officers are provided less lethal weapons. Uniformed officers shall always have two of the less lethal weapons immediately accessible while conducting any law enforcement activity. Uniformed officers conducting administrative tasks within the Police Department facility only will be exempt from the requirement to carry any less lethal weapons.

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Practice:

- A. **Force:** Officers will attempt to apply physical force techniques instructed during defensive tactics training in situations requiring the use of physical force.
- B. **Use of OC:**
1. OC will not be used against handcuffed suspects unless the suspect still presents a threat to the safety of officers, themselves, or others.
 2. Cool water should be used to rinse the contaminated area of the person(s) who have come in contact with OC as soon as practical.
- C. **Impact Weapons:**
1. Only an authorized baton shall be used as an impact weapon in most circumstances. In situations when an officer does not have immediate access to a baton and an impact weapon is the appropriate tool to use, other items immediately accessible to the officer may be used as impact weapons in the manner prescribed in this Standard.
 2. An impact weapon generally will not be used, as a weapon, against handcuffed or non-combative persons. However, an impact weapon may be used against a handcuffed combative person when the person is not under control, other force options are ineffective, and the officer reasonably believes the actions are necessary.
 3. An impact weapon can be used to intentionally deliver lethal force. Officers shall receive training in those targets and methods of application that are likely to cause death or serious bodily harm. Officers will not intentionally use an impact weapon to deliver lethal force unless they are in compliance with Standard 1.3.2.
- D. **Conducted Electrical Weapon (CEW):**
1. CEW will not be used against subjects that have been exposed to flammable liquids, to include alcohol-based pepper sprays.
 2. CEW will not be used against pregnant females (if pregnancy is known to officer) or elderly subjects unless other options short of lethal force have failed or are inadvisable.
 3. CEW cartridges will not be discharged against subjects that have been handcuffed unless the subject is attempting to escape and his/her escape would create an imminent threat to the public. A contact CEW application may be used to gain compliance of a handcuffed subject that remains combative.
- E. **K-9:** Refer to Standard 41.1.4 for practices regarding applying a K-9 as a use of force.
- F. **Impact Munitions System:** This weapon has the capability of discharging various types of less lethal ammunitions. Officers that have completed an instruction course on the use of an **Impact Munitions System** may deploy it in adherence to the below listed restrictions.
1. The officer authorized to carry the **Impact Munitions System** during routine patrol must notify the patrol supervisor prior to the shift that **Impact Munitions System** will be available during the shift.
- G. **Lateral Vascular Neck Restraint:** The Federal Way Police Department recognizes that the use of neck restraint holds is an effective method to restrain and control subjects. Some types of neck restraint holds are considered a use

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of deadly force while others, through technique and level of application, are available for use at lower levels of force. "Bar Arm" type chokes that intentionally and directly compress the airway and other structures of the front part of the neck shall be considered a use of deadly force. Officers will not intentionally use a "Bar Arm" type choke to deliver lethal force unless they are in compliance with Standard 1.3.2. Vascular Neck Restraint techniques, which apply pressure to the lateral portion of the neck and restricts blood flow to and from the brain, shall not be considered a use of deadly force. The only department authorized Vascular Neck Restraint techniques are those instructed by the Department's Defensive Tactics training staff and/or by CJTC training staff. Only personnel who are certified in the use of approved Vascular Neck Restraints may use the technique(s) in less than deadly force circumstances.

1.3.5 Post Use of Force Practices (Also CALEA 1.3.6)

Principle: The use of force or response to resistance may cause injury to citizens and/or officers. It is important to ensure that any injuries receive the appropriate medical care. In addition, the use of force or response to resistance must be justified and reasonable. The review of incidents involving the use of force or response to resistance allows the Police Department to ensure that force is being used appropriately and to identify organizational needs (training, equipment, etc...) in this area.

Practice: Whenever an officer uses the below listed force, the following practices shall apply:

- Any use of physical strength, skill, or pain compliance techniques that results in a visible injury or complaint of injury
 - Any use of physical strikes (blows)
 - Any application of a VNR technique
 - Any use of a less lethal weapon as identified in Standard 1.3.4
 - Any discharge of a firearm – except during departmental training or off-duty recreation.
- A. **Medical Assistance:** Whenever there is a significant injury or loss of consciousness a medical response shall be requested immediately. If the person has received minor injuries or is complaining of injury, the officer shall offer to have medical aid respond for the subject. Officers shall make every effort to facilitate the rendering of aid to an injured person while maintaining necessary control of the person for safety reasons.
1. **CEW Dart Removal:**
- a. **By Officers:** An officer may remove the CEW darts from the person or his/her clothing in accordance with training. The darts shall be treated as contaminated sharps (*refer to Standard 40.2.2*) and disposed of appropriately.
 - b. **By Medical Staff:** If a dart(s) strikes a suspect in a sensitive area (face, breast, genitals) the suspect shall be transported to a medical facility for the dart(s) to be removed. The dart(s) will be collected as evidence and photographs of the injuries will be taken.
- B. **Report to Supervisor:** The officer shall report the incident to the on-duty patrol supervisor as soon as practical after the incident has been controlled.
1. A supervisor shall respond to the scene to ensure that the proper practices are followed, evaluate the necessity for additional resources and/or investigation, and initiate the written report process.
- C. **Written Report:** The involved officer's supervisor will be responsible for completing a Use of Force Review with the officer. The review will include a discussion and documentation of the events resulting in the use of force, the type of force used, the results of that force, and applicable Police Department written directives. The Use of Force Review form will be used to document the review session. The session shall occur and the form properly routed within ten (10) calendar days of the incident. *Refer also to Chapter 52 of this manual.*

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1. Officers: All officers involved in an incident resulting in the use of force shall complete a supplement to the police report regarding their involvement in the incident.
2. Supervisors: A more thorough investigation into the use of force may be requested. Supervisors should collect the necessary information at the time of the incident to complete such an investigation.
 - a. A "Significant Incident" electronic mail will be prepared prior to the end of the shift in which the force was used. The "Significant Incident" shall include information regarding the incident, the nature of the force used, and a description of any injuries sustained. *Refer to Standard 12.1.2 to ensure that Command Notification is not necessary.*
 - i. Exception: A "Significant Incident" electronic mail is not required for a firearm discharge that was used as the means to humanely dispatch a suffering animal. In this instance only a Discharge of a Firearm form would be completed and processed to document the occurrence. A Use of Force form will also be completed in every instance that a firearm was discharged toward a person (even if the person is not hit).

Practice: Use of Force or Response to Resistance Resulting in Serious Injury or Death (Also CALEA 1.3.8)

- A. **Incident Scene**: All officers at the scene of an incident shall ensure the following practices are accomplished as soon as practical, although not necessarily in the order listed.
 1. Initiate care for the injured and call for aid/medics .
 2. Notify the police supervisor.
 3. Initiate steps to attempt apprehension of the suspect(s).
 4. Attempt to locate and identify any witnesses to the incident.
 5. Protect the incident scene.
- B. **Involved Officer**: Any officer involved in the use of force or response to resistance shall:
 1. Provide a brief verbal synopsis of events to the supervisor to reasonably secure the scene and to initiate an investigation.
 2. Limit further discussion about the incident until interviewed by the assigned investigator(s).
- C. **Supervisor**: The first supervisor to arrive on scene will assume primary responsibility for ensuring that the below described practices are followed. Additional supervisors may assist and if a commander or a CIS supervisor arrives on scene, he/she will assume responsibility.
 1. Ensure that the practices outlined in this Standard are being accomplished.
 2. Ensure for the care of all injured persons.
 - a. Assign an officer to remain with any employee or suspect who is being transported to the hospital for further medical attention.
 3. At the scene, meet with the officer directly involved and obtain a brief verbal synopsis of events in order to reasonably secure the scene and to initiate an investigation. (Obtain a public safety statement.) The supervisor will also explain to the employee what practices will be followed.

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4. Notify the on-duty Patrol Commander or follow the practices in *Standard 12.1.2* for appropriate Command Notification.
 5. Relieve all directly involved officers of scene responsibilities as soon as possible and allow them to return to the station. Be sure to assign another, uninvolved employee to accompany the involved employee(s).
 6. As soon as the scene is stabilized:
 - a. Officers will be directed to leave involved weapons in place, as is, for detectives. When scene circumstances allow (including community safety) weapons on the ground will be left on the ground for subsequent collection by the investigation team. This includes police weapons and all other weapons. Weapons attached to the officer will remain with that officer – officers will not be disarmed at the scene.
 - b. Assign a fellow officer to stay with the involved officer and maintain observation to ensure weapons are not modified from the condition they were in at the scene. If an involved officer is transported to the hospital, the accompanying officer will collect the involved officer's weapon(s) as evidence, note the condition of the weapon(s), and subsequently turn t/them over to detectives.
 7. When it's time to collect weapons from involved officers the investigation team shall:
 - a. Take custody of the officer's weapons in a discreet manner.
 - b. When the primary sidearm is collected from an officer, a supervisor shall immediately replace it with another weapon and fresh duty ammunition.
 - c. If a shoulder-fired weapon or backup handgun is collected by detectives that weapon (or one of similar type) will be returned to the officer before or when the officer returns to full police duties.
 8. Determine whether the practices outlined in *Standard 22.2.4 – Line of Duty Death or Serious Injury* are necessary.
 9. For employees directly involved in a response to resistance that results in death or serious injury, allow them to consult with an attorney prior to being required to provide a more detailed oral or written statement about the use of deadly force. Such right to consult with a union representative or attorney shall not unduly delay the giving of a statement.
 10. Contact trained Peer Support personnel. Consider using them for managing and/or assisting with some of the processes outlined above. A list of all trained Peer Support personnel is maintained by the Office of the Chief.
- D. Patrol Commander:** The patrol commander shall ensure the necessary notifications *per Standard 12.1.2* are accomplished. When necessary, the patrol commander shall also ensure *the practices outlined in Standard 22.2.4* are initiated. Additional responsibilities will include:
1. Contact any officer directly involved in the use of force or response to resistance once he/she arrives at the police department and explain the investigation that will occur, and assist in making arrangements for the employee to have appropriate representation.
 2. Respond to the scene if necessary.

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3. Assess if additional off duty Peer Support personnel should be called in to assist with scene duties, as needed.

E. Other Post Incident Practices:

1. Investigations: There are two separate and distinct investigations that must occur. A legal investigation to ensure employees acted in a lawful manner; and an Administrative Review to ensure employees acted within the written directives of the Police Department. The legal investigation will always take precedence over the Administrative Review. Both may be investigated concurrently to limit the involved employees' exposure to repetitive investigation practices and to allow the investigations to be completed as quickly as possible. Refer to Chapter 52 of this Manual for additional information regarding the applicable investigations.
2. Administrative Leave or Reassignment: Any employee directly involved in the use of force or response to resistance shall be placed on administrative leave or reassignment upon completion of the preliminary report and investigation of the incident. This leave shall be without loss of pay or benefits, pending the results of the investigations. Administrative leave or reassignment shall not be interpreted to imply or indicate that the officer acted improperly.
 - a. Availability: While on administrative leave the employee(s) shall remain available for official departmental interviews and statements regarding the incident during normally scheduled work shifts or an alternative shift with seven (7) days notice.
 - b. Return to Duty: The employee(s) will be required to complete a "Fitness for Duty" exam prior to his/her return to full duty. Upon returning to duty, the employee may be assigned to perform an administrative task for a period of time deemed appropriate by the employee, the psychologist, and the Chief of Police.
3. Psychological Debriefing, Counseling and Support: Studies have shown that psychological trauma may occur when an officer is directly involved in the death or serious injury of another person. It is the goal of the Police Department to provide the necessary assistance to employees if they find themselves experiencing such a situation.
 - a. Individual Debriefing with Psychologist: The Deputy Chief(s) will make arrangements for all employees directly involved in the use of force to attend a mandatory psychological debriefing as soon as practical after the occurrence.
 - i. Purpose: The purpose of this debriefing will be to allow the employee to express his/her feelings and to deal with the moral, ethical and/or psychological after effects of the incident. These sessions will be kept confidential, but the department will receive a suitability-for-duty status report.
 - b. Group Debriefing: A group debriefing for all persons involved in the incident may also be provided when necessary. Attendance at a group debriefing is mandatory, with the exception of the officer that is directly involved in the death or serious injury of another person.

1.3.6 Written Reports

(Refer to Standard 1.3.5)

1.3.7 Use of Force Review

Principle: All Use of Force Reports will be forwarded to the Chief of Police *per Standard 1.3.5*. The Chief of Police or his/her designee will review Use of Force Reports to determine if there are any policy, training, weapon/equipment, or discipline issues which should be addressed on an individual or department-wide level.

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A. **Analysis:** The Use of Force Report will also be forwarded to the Professional Standards Unit to be included in ongoing analysis of the Department's use of force written directives and trends. The Professional Standards Unit shall prepare an annual report regarding the department's use of force incidents and practices.

1.3.8 Administrative Leave or Reassignment (Refer to Standard 1.3.5)

Definitions:

A. **Serious Physical Injury:** Refers to those physical injuries that create a substantial risk of death or that cause death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of any bodily organ.

Principle: The potential exists that any employee of the Federal Way Police Department could be involved in an incident causing death or serious physical injury to another while performing in an official capacity (e.g., a fatal traffic collision while operating a City vehicle on-duty). The department can not ignore the possible impact such an incident could have upon the employee and/or the community.

Practice: While acting in an official capacity, if an employee's action(s) results in a death or serious physical injury they shall be placed on administrative leave or reassignment upon completion of the preliminary report and investigation of the incident. This leave shall be without loss of pay or benefits, pending the results of the investigation. Administrative leave or reassignment shall not be interpreted to imply or indicate the employee acted improperly.

The Chief of Police will decide upon the below-listed considerations based on information gathered regarding the employee's well-being and the type of incident.

- The employee will receive a psychological debriefing regarding the incident.
- A fitness for duty exam may become necessary and will be considered on a case by case basis.

For sworn personnel that have been involved in a use of force or response to resistance which results in serious injury or death refer to Standard 1.3.5.

1.3.9 Authorized Weapons and Ammunition

Principle: The Police Department recognizes that a police officer's firearms accuracy performance may be directly connected to the type of weapon he/she uses. The Police Department also has a need to control the numbers and types of weapons deployed by its members in order to ensure proper training and maintenance of the weapons. Therefore only weapons and ammunition meeting Federal Way Police Department authorized standards shall be used by police officers in the performance of law enforcement responsibilities both on and off duty.

Practice: Police officers will be issued no more than one pistol and one long gun by the Federal Way Police Department. The SWAT Commander may issue additional weapons to current SWAT officers in order to fulfill their specialized assignments.

A. Authorized Weapons:

1. Less Lethal: Reference the Authorized Weapons and Ammunition Table in the Appendix for description of less lethal authorized weapons.
2. Firearms: Reference the Authorized Weapons and Ammunition Table in the Appendix for description of authorized firearms.
 - a. Primary Sidearm: An authorized primary handgun shall be carried by all general authority, commissioned police officers while on duty at all times, to include in the police facility. The primary

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sidearm shall be carried on the police officer's person and in service ready condition with two extra loaded and labeled magazines while on duty.

i. Police officers not in uniform are not required to carry two extra loaded and labeled magazines while on duty, but are encouraged to carry at least one reload.

b. Secondary Sidearm: A second sidearm may be carried while on duty in addition to the police officer's primary sidearm. It is intended for self-defense of the police officer when his/her primary sidearm is unavailable or non-functional. A secondary sidearm must be carried in a concealed manner. Any police officer electing to carry a secondary sidearm shall first comply with the practices in *Section C of this Standard*.

c. Off Duty Sidearms: General authority, commissioned police officers may elect to carry their primary sidearm or secondary sidearm while off duty. Any police officer electing to carry any other off duty sidearm shall first comply with the practices in *Section C of this Standard*.

i. If a police officer elects to carry a sidearm, he/she must also carry the Police Department badge and his/her department identification at all times while armed in public. The weapon shall be concealed from view.

ii. A police officer is prohibited from carrying a sidearm off-duty when he/she has consumed alcoholic beverages.

d. Long Guns: A police officer in a uniformed assignment (excluding bicycle and motorcycle officers) shall carry a long gun in the police vehicle while on-duty. The general issue long gun is a patrol rifle (carbine). Officers have the option of carrying an authorized shotgun instead of or in addition to the patrol rifle.

e. Specialty Weapons: SWAT is authorized to use additional weapons.

f. Department employees who have no peace officer authority to make arrests are not authorized to carry or use a firearm while on duty, nor off duty under the color of Federal Way Police Department.

i. All non-sworn employees are prohibited from carrying and/or possessing firearms and/or dangerous weapons while on City property or while performing City business as outlined within the City of Federal Way Employee Guidelines. See *City of Federal Way Employee Guidelines section 10.8 for the full, detailed policy*.

g. Privately Owned Handguns and/or Long Guns: Refer to the *Authorized Weapons and Ammunition Table for approved weapons*. The Firearms Training Unit Commander (or designee) may approve additional makes and/or models (not calibers), other than what are listed within the *Authorized Weapons and Ammunition Table*. Please refer to *item C. Approval Process, listed below*.

B. **Authorized Ammunition**: Only that ammunition approved and issued by the department shall be carried or used in a firearm. Refer to the *Authorized Weapons and Ammunition Table in the Appendix* for description of authorized firearms.

1. Off Duty: When carrying a sidearm under the authority granted by the Federal Way Police Department, only that ammunition approved and issued by the department shall be carried or used in a sidearm.

C. **Approval Process**: Any police officer that wishes to carry a privately owned firearm on-duty or off duty under the color of a Federal Way police commission must complete all the below listed practices **prior** to carrying the weapon.

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1. Written Authorization: The police officer must obtain written authorization from the Firearms Training Unit Commander (or designee). This written approval will be maintained within the police officer's FWPD personnel file as long as they use the weapon in FWPD service.
 2. Inspection: The police officer shall permit the department armorer to inspect the weapon for safety and other specifications.
 3. Certification: A department firearms instructor must certify that the police officer has demonstrated the required proficiency with the firearm.
- D. **Unsafe Firearm - Practices**: Maintaining authorized firearms in a safe and ready condition is the responsibility of the police officer authorized to carry/use that firearm. Whenever a police officer determines a firearm to be unsafe, they will immediately report the circumstances to a supervisor and the firearm will be removed from service.
- E. **Weapon Security**: All authorized firearms shall be secured in the following manner.
1. Police Department Vehicles:
 - a. Long Guns: Whenever a long gun is carried in a Police Department vehicle the weapons shall be secured into a mounted gunlock system or secured in a location out of view and with a locking mechanism that allows the weapon to be locked to a fixed part of the vehicle - see below (item 5, Security Specifications) for specific requirements.
 - i. The primary storage location for issued long guns is the police officer's locker inside the police station. Lockers containing any weapons shall be locked at all times. Except for take home vehicles, issued long guns will not be stored in a Police vehicle when a police officer is off duty. Police officers will remove their long gun and other weapons from their police vehicle at the end of each work shift and store them inside their assigned locker.
 - ii. Police officers with a take home *patrol* vehicle may leave the weapon locked inside the vehicle if the weapon is in an approved locking system AND the vehicle is parked inside a locked garage. Police officers with a take home *unmarked* vehicle may leave the weapon locked inside the vehicle if the weapon is in an approved locking system, the weapon is out of view from outside the vehicle, and the vehicle is locked. For any take home vehicle (marked and unmarked), when the criteria in this paragraph cannot be met the weapon must be stored in a locked gun safe inside their residence or in their locker at the police station.
 - iii. Whenever a police officer will be away from their take home vehicle for more than three consecutive days (i.e., for vacation), issued long guns must be stored inside their locker at the police station.
- Practice: When a police officer wants to take an issued long gun away from the police station for personal practice off duty they must get approval each time from their lieutenant or commander. The below listed security measures will be followed:
- the weapons will not be left in an unattended vehicle; and
 - the officer is with the weapon at all times; or the weapon is locked inside a gun safe in the officer's residence.

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- b. Unattended sidearms: While on-duty, if it becomes necessary to secure an authorized sidearm in a Police Department vehicle the police officer should first ensure the vehicle is in a secure location and then place the sidearm out of view and lock the vehicle.
 - c. Unmarked Vehicles: Police officers shall not store an authorized firearm in an unattended vehicle unless a locking system is used in an area of the vehicle not visible to the outside and that secures the weapon to a fixed portion of the vehicle - see below (item 5, Security Specifications) for specific requirements.
 - d. Less Lethal Weapons: Generally, department issued Tasers and other less lethal weapons are to be stored in the officer's assigned locker at the police station between work shifts. Officers who commute to work in full uniform may take their issued less lethal weapons with them between shifts provided the following security requirements are followed:
 - All department issued weapons and the police radio are never left inside an unattended vehicle; and
 - When the officer is not in uniform these items must be stored in a secure location in the officer's residence.
2. Police Facility: All authorized firearms being stored at the Police Facility must be secured (padlocked) in a police officer's assigned locker or stored in another authorized and locked weapons storage area.
- a. Long guns entering the facility must be unloaded, with the slide open on shotguns and the magazines out of rifles.
3. Off-duty Security/Storage of Authorized Firearms: Police officers have the option of taking their issued service sidearm with them between work shifts provided the listed security measures are followed. When authorized firearms are secured at any other location they must use a firearm lock-up system that prevents unwanted access to the weapon.
- a. Unattended Private Vehicles: Police officers shall not store an authorized firearm in an unattended vehicle unless a locking system is used in an area of the vehicle not visible to the outside - see below (item 5, Security Specifications) for specific requirements.
- Any time an employee takes a department weapon with them between work shifts the employee must adhere to all standards regarding use of force, and use and care of the weapon. In addition to potential discipline, the responsible employee will be financially liable for department weapons that are lost, stolen, or damaged as a result of not following these requirements.
4. Unsecured Firearms: Any member of the Police Department that finds a firearm that is not properly secured as this standard instructs, shall immediately notify a supervisor. The supervisor shall insure the firearm is properly secured and attempt to identify the police officer authorized to carry the firearm. The supervisor will also generate a memorandum explaining the circumstance and provide it to his/her commander.
5. Security Specifications: If a hard-mounted gunlock system is not in place inside a vehicle, the following is an alternative lock-up system which is required to secure a weapon inside any vehicle – police or private. This locking system will be used in an area of the vehicle not visible to the outside.
- A padlock with a 3/8" (or greater) hardened steel shackle;
 - 3/8" steel cable or a steel chain rated at a 3900 pound or greater workload; and
 - The cable or chain is attached to a fixed portion of the weapon and to a fixed/permanent portion inside the vehicle.

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F. **Carrying Firearms Out of State:** For eligible current or former law enforcement officers, the LEOSA (Law Enforcement Officers Safety Act as amended in 2010) establishes the right to carry a concealed weapon throughout the United States. The Federal Way Police Department (FWPD) limits the firearm qualification process for former police officers to handguns only.

1. The LEOSA does *not* grant any of the following:
 - a. Law enforcement authority to police officers when they travel to a state outside of their commissioning jurisdiction.
 - b. Authority to be armed while traveling on an aircraft.
 - c. Authority to be armed in a place where firearms are normally prohibited (such as a jail or courthouse).
 - d. Former police officers with "qualified-to-carry" status have no law enforcement powers under the LEOSA.

2. **Active Duty, Fully Commissioned Federal Way Police Officers:** In order to carry a concealed firearm under authority of the LEOSA outside the state of Washington, Federal Way police officers must meet all of the following qualifications:
 - a. Have successfully completed the FWPD firearm qualification process with the weapon within the preceding 12 months;
 - b. Not be subject to any disciplinary action by FWPD to the extent that the officer is currently disqualified by FWPD from carrying a weapon under color of police authority or from exercising police powers;
 - c. Not be under the influence of alcohol or drugs while carrying the weapon;
 - d. Not be prohibited from federal or state law from possessing a firearm; and
 - e. Carry their FWPD commission card/police identification at all times that the weapon is carried.

Unless traveling on official law enforcement business, the officer shall not take or carry a FWPD weapon out of the state of Washington.

G. **Records:** The Commander in charge of firearms training or their designee shall maintain records for all department approved firearms. The records shall include:

- Type of weapon – description, model, serial number or other identifying number
- Identity of owner and/or assignee
- Name of person approving use and date of approval
- Record of demonstrated proficiency

H. **Former Officers and LEOSA:** The Law Enforcement Officers Safety Act (LEOSA) of 2004 was amended in 2010. Based on those updates, FWPD certified firearms instructors may administer a qualification course (skills test) for a former law enforcement officer who departed law enforcement service after at least ten years of commissioned service (having formerly had statutory powers of arrest for an aggregate of ten or more years). The former police officer bears

the burden of satisfying any LEOSA requirements. If the former police officer passes the qualification test, the instructor will issue a written note that certifies what occurred. Former police officers will provide their own firearm, holster and ammunition for the qualification process. In the opinion and judgment of the firearm instructor, if the retiree's weapon, holster or ammunition is unreasonably unsafe, the former police officer will not be allowed to participate in the qualification process until they obtain a suitable weapon system.

1. Former Federal Way Police Officers: In order to carry a concealed firearm under authority of the LEOSA, former police officers must meet all of the following qualifications:
 - a. Must have separated from employment at FWPD in good standing as a fully commissioned law enforcement officer;
 - b. Separated employment for a reason other than mental instability;
 - c. Must have at least ten years of commissioned law enforcement experience prior to separation, or be separated due to a service-related physical disability;
 - d. Cannot be under the influence of alcohol or other intoxicating or hallucinatory drug or substance while carrying a firearm;
 - e. Cannot be prohibited by federal or state law from possessing a firearm;
 - f. Must carry their former law enforcement credentials (with photograph) at all times that a firearm is carried; and
 - g. Must qualify with the weapon within the preceding 12 months, as administered by a certified law enforcement firearm instructor. OR, for former police officers who live in other states, they must qualify to the standards of the states in which they live.

2. Former Officers from Other States: The burden for knowing and complying with the current requirements of the LEOSA are entirely on former police officers. Former law enforcement officers who separated from commissioned law enforcement employment from other states and now live in Federal Way may request an opportunity to qualify as part of a FWPD firearm training session. The former police officer should initiate the request with the FWPD Office of the Chief. The former officer must provide evidence of former commissioned law enforcement service. The Office of the Chief will keep a copy of such evidence on file.

3. Records and Responsibilities: The responsibility to maintain current eligibility under LEOSA rests entirely with former police officers. Except for keeping related documents (such as the evidence mentioned above, as well as below under FTU supervisor), FWPD will not be responsible for determining ongoing LEOSA eligibility of any former law enforcement officer. FWPD will merely provide opportunities for former officers to qualify with a firearm.

The **Office of the Chief** will establish a list of former FWPD police officers who met the above eligibility requirements when they separated from commissioned law enforcement service. Inquiries from other agencies regarding LEOSA status of a former FWPD officer will be referred to the Office of the Chief, where the status will be confirmed based on the current list. Once a former officer's name is on the list, requests to qualify will be forwarded to the supervisor of the FWPD Firearms Training Unit (FTU).

The FTU supervisor will schedule an opportunity for the former police officer to qualify as part of a FWPD firearms training session. The supervisor will maintain qualification records in the same manner as with current FWPD officers; this includes the signed waiver of liability from each police officer who attempts to qualify and a copy of their qualification score sheet.

- I. **Privately Owned Firearms:** Police officers, who choose to carry an authorized, personally owned firearm, will pay for and retain ownership of the weapon and all accessories. In addition, the officer is responsible for arranging and paying for any armorer repairs or maintenance required for the gun. For any weapon that is damaged in the line of duty, the Chief of Police may review exceptions to personal expense. In any case, the Police Department (City of Federal Way) will not be responsible for normal wear and tear to personally owned weapons, nor for any total loss or damage exceeding \$1,000 to any handgun or \$1,500 for any long gun. Weapons used for service that are valued beyond those amounts are used at the police officer’s own risk, unless specifically authorized. For private firearms that are used for police service, where there is no gun safe or secure lock up system in the police officer’s residence the officer is encouraged to store those weapons in their locked locker at the police station.

Officers shall adhere to all procedures and practices the Department has in place regarding the safety, maintenance, and use of firearms whether the firearm is personally owned or provided by the Police Department.

1.3.10 Weapon Proficiency

Principle: Only those officers who demonstrate proficiency in the use of department weapons are approved to carry those weapons.

- A. **Initial Training:** Before carrying or using any department weapon, employees shall be trained by an instructor who is currently certified to give instruction with that weapon. Training will include laws concerning the use of force, lethal force, and department policy regarding the same. The training will include familiarization with the weapon and safe-handling procedures.

- 1. **Documentation:** The instructor giving the training will forward supporting documentation for all training given to the Professional Standards Unit. The weapons training documentation will be kept on file for at least six (6) years after the employee’s separation from the department.

- B. **Demonstrating Proficiency:** Before carrying any weapon on duty, or off duty under the color of Federal Way Police Department authority, an officer will demonstrate proficiency in the use of the weapon to a certified instructor. This may include, but not be limited to, achieving minimum qualifying scores on prescribed courses of weapon handling and demonstration of knowledge of the laws and department policy regarding use of force and lethal force.

- 1. **Former Officer Qualification Process:** Prior to conducting any shooting, the **firearm instructor** will:
 - a. Obtain a signed waiver of liability from the former police officer.

If the former police officer submits a signed waiver of liability, the instructor will conduct a Washington State Criminal Justice Training Center (WSCJTC) qualification process and document the results on a Retired Law Enforcement Officer Firearm Qualification form. If the former police officer fails to demonstrate proficiency and if time and opportunity allow, the instructor may offer brief remedial training, followed by a subsequent attempt to qualify. No more than two attempts will be allowed on a single calendar day. The former police officer may request another attempt at a later date.

- When a former police officer demonstrates proficiency with the firearm (qualifies), the FTU supervisor will make two copies of the Retired Law Enforcement Officer Firearm Qualification form. One copy of this form will be given to the former police officer and the other copy will be kept with the former police officer’s qualification records.

- C. **Notice of Non-Authorization:** Any officer not having the above required initial training or who does not pass the proficiency examination for a specific weapon shall not be authorized to carry or use that weapon in any capacity.

1.3.11 Training and Qualification

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Principle: At least annually, all Police Department police officers authorized to carry firearms are required to receive in-service training on the department's use of force policies and demonstrate proficiency with all approved lethal weapons and electronic controlled weapons that the employee is authorized to use. The training may be in conjunction with firearms qualifications, in shift briefings, or other training forums. In-service training for other less lethal weapons and weaponless control techniques shall occur at least biennially.

A/B. Evaluation and Documentation: Proficiency training and qualifications will be conducted by a certified instructor. All training and qualifications will be documented and forwarded to the Professional Standards Unit to be retained as described in Standard 1.3.10.

1. **CEW Qualification:** Proficiency for electronic control weapons includes successfully loading, unloading, deploying, and discharging the prongs of the weapon on an annual basis.

C. Remedial Training / Failing to Qualify: An officer is not authorized to carry or use any department-owned weapon, or to carry or use any personally owned weapon under the color of department authority when he/she fails to meet the standards set forth in this chapter.

For any officer who demonstrates weapon performance below the established proficiency standard, if time allows the instructor will immediately give remedial training specific to the defective performance. If time allows following the immediate remedial training, the instructor will give the officer subsequent opportunities to qualify. If the officer's performance meets or exceeds the proficiency standard, it shall be considered as passed.

If circumstances do not allow for immediate remedial training and subsequent qualification attempts, or if the officer continues to fail subsequent qualification attempts, the instructor will advise the officer that he/she is not currently qualified to carry or use the weapon. The instructor will immediately notify the officer's direct supervisor or the patrol commander on duty.

The officer's chain of command shall suspend the officer's authorization to carry the specific weapon until the officer demonstrates successful proficiency with the weapon. This may require a temporary job reassignment that doesn't require the officer to have access to the specific weapon. In consultation with the Professional Standards Unit, the officer's chain of command will determine what further actions are appropriate.

D. Firearms Training – Practice Ammunition: General commissioned police officers may be issued practice ammunition for their primary service sidearm. Interested police officers must contact a member of the Firearms Training Team to receive ammunition. This opportunity for additional firearms practice is optional and will not be grounds for monetary compensation for an employee's time and/or travel.

1. **Firearms Range:** The Police Department may also make arrangements with local firearms ranges to allow police officers to use the range at the department's expense.
2. **Use of Ammunition:** It will be considered a violation of this Standard to disperse issued practice ammunition in a manner other than police officer firearms practice.
3. **Program Continuation:** The issuance of practice ammunition will be reviewed on a quarterly basis to consider the effectiveness of the program and future consideration.

1.3.12 Use of Force Standards

Principle: Per Standard 12.2.1 and the Written Directives System Table, all officers authorized to carry a lethal or less-lethal weapon shall be provided with a copy of the Manual of Standards as well as instructed on how to access it electronically. In addition, these officers will receive instruction on Section 1.3 (Use of Force) of the manual.

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A. **New Employees:** Those officers that will be authorized to carry a lethal or less lethal weapon will be provided the applicable Standards and instruction in those orders prior to authorization.

1.3.13 Annual Analysis of Use of Force

Refer to Standard 1.3.7.

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AGENCY JURISDICTION AND MUTUAL AID

2.1 AGENCY JURISDICTION AND MUTUAL AID

PHILOSOPHY: The Federal Way Police Department understands that cooperation among law enforcement agencies is essential in order to provide the community with the level of service it expects. Department members are encouraged to network with other law enforcement professionals and to develop positive working relationships with their professional peers. The Police Department has developed the following guidelines to assist in determining jurisdiction and providing mutual aid.

2.1.1 Geographical Boundaries

Practice: The corporate city limits of the City of Federal Way are the geographical boundaries for the Federal Way Police Department. The Administrative Services Commander or his/her designee is responsible for the revision and updating of the boundaries as needed. The specific geographical boundaries are available in the following manners.

- A. **King County Emergency 911 (E-911) System:** The City of Federal Way and King County have determined specific delineations of the boundaries of the City of Federal Way. Each street within the city has been reduced to block ranges and entered into the E-911 automated system. This ensures each 911 call is correctly directed to the appropriate jurisdiction.
- B. **Valley Communications Computer Aided Dispatch (CAD):** The CAD system includes each street within the City of Federal Way and distinguishes the reporting district.
- C. **Maps:** Either hardcopy or digital maps will be made available to Valley Communications – whichever option is most convenient and/or up to date; a hardcopy map(s) will be maintained in the Records Section and updated, as needed. Digital maps are also readily available to personnel through several easily accessible options, such as the City of Federal Way website or the Safe City dashboard.

2.1.2 Concurrent Jurisdiction

Principles:

- A. **Communication:** Members of the Police Department have the capability to monitor radio communications and communicate with neighboring agencies, the WSP, and King County Sheriffs Office. These communication linkages between agencies facilitate the prompt and appropriate response if assistance is required.
- B. **Providing Assistance:** Police officers of the Federal Way Police Department will provide assistance to any law enforcement agency conducting business in the city that has requested assistance. Unless the assistance is of an emergent nature, the on-duty supervisor should approve the request prior to it being provided.
- C. **Jurisdictional Issues:** In any situation where a question arises concerning jurisdiction with another agency, the responding Federal Way officer will make every attempt to resolve the matter in the most professional manner possible. If a resolution is not possible, the on-duty supervisor shall be requested to provide assistance. If no amicable solution can be reached, the matter should be handled by this department in the interest of the community and a report outlining the situation submitted to the Chief of Police.

Practice: The Federal Way Police Department shares concurrent jurisdiction with several enforcement agencies. The identity of the agencies and responsibilities shared with our department are as follows:

- A. **Washington State Patrol (WSP):** The primary function of the WSP within the city limits of Federal Way is enforcement of traffic laws and to investigate traffic collisions on certain state highways. The WSP investigates all

traffic collisions on State Route 18 (SR18), east of the intersection of SR 18 and 16 Ave S/Enchanted Parkway, Highway 99 between S. 284 Street and S. 272 Street, and on Interstate 5 in its entirety as it runs through the city.

1. Major Criminal Investigations: Federal Way Police Department patrol supervisors and/or commanders should offer assistance to the WSP for the investigation of major crimes committed within the city limits of Federal Way, but in WSP jurisdiction.
 2. Dash Point State Park: Park Rangers are limited commission peace officers with full law enforcement authority which restricts them to the territorial boundaries of the state park. Park Rangers have limited resources and may require assistance through either WSP or Federal Way Police Department (the Park Ranger on duty will make this determination). Federal Way Police Department has full enforcement authority within the state park boundaries.
- B. King County Sheriff's Office**: King County Sheriff's Office deputies have full police authority within the city limits of Federal Way.
- C. Utilities and Transportation Commission**: This agency has the authority to conduct commercial vehicle inspections and enforcement within the city limits.
- D. The Department of Fisheries and The Liquor Control Board**: Officers from these agencies have full enforcement authority within the City of Federal Way. Federal Way police officers also have the authority to enforce fishery and liquor violations within the city limits.
- E. Federal Law Enforcement Agencies**: Officers from these agencies have enforcement authority for federal law violations within the city limits. The Federal Way Police Department supports the practice of concurrent federal and state investigations within the city limits and working closely with federal law enforcement agencies.

2.1.3 Mutual Aid

Principle: RCW 10.93.070, **General Authority Peace Officer – Power of, Circumstances:** This law is the controlling legislation governing peace officer powers within the state of Washington and providing for mutual aid agreements. The law provides general authority to Washington peace officers to enforce traffic or criminal laws anywhere in the state, under the following conditions.

- A.** Upon prior written consent of the sheriff or chief of police in whose primary territorial jurisdiction the exercise of powers occurs.
1. A current list of cities that have provided written consent to our agency is maintained by the Executive Assistant to the Office of the Chief (or his/her designee) with a copy provided to the Records Section and posted in the patrol briefing room.
 - a. Written consent includes the option now available to all agencies in the State of Washington to post an electronic version of the "Notice of Consent" on the WASPC website.
- B.** In response to an emergency involving an immediate threat to human life or property.
- C.** In response to a request for assistance pursuant to a mutual law enforcement assistance agreement with the agency of primary territorial jurisdiction or in response to the request of a peace officer with enforcement authority.
- D.** When the officer is transporting a prisoner.
- E.** When the officer is executing an arrest warrant or a search warrant.
- F.** When the officer is in fresh pursuit as defined in RCW 10.93.120.

RCW 10.93.030 requires that an officer exercising the powers authorized above shall report such action in a timely manner, after the fact, to the law enforcement agency with primary territorial jurisdiction. It is the Federal Way Police Department's practice that notification shall occur prior to the exercise of powers whenever possible.

Practice: The following guidelines do apply when requesting mutual aid or providing it during unplanned, emergent circumstances. *Also refer to Chapter 46 of this manual for information regarding mobilization phases that may apply in situations requiring mutual aid.*

- A. **Request for Mutual Aid:** In situations that require mutual aid assistance, any on-duty Federal Way police supervisor may request assistance from a neighboring agency. The request may be made either by direct contact with the requested agency or through dispatch. Outside personnel responding to a Federal Way Police Department request will report to the Federal Way supervisor in charge of the incident.
 - 1. **Documentation:** The Federal Way supervisor shall obtain the officer names and their agencies for all officers that respond and provide actual assistance. This information will be included in the police report of the incident. If any outside agency officer provides assistance that requires a supplemental report, the Federal Way supervisor shall request and obtain that report. The Federal Way supervisor will prepare a "Significant Incident" electronic mail regarding the circumstances requiring mutual aid and the type of aid received. The "Significant Incident" shall be completed by the end of the shift in which aid was received.

- B. **Response for Mutual Aid:** No officer shall respond outside the City of Federal Way to a request for mutual aid by another law enforcement agency without first being authorized by the on-duty Federal Way police supervisor. The Federal Way supervisor shall designate how many (if any) units will be sent to provide mutual aid. With patrol commander approval, a supervisor shall also respond to monitor the mutual aid being provided and to ensure direct supervision of Federal Way personnel. If a supervisor is not available to respond, a supervisor or patrol commander will designate one of the responding officers as a "lead" officer.
 - 1. **Documentation:** The Federal Way supervisor will ensure any necessary reports are provided to the agency requesting mutual aid by the end of the shift in which the aid was provided. The Federal Way supervisor will prepare a "Significant Incident" electronic mail regarding the circumstances requiring mutual aid and the type of aid provided. The "Significant Incident" shall be completed by the end of the shift in which aid was received.

2.1.4 Federal Law Enforcement or National Guard Assistance/Emergency Situations

The Federal Way Police Department may face an emergency situation that requires the immediate assistance of federal law enforcement agencies or the National Guard. *Refer to Chapter 46 of this manual for additional information regarding emergency situations.*

CONTRACTUAL AGREEMENTS FOR LAW ENFORCEMENT SERVICES

3.1 CONTRACTUAL AGREEMENTS

PHILOSOPHY: The Federal Way Police Department may provide law enforcement services to other agencies or to the general public through a contracted services agreement. Prior to providing contracted law enforcement assistance, the elements of the services will be identified in a written agreement and approved by the City Council.

3.1.1 Contractual Services Provided

Principle: All written agreements shall include, but are not limited to, the following information.

- A. **Scope of Services:** All agreements shall clearly identify the specific services to be provided.
- B. **Financial Arrangements:** All agreements shall include specific language setting forth financial agreements between the parties.
- C. **Records:** All agreements shall specify what records concerning the performance of services are to be kept by the Federal Way Police Department. All incident/police reports shall be retained by the Federal Way Police Department.
- D. **Duration, Modification, and Termination:** All agreements shall specifically state the duration or term of the agreement, provide that the agreement may be modified only in writing, and provide a process to terminate the agreement.
- E. **Legal Contingencies:** All agreements shall include specific language dealing with legal contingencies.
- F. **Personnel:** All agreements shall specifically state that the Federal Way Police Department shall directly supervise and control the department personnel under the agreement.
- G. **Equipment and Facilities:** All agreements shall specifically identify the equipment and/or facilities, if any, that the contracting agency is going to provide.
- H. **Review:** Before extension of the contract, it shall be reviewed and revised, if necessary.

3.1.2 Employment Rights

Principle: Employees of the Federal Way Police Department who are assigned to fulfill services under an agreement shall not lose any rights and benefits provided to other departmental employees in the same job class.

ORGANIZATION AND ADMINISTRATION

11.1 ORGANIZATIONAL STRUCTURE

PHILOSOPHY: The organizational structure of the Federal Way Police Department is intended to facilitate the accomplishment of the agency's core functions; law enforcement, protection, and education. The structure of the organization must remain flexible as the department pursues its mission and adapts to changing environments.

The Federal Way Police Department operates with what is normally referred to as a "flat" structure with only three ranks or levels between the Chief of Police and the line level staff. The addition of the Corporal position, which replaced Officer-In-Charge, adds more dimension to our organization's structure while providing growth opportunity for our future leaders, as well as greater efficiency to deal with day-to-day operations. This helps ensure communication remains open and decision making still occurs when and where needed within the department. The future may see continued growth and more complexity added to our rank structure, but our organization continues to rely upon each employee developing their leadership skills, while coaching and mentoring those around them to become more effective contributors and skilled law enforcement professionals.

11.1.1 Organizational Structure

Principle: The Federal Way Police Department consists of three (3) major components: The Office of the Chief of Police; the Field Operations Division; and the Support Services Division. Each component performs multiple functions that are described in the following paragraphs.

Practices:

A. Office of the Chief of Police

1. General: The Chief of Police, under the general direction of the Mayor, is responsible to plan, organize, direct and control the activities and personnel of the Police Department. Department personnel report to the Chief of Police through their chain of command.
 - a. Executive Assistant: This function provides direct support to the Office of the Chief and entails a variety of responsibilities. This position reports directly to the Chief of Police.
 - b. Public Information Officer (PIO): The PIO function will be handled either by a member of the command staff that's been appointed by the Chief of Police to act in this capacity or, as staffing resources allow, by a sworn officer. *Specific information regarding the public information function is contained in Chapter 54 of this Manual of Standards.*
2. Chain of Command: The chain of command described below includes all sworn and non-sworn personnel with the exception of the Civilian Operations Section. The Civilian Operations Section reports to the non-sworn Civilian Operations Manager that in turn reports directly to the Chief of Police.
 - a. Deputy Chief: The Deputy Chief(s) is responsible for the day to day operations of the Police Department and assists the Chief of Police to ensure effective planning and organization for the department.
 - b. Commander/Manager: Directly responsible to a deputy chief, with the exception that the Administrative Commander (ONLY in regards to all professional standards matters) and Civilian Operations Manager both report directly to the Chief of Police. Duties include:

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- Establishing goals for the division or section, coordinating activity, and evaluating the performance of their subordinates.
 - Preparing and administering applicable sections of the department budget.
 - Ensuring the goals of the Police Department are being pursued and compliance with written directives.
- c. Lieutenant/Supervisor: Directly responsible to the section/shift commander/manager. Duties include:
- The supervision of personnel assigned to their unit and/or section and conducting periodic line inspections.
 - Providing training and counseling to improve the performance of subordinates and evaluating the performance of their subordinates.
 - Ensuring the goals of the Police Department are being pursued and compliance with written directives.
- i. Records Administrator: This position reports directly to the Civilian Operations Manager and oversees the Records Unit. Records Supervisors will report directly to the Records Administrator and be responsible for a specific work shift(s).
- ii. Corporal: A corporal reports directly to the lieutenant of the patrol shift or specialty unit the corporal is assigned to. Corporals are empowered with dormant supervisory authority and are subordinate to lieutenants. The corporal has actual supervisory responsibility and authority for their patrol squad or unit during the absence of a lieutenant, or when assigned (as delegated) by a lieutenant. Throughout the Manual of Standards and unless specified otherwise, wherever Lieutenant is indicated it also includes corporals (when acting with supervisory responsibility).
- d. Officers: Directly responsible to the section, unit, or shift lieutenant or commander. Their duties vary according to assignment. Refer to the following descriptions of Police Department Functions.
- e. Civilian Employees: Directly responsible to the section and or unit supervisor or manager to whom he/she reports. Duties vary according to assignment. Refer to the following descriptions of Police Department Functions.

B. Field Operations Division

1. Patrol: The patrol function is the primary function of the department. Police officers are assigned to squads to provide service 24 hours, 7 days a week. Commanders coordinate the shifts and each squad has a lieutenant and a corporal assigned to it for supervision purposes. The primary roles are:
- a. To provide proactive enforcement and innovative methods of protection.
 - b. To provide the initial response to calls for services that the department receives. Perform a substantial amount of any necessary follow-up investigation which may be required. Provide uniform assistance to other department units, other city departments, and other law enforcement and social agencies as necessary.

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2. School Resource Unit: The School Resource Unit provides specific services geared toward the enhancement of police relations with youth, the education of youth regarding aspects of the criminal justice system, and improved campus security. A Lieutenant supervises the unit and reports to a Field Operations Division commander. An officer is assigned to high schools within the Federal Way School District, as negotiated by contract. *Specific information regarding this function is contained in Standard 44.2.4.*

3. Mall Unit: The Mall Unit augments overall law enforcement and crime prevention services provided to the mall. This specific assignment allows for better coordination with the mall security and the individual department store loss prevention personnel. A Lieutenant supervises the unit and reports to a Field Operations Division commander.

4. Traffic Unit: The Traffic Lieutenant, who reports to a Field Operations Division commander, supervises the unit; this unit will also have a corporal. The primary functions of the Traffic Unit are provided below. *Specific information regarding the traffic function is contained in Chapter 61 of this Manual of Standards.*
 - a. Prevention: Uses preventive techniques to decrease traffic-related problems. The Speed Watch Trailer Program is one example that is used at specific locations throughout the community to increase awareness amongst drivers regarding their speed. Also, participation in statewide and/or local emphases can be a useful tool in deterring traffic-related violations.
 - b. Education: Conducts traffic education programs for local schools, the general public, and a traffic citation diversion program for traffic violators coordinated by the Municipal Court.
 - c. Enforcement: Conducts analysis of citations, accidents, preventive efforts, and engineering information to target locations for traffic enforcement activities.
 - d. Collision Investigation: Investigates collisions and provides reconstruction for major accidents with the use of the Total Station and other computer software programs.
 - e. Photo Enforcement: Manages all aspects of the city's photo enforcement efforts which are utilized as an additional enforcement tool to enhance safety at intersections (red light violations) and school zones, to include coordination with the city's Traffic Engineer for optimal placement.

5. Court Transportation: The priority for this position is to transport prisoners back and forth from jail to the Federal Way Municipal Court, as required. Other transport duties can be assigned as needed which requires the approval of the on-duty Lieutenant. This position will also assist patrol, as time allows, with handling in-station reports and phone reports. This position reports to the Day Shift Lieutenant.

6. Special Operations Unit (S.O.U.): The Patrol Special Operations Unit is a uniformed, high visibility, directed enforcement team focused on, but not limited to, the downtown core, parks, trails, and transit hubs. Members utilize bicycles and/or dual-sport motorcycles, with alternatives used during severe weather. This unit is an adjunct to Patrol for addressing specific and serious criminal trends/behavior. Calls for service and/or supplementing other patrol specialized units is secondary to their primary mission; unit members should not be used routinely for CIS operations.

7. Animal Services Unit: The Animal Services Officers act as the animal control authority for the City of Federal Way providing enforcement of all laws regulating the care and control of domestic animals, and promoting responsible pet ownership through public outreach while enforcing and/or educating citizens in regards to pet licensing requirements. The Animal Services Officers report directly to a lieutenant.

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- 8. Special Weapons and Tactics (SWAT): The unit is coordinated by a commander and consists of the tactical team and the crisis communication unit (hostage negotiators). The tactical team and CCU respond as a part of the Valley SWAT to assist in the resolution of incidents that require special tactics, weapons, munitions, and/or crisis intervention communications. The teams may also assist with the service of high-risk search and/or arrest warrants.
- 9. Bomb Disposal Unit (BDU): This unit is coordinated by a commander or his/her designee and is responsible for the mitigation of explosive related devices and incidents, along with recognition training and awareness of personnel and citizens in relation to explosives and explosive components.
- 10. Explorer Program: The Police Explorers are affiliated with the Learning for Life program. A Field Operations Division commander coordinates the Police Department's involvement in the program. The program is designed to introduce youth and young adults to the law enforcement profession and a work environment.

C. Support Services Division

- 1. Criminal Investigations Section: The Criminal Investigations Section (CIS) contains three units, each supervised by a lieutenant. CIS performs felony investigations and other investigations that are deemed sensitive in nature or that require specialized training. In addition, the division provides support to victims and survivors of violent crimes. *Specific Information regarding this function is contained in Chapter 42 of this Manual of Standards.* The three units are;
 - a. Crimes Against Persons Unit: The primary function of this unit is to investigate crimes committed against persons such as; homicide, robbery, kidnapping, rape, child abuse, domestic violence, and missing persons. This unit also coordinates the monitoring of Registered Sex Offenders.
 - b. Crimes Against Property Unit: The primary function of this unit is to investigate crimes committed against property such as; fraud, forgery, burglaries, auto theft, and other white collar crimes. This unit also coordinates the monitoring of pawn activity at stores within the City.
 - c. Special Investigations Unit (SIU): The primary function of this unit is to identify and impact crime trends within the City of Federal Way. Crime trends may include those based on MO, crime type, or geographical area. This Unit may also encompass the below listed functions which will be staffed as resources allow. These functions can operate independently within their assigned role or act as part of a coordinated effort when deemed necessary by the SIU Lieutenant. The specific functions may be assigned to individual team members designated by the SIU Lieutenant, as necessary and as staffing resources allow.
 - i. Special Investigations: This function primarily focuses on drug and vice-related crimes. They may also assist in conducting surveillance and/or other coordinated operations as necessary. *Specific information regarding this function is contained in Chapter 43 of this Manual of Standards.*
 - ii. Criminal Intelligence: This function primarily investigates and identifies organized crime within the City as well as insures proper licensing and monitoring of gambling, liquor, and massage establishments. Any necessary functions associated with Criminal Intelligence will be fulfilled by the SIU Lieutenant in the event a Detective is not assigned this role. *Specific information regarding this function is contained in Chapter 43 of this Manual of Standards.*

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- iii. Community Officers: This function is used to provide emphasis within specific neighborhoods, as needed. Officers provide a strong police presence and deal with specific neighborhood related issues.
- iv. Emphasis Patrol: This function provides emphasis to the Highway 99 corridor within the city limits of Federal Way.
- v. Gangs: This function focuses upon gang-related activity through identifying gangs that are active within the community and regionally, tracking and identifying gang-related graffiti, and educating citizens about gangs.

2. Administrative Section: The Administrative Commander or his/her designee performs several functions that are;

- a. Budget/Financial Coordination: Coordinates the development of the department budget, researches and prepares financial information for labor negotiations and monitors the department expenses throughout the budget cycle. Also prepares and administers grants for the department; the Administrative Assistant assists in the performance of this function. *Specific information regarding this function is contained in Chapter 17 of this Manual of Standards.*
- b. Planning and Research: Monitors developments and future trends in the community and the law enforcement profession. Ensures that the department continues to meet applicable standards. *Specific information regarding this function is contained in Chapter 15, Section 1 of this Manual of Standards.*

The Administrative Section consists of the functions listed below.

- a. Training: Manages both external and internal training for the department.
- b. Accreditation: Coordinates the accreditation process and the review of department written directives on a regular basis.
- c. Review Process: Oversight of the professional standards process involving service delivery investigation, administrative reviews, and standards investigations. *The Administrative Commander reports directly to the Chief of Police when providing recommendations on Standards Investigations.*
- d. Personnel: Assists in coordinating the Police Department's involvement in the selection process for positions within the department. Acts as the liaison with the City of Federal Way Human Resources Department. *Specific Information regarding this function may be found in Chapters 16, 21, 31, 32, and 34 of this Manual of Standards.*
- e. Candidate Background Investigations: Coordinates the completion of background investigations conducted on candidates for departmental positions. *Specific Information regarding this function is contained in Chapter 32 of this Manual of Standards.*
- f. Equipment Coordination: This function is performed by the Quartermaster who is responsible to inventory, purchase, and supply equipment for the department.
- g. Volunteers: The Volunteer Coordinator provides oversight and coordination for the Department's volunteer program, to include recordkeeping, recruiting, recognition, and orientation for new volunteers.

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3. Civilian Operations Section: The Civilian Operations Manager directs the activities of personnel assigned to the section. The Civilian Operations Manager reports directly to the Deputy Chief of Police.
 - a. Crime Analysis and Prevention Unit: This unit conducts the functions listed below:
 - i. Crime Analysis: The primary function is to provide analysis of crime statistics, patterns and trends, and publish related documents and reports for other members of the department and the public, when appropriate. In addition, the crime analysis function will ensure that the various department forms, data systems, and computer software are coordinated to provide necessary analysis information and that department personnel receive the necessary training to enable individuals to perform simple analysis of gathered information. *Specific Information regarding the crime analysis function is contained in Chapter 15 of this Manual of Standards.*
 - ii. Crime Prevention: Crime prevention is provided to the community with an emphasis on residential programs, commercial programs, and multi-unit housing programs. *Specific information regarding the crime prevention function is contained in Chapter 45, Section 1 of this Manual of Standards.*
 - b. Coordination of City Alarm Procedures: This function ensures the compliance to applicable City Ordinances regarding commercial and residential security alarms. *Specific Information regarding this function is contained in Standard 81.2.13.*
 - c. Property/Evidence Retention: This function is performed by a civilian Evidence Custodian and a civilian Property/Evidence Technician. Their primary role is to insure the proper storage, retention, and disposition of property and evidence taken by this department. An additional responsibility is the proper maintenance of records related to the property/evidence function. *Specific information regarding this function is contained in Chapter 83 and 84 of this Manual of Standards.*
 - d. Records Unit: The Records Administrator will oversee and supervise the activities of the entire unit while Records Supervisors will supervise a specific work shift(s). The unit consists of record specialists, data entry, and customer service personnel. The section's primary function is to maintain department records, such as police reports, court orders and warrants, applications and approval for concealed weapons permits, alarm permits, fingerprint records, and traffic citations. The unit also performs transcription, as necessary, and the processing of public information requests in accordance with the Public Disclosure Act, RCW 42.56. *Specific information regarding the Records function is contained in Chapter 82 of this Manual of Standards.*
 - i. Non-Priority Reports: All Record Specialists will be trained to handle and process all non-priority reports made via the online reporting option. These reports will be handled as part of their normal duties as priorities allow. *Specific information regarding this function is contained in Standard 82.2.5.*
 - e. Animal Services Administration: The Animal Services Officers and associated functions are assigned to Field Operations. The administrative functions for Animal Services – providing the means for and authority over city-wide pet licensing, as well as vicious/dangerous dog administrative hearings, and oversight of all sheltering contracts – will be assigned to the Civilian Operations Manager.

11.1.2 Organizational Chart

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The Police Department, Field Operations Division, and Support Services Division organizational charts will be updated at least annually or on an as needed basis by the Executive Assistant to the Office of the Chief. Also, if any Department personnel wish to access the organizational charts they are available through the Executive Assistant to the Office of the Chief. Other options may be utilized which provide department personnel access to this information, such as Safe City or the intranet – the Office of the Chief will be responsible for determining the best method for disseminating the department’s organizational chart, as needed.

11.2 UNITY OF COMMAND

PHILOSOPHY: The Federal Way Police Department recognizes accountability as one of its guiding principles. Consistency is a key aspect of being able to ensure accountability. It is important to attempt to reduce the potential for miscommunication or inconsistencies by limiting the numbers of direct supervision channels.

11.2.1 Employee Accountability

Principle: Each employee will be accountable to only one immediate supervisor at any given time.

- A. Supervisors may issue orders to personnel who are not in their direct chain of command. In the event this occurs, supervisors are to notify the employee’s supervisor of the direction given in order to enhance communication and consistency amongst supervisory and management personnel.

11.2.2 Direct Command/Organizational Components

Principle: Each division, section, or unit within the department is under the direct command of only one supervisor.

- A. Whenever two or more officers or supervisors of the same rank are on duty and supervising the same area of responsibility within this department, the chain of command will be determined according to time and rank in grade unless otherwise designated by a superior officer.
 - 1. Time in grade is determined by the length of time within a rank as determined by the appointment date to that specific rank.
 - 2. Rank in grade is determined by the actual placement on a promotional test when more than one person is promoted on the same date.
- B. A Seniority List will be maintained by the Office of the Chief which indicates the name, rank, hire date and seniority date (start date for current rank) for all sworn personnel. The Spillman database is also used to track personnel data for all employees.

11.2.3 Shift / Unit Supervision

Principle: Historically, FWPd has always had a relatively “flat” organizational structure, without a lot of steps or tiers. As we grow and mature as an agency, it is possible additional layers and complexity will develop within our organizational structure. One example is the addition of the corporal position, which completely replaced the Officer-in-Charge program. The corporal position provides officers the opportunity to develop supervisory skills while also allowing for seamless supervision in the event of a lieutenant’s absence. The corporal position is part of the department’s effort to mentor future leaders of the agency while providing for the continued, smooth operation of field operations with the least amount of disruption.

Practice: The intent is to have lieutenants supervise work groups whenever reasonably possible, but a corporal will help fill in supervisory coverage, as needed. The patrol corporal is a “working” officer (assigned to a sector, handles calls for service, and enforces on-view activity), and acts in a supervisory capacity when required. Corporals take on supervisory authority and

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responsibility in the absence of their lieutenant, or when their lieutenant delegates supervision to the corporal. Even when acting in a supervisory capacity corporals are subordinate to on-duty lieutenants.

A. Bid Process: Lieutenants and corporals assigned to a patrol squad will bid each year. The lieutenant bid will be the first, initial step that occurs in the patrol bid process. Corporals will then bid after the lieutenants bid results are final and prior to initiating the officer's bid. Both the lieutenant and corporal bidding will be based upon seniority.

1. Specialty Units: The SOU and Traffic Unit will each have one lieutenant and one corporal position assigned to their respective units (see *MOS 16.2.3 Rotation of Assignments*).

B. Qualifications and Selection Process:

1. Lieutenant:

a. Applicants for lieutenant must have a minimum of five (5) years total law enforcement experience with the most recent two (2) years with the Federal Way Police Department. A Bachelor or Graduate degree is preferred, but not required.

i. Being a corporal shall not be a prerequisite to apply for the position of lieutenant.

b. Refer to *MOS 34.1.3 Promotional Process* for further details concerning the selection process.

2. Corporal:

a. Applicants for corporal must have a minimum of five (5) years total law enforcement experience with the most recent two (2) years with the Federal Way Police Department (the years of service must be achieved by the date applications close).

i. Corporal applicants for a specialty position (SOU or Traffic) shall not be excluded from consideration if they do not have experience in that specialty assignment.

b. The selection process will include the very same steps used for the selection of a specialty assignment (refer to *MOS 16.2.2 Selection for Specialty Assignment*).

c. Seniority in the Department (based on dates of hire at FWPD) breaks a tie for corporals appointed on the same day.

d. Removal from the Corporal position shall be for just cause.

C. Training: There is a training checklist for both the lieutenant and corporal position. Both newly-promoted lieutenants and corporals will be expected to complete the necessary field training, in accordance with the training checklist, to orient them to their new duties and expectations. Typically, a commander would complete the checklist for a lieutenant, while the lieutenant would complete the training checklist for a corporal.

1. Additional Training: The corporal position is an opportunity for officers to develop supervisory skills. The Department should consider other supervisory training that may be available to assist with career development.

D. Day-to-Day Patrol Operations: When a patrol commander becomes aware in advance that a patrol squad will need temporary supervision due to a lieutenant's absence, the commander over that squad will send notice to all lieutenants and ask for supervisory coverage. This notice shall be sent via department electronic mail to the lieutenants/supervisors contact group. After a reasonable time (which will vary depending upon the circumstances), if

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no lieutenant wants the extra work or is available for it, then the corporal assigned to that squad will provide supervisory coverage. In cases with little or no advance notice, the corporal may be assigned to supervise without any electronic mail notification.

1. Corporal Expectations: When they aren't assigned to be a supervisor, patrol corporals logon as patrol officers with a sector call sign, respond to calls for service as primary initial investigators, and conduct pro-active enforcement, the same as patrol officers. When they are assigned to supervise, corporals will logon (or re-log) with the appropriate 6W-series call sign. As 6W-, corporals are responsible for squad supervision and they should typically not be the primary officer on calls for service, the same as lieutenants.
 - a. When the lieutenant is involved at another scene or is otherwise temporarily unavailable, a corporal (while logged on as a patrol officer) may supervise significant field incidents.
 - b. If the lieutenant expects to be involved with an administrative task/detail for an extended time during a shift, the lieutenant may assign the corporal to take over supervision. The corporal should logon with a 6W90-series call sign.
2. Field Operations Specialty Units: When a specialty Lieutenant (Traffic or SOU) is not available, supervision of those officers is done by the corporal assigned to that specialty unit. (Other Field Ops specialties have no corporal.)
 - a. If the specialty lieutenant and corporal are both absent, the on-duty patrol lieutenant supervises officers in field operations specialties. A patrol lieutenant may assign their own corporal to assist with supervision of specialty officers.
3. Preference: When a corporal is needed for supervisory coverage, the first preference is to use the corporal currently assigned to that work group.

E. **Compensation:** Both lieutenant and corporal pay is in accordance with current Collective Bargaining Agreements.

11.3 AUTHORITY AND RESPONSIBILITY

PHILOSOPHY: Federal Way Police Department members expect to be accountable for their decisions and actions. The Police Department supports its members by attempting to provide the authority and necessary resources to ensure success.

11.3.1 Delegation of Authority/Accountability

Principle: The success of the department requires that the authority to make decisions necessary for the effective execution of their assignments accompany employee responsibility and accountability. The authority to execute the required activities of assignments is delegated by the Chief of Police through the command structure of the department to the individual employee.

Practices:

- A. The Chief of Police is ultimately responsible for the performance of the department. To assist the Chief in accomplishing the goals and objectives of the department, employees are delegated authority to perform the duties of their assignments. Employees will abide by department written directives in exercising their authority. Employees will keep their supervisor aware of problems and/or results that occur.

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- B. It is the expectation of this department that any employee delegated authority will recognize and accept the need for individual accountability for actions. Employee performance will be measured through the performance appraisal process.

11.3.2 Supervisory Accountability

Principle: Supervisors are accountable for the performance of employees under their immediate supervision. Although supervisors may delegate the actual performance of a given task, supervisory employees remain responsible or accountable for the accomplishment of the task.

Practice:

- A. The ranking on-duty supervisor at the scene of any police incident is responsible for the proper conclusion of that incident and may assume command of a scene if conditions require it. The assigned investigating officer shall be in charge and responsible for the handling of the incident. The supervisor should remain at the scene until such time as the incident is under control, and ensure the incident is being properly handled in accordance with existing standards, and sufficient instructions have been issued to result in the proper conclusion of that incident, if necessary. Some scenes, such as major crimes or major collisions, may be released to arriving supervisors from specialized units.
- B. Supervisors in each division, section or unit have a responsibility to ensure that all investigations/tasks initiated by or assigned to their respective division, section, or unit are satisfactorily concluded.

11.4 GENERAL MANAGEMENT AND ADMINISTRATION

PHILOSOPHY: The Federal Way Police Department understands that the provision of written reports regarding the administration and operations of the department is a time intensive manner of communication. In the same instance, these reports not only provide critical communication, they also allow a documentation of performance for the agency as a whole. Police Department members are encouraged to consistently review communication and documentation options as well as the necessity of the information being provided.

11.4.1 Administrative Reporting Program

(Also CALEA 11.4.3)

The Police Department generates various administrative reports to provide information regarding the day-to-day operations of the department and meet external reporting requirements. A list of each administrative report and a description is contained in the Administrative Reporting Program Table in the Appendix.

11.4.2 Accountability for Agency Forms

Principle: The Police Department uses multiple forms to document and facilitate operations. A request or suggestion to make any kind of change to a form will be communicated to the Civilian Operations Manager via electronic mail. In order to ensure accountability for the forms and the effectiveness of their use the Civilian Operations Manager or his/her designee will coordinate the consideration and approve the implementation of new forms or changes to forms, evaluate current forms, and make necessary modifications.

- A. An Administrative Assistant maintains a file of approved forms and processes all printing requests for forms.

11.4.3 Reports and Other Activities Mandated by Applicable Accreditation Standards

Principle: Periodic reports, reviews, and other activities mandated by applicable accreditation standards are necessary to the ongoing process of maintaining accreditation standards. Accomplishing these processes ensures a continuing level of excellence integral to the philosophy of the Police Department and is an important part of achieving accreditation. The

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Accreditation Coordinator oversees this process and ensures the various reports, reviews, and other activities are handled in a timely manner. The Accreditation Coordinator may use different resources to accomplish this objective, such as referencing the Administrative Reporting Program Table or software which assists in tracking reports and associated deadlines.

11.4.4 Computer Software and Disks

Principle: Given the risk of viruses and the vulnerability of computer systems, the Federal Way Police Department prohibits its members from introducing/utilizing any type of external data (e.g., personally owned/obtained software or any type of computer medium or device) on a city owned computer or computer system without prior approval from their immediate commander and the city's IT Division.

11.4.5 Notification of the Chief

Principle: It is important that the Chief of Police or his/her designee be notified of incidences where there may be a question as to the agency's liability or those which may result in heightened community interest. This provides the opportunity for the Chief to be well-informed and aware of activity occurring in the community and department as a whole. *Refer to Standard 12.1.2 B.*

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DIRECTION

12.1 DIRECTION

PHILOSOPHY: The Federal Way Police Department strives to balance the need for a clear command protocol and the desire to involve members at all levels in organizational decision-making. An unambiguous understanding of authority and supervisory accountability allows each member to effectively operate in various circumstances. It is expected that each member of the department, within the guidelines provided in this chapter, will monitor their performance, improve their deficiencies, and develop their skills of interest.

12.1.1 CEO Authority and Responsibility

Principle: The Director of the Federal Way Police Department is the Chief Executive Officer for the Police Department. The Director is normally referred to as the Chief of Police. Under Federal Way Revised Code 2.25.020 the Chief of Police is appointed and functions under the general direction of the Mayor. The Chief of Police continually analyzes and evaluates operations and trends to ensure efficiency and adequacy of services provided to City of Federal Way residents. The Chief of Police supervises all police functions and is responsible for the enforcement of laws and the protection of lives and property in the City of Federal Way. The complete job description of the Chief of Police can be found in the Support Services Division and the Human Resources Department located at City Hall.

12.1.2 Command Protocol

Principle: It is important to establish a system for the succession of command to ensure continuous leadership. The timely and effective communication of significant information enables command staff to provide more effective leadership. In order to achieve these goals the following practices have been adopted.

Practices:

A. The Chief of Police shall assign command authority to a Deputy Chief during an anticipated absence. The Chief of Police shall provide advance notification to the department. If an unanticipated absence of the Chief of Police occurs the sequential order of command shall be:

- Deputy Chief(s)
- Senior Commander

Such assignment shall remain in effect during the absence of the Chief of Police, and the person acting in such capacity shall assume and be invested with the authority of that office as directed by the Chief of Police.

1. Command Duty Officer (CDO): A designated Command Duty Officer will be available on-call whenever there is no patrol commander on-duty. Whenever a standard in this manual or other written directive requires the approval or notification of a commander, and there is no patrol commander on-duty, the CDO shall be contacted. The CDO must make himself/herself available for contact and be able to respond back to duty while on-call.

a. A CDO on-call schedule shall be maintained by a Deputy Chief or his/her designee and be available in the Records Section.

B. During exceptional situations it is important to provide notification to command staff in order to determine and/or authorize the appropriate command and department response to a given incident. *Chapter 46 of this manual provides command protocol for specific unusual occurrences.* In addition, the Chief of Police, via the chain of command, shall

receive immediate notification of the following situations. The patrol commander on duty or CDO should make the notification.

1. A City of Federal Way elected official or Federal Way city employee is killed or seriously injured, or any other public official is killed or seriously injured in our jurisdiction.
 - a. If an employee is killed or seriously injured on-duty the Administrative Commander must also be immediately notified. The commander will notify Risk Management (Human Resources Department) in order to ensure compliance with the Washington Administrative Code (WAC) requiring notification to the Washington Labor and Industries Department within eight (8) hours of the incident.
 2. Any vehicle pursuit involving a Federal Way Police Department employee which results in a serious accident, injury accident, or traffic fatality to any person.
 3. A discharge of a firearm by an employee at or toward a human being, whether the employee is on or off-duty.
 4. Whenever an employee unintentionally discharges their firearm on or off-duty.
 5. Any situation involving an armed barricaded subject, the taking of a hostage, a bombing or sniping, or the mobilization of any tactical unit to address an incident in the city or initiated by the Federal Way Police Department outside the city.
 6. Any circumstance where personnel from another division will be required to be called back to duty. ***Notification needs only to be made to the level of Deputy Chief.***
 7. A complaint of serious misconduct by a Federal Way Police Department employee is filed, a Federal Way Police Department employee is arrested, or a police officer from any other police department is arrested in our jurisdiction.
 8. A City of Federal Way employee is accused of criminal conduct or a public official or member of their immediate family is arrested.
 9. A major civil or criminal disturbance requiring a mutual-aid police response.
 10. Any activation of the Emergency Operations Center for Federal Way.
 11. Any injury collision involving a City of Federal Way vehicle.
 12. Any incident to which the media responds.
 13. Any other circumstance or situation when the patrol commander deems it advisable to notify the Deputy Chief (i.e., an unusual or spectacular incident of high public interest).
- C. When two or more employees of equal rank are involved in an incident, the employee with functional responsibility for the resolution of the incident will exercise authority over the incident. When an employee of a higher rank assumes control of the incident, that employee will assume authority over the incident.
- D. Command in normal day-to-day agency operations will be determined by rank in the section, unless otherwise designated. During non-traditional hours, the on-duty patrol commander will command agency operations.

12.1.3 Obeying Lawful Orders

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Principle: To ensure the stability of the department's response in various situations it is critical for all employees to respond favorably to the lawful orders of supervisors. The administrative delegation of the enforcement of certain laws and ordinances to particular units of the department does not relieve officers of other units from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Deliberate refusal or failure of any employee to obey a lawful order given by a supervisor shall be considered insubordination.

Practices:

- A. **Relayed Order:** Employees shall, at all times, respond to the lawful orders of a supervisor even when those orders are relayed by an employee or dispatcher of equal or lesser rank.
- B. **Conflicting Order:** Employees who are given an otherwise lawful order which is in conflict with a previous order or written directive shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the new order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the supervisor. Employees shall obey the conflicting new order and shall not be held responsible for the disobedience of the order or written directive previously issued.
- C. **Unlawful Order:** Employees shall not obey any order which they know or should know would require them to commit any unlawful act. If in doubt as to the legality of an order, officers shall request the issuing supervisor to clarify the order or request that the supervisor confer with higher authority.

12.1.4 Inter-Department Cooperation

Principle: Teamwork is essential to the success of the organization. Cooperation and communication are critical components of successful teams. Therefore, the Federal Way Police Department has created the methods listed below as some of the approaches to increase cooperation and communication.

Practices:

- A. **Cross Functional Staff Meetings:** The Chief hosts a monthly cross functional staff meeting to discuss organizational development and to help ensure a consistency in management. Meeting minutes are disseminated via electronic mail to all Police Department employees.
- B. **Labor-Management Meetings:** The Chief hosts a monthly meeting with collective bargaining unit representatives to address organizational concerns in operations. Meeting minutes will not typically be taken in order to encourage open and direct communication; any pressing matters will be discussed in Command Staff and included within those meeting minutes which are disseminated via electronic mail to all personnel.
- C. **Knowledge Based Work Groups:** The department creates cross-functional, knowledge based work groups to continuously improve the performance of the organization. These groups are used on an as-needed basis to address specific issues or needs within the department.
- D. **Written Correspondence:** Utilization of both formal and informal memorandums and written correspondence circulated by posting and/or electronic mail.
- E. **Briefing Attendance:** Representatives of specialty units attend patrol briefing a minimum of once a month to share information.
- F. **Command Staff:** All commanders/managers participate as members of various boards, committees, and programs within the City of Federal Way and other regional organizations. This facilitates communication throughout all levels, promotes the flow of information, and improves organizational efficiency. Command Staff also meet on a weekly basis with the Chief of Police or his/her designee to share information, discuss management issues, plan for upcoming events or changes, talk over staffing/workload/personnel matters, and/or any other departmental business. Meeting minutes are disseminated via electronic mail to all Police Department employees.

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- G. **Electronic Communication:** Electronic communication plays a much greater role than ever before in our everyday operations and is oftentimes used as a means to conduct day-to-day business across all levels within our organization. As we move away from hardcopy or paper-based processes, the constant ebb and flow of technology continues to provide further options for accomplishing our everyday tasks, as well as additional and convenient tools for communication. As we become more reliant on electronic communication, in whatever form it may take, department members must be diligent in ensuring they manage all electronic communications efficiently. This means employees will regularly check their city e-mail (or any other type of electronic communications they have been assigned responsibility for) during their work shift and promptly respond to messages requiring a response or action by the employee. Timeliness and prompt action becomes the foundation for clear communication and professionalism throughout the organization.

12.2 WRITTEN DIRECTIVES

PHILOSOPHY: The written directive system and this manual have been developed with the Federal Way Police Department's mission and guiding principles as a foundation. The intent of written directives is to provide department members with performance expectations and to establish boundaries and guidelines to assist members in quality decision-making.

12.2.1 Written Directives – System

Practices:

- A. The Federal Way Police Department has a Mission Statement and Guiding Principles. These value-based statements were developed collaboratively through an internal process involving department members from all levels and areas within the agency. The Mission Statement and Guiding Principles are included in the *Introduction of this manual*.
- B. The Chief of Police has the responsibility and authority to revise and issue any written directive for the Federal Way Police Department. Certain written directives may be subject to bargaining with a collective bargaining unit. The most current revision date indicates a directive supersedes all previous manuals of policies, procedures, and other written directives.
- C. Refer to the Written Directives System Table located in the Appendix.
1. All the standards included in this manual have been developed with the assistance of an extensive review process involving department and city staff as well as other criminal justice professionals.

12.2.2 Dissemination and Storage of Written Directives

Principle: The effectiveness of a written directive system directly corresponds to the availability of the directives and the level of understanding members have regarding each directive/standard. Therefore the following practices will apply.

Practice:

- A. **Dissemination:** All written directives will be disseminated to all personnel. The Administrative Section will determine the amount of training to be associated with the dissemination of each Standard or Special Order and ensure the appropriate training is conducted.
- B. **Storage:** The Administrative Section will maintain the appropriate documentation for all written directives (this could be a hard copy, a scanned copy, or any other approved technology for storing documents). The approved documentation system(s) will be maintained by the Accreditation Coordinator.

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- C. **Receipt:** Either a hard copy signature or an electronic signature (e.g., such as opening an electronic mail item) will serve as receipt of a Standard and/or Special Order and acknowledges that he/she has received the associated training, if required, and is responsible for the content.

PLANNING AND RESEARCH, GOALS AND OBJECTIVES, AND CRIME ANALYSIS

15.1 PLANNING AND RESEARCH

PHILOSOPHY: The achievement of the Federal Way Police Department mission depends on the constant search for methods to improve our abilities to enforce the law, provide protection, and educate our community and ourselves. The Police Department recognizes that all of its members may generate or discover good ideas and that it is important for all of these ideas to be heard and weighed equally. At the same time, some new processes or systems may be created from specific direction, and input on structure or implementation may be restricted. The principles and practices provided in this section are intended to balance these needs.

15.1.1 Planning and Research Function (Also CALEA Standard 15.1.2)

Principle: The Federal Way Police Department recognizes the planning and research function as a valuable component of a successful organization. Effective planning and research requires access to necessary information resources and the Police Department will attempt to provide such resources, as well as encourage members to develop additional resources.

- A. The Chief of Police may assign a planning and research project to a specific Police Department member, group, or committee on an as-needed basis. When a planning and research project is assigned, the members selected to complete the project will report to the Chief of Police or his/her designee.
- B. Police Department employees can also communicate ideas via the Chain of Command. An employee at any level can bring forth ideas or suggestions directly to their supervisor. Command staff can then use the various methods outlined in *Standard 12.1.4 of this manual* to effectively bring forth these ideas and suggestions. It is appropriate that supervisors communicate the resolution of the suggestion to the employee who initially came up with the idea or made the suggestion.

15.1.3 Multi-year Plan

Principle: The Federal Way Police Department recognizes the need to plan and prepare for future trends in our community, profession, and society. A five-year strategic plan is developed to serve this purpose. The strategic plan is intended to be a guide from which the direction for the department can be established on an annual basis and a long-term basis. The strategic plan will, at a minimum, be reviewed every three years. The strategic plan includes:

- A. Long term goals and operational objectives
- B. Forecasts of anticipated workload fluctuations and population trends;
- C. Forecast of anticipated staffing levels
- D. Anticipated capital improvements, technology, and equipment needs

15.2 GOALS AND OBJECTIVES

PHILOSOPHY: The establishment of goals and objectives for the Federal Way Police Department is essential to the accomplishment of its mission. The process of developing goals and objectives attempts to reflect input from the community as well as from the City government.

15.2.1 Annual Goals and Objectives

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Principle: The Federal Way City Council establishes priorities with the formulation of each biennial budget. These priorities guide the development of priorities and goals for the Mayor and each City Department. Once the Chief of Police has established the annual goals for the Police Department, each division creates specific objectives for sections and units to achieve in the attainment of the department goals. The goals and objectives for each division are provided to employees through their chain of command.

15.2.2 Evaluation of Goal Achievement

Principle: The Police Department evaluates the progress toward achieving established goals on an annual basis. Information regarding the accomplishment of goals and objectives are included in the annual reports prepared by divisions, sections and units.

15.3 CRIME ANALYSIS

PHILOSOPHY: Crime Analysis personnel utilize information collected from various sources to assist in the prevention of crime and the apprehension of criminals. Crime Analysis personnel assist in supporting department personnel by providing information and data to be used in the development of operational plans, crime prevention, and strategic planning.

15.3.1 Crime Analysis Procedures

Principle: The Crime Analysis/Prevention Unit is located in the Civilian Operations Section which operates within the Support Services Division. Crime Analysis personnel will collect, analyze, and disseminate information in a timely manner. The information provided by Crime Analysis personnel is a tool which assists the Department in meeting tactical crime and prevention objectives which can be useful in identifying future crime trends and assisting in the identification of enforcement priorities.

Practice: Crime Analysis is an integral part of Crime Prevention to facilitate greater responsiveness to community needs and more effective communication with departmental resources. Crime Analysis performs the following functions:

A. Collect all intra-and inter-agency crime data from any recognized, authoritative source. Examples of sources include:

- Incident/Arrest reports
- Property /Evidence reports
- Criminal History information
- Field Investigation records
- Pawn records
- Citations and infractions
- Crime Information Bulletins from other agencies
- CAD reports
- Sex Offender notifications/registrations
- Intelligence information

B. Collate analysis and data into a logical system of information. Findings are disseminated using a variety of means, to include; crime bulletins, reports/updates (by crime or patrol district) which may contain written summaries, graphic representations, and/or mapping, shift briefing attendance, as well as participation in multi-jurisdictional organizations. Findings should be analyzed for dissemination to all applicable criminal justice agencies and personnel.

Findings will be restricted to law enforcement purposes only:

1. Each document for release to law enforcement agencies shall include a "Confidential-Law Enforcement Use Only" statement, along with a statement or agreement of disposition, i.e., that all such documents must be disposed of by shredding.
2. Specific criminal information can be disseminated to the public to enhance public information and generate community support. However, this should always be carefully screened so as not to give away investigative leads, cause community hysteria, or violate privacy laws. Information released to the public must be screened by and disseminated through the Public Information Officer and approved by the Deputy Chief.

The Crime Analysis/Prevention Unit may provide input into departmental software or other areas (e.g., forms) to ensure optimal data is captured which ensures efficient analysis. In addition, this unit facilitates department employees in using systems which allow individuals to perform simple crime analysis.

- C. The Chief of Police shall be kept informed of all crime trends and patterns identified through the chain of command. This can be done through written communication or, if significant, the Civilian Operations Manager or his/her designee should brief the Chief in person.

ALLOCATION AND DISTRIBUTION OF PERSONNEL AND PERSONNEL ALTERNATIVES

16.1 ALLOCATION AND DISTRIBUTION OF PERSONNEL

PHILOSOPHY: The allocation and distribution of personnel is a key to the success of the Federal Way Police Department. The limited staffing resources faced by many public agencies challenges organizations to effectively use the personnel allotted. The principles and practices outlined in this section facilitate the Police Department's ability to ensure efficiency.

16.1.1 Position Management System

Principle: The Federal Way Human Resources Department maintains a position management system that is a component of the citywide Eden System. This system is able to provide the following information.

- A. The number and type of each position authorized in the Police Department's budget.
- B. The division of each authorized position within the police department.
- C. Position status information regarding whether a specific position is filled or vacant.

Practices:

The Spillman Records Management System maintained by the Police Department provides information regarding personnel assignments and other information in the Personnel Management Table. To keep all personnel management systems up to date, personnel information shall be routed in the manner described below.

- A. **Address Change Information:** Employees are required to update personal addresses and telephone information within 24 hours of any change. This information shall be provided to the Executive Assistant for the Office of the Chief who will:
 - Update the information in the Spillman Records Management System
 - Forward the information to the Human Resources Department
- B. **Internal Position Assignments:** When an employee is transferred the Commander/Manager shall ensure the information is provided to the Executive Assistant for the Office of the Chief who will:
 - Update the information in the Spillman Records Management System
 - Forward the information to the Human Resources Department (as needed)
- C. **Position Classification Changes:** When an employee receives a new classification the information shall be provided to the Executive Assistant for the Office of the Chief who will:
 - Update the information in the Spillman Records Management System
 - Forward the information to the Human Resources Department

16.1.2 Personnel Allocation and Distribution

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Principle: The Federal Way Police Department allocates personnel to units, sections, and divisions of the department based upon the workload demands in each area. To determine the service demands being placed upon the component, workload assessments will be conducted in preparation of the biennial budget.

16.2 SPECIALIZED ASSIGNMENT

PHILOSOPHY: Specialized assignments serve two important functions for the Federal Way Police Department and the community. First, specialized assignments enable the Police Department to provide specific services created to focus on particular enforcement, protection, or education initiatives. Second, special assignments allow members of the department to broaden their knowledge, skills, and perspectives. To accomplish both of these functions is dependent on the effective management of specialized assignments. The principles and practices provided in this section assist in the fair and consistent administration of specialized assignments.

16.2.1 Annual Review

Principle: The Federal Way Police Department provides particular services to the community through the creation and maintenance of specialized assignments within the department. *The assignments may be fulltime or collateral assignments and shall be defined as an assignment that includes increased levels of responsibility and specialized training, but within a given position classification.* An annual review of each specialized assignment shall be conducted for the purpose of determining whether the assignment should remain. The section commanders or his/her designee conduct the reviews of each specialized assignment within work units in their areas of organizational responsibility. The reviews shall include the following information.

- A. A listing of the specialized assignment(s).
- B. A statement of purpose for each listed assignment.
- C. The evaluation of the initial problem or condition that required the implementation of the specialized assignment, the impact of the specialized assignment, and whether the assignment should be continued.

16.2.2 Selection for Specialized Assignment

Principle: The following practices shall apply in an effort to ensure that the selection for specialized assignments is fair and consistent.

Practices:

- A. **Announcement:** When a specialized assignment is available an e-mail with the position announcement shall be sent department-wide; in addition to an e-mail, other options (e.g., bulletin boards or Safe City) may be utilized to ensure the notice has been clearly communicated to all personnel. The announcement will be disseminated at least ten calendar days prior to the closing date and shall include the following information.
 - Minimum qualifications
 - Rotating or Non-Rotating position
 - Selection criteria (*Refer to Standard 16.2.3 for minimum criteria*)
 - Description of selection process (*Refer to Standard 16.2.3 for general selection process*)
 - Closing date for memorandums of interest to be received
- B. **Selection:** The commander in charge of the open specialized assignment shall coordinate the selection process. Upon completion of the selection process, an eligibility list of personnel available for assignment will be valid for a

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period of six months. The deputy chief(s) shall recommend candidates for selection from the eligibility list. The Chief of Police shall make the final selection.

1. The eligibility list will be maintained for a period of six months and may be extended for a period up to an additional six months with approval from the Chief of Police or designee.
- C. **Records Retention:** All records generated by the selection process for a specialized assignment shall be forwarded to the Administrative Commander. The records shall be retained for six years.
- D. **Supervisory Personnel:** Officers holding the rank of lieutenant or above may be assigned to specialized positions without a selection process at the discretion of the Chief of Police.
- E. **Corporals:** A corporal that chooses to compete for an officer-level specialty position (such as Detective) will relinquish their Corporal position.

16.2.3 Rotation of Assignments

Principle: The rotation of personnel in specialized assignments has a direct bearing upon the efficiency and effectiveness of the Federal Way Police Department, as well as the personal and professional growth of its employees. It is the policy of the Police Department to provide a fair and impartial system for the transfer and rotation of personnel that will advance personal career goals and interests consistent with the efficient and effective delivery of police services to the community. It is important for the department to maintain a healthy balance of non-rotating vs. rotating assignments, which will ensure high levels of advanced skills and experience are retained, yet allow for new personnel to grow their skill sets and also gain professional experience.

Practices:

- A/B. **Rotation Practices:** All full-time specialized assignments, except those designated as a non-rotating position (see *item E. below*) will be based on the below listed rotation schedule. The Chief may, in his/her discretion, extend the assignment. The availability of assignments personnel are able to rotate in and out of allows for more officers to gain specialized skills and experience. A key aspect of this becomes the channeling of this experience and these advanced skills back into patrol; an officer with experience in detectives is now able to write up a warrant or train others in this task, for example.
1. **Minimum Assignment:** An employee shall serve a minimum of two years in a specialized assignment absent exigent circumstances.
 - a. **Corporals / Lieutenants:** Specialized supervision/commander assignments will have a maximum length of three years.
 - b. **Commanders:** Commanders rotate or remain in specialized assignments at the discretion of the Chief.
 2. **Normal Rotation:** An employee may serve a maximum of five years in a specialized assignment. The Chief may, at his/her discretion, extend the assignment when there are compelling needs within the agency.
 - a. **K-9 Unit:** Generally, a K9 handler rotates when the service life of the dog ends. If the dog's service life is less than three years, the handler may request an extension with another dog. The totality of circumstances and department needs will be considered in determining whether to restart the handler with a different dog. The Chief will make the final decision.
 - b. **Requests for an Extension:** With the inclusion of non-rotating position, typically, there will be no extensions made to the 5-year term limit for a specialized assignment. Nevertheless, employees in

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a rotating assignment may request a one-year extension. This request shall be made by the employee in writing and submitted to the Chief via the chain of command at least four weeks prior to the patrol shift bid (which usually occurs in fall). The Chief of Police will make the final decision of whether or not to extend the assignment for the requesting officer/detective.

3. **Removal from Specialized Assignments:** Removal from a specialized assignment may follow disciplinary actions, may occur based on below standard performance within the specialized assignment, or at the discretion of the Police Department. This applies to officers, detectives, corporals, and lieutenants – any specialized assignment, at any level.
4. **Rotation Notification:** The normal rotation of employees should coincide with the Patrol Section shift-bid process. Employees who will be rotated out of a specialized assignment will receive prior notification to allow them to participate in the Patrol Section shift selection process. This practice may not apply to employees who are removed from a specialized assignment.

C. **Selection Criteria:** The minimum selection criteria for specialized assignments shall be as follows.

- Candidates must have a minimum of two years of law enforcement experience
- Candidates must have a minimum of one year in the appropriate classification with the Police Department
- Candidates must meet all minimum qualifications for the specialized assignment
- Candidates must agree to job responsibilities and working conditions before being considered for selection

D. **Selection Process:** The selection process shall reflect the specific skills required in the assignment that is being filled. Selection processes may include written or physical tests, oral boards, simulation of work requirements, or other procedures to demonstrate knowledge, skills or abilities.

1. **Oral Board:** Oral boards should be composed of a sufficient number of professionals who, by virtue of their background, experience, education and training, can provide a fair and knowledgeable assessment of a candidate's abilities. A Deputy Chief must approve the composition of an oral board.

E. **Non-rotating Positions:** A non-rotating position is a specialized assignment designated as non-rotating; this means there will be no maximum time of service limits designated for these positions. The purpose of non-rotating positions is to take maximum advantage of the ever-increasing expertise gained by specially trained and experienced officers/detectives.

1. **Allocation of Non-rotating Positions:** The following table outlines the specialized assignments where non-rotating positions will be maintained, as well as the number of positions. The number of non-rotating positions may be revised, as needed; the Chief of Police shall have final approval of all positions that are designated as non-rotating. Specialties and collateral assignments not mentioned in this table rotate after five years for officers and three years for lieutenants.

SPECIALIZED ASSIGNMENT	NUMBER OF NON-ROTATING POSITIONS*	NOTES
Criminal Investigations Section	6	The CIS Commander shall assign these positions to either Persons or Property crimes, as needed.
Traffic Unit	2	In addition to regular enforcement duties, these officers will be major accident reconstructionists.
COLLATERAL ASSIGNMENT	NUMBER OF NON-ROTATING POSITIONS*	NOTES

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MAIT	2	All other positions on MAIT rotate, including lieutenants.
Total Station	2	
Field Training Officer	FTOs are non-rotating (see NOTES).	FTO <i>supervisors</i> rotate. Once an FTO leaves patrol for a specialized assignment they will not automatically be reinstated as an FTO upon their return back to the Patrol Section; the FTO Lieutenant(s) and Commander shall determine activation or placement of all FTOs.
SWAT	ALL of these positions are non-rotating assignments, to include supervisors.	
CDU		
CCU		
BDU		
INSTRUCTORS	NUMBER OF NON-ROTATING POSITIONS*	NOTES
ALL instructor positions are non-rotating, to include supervisors.		

**This number is included to be used as the typical number of positions assigned as non-rotating and is subject to change at the discretion of the department's needs; the Chief of Police will make the final determination as to the total number of positions designated as non-rotating within any assignment.*

2. Selection Criteria: The selection criteria for non-rotating positions shall be the same as outlined above in *item C. Selection Criteria*. The announcement for all specialized assignments will denote whether that particular assignment is designated as non-rotating or rotating.
 - a. The minimum selection criteria for a non-rotating position shall not exclude patrol officers. An example of this would be the minimum selection criteria for a non-rotating detective position could not be: "must be a current member of CIS [in a rotating assignment]."
3. Selection Process: The selection process for all non-rotating positions shall be the same as for all rotating assignments; *refer to item D. Selection Process above*.
4. Removal from a Non-Rotating Position: Removal from a non-rotating position may follow disciplinary action(s), occur based on below standard performance within the specialized assignment, or at the discretion of the Police Chief (e.g., a reduction in force would be cause for removal from a specialized assignment, to include a non-rotating position).

16.4 AUXILIARIES

PHILOSOPHY: The achievement of the Federal Way Police Department goals is best accomplished with the active participation of citizens in the community. The Police Department provides several opportunities for citizen participation, including the auxiliary programs described in the following standards.

16.4.1 Auxiliary Program

Principles:

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A. **Volunteer Program:** Volunteers are community members and are not sworn police officers. Police Department staff are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve. *Guidelines for the program and a description of the duties of volunteers are maintained by the Volunteer Coordinator.*

1. Volunteer Coordinator: The productive utilization of volunteers requires a planned and organized effort. The Volunteer Coordinator provides a central coordination point for effective volunteer management. The Volunteer Coordinator will have primary responsibility for volunteer coordination within the department by assisting staff in identifying productive and creative volunteer roles, recruiting suitable volunteers, selecting new auxiliaries once the background process has been completed, and recordkeeping of and tracking the contribution of volunteers to the department.
2. Volunteer Selection: A volunteer does receive a modified background investigation. The Police Department accepts the service of approved volunteers with the understanding that such service is at the sole discretion of the department. All volunteers receive a handbook that explains their relationship with the department and volunteers will sign indicating that he/she did receive the handbook.
3. Volunteer Activities: Volunteers perform functions that support the operation of the Police Department without exposing the volunteer to anticipated risks. The volunteer positions include, but are not limited to:
 - Vehicle Maintenance Assistant
 - Traffic Safety Assistant
 - Warrant Assistant
 - ECAT
 - Operations Aide
 - Investigative Aide
 - Fingerprint Technician
 - Field Operations Clerk
 - Chaplain
 - Animal Services Assistant
 - Cart Recovery Team
 - Evidence/Property Associate
 - Public Information Assistant
 - Records Clerk
 - Safe City Assistant
 - Gun Cleaning Monitor

B. **Police Explorer Program:** The Police Department participates in the Learning for Life program for Police Explorers. The Federal Way post is coordinated by a commander and department personnel are encouraged to participate in this program. Explorers are not sworn police officers. Explorers do provide assistance to the department by performing tasks that may also be performed by a volunteer.

1. Members of the Federal Way Police Department shall not foster an intimate relationship with an Explorer. An intimate relationship would involve close personal relations, above and beyond what would be required to perform job duties and/or train, as necessary.

C. **Chaplaincy Program:**

1. Purpose: To primarily provide for the well being of Police Department employees who are often confronted with difficult and stressful situations in the course of their duties. A secondary function of the Chaplaincy program is to provide assistance to citizens who are in crisis situations when specifically called upon to do so.

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2. Role and Structure:

- a. Chaplains are selected by and serve at the will of the Chief of Police after completing an application and background screening process.
- b. The Chaplain Liaison officer is a sworn officer who is appointed by the Chief of Police and is responsible for overseeing and coordinating the Chaplaincy program.

3. Duties:

a. Chaplain Liaison Officer:

- i. Oversees the Chaplaincy Program including the selection process.
- ii. Appoints the Chaplain Coordinator and serves in that capacity in the absence of a Coordinator.
- iii. Will provide any necessary activity updates or program recommendations within the quarterly reports to the Office of the Chief.
- iv. Reports information, as needed, to the Volunteer Coordinator.

b. Chaplains:

- i. Attend at least one shift briefing every other month on assigned shift.
- ii. Ride with officers on assigned shift once every other month.
- iii. Be available for call outs as assigned on a rotational basis.
- iv. Provide support to a patrol shift for minimum of one (1) year.
- v. Report rides, briefings, and call out incidents to the Chaplain Coordinator.
- vi. Provide in-service training to department personnel on selected topics, as needed.
- vii. Assist with critical incident debriefings, as needed.
- viii. Represent the Police Department at various community / law enforcement functions and assist in department functions or activities.
- ix. Provide employee and/or family counseling as requested by employee.
- x. Provide support in the event of unusual or critical incidents wherein an employee or citizen specifically requests the assistance of a chaplain.

4. Additional Practices:

- a. Chaplains are not law enforcement officers and will at no time assume such a role.

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- b. Chaplains will carry proper department identification while performing chaplain duties. Chaplains will only carry authorized equipment and wear approved attire while on duty.
- c. Chaplains should have a basic knowledge of duties of the law enforcement officers and strive to maintain a sound understanding of the differing roles between officers and chaplains.
- d. Chaplains should become familiar with basic radio procedures and call signs in order to have a better awareness of police operations.
- e. When arriving at a scene or the police department the Chaplain will check in with the officer in charge.
- f. Chaplains shall make a reasonable effort to respond within 30 minutes of the time called upon for services.
- g. Chaplains will report in writing any change of addresses or phone numbers to the chaplain Coordinator.
- h. Chaplains will not publicly criticize the actions of department members or other chaplains. Chaplains shall not gossip about any other chaplain or member to their detriment or discredit. Chaplains shall take any grievances they may have to the Chaplain Coordinator.
- i. Chaplains shall not discuss any information received in the course of their duties with any news media or outside agency. All information gained through official duties should be held in strict confidence and cleared through official channels before any release is made.
- j. Failure to adhere to the above regulations will give cause for suspension and may result in dismissal from the Chaplaincy Program.

16.4.2 Auxiliary Training

Principle: The Volunteer Coordinator provides a general orientation on the nature and purpose of the Federal Way Police Department. The supervisor for each volunteer activity will provide specific training to give members the information and skills necessary to perform any task assigned to them. The time used and method of training will be appropriate to the complexity and demands of the task. Members of auxiliary programs shall be instructed in applicable department principles and practices.

16.4.3 Uniforms for Auxiliaries

Principle: The Federal Way Police Department is careful to ensure that uniforms worn by any members other than sworn police officers are clearly distinguishable from the uniforms worn by police officers. All auxiliaries are provided an identification card that identifies them as an auxiliary member of the Police Department.

- A. **Volunteers:** Volunteers are in non-uniform assignments. Volunteer jackets and shirts are provided to auxiliaries that are non-uniform and interact with the public in the field. The jacket or shirt is to be worn by any volunteer performing volunteer tasks away from the Police Department.
- B. **Explorers:** Police explorers wear a uniform that consists of a grey shirt with Federal Way Police Department Explorer patches. The grey shirt clearly distinguishes an explorer from a police officer who wears a navy blue shirt

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FISCAL MANAGEMENT AND AGENCY-OWNED PROPERTY

17.1 FISCAL MANAGEMENT

PHILOSOPHY: Taxpayers expect their public agencies to exercise sound fiscal management and to be accountable for fiscal decisions. An important element in gaining the community's trust and respect is the demonstration of the efficient use of resources and the careful expenditure of public funds. The City of Federal Way has exemplified professional fiscal management at a municipal level, largely in part to standards and controls that have been instituted for all city departments. The Police Department supports the efforts of the Management Services Department by adhering to the practices provided by that department.

17.1.1 Authority and Responsibility for Fiscal Management

Principle: The Chief of Police has the ultimate departmental authority and responsibility for the fiscal management activities of the Federal Way Police Department. The primary areas of fiscal management responsibility bestowed upon the Chief of Police include fiscal planning, budget preparation and presentation, and fiscal control.

The Support Services Division shall coordinate all the necessary functions of fiscal management delegated by the Chief of Police. Delegated duties include annual budget development and coordination, maintenance of a liaison with the department commanders and the Finance Department, the supervision of internal expenditures and related controls including status reports, and the familiarization with recent developments in fiscal affairs management within the City government.

17.2 BUDGET

17.2.1 Budget Process

Principle: The Police Department participates in the City of Federal Way biennial budgeting process. The Finance Department develops a budget calendar that outlines scheduled activities, types and use of forms, and instructions for preparing new budgets. The Deputy Chief or his/her designee is responsible for coordinating the budget process and recommendations for the Police Department.

17.2.2 Budget Recommendations

Principle: Police Department commanders and/or managers shall prepare written budgetary recommendations for their respective sections/units, when and if necessary. The recommendations shall be forwarded through the chain of command to the Chief of Police or his/her designee during the development of the budget.

17.3 PURCHASING

17.3.1 Purchasing Procedures

Principle: All purchases of agency equipment and supplies will be made in accordance with the City of Federal Way purchasing procedures. Copies of the Contract & Purchasing Manual are maintained online and accessible via the intranet under "Documents & Forms."

Practices:

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A. Items Requiring Standardized Purchases:

1. Petty Cash: Purchases under \$100.00 may be made with the prior approval of a supervisor. The employee making the purchase shall retain the receipt and submit it to the approving supervisor with the Petty Cash Request form.
2. Not to Exceed \$20,000: In general, purchases which do not exceed \$20,000 are conducted in the below described manner. *Refer to the Contract & Purchasing Manual for a list of services that are an exception.*
 - a. Approval: Purchases must be approved by a deputy chief or his/her designee prior to initiating a requisition.
 - b. Not to Exceed \$5,000: Items that will not exceed \$5,000 per procurement may be purchased without the need to solicit multiple quotes, although the solicitation of quotes is encouraged.
 - c. Between \$5,000 and \$20,000: Refer to the Contract & Purchasing Manual for further requirements regarding the solicitation of quotes and awarding of the purchase.

B. Competitive Bidding Procedures: The Contract & Purchasing Manual will provide a detailed description of the competitive bidding procedures to be followed when making a purchase when the cost thereof exceeds \$20,000. A purchase shall not be split and/or broken into segments to avoid any of the provisions provided by the Contract & Purchasing Manual.

1. Sole Source Procurement: A contract may be awarded for materials, supplies, and equipment without competition when the Purchasing Manager or designee determines, in writing, based on justification provided by requesting department, that there is only one source for the required purchase. *Refer to the Contract & Purchasing Manual.*

C. Selection of Vendors or Bidders: The Contract & Purchasing Manual provides procedures for the evaluation and rejection of bids, and the award of contracts.

1. Purchases and proposal to vendors and bidders located in the City of Federal Way are encouraged.

D. Emergency Procurement: *Refer to the Contract & Purchasing Manual for the most current guidelines and procedures to make emergency purchases.* All emergency purchases made by the Police Department must have prior approval of a deputy chief and must be reported, in writing, through the chain of command to the Chief of Police, as soon as practical.**E. Supplemental or Emergency Fund Transfers:** The Chief of Police shall make any supplemental appropriation or fund transfer request to the Mayor. *Federal Way Revised Code, Section 3.50.360, 3.50.370, and 3.50.380 provides authorization and procedures for interfund loans.***F. Contracts / Inter-local Agreements / Grants:** Any contract, inter-local agreement, and/or grant and all associated documentation must be forwarded to the Office of the Chief for review prior to any review by any other City Department. The Chief's Executive Assistant(s) will then ensure the contract is properly routed for Law Department review, Mayor review, and City Council review, as necessary.

1. The contract, inter-local agreement, and/or grant will have a completed Committee Memo and Agenda Bill included as part of the process.
2. All original documents related to a contract, inter-local agreement, and/or grant will be stored by the Office of the Chief and/or via the City's document management system (DMS). Police Department members that are

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responsible for the maintenance and operations related to a contract, inter-local agreement, and/or grant are encouraged to keep a copy for their records, and will adhere to the required retention for these records per the Washington State Retention Schedule.

3. Purchases: Purchases must be made in compliance with the Contract & Purchasing Manual. In addition, the following written approvals are necessary for purchases;

- Under \$200= Supervisor approval
- Under \$5,000 = Commander approval
- \$5,001 up to \$10,000 = Deputy Chief approval
- \$10,001 up to \$20,000 = Chief of Police approval
- \$20,000 or more = Mayor/Council approval

17.4 ACCOUNTING

17.4.1 Accounting System

Principle: The City of Federal Way uses the EDEN financial automated system. This system allows the following current information to be determined at any time.

- A. Initial appropriation for each account.
- B. Balances at the commencement of the monthly period.
- C. Expenditures and encumbrances made during the monthly period.
- D. The unencumbered balance.

The EDEN system allows for easy access to the above listed information. The Chief of Police is either provided or has access to EDEN reports and will periodically review monthly budget reports allowing him/her to keep up to date with the Department's budget. The EDEN system allows authorized users the ability to look up and easily access information regarding the budget which is managed/tracked using account numbers.

17.4.2 Cash Funds

Principle: The Federal Way Police Department maintains several cash funds for specific purposes. The custodian of each fund is responsible to receive, maintain, or disburse cash from these funds. All money drawn from a cash fund must have prior approval of a deputy chief or his/her designee.

The existing cash funds are listed below:

Fund	Position Authorized as Custodian
● Change Fund	Customer Service Specialist
● Investigative Fund	CIS Commander
● Narcotics Fund	SIU Lieutenant
● Flash Fund	SIU Lieutenant
● Covert Account	CIS Commander/CIS Administrative Assistant
● Petty Cash Fund	Designated Administrative Assistant

Practice- Documentation: The custodian of the fund must maintain the below listed information.

- A. A balance sheet, ledger, or other system that identifies initial balances, credits, debits, and the balance on hand.
- B. Receipts or documentation for cash received.
- C. Who provided authorization for cash disbursement.
 - 1. Only the Chief of Police or designee may authorize any cash disbursement in excess of \$1,000 dollars.
- D. Records, documentation, or invoice requirements for cash expenditures.
- E. Person or positions authorized to disburse or accept cash.

Practice – Reports: Each custodian is responsible for ensuring a quarterly report is prepared regarding the fund's activity. The reports shall be forwarded to the Chief of Police via the chain of command.

17.4.3 Audits

Principle - Independent Audit: The City of Federal Way is subject to annual audits performed by the Washington State Auditor's Office. At the discretion of the Auditor's Office, these audits may include the Police Department's fiscal practices and/or evidence handling practices.

Principle - Internal Audits: Internal audits of Police Department cash funds and seizures are performed biannually. The Management Services Department and the Administrative Unit of the Police Department perform these audits cooperatively.

- A. Unannounced audits of division, section, or unit cash funds may be initiated at the direction of a deputy chief or his/her designee.
- B. When a custodian leaves an assigned position, the Finance Department will be notified and will determine the need for, if any, an audit of the associated fund(s).

17.5 AGENCY-OWNED PROPERTY

17.5.1 Inventory and Control

Principle - Equipment Issued: All authorized and department issued personal equipment as listed in *Standard 41.3.4* shall be inspected as *described in Chapter 53 of this Manual of Standards*.

- A. The Quartermaster shall conduct a biannual inventory of personal and vehicle equipment maintained in stock. This report will be forwarded through the chain of command to the Chief of Police.

Principle - Other Agency Equipment and Property: Biennially, in conjunction with the budget process and as part of the inspection process required by *Standard 53.1.1*, each commander/manager is responsible to ensure an inventory is conducted of the equipment assigned to his/her section/unit.

- A. Each section/unit shall maintain a list of all property for which they are responsible. This property should minimally be inventoried on an annual basis and routed, via the chain of command, to the Office of the Chief; these inventories will be required at the end of each calendar year and should be completed, if possible, within the first quarter of the new year. It is important, in order to manage the inventory and ensure it stays current at all times, that old items are removed and new items added in a timely fashion. This can be accomplished by including any updates (removals or additions) directly into the quarterly reports, which are routed to the Chief of Police.

17.5.2 Issuing/Reissuing Agency-Owned Property

Principle: The Quartermaster is responsible for the issuing and reissuing of authorized personal equipment and apparel per *Standard 41.3.4* and the vehicle equipment per *Standard 41.3.2*.

Individual responsibility for department owned property rests with the person who is assigned the property. Lost or damaged property will be reported in writing as soon as feasible to an employee's immediate supervisor. *Also refer to Standard 41.3.4 of this manual.*

17.5.3 Operational Readiness

Principle: Each section/unit commander/manager will ensure that all agency-owned property for which they are responsible is maintained in a state of operational readiness and workability. Each officer is responsible to ensure all equipment assigned to him/her is maintained in a state of operational readiness. *Refer also to Standard 41.3.4.* Ensuring operational readiness requires the property to be inspected on a regular basis and/or receive the appropriate maintenance or repair necessary to keep it functioning properly.

- A. **Operational Readiness:** Shall mean that such equipment receives the appropriate care, cleaning, preventative maintenance, and repair required to be immediately available and functioning properly.

CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES

21.2 CLASSIFICATION

PHILOSOPHY: A clear delineation of job responsibilities permits individuals and units to function effectively as teams organized on a knowledge basis and a cross functional basis. Roles and duties become confused and productivity is negatively impacted by duplication and a lack of accountability without such demarcation.

21.2.1 Classification Plan

Principle: The Federal Way Police Department's classification plan will consist of occupational categories and job titles that conform to the City of Federal Way classification plan and the Civil Service Rules and Regulations. The Police Department will work in cooperation with the Human Resources Department in the development and maintenance of the classification plan. The written classification plan will include:

- A. The categorization of every job class on the basis of similarities in duties, responsibilities, and qualification requirements.
- B. The class specifications for every job within a class.
- C. Provisions for relating compensation to job classification will be established through the collective bargaining process for represented employees. Compensation for non-represented employees will be established through the City of Federal Way classification plan.
- D. The City of Federal Way Employee Guidelines establishes the provisions for reclassification.
 - 1. Some reclassifications may require bargaining with a collective bargaining unit.

21.2.2 Job Descriptions

Principle: The City of Federal Way Human Resources Department will maintain the current job description for each job within the Police Department. Any member may review these job descriptions.

COMPENSATION, BENEFITS, AND CONDITIONS OF WORK

22.1 COMPENSATION

PHILOSOPHY: The fair compensation of employees is a key aspect to recruiting and retaining professionals within the law enforcement community. The Federal Way Police Department recognizes the need to remain competitive in the law enforcement profession, while providing the cost controlling efficiency expected by the community.

22.1.1 Compensation

Principle: The Federal Way Police Department contains three collective bargaining units that represent their members in collective bargaining with the City to determine wages, benefits, and conditions of work. Those department members not represented by a bargaining unit fall within the City of Federal Way's Salary Program. The collective bargaining units are:

A. The Federal Way Police Officer's Guild:

1. Membership: Represents all commissioned, line level police officers.

B. The Federal Way Police Support Services Association:

1. Membership: Represents all Records Specialists, Data Entry personnel, and other specified positions according to the collective bargaining agreement.

C. The Federal Way Police Lieutenant's Association:

1. Membership: Represents all commissioned, sworn Lieutenants.

Practice: Salary Program

A. Entry-Level Salary: The entry-level salary for all positions is determined by the City of Federal Way pay plan. Refer to Section 6.2 of the City of Federal Way Employee Guidelines. The pay plan is developed using several factors which include:

- City of Federal Way Position Classification Plan
- Comparison studies of similar agencies conducted by the Federal Way Human Resources Department
- Collective bargaining with recognized units

B. Salary Differential within Ranks: The salary differential, if any, within pay ranges is determined by the City of Federal Way Position Classification Plan.

C. Salary Differential between Ranks: The City of Federal Way maintains fixed salary differentials between ranks. The differential is based on periodic comparison studies of similar agencies conducted by the Federal Way Human Resources Department.

D. Other Salary Programs:

Career Development Program: This program is intended to increase professional capabilities, improve job performance through skill development, and maximize job satisfaction for department members of the collective bargaining unit. It is a voluntary program that will allow employees to plan "individual career development" programs aimed at promotional advancement or enhanced technical skills. In either approach, the increasing value of the

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employee will be recognized through merit pay beyond base salary at rates *indicated in Appendix B of the current Federal Way Police Officer's Guild contract.*

E/F. Compensatory Time and Overtime Pay Policy: Employees may be called back to duty regardless of the hours assigned to them. The City of Federal Way Employee Guidelines establishes the policies regarding compensatory time and overtime pay for all employees. The respective contracts with bargaining units may further delineate policies for their members. Specific policies are located as follows:

Policy	City Guidelines	Police Officer's Guild	Support Services Assoc.	Lt.'s Assoc.
Overtime Pay	Section 5	Article 8	Section 4	Article 8
Comp. Time	Section 5	Article 8	Section 4	Article 8
Call-out (Back)	Section 6	Article 8	Section 4	Article 8

**NOTE: The respective bargaining units use the City of Federal Way Employee Guidelines which was in effect the year their respective contracts were signed. Members of the bargaining units are provided with copies of the appropriate City Guidelines.*

G. Salary Augmentation: The City may elect to provide "Extra Duty Pay/ Work At A High Classification" when an individual assumes substantial responsibilities when assigned to substitute in a vacant position, in addition to performing the duties of the position currently held for a period of time exceeding thirty (30) calendar days. *Refer to Section 6.4 of the City of Federal Way Employee Guidelines for specific information regarding this program.*

1. Out of Class Pay: *Refer to the Police Officer's Guild Contract, Article 7 and the Federal Way Police Lieutenant's Association, Article 7.*

22.2 BENEFITS

PHILOSOPHY: As stated in relation to compensation, The Federal Way Police Department and the City of Federal Way recognize the value of fair and competitive benefit packages. Many of the benefits described are mandated or prescribed by law. However, the Police Department also understands that it is the method in which benefits are administered that often leaves a lasting impression with an employee. It is the Police Department's intent that employees understand the benefits available, and the department does what it can to ensure they are administered in a manner that does not demean or compromise the employee.

22.2.1 Leave Programs

Principle: The City of Federal Way Employee Guidelines delineates policy regarding leave programs for all employees. The respective contracts with bargaining units may further delineate policies for their members. Specific policies are located as follows:

Policy	City Guidelines	Police Officer's Guild	Support Services Assoc.	Lt.'s Assoc.
• Administrative Leave	Section 8	City Guidelines	City Guidelines	City Guidelines
• Jury Duty	Section 8	City Guidelines	City Guidelines	Article 10
• Funeral Leave	Section 8	Article 5	Article 11	Article 5
• Leave of Absence	Section 8	City Guidelines	Article 11	City Guidelines
• Short-Term Military Duty	Section 8	City Guidelines	Article 11	City Guidelines
• Shared Leave	Section 8	City Guidelines	City Guidelines	City Guidelines
• Sabbatical Leave	Section 8	City Guidelines	City Guidelines	City Guidelines
• Holiday Leave	Section 8	Article 3	Article 7	Article 3
• Sick Leave	Section 8	Article 5	Article 6	Article 5
• Vacation Leave	Section 8	Article 4	Article 9	Article 4
• Family Leave	Section 8	Article 5	City Guidelines	Article 5

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* NOTE: The respective bargaining units use the City of Federal Way Employee Guidelines which was in effect the year their respective contracts were signed. Members of the bargaining units are provided with copies of the appropriate City Guidelines.

Practices: Additional Guidelines

- A. Leave Use Notification:** When utilizing any form of leave, Federal Way Police Department employees shall provide as much advanced notice as possible. When an employee uses sick leave, the employee must provide a telephone number where they can be reached during their absence and adhere to the following notification practices when using sick leave.
1. Information for Sick Leave: In order to ensure compliance with the Family Medical Leave Act (FMLA) the employee should provide the following information (*refer to the City of Federal Way Employee Guidelines, Section 8.2*):
 - The nature of the illness
 - The expected return date
 - Whether or not a physician will be seen
 2. Sick Leave Time Limits:
 - a. Unforeseeable absence: An employee will make the required sick leave notification at least one hour prior to his/her schedule time to start work and each day of absence.
 - b. Foreseeable absence: An employee shall notify his/her supervisor of any foreseeable sick leave absence as soon as possible so that necessary staffing arrangements may be made. If the employee is going to be absent for more than three (3) days, then he/she is required by FMLA to provide 30-days notice in writing, except in emergencies. The City Administration via the Chief of Police may grant exceptions to the 30-days notice requirement.
 3. Required Notification / Unforeseeable Absence:
 - a. If the employee's direct supervisor is on-duty at the time the employee is calling in, then the employee shall speak with his/her supervisor.
 - b. If the employee's supervisor is not available or not on-duty, then the employee shall speak to the on-duty Patrol Commander. If no Patrol Commander is available, the employee shall speak with an on-duty supervisor.
 4. Leave Documentation: It is the employee's responsibility to know the amount of leave he/she has in their various leave accounts.
 - a. Advanced Leave Requests: It is the employee's primary responsibility to complete and submit an Overtime/Leave Request Form. If the employee is requesting leave via telephone, the patrol commander or a supervisor shall complete an Overtime/Leave Request Form for the employee, mark the absence on the appropriate shift schedule, and provide the Overtime/Leave Request Form to the employee's supervisor. If the employee's absence is going to create a need for a replacement, the patrol commander or supervisor will start making the appropriate arrangements as soon as practical.
 - b. Miscellaneous Leave (Paid Admin Leave, Leave Without Pay, Military Leave, Extended FMLA): It shall be the employee's direct supervisor that will be responsible for the documentation.

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5. Minimum Staffing Considerations: Following are the practices to be used to manage the required minimum staffing levels during planned and/or unplanned absences. *See also MOS 41.1.1(G) Minimum Staffing*
- a. Vacation/Comp Time Requests: Lieutenants are not required to approve vacation and/or comp-time requests off except per the Guild Contract specific to the Vacation Bid, Christmas, and Thanksgiving holidays. Requests may be denied due to staffing considerations, special events/operations, current levels of calls for service, insufficient notice for the request, etc. Officers should make every effort to plan when time off will be needed and submit the request in a timely manner.
 - b. Pre-Approved Absences: Lieutenants should not approve requests for time off, training, or other pre-approved absences if the approval will drop Patrol below minimum staffing. The shift commander must be notified if a lieutenant intends to approve a request that would cause a staffing shortage. The following steps will be required to help coordinate requests for approved absences.
 - i. Notation on Shift Schedule: When a lieutenant approves any requests that will impact staffing, the lieutenant shall immediately note the officer's absence and the reason for it (by code) on the shift schedule. When approving requests, lieutenants shall refer to all shift schedules that impact the minimum staffing levels for Patrol during the request absence.
 - c. Unanticipated Absences: When there is an unanticipated absence, the patrol lieutenant may use on-duty Traffic Unit officers or K9 Unit officers to achieve minimum staffing. The officer designated will be expected to answer calls for service and may be assigned to a sector if the patrol lieutenant deems it necessary. Overtime will not be used to achieve minimum staffing when these units are available.
- B. Alternate Duty**: In the event an officer becomes temporarily disabled and is capable of returning to work in an alternate duty status, the department may, if specific projects and/or tasks are available, allow the officer to return to work in an alternate duty status (*RCW 51.32.090*). A request for alternate duty status will be made in writing and must be accompanied by the doctor's release to return to work, listing limitations, and an estimated date of return to full duty for the employee. This provision will only be extended to non-LEOFF 1 employees. The department has the option of limiting the number of alternate duty assignments.
1. Alternate duty may be assigned so as to permit the officer to continue working within the department in a duty capacity that the officer is physically capable of performing while continuing to be paid at the officer's normal rate of salary.
 2. Alternate duty assignments will be contingent upon the medical prognosis of physical recovery from the employee's temporary disability within a reasonable period. Alternate duty for psychological disability is not allowed.
 3. The maximum alternate duty assignment status will be 60 days, provided that upon request of the officer and approval of the department, the sixty (60) day period may be extended up to a total period of six months. Consideration of the extension shall be based upon:
 - a. The medical prognosis of the officer being able to return to full duty in a reasonable period of time in accordance with the advice of a physician
- AND**
- b. The availability of alternate duty assignments within the department.

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4. Determination of an employee's disability from performing full duty, ability to perform on an alternate duty status, and/or ability to return to full duty shall be made upon examination and advice of a physician.
 - a. The Police Department may require an employee to be examined by a physician retained by the department.
5. Pregnancy: If an employee can perform all the primary functions of her job description, she may remain on full active duty. The same considerations as listed above apply. Alternate duty assignments for pregnancy shall be considered up to the birth. Time off after birth may be requested through sick leave or the Family Medical Leave Act.

22.2.2 Personnel Programs

A. Retirement Program: Upon employment with the City of Federal Way, the Human Resources Department provides a benefit orientation meeting. A new employee is provided written information packets from the appropriate state retirement system, the City's retirement system, and the deferred compensation programs during this meeting.

1. Law Enforcement Officers' and Firefighters Retirement System (LEOFF): Full-time commissioned law enforcement officers are provided retirement benefits *in accordance with RCW 41.26*.
2. Washington Public Employees Retirement System: Non-commissioned regular and permanent employees are provided retirement benefits *in accordance with RCW Chapter 41.40*.
3. Federal Way Retirement System: This plan is designed to provide regular full-time employees of the City of Federal Way with benefits similar to Social Security benefits. *The benefits will be provided according to the City of Federal Way Employee Guidelines, Section 7.*
4. Deferred Compensation (Optional): The City of Federal Way offers employees the option to participate in two deferred compensation plans as a supplement to other retirement programs.

B. Health Insurance Program: Regular full-time and regular part-time employees who work at least 20 hours per week and their dependents are eligible to participate in the City of Federal Way's health insurance program(s). The program(s) and eligibility criteria are explained upon hire. The city provides a monthly premium amount and the remainder, if any, shall be paid by the employee through payroll deduction (unless otherwise specified by a collective bargaining unit's contract with the city). For specific information please refer to the following:

- City of Federal Way Employee Guidelines Section 7
- Federal Way Police Officer's Guild Contract Article 9
- Federal Way Police Support Services Association Article 19
- Federal Way Police Lieutenant's Association Article 9

C. Disability and Death Benefits Program:

1. Temporary Disability: The City of Federal Way provides insurance coverage against loss of income resulting from job-related injuries for all city employees *pursuant to the Federal Way Employee Guidelines, Section 7, and the current collective bargaining agreements*.
 - a. Disability coverage for LEOFF Plan 1 members (membership in retirement system prior to October 1, 1977) is provided for duty and non-duty disabilities *pursuant to RCW Chapter 51*.
2. Permanent Disability
 - a. Non-commissioned Personnel: The Public Employees Retirement System, *RCW Chapter 41.40*, provides permanent disability coverage to non-sworn members as specified therein.

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- b. Commissioned Personnel: Commissioned officers are provided permanent disability coverage pursuant to the provisions of RCW Chapter 41.26.470.
- c. Disability benefits are also available to city employees pursuant to RCW Chapter 41.41, State Employees Retirement-Federal Social Security.

3. Death Benefits

- a. Non-commissioned Personnel: Employees receive death benefits in accordance with RCW 41.40, the Washington Public Employees Retirement System.
- b. Commissioned Personnel: Commissioned officers receive death benefits in accordance with RCW 41.26, Law Enforcement Officers' and Firefighters Retirement System (LEOFF).
- c. Pursuant to RCW Chapter 41.41, State Employees Retirement-Federal Social Security.
- d. As part of the Federal Way Retirement Plan, a life insurance policy equivalent to one times annual salary is provided. Supplemental life insurance is also available.

D. **Liability Protection Program**: The City of Federal Way will indemnify and defend employees against claims or suits and pay sums which the employee shall be legally obligated to pay as a result of that employee's reasonable or lawful activities and exercise of authority within the scope of their duties and responsibilities as an employee of the Federal Way Police Department.

The City of Federal Way provides collision, comprehensive, bodily injury and property damage liability insurance coverage for employees authorized to use their own vehicles on city business. An employee is required to have authorization from a supervisor prior to using a personal vehicle for department business.

E. **Employee Educational Benefits**: The City of Federal Way encourages employees to continue to develop their careers in various manners, including the continued progress toward various educational degrees and certifications. The city has established a voluntary Educational Assistance Program in order to provide support to employees striving to develop their careers. Individual collective bargaining units have made additional agreements with the city regarding career development and educational allowances. Refer to the following guidelines/contracts:

- City of Federal Way Employee Guidelines Section 7
- Federal Way Police Officer's Guild Contract Appendix B
- Federal Way Support Services Association Contract Article 8
- Federal Way Police Lieutenant's Association Contract City Guidelines

22.2.3 Support Services for Employees

Principle: The City of Federal Way recognizes that a wide range of personal problems, such as emotional or mental stress, marital or financial difficulties, or drug and/or alcohol dependency, can affect an employee's performance while on the job. While these personal problems may not be directly related to their job responsibilities, the impact that they bring to an employee's life does not stop once the employee arrives at their job place. Although some individuals are able to overcome these types of difficulties on their own, many others need support and assistance. Therefore the City has established an independent assistance program, The Employee Assistance Program, for employees and their families. Participation in the program is voluntary and confidential. Refer to the City of Federal Way Employee Guidelines, Section 7 for additional information regarding this program as well as 22.2.6, below.

22.2.4 Line-of-Duty Deaths or Serious Injury

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Principle: When a life is given or seriously jeopardized in the line-of-duty, the traumatic impact on the Police Department member's loved ones and the department itself is often devastating. It is the intent of this Standard to provide some clear guidelines to be applied in these dire situations in order to attempt to reduce stress and provide tangible and emotional support for the surviving family and department members.

Definitions:

- A. **Line-of-Duty Death or Serious Injury:** The death or serious injury of an active member of the Police Department during the execution of his/her duties, whether on or off-duty.
- B. **Survivors:** Immediate family members include spouse, children, parents, siblings, fiancée and/or significant other.

Practices:

- A. **Employee Emergency Records:** In addition to all the information given to Human Resources as part of the new-hire orientation, all members of the Police Department complete an Emergency Notification Information and Instructions form when they start working for the department. This form will be filled out during the FTO process for all new-hires. Completed forms will be turned in to the Civilian Operations Manager or his/her designee. The forms will be confidential, sealed, and secured within the Records Unit. All Police Department supervisors will have access to these forms in situations of death or serious bodily injury to an employee. Members are encouraged to ensure the Emergency Notification Information and Instructions form is kept up to date when changes occur. **Employees are required to update the department with their personal address or telephone information within 24 hours of any changes – see Standard 16.1.1.**

Other Practices: The following practices will be adhered to in situations involving a line-of-duty death or serious injury. These practices will be followed whenever possible with the understanding that the wishes of the family take precedence over the desires of the agency. Members providing services and assistance to family members and survivors shall take all possible measures to accommodate their needs, wishes and desires, but should not make promises to family members that they are not sure can be met.

A. Family Notification:

1. **Who:** Notifications will be conducted with two department representatives present.
 - a. **Preferred Member:** The patrol commander or his/her designee will contact the person(s) listed on the member's Emergency Notification Information and Instructions form as the preferred notification person in order of priority. If the person is unavailable or will have an extended response time, the next person(s) will be contacted. If a preferred notification person is on-duty, all efforts should be made to relieve the preferred notification person from duties, at least temporarily, in order for the notification to be provided.
 - b. **Command Staff:** The patrol commander or his/her designee will contact a command staff member to accompany the "preferred member" during and personal notification. Consideration should be given to response time and destination in selecting a member of the command staff.
2. **When:** The notification of the immediate family in the area should be done as soon as practical and coincidental with command notification.
3. **How:** The notification of the immediate family in the area should be done in person whenever practical. Whenever the health of an immediate survivor is a concern, emergency medical services personnel shall be requested to stand-by. It is important that the members providing the notification have adequate information regarding the incident to answer basic questions and are kept up to date on any changes which occur.

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- a. Transport to the Hospital: When a member has been seriously injured, arrangements will be made to provide transportation to the hospital for family members.
 - 4. THE NAME OF THE DECEASED OR SERIOUSLY INJURED MEMBER SHALL NOT BE RELEASED TO THE MEDIA OR OTHER PARTIES BEFORE IMMEDIATE SURVIVORS ARE NOTIFIED. Communication of information concerning the member and the incident shall, whenever possible, be restricted to an MDC and/or telephone to reduce the risk of the information being intercepted.
 - 5. All Police Department members should keep in mind that a required operational notification to other department members can also be a notification to a close friend. Every effort should be made to ensure that personnel making any operational notifications have sufficient information regarding the incident to answer basic questions.
 - 6. Other Police Department members involved in the incident resulting in death or serious injury should be afforded an opportunity to contact their family as soon as practical.
- B. Assisting Survivors at the Hospital:** Whenever possible, the agency's chief executive officer shall join the family at the hospital in order to emphasize the agency's support. The next highest-ranking officer to arrive at the hospital shall serve as or designate a department employee as hospital liaison. The hospital liaison shall be responsible for coordinating the arrival of immediate survivors, departmental personnel, the media, and others. The Hospital Liaison will also assume the following responsibilities.
- 1. Arrange for waiting facilities for immediate survivors and a press staging area. The desires of the surviving family members should be followed with regard to their accessibility to other officers and friends.
 - 2. Ensure medical personnel provide pertinent medical information on the injured member's condition to the family before any other parties.
 - 3. Assist family members, in accordance with their desires, in gaining access to the injured or deceased member.
 - 4. Provide hospital personnel with all necessary information on billing for medical services. The hospital liaison will ensure that all medical bills are directed to the appropriate departmental authority and that they are not forwarded to the member's family or other survivors.
 - 5. Arrange transportation for the family and other survivors upon their departure from the hospital.
 - 6. Ensure that immediate family members are provided with appropriate assistance at the hospital.
- C. Department Liaison:** The Chief of Police shall designate a command staff member to serve in this capacity. The Chief of Police will provide the Departmental Liaison's name and contact telephone(s) numbers to the family in writing. The Department Liaison will work closely with the Family Liaison to ensure the needs of the family and department staff are fulfilled. This includes but is not necessarily limited to:
- 1. Family Assistance:
 - a. Travel Arrangements: Provide oversight of travel and lodging arrangements for out-of-town family members.
 - b. Media Coordination: Work with the Administrative Commander or designee to coordinate departmental responses to media inquiries. Assist family members in dealing with general media inquiries and inform them of the limitations on what information they should provide to the media.

- c. Funeral Arrangements: Work with the Family Liaison to identify facilities that will accommodate the law enforcement funeral. These alternatives will be presented to the family who will make the final determination.
 - d. Security: Ensure that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary thereafter.
 - e. Employee Assistance Program: Ensure that the Employee Assistance Program is implemented to assist surviving family members and emphasize the family's right to psychological services.
2. Department Assistance:
- a. Funeral Arrangements: Coordinate all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control, area coverage by neighboring agencies, and liaison with visiting law enforcement.
 - b. Critical Incident Debriefing(s): Coordinate Critical Incident Debriefing(s) for all members involved in the incident, which resulted in the member's death or serious injury.
 - c. Employee Assistance Program: Ensure that all department employees involved in the incident which resulted in the member's death or serious injury are provided information regarding the Employee Assistance Program and facilitate its use for interested employees.
- D. **Family Liaison**: The Chief of Police shall designate a supervisor or command staff member to serve in this capacity. The Chief of Police will provide the Family Liaison's name and contact telephone number(s) to the family in writing. The Family Liaison will work closely with the Department Liaison to ensure that the needs of the family are fulfilled. It is intended that the Family Liaison is the primary department representative to have contact with the family regarding procedural matters. This includes but is not necessarily limited to:
- 1. Funeral Arrangements:
 - a. Meet with family members and explain what law enforcement funeral consists of and determine if the family wants this type of funeral. Assist in making the necessary arrangements for whatever memorial service is selected.
 - b. Be available to the family prior to and throughout memorial service proceedings to ensure that their needs are addressed.
 - 2. Providing Investigation Information: Relay any information to the family concerning the circumstances that resulted in the member's death or serious injury and appropriate information regarding any investigation.
 - 3. Coordinate Benefits:
 - a. File workers' compensation claims and related paperwork.
 - b. Present information on all benefits available to the family.
 - c. Prepare all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments, and the name of a contact person or facilitator at each benefit or payment office.
 - d. File all benefits' paperwork and maintain contact with the family in order to ensure that benefits are being received. A copy of the benefit's documentation should be provided to all survivors affected and explained to each of them.

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- e. Documenting inquires and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate.

E. Family Support Advocate: The Chief of Police will designate an individual from within the Police Department to act as a long-term liaison for the surviving family. The duties of this individual include:

1. Provide contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death or serious injury of their family member.
2. Accompany surviving family members to criminal proceedings, explain the nature of proceedings, and introduce them to prosecutors and other persons as required.
3. Identify all support services available to family members and work on their behalf to secure any services necessary.
4. Maintain routine contact with family members and relay the concerns and needs of the family to those individuals or organizations that may provide assistance.

22.2.5 Provision of Apparel and Equipment

Principle: The Federal Way Police Department does provide certain items of apparel and equipment for personnel. Refer to the Authorized Uniform and Equipment Table which is available for viewing and maintained online via PowerDMS for information regarding what items are provided to personnel.

The Police Department provides a clothing allowance to commissioned police officers assigned to non-uniform positions. Refer to Article 10, Section 8 of the Federal Way Police Officer's Guild Contract and Article 10, Section 8 of the Federal Way Lieutenant's Association for specific details.

22.2.6 Employee Assistance Program

Principle: Personal problems are a part of everyone's life. Some of these problems become overwhelming and can interfere with job performance or with home life. Asking for help can be the first step toward resolving a problem and a positive way to overcome a negative situation. The City of Federal Way makes the Employee Assistance Program (EAP) available to all city employees in order to help them resolve problems.

A/B. Program Services: EAP is a professional service that provides counseling in the areas of stress, parenting, abuse, aging, drugs/alcohol, grief, marriage, work, finances, depression, relationships, legal, and critical incident debriefing. Counselors are available 24 hours a day, 7 days a week. Employees may obtain services by calling 1-800-570-9315.

C. Confidentiality: All discussions between you and your counselor(s) are confidential. Exceptions may occur when governed by law.

D/E. Referrals: Participation in EAP is normally voluntary.

1. **Mandatory:** When the essential functions of work performance are being negatively impacted by problems that may be addressed by EAP, a mandatory referral may occur.

a. Only the Chief of Police or his/her designee may require a mandatory referral.

F. Supervisory Personnel Training: The Police Department recognizes that supervisors have an important role in helping employees identify when EAP may be a positive option and in supporting an employee that selects this option. New supervisors receive training regarding EAP and its effective use.

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- G. Peer Support Personnel:** A peer support person, sworn or non-sworn, is a specifically trained colleague, not a counselor or therapist. Our department utilizes this program as an informal means to augment available outreach programs, such as EAP, and not replace them. All peer support personnel must successfully complete an approved "critical incident stress management" course which has been approved by the lieutenant overseeing this program. The peer support program is meant to provide all department members with a readily accessible emotional and tangible support system during personal difficulties or through professional challenges. Also, command staff may utilize peer support personnel as an additional resource to help manage or assist with critical incidents.

22.2.7 Employee Identification

Principle: Members of the Police Department shall only use their official identification cards, badges, and/or business cards in the performance of their duty.

Practice: All members of the Police Department, to include Volunteers, will be issued an identification card which contains their photograph, name, job title (if applicable), denotes "STAFF" or "VOLUNTEER," and shows the City logo with "POLICE" to identify the City Department. This identification card also acts as a proximity card and allows entry into restricted-access portions of city buildings via the use of a computer-controlled key pad system. The Civilian Operations Manager or his/her designee will oversee the issuance of all identification cards to include programming of the allowed or restricted access associated with each individual proximity card.

- A. Display of Police Identification:** All personnel not in uniform shall clearly display their Police Department identification card at all times while in the Police Facility or any other City of Federal Way facility while on duty. No portion of this section shall be interpreted as to require carrying any form of police identification when the circumstances of a criminal investigation make it impractical or hazardous to do so.

1. Members shall furnish their name and badge number to any person requesting that information when they are on duty or at any time while acting in an official capacity, which shall also include verbal identification over the phone. Such information may be withheld if necessary for the lawful performance of police duties with authorization from a supervisor.
2. Members that lose their badge or identification card shall immediately notify the Civilian Operations Manager or his/her designee. This will facilitate the deactivation of the proximity card and replacement, as well.
3. When an employee or volunteer leaves the service of the City they must turn in their identification card to the Civilian Operations Manager or his/her designee. The Civilian Operations Manager or his/her designee shall ensure the de-activation of the identification card so that individual no longer has the use of the proximity card access.

- B. Identification of Visitors:** All visitors and guests to the Police Department facility shall sign in on a log maintained at the reception counter – this includes all vendors and service providers (*see below for Exceptions*). All visitors and guests shall be issued an identification badge to wear while they remain inside the department. In the event that a group is touring the building, the leader of that group shall sign in on the visitor's log with a notation as to how many members are in the group. The group must always remain together and shall always be escorted and remain in the presence of a Police Department member.

1. Exceptions:

- a. Police Professionals: Members of other law enforcement or fire departments are not required to sign in so long as they are in a uniform prominently displaying a badge and remain in the immediate presence of an employee.
- b. Federal Way City Employees: Other City of Federal Way employees are not required to sign in so long as they are prominently displaying their City of Federal Way identification and remain in the immediate presence of an employee.

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- c. Police Department Employee Family Members: Employees may bring family members into the facility without signing in, so long as they remain in the immediate presence of the employee.
- d. Criminal Justice Information System (CJIS) Access Requirements: In accordance with CJIS Security Policy guidelines, if any individual besides Police Department personnel requires proximity card access inside any Police Department facility (being able to come and go without an escort) they must be fingerprinted and pass a background examination. The Civilian Operations Manager or his/her designee maintains a Security Clearance file listing all individuals which have been cleared to access the inside of Police Department facilities and are allowed to remain unescorted.
 - i. Washington State Patrol will audit the Security Clearance file every three years to ensure compliance.

C. **Requirements for Unescorted Access to Police Facilities**: All personnel issued a proximity card that are *not* ACCESS certified (including volunteers, City personnel from other departments, command staff, contractors, etc.) must complete the following steps in order to be allowed unescorted access to secure police facilities.

- be fingerprinted;
- pass a background examination; and
- complete the FBI Basic Security Awareness training every two years.

NOTE: Anyone not meeting the requirements may be allowed access, but will need to be escorted at all times.

22.2.8 Long-Term Military Deployment and Reintegration

Principle: There are members of our department that are also part of the military who live with the possibility of being called to active duty, sometimes for an extended period of time. It is important to realize they are still a valued member of our department, even though they may be thousands of miles away. The transition in and out of active military duty can be challenging for both the employee and their family. The department can play a critical role in helping to mitigate some of the stress associated with this process.

Practices: The following steps will help any member, whether sworn or non-sworn, when dealing with a long-term (greater than 180 days) military deployment and reintegration.

A/B. **Point of Contact:** An employee shall advise their supervisor as soon as they have been officially notified of the impending long-term military deployment. The employee must also provide their supervisor, as soon as they are able, a copy of their military orders. Their supervisor shall then notify the commander of the employee's impending military deployment and provide them with the military orders (once received from the employee). The commander shall ensure Human Resources is notified (via the Office of the Chief) of the employee's upcoming deployment and, as soon as it is received, a copy of the employee's military orders.

1. The employee is encouraged to contact and speak directly with Human Resources to have any concerns or questions regarding City benefits, payroll, etc., answered and/or explained. There will be no designated contact person as any HR personnel will have the ability to assist the employee, as needed. *See also: City of Federal Way Employee Guidelines, Section 8.9 Military Duty.*

C. **Out Processing:** All deployed personnel shall complete an exit interview with the Chief of Police or his/her designee prior to deployment.

D. **Storage of Agency Owned Equipment:** There is no expectation that equipment will need to be returned to or stored by the Department. The individual will have the responsibility to store all department-issued equipment (uniforms, weapons, etc.) appropriately and safely, and in such a manner as to ensure they are both secure and reasonably safe

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from possible damage or deterioration. *Also refer to MOS 1.3.9(E) Weapon Security* for expectations regarding the security of weapons and ammunition.

1. Take home vehicles will be turned back over to the Quartermaster at the time a long-term deployment occurs. Upon return from a long-term deployment the Quartermaster will coordinate a take home car for the employee; it may or may not be the same car as was issued prior to their deployment, dependent upon available department resources.
- E. **In Processing:** When returning to duty after a long-term deployment the employee shall complete an interview with the Chief of Police or his/her designee prior to returning to duty.
1. All supervisors should be aware of EAP and resources available to employees returning from active duty.
- F. **Refresher Training:** An employee returning from a long-term deployment will be assigned an FTO to assure they are reoriented to their assigned role. This process shall include ensuring the employee is brought up to date regarding any and all policy and procedural updates issued since the employee's initial separation from the agency. The time allocated for reorientation/ refresher training will vary and be dependent upon the FTO's assessment of the employee's ability to step back into their assigned role within the agency.
1. The need for any type of *requalification(s)* will be assessed on a case-by-case basis upon the employee's return and may be based upon the length of deployment or other relevant factors.
 2. If the deployed employee was in a Specialty Assignment prior to their long-term deployment, the Chief will determine if reassignment back into the specialty position is practicable upon their return and consistent with Federal Law.
- G. **Communication:** Technology provides a multitude of options – e-mail, voicemail, text, phone, mail, etc. – for staying in touch with the deployed employee. The employee and their supervisor will determine the most convenient and appropriate level of contact to ensure the lines of communication with the department stay open and a supportive relationship with the employee is maintained. Consideration should also be given as to whether the employee's family may need contact or additional support to help them with the long-term deployment situation. Staying in contact and keeping the employee up to date, as well as ensuring their family is thought of, too, helps with the employee's eventual reintegration upon their return from the long-term deployment.
1. Peer Support personnel may also play a role, as needed, in maintaining contact with deployed personnel.

22.3 Conditions of Work

PHILOSOPHY: The Federal Way Police Department has established the following principles and practices in an attempt to provide employees guidelines that will help to insure the integrity, health, and duty fitness of employees.

22.3.1 Physical Examinations

Principle: A periodic physical examination is a benefit to both the employee and the Police Department. All employees are encouraged to obtain a physical examination annually. Employees may be required to submit to an examination by a designated physician at any time an employee's work or attendance indicates a health related problem.

- A. Physical examinations required by the department will be paid for by the department. Employee initiated physical examinations are at the employee's expense, unless otherwise provided for in their medical plan. The City of Federal Way periodically sponsors various medical examinations at little or no cost to the employee.

22.3.2 General Health and Physical Fitness

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Principle: Employees are required to maintain a level of fitness that permits them to effectively carry out their duties and responsibilities. Also refer to Standard 26.1.1. An employee's work and attendance records are monitored for signs of health problems related to fitness. The city provides a wellness program that encourages good health and fitness.

22.3.3 [Reserved]

22.3.4 Off-Duty and Secondary Employment

Principle: It is vital that the Federal Way Police Department maintain its objectivity, integrity, and the impartial provision of police services. In order to achieve this goal, employees of the department shall not engage in any activity for gain or compensation with any organization, business or individual directly or indirectly involved with the department or city in a contractual business or professional agreement, nor with any individual and/or organization that may constitute a conflict of interest.

Definition:

- A. **Off-duty Employment:** Pertains to employment wherein the use of law enforcement powers is neither necessary nor anticipated.
- B. **Secondary Employment:** Pertains to employment that is conditioned on the actual or potential use of law enforcement powers by the police officer employee and the actual work will be conducted outside the city limits of Federal Way. The Secondary Employer (or the individual employee) must meet the following requirements.
 - 1. Provide all the necessary equipment and/or uniforms.
 - 2. Provide proof of insurance coverage for contracted employees.
 - 3. Provide written release of liability to the City of Federal Way or separate commission for the officer, as approved by the City of Federal Way Attorney or his/her designee.

Practice: An Off-Duty or Secondary Employment Request form shall be completed for approval and forwarded to the Chief of Police through the Chain of Command. To assist in assuring that a conflict of interest does not occur, the Chief of Police shall review all off-duty and secondary employment opportunities and upon review the Chief may or may not approve the employment. The approval of off-duty and secondary employment must be renewed on an annual basis.

22.3.5 Extra-Duty Employment

Principle: It is the intent of the Federal Way Police Department to provide guidelines to police officers to inform them which types of Extra-duty employment are appropriate and to establish accountability for the welfare of the department and its employees.

Practices:

- A. **Prior Approval:** All extra-duty law enforcement employment shall be authorized by the Chief of Police or his/her designee prior to such employment. Upon review, the Chief or his/her designee shall determine whether to authorize the extra-duty employment. The following exclusions shall apply.
 - 1. Extra-duty employment will not be approved in a lounge, tavern, gaming establishment, or nightclub setting where alcoholic beverages are served.
 - 2. Extra-duty employment outside the city limits of Federal Way may be performed only with the approval of the chief law enforcement officer (or his/her designee) in the jurisdiction where the extra-duty job is located.
 - 3. Extra-duty employment will not be approved in the following situations:

- a. Any occupation of a menial nature when in uniform or otherwise identified as an officer, which would tend to lower the dignity of the police service.
 - b. As a process server, bill collector, or any other employment that may require the use of police power for a private purpose.
- B. Employment:** Officers shall comply with all Department written directives while working in an extra-duty capacity. Specific practices are provided below.
1. Extra-duty Sign-up – Hours Permitted: Officers shall only work extra-duty jobs on their regular or scheduled days off or when the extra-duty employment is outside their scheduled hours of work.
 - a. Exceptions: Preapproval is required from the officer's supervisor for any extra duty during the officer's normal working hours. This is not to be considered standard practice and should not occur regularly.
 2. Extra-duty Sign-up – Number of Jobs Permitted: The number of slots (jobs) that may be taken by a single officer will be restricted when the job is first posted. The original e-mail notice will specify the number of slots an officer can sign up for and when any additional slots would be available to them.
 3. Cancellation of an Extra-duty Assignment:
 - a. Officers who sign up for a job must fulfill the obligation. If, for any reason, the officer is unable to work the job, the officer must find a replacement for that job. The officer shall notify the designated Administrative Assistant to remove their name and add the replacement officer's name. The replacement officer must notify the designated Administrative Assistant by e-mail of his/her acceptance of the job.
 - b. All sign ups and correspondence pertaining to extra duty assignments shall be made via the department e-mail system or the City of Federal Way intranet system.
 4. Working an Extra-duty Job:
 - a. Officers shall notify the on-duty supervisor and Valley Communications of the location and hours of the extra-duty job via CAD or over the air.
 - i. A marked patrol vehicle may be utilized if available. The officers shall check out a vehicle with the on-duty commander or patrol supervisor.
 - b. Officers will use the 9 WILLIAM call-sign followed by their badge number.
 - c. Officer will be responsible for all investigation and documentation of police incidents related to the extra-duty job. If an in-custody transport becomes necessary, the officer will coordinate the prisoner transport with the on-duty patrol supervisor.
 - d. Officers will remain at the location of the extra-duty job except at the direction of a police supervisor.
 - e. Officers shall perform extra duties that are requested by the employer and approved by the Chief of Police or his/her designee.
 5. Payment for Extra-duty Job Assignment:
 - a. Billing and payments will be processed through the City of Federal Way Finance Division.

- b. The extra-duty hourly rate shall be established annually in December for the following year.

C. Eligibility for Participation in Extra-Duty Employment:

1. Employees Eligible: The following employees are not eligible to accept or perform extra-duty employment.
 - a. Any officer currently on sick leave, alternate duty, or disciplinary time off.
 - b. Any officer that is currently in the FTO Program.
 - c. Any officer not meeting department standards.
 - d. Any officer that has received three or more sustained complaints in the previous twelve (12) months.

 2. Probationary Employees: Probationary employees, not currently in the FTO Program, are eligible to accept or perform extra-duty employment under the following circumstances ONLY:
 - after a job has been posted for 48 hours
 - OR
 - when the job is within 48 hours of starting.

 3. Revocation of Eligibility: When it has been determined that a violation of the MOS has occurred while an officer is working an extra-duty assignment the following eligibility revocation will occur. A revocation of eligibility does not preclude discipline from also occurring.
 - a. First Offense: Verbal warning to be documented in the employee's bureau file.
 - b. Second Offense: Loss of all extra-duty privileges for a period of ninety (90) days.
 - c. Third Offense: Loss of all extra-duty privileges for a period of one hundred and eighty (180) days.
 - d. Fourth Offense: Loss of all extra-duty privileges for a period of three hundred and sixty five (365) days (*see item e. below*). Officers will be eligible for reinstatement after 12 months from the date of revocation with the approval of the Chief of Police.
 - e. The above listed steps will be applied within a "rolling" 12 month period that will begin at the end of any loss of extra-duty privileges, if applicable.
- D. Extra-Duty Program Administration:** The Extra-duty Employment Program is administered by the Executive Assistant to the Office of the Chief or his/her designee.
1. Responsibilities of Program Administration: The Executive Assistant to the Office of the Chief (or his/her designee) will be responsible for the following:
 - a. Review of extra-duty employment requests under the direction of the Office of the Chief.
 - b. Accept and return telephone inquiries regarding requests for extra-duty employment.
 - c. Determine the law enforcement needs of the extra-duty employer.

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- d. Provide a description of the extra-duty job and the expectations of police officers working the assignment.
 - e. Generate and maintain extra-duty employment records and postings
 - f. Ensure the integrity, professionalism, and MOS compliance of the extra-duty job program.
 - g. Violations of extra-duty job standard(s) will be reviewed by a Commander and recommendations forwarded to the Office of the Chief.
- E. **Documentation:** The Police Department will retain the listed documentation in accordance with the appropriate Washington State Records Retention Schedule(s):
- Date, time, place, durations of extra-duty job
 - Names of officers that performed the extra-duty job
 - Violations of extra-duty policy or MOS

COLLECTIVE BARGAINING

24.1 COLLECTIVE BARGAINING AND CONTRACT MANAGEMENT

PHILOSOPHY: The Federal Way Police Department recognizes the rights of its employees to form organized groups to negotiate collective bargaining agreements with the City of Federal Way. The role of the Police Department in the collective bargaining process is as follows:

24.1.1 Collective Bargaining Process

Practices:

- A. **Collective Bargaining Team:** The Police Department assists the City of Federal Way's bargaining team in an advisory capacity. The Chief of Police or his/her designee serves on the team to provide information regarding department standards, practices, and the impact of provisions in collective bargaining agreements.
- B. **Recognized Bargaining Units:** The City of Federal Way recognizes the Lieutenant's Association, Federal Way Police Officer's Guild, and the Federal Way Police Support Services Association.
- C/D. **Bargaining:** The City of Federal Way is committed to negotiate in good faith with the authorized representatives of the Federal Way Police Department employees. The City is further committed to bargaining within the guidelines provided by the collective bargaining agreements, the Taft-Hartley Act, RCW41.56, and related Public Employment Relations Commission (PERC) guidelines.
- E. **Bargaining Agreements:** The Police Department is committed to administer negotiated collective bargaining agreements.

24.1.2 Implementation of Collective Bargaining Agreements

Practice: When a negotiated labor agreement is ratified by all parties, the Chief of Police or designee will ensure the following procedures are completed in a timely manner.

- A. Obtain a signed copy of the labor agreement.
- B. Review and amend, if necessary, all written directives and practices to coincide with the terms of the labor agreement.
- C. Assist the Human Resources Department in the dissemination of information relative to a new labor agreement, including modifications to existing agreements, to managers and supervisors of bargaining unit employees.

GRIEVANCE PROCEDURES

25.1 GRIEVANCE PROCEDURES

PHILOSOPHY: Grievances can be an important evaluation tool to be utilized to insure that the Federal Way Police Department maintains and administers expectations in a consistent and fair manner as well as in adherence to prescribed law enforcement practices. Supervisors and administrators should attempt to clearly explain decisions and written directives to all employees in an effort to assist in the informed decision-making by employees considering the value of a grievance.

25.1.1 Grievance Procedures

Principle: The Federal Way Police Department has several collective bargaining agreements that specify procedures to be followed when filing a grievance. Represented employees shall refer to their respective agreements. Employees that are not part of a collective bargaining unit may refer to the City of Federal Way Employee Guidelines for specific grievance procedures or the Civil Service Rules and Regulations when applicable.

25.1.2 Grievance Records

Principle: When a grievance is filed, the supervisor receiving the grievance shall notify the Professional Standards Unit. The Professional Standards Unit shall notify the Chief of Police and Deputy Chief(s), assign the grievance a number, and coordinate the applicable grievance procedure. The Professional Standards Unit shall receive a written copy of the grievance upon its conclusion and provide the City of Federal Way Human Resources Department with a summary of the nature of the grievance and the final outcome. All records related to grievances will be maintained by the Professional Standards Unit and kept in a secure cabinet, accessible only to the Chief of Police or his/her designee.

A. **Retention:** Records related to grievances shall be retained in accordance with the applicable Washington State Archives' General Retention Schedule.

25.1.3 Annual Analysis

Principle: The Professional Standards Unit will provide the Chief of Police with an annual summary of all written grievances. The Chief of Police will analyze the grievances to determine what steps might be taken to minimize the causes.

A. All supporting policies and practices involved in the grievance process shall be reviewed as part of this analysis to ensure they are functioning correctly and continue to meet our needs as an organization.

DISCIPLINARY STANDARDS

26.1 DISCIPLINARY STANDARDS

PHILOSOPHY: The members of the Federal Way Police Department understand that to serve the community with integrity requires discipline throughout the organization. Discipline can be incorporated into many of the Police Department's practices, all the way from how members view themselves to how members perform the various job tasks. Members value accountability and must be recognized for achievements as well as corrected for deficiencies. Discipline administered within the Police Department will be based on just cause.

26.1.1 Code of Conduct / Appearance Guidelines

Principle – Code of Conduct: Federal Way Police Department members are expected to abide by the Code of Conduct contained in the introduction section of this Manual of Standards.

Principle – Appearance Guidelines: Members of the Federal Way Police Department view themselves as law enforcement professionals. The image of professionalism for the members and the organization is dependent not only on performance, but appearance also. Appearance influences the public's perception of both the individual and the Federal Way Police Department. Therefore the following guidelines serve to assist members in assuring their image of professionalism. Exceptions to these guidelines may be provided to employees assigned to specialized positions.

A. Commissioned Personnel in Uniform Positions: Officers shall wear the uniform and approved equipment in a neat and approved manner. Officers shall maintain the uniform and approved equipment so that it is functional and clean. Refer to Standard 41.3.4 for specific information regarding authorized equipment and apparel.

1. To and From Work: Officers wearing the uniform to and from work or extra-duty assignments in a personal vehicle shall wear clothing to cover the uniform shirt while in transit.
2. Hair:
 - a. Male: Hair shall be kept so that it does not extend below collar length in the back, below the middle of the ear on the sides, or below the eyebrows in the front.
 - b. Female: Police officers working in uniform shall secure their hair if their hair is longer than collar length. "Secured," means either in a ponytail, braid, or bun. If officers choose to wear their hair in this manner, no colorful or ornamental hair clips/clasps shall be used.
3. Facial Hair: Any approved facial hair worn shall be kept neat and trim at all times.
 - a. Sideburns: Sideburns will not extend downward below the lowest part of the earlobe.
 - b. Moustaches: Moustaches may extend laterally, not more than one-half (1/2) inch beyond the corner of the mouth and may not extend below the vermilion border of the upper lip or below the corner of the mouth.
 - c. Beards/Goatees: Beards/goatees are prohibited, unless medical reasons exist and the Chief of Police provides the employee a written exception. Employees are expected to be clean-shaven when reporting for duty.

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4. Jewelry: Must adhere to standards of professional appearance and taste.
 - a. Necklaces: Shall be worn under the T-shirt.
 - b. Body Piercing: All visible body piercings, including post earrings, are prohibited.
 5. Cosmetics: May be used at minimal levels and must adhere to standards of professional appearance and taste.
 6. Tattoos: Tattoos on a member's hands, neck, face, and/or head are prohibited. Tattoos on a member's arm or other areas of the body that have been determined to be racist, sexist, obscene or otherwise offensive must be covered. For uniformed employees, if an offensive tattoo cannot be entirely covered by the authorized short-sleeved uniform shirt or approved uniform accessory, it will be required that the employee wear authorized long-sleeved shirts to cover the tattoos. If members are authorized to wear short pants but have a leg or calf tattoo that has been determined to be racist, sexist, obscene or otherwise offensive that cannot be covered, then long pants only will be required for that employee. The Chief or his/her designee will make the determination on the appropriateness of any tattoo questioned under this Standard.
- B. Commissioned Personnel in Non-Uniform Positions:** Officers working in non-uniform positions or in restricted duty status (alternate duty) shall dress in a manner suitable to the business environment and comply with the expectations set in Section A of this Standard in regards to:
- Hair (Section A does not apply to female officers)
 - Facial Hair
 - Body Piercing (earrings which do not create a safety issue may be worn in the ears)
 - Tattoos
1. Officers dressed in civilian clothes shall conceal their weapons unless actively enforcing the law. Actively enforcing the law includes search warrants, crime scenes, and/or situations where officers are performing some specific law enforcement function and will not create alarm to the general public. Officers must be able to identify themselves as police officers, such as having their badge visible on their belt.
- C. All Other Police Employees:** All other employees shall dress in a manner suitable to the business environment and comply with the tattoo policy outlined in Section A(6) of this Standard. *See also Section 9.2 of the City of Federal Way Employee Guidelines.*
1. Exceptions: The employees specifically listed below are required to wear uniform clothing items which are provided as outlined within the *Authorized Uniforms, Equipment, and Apparel table*. Employees will be expected to wear the uniform items with the following exceptions: 1) appropriate attire will be worn to business meetings and training; and 2) exceptions may be made with prior approval from a supervisor.
 - Property/Evidence Custodian and Technician
 - Customer Service Specialist and Records Specialist
 - Quartermaster
 - Animal Services Officer
- D. Enforcement of Standards:** Where inappropriate attire and/or personal appearance outside of the Police Department standards are noted, first line supervisors may direct the employee to change into appropriate attire and/or bring their personal appearance up to standards.
- E. Health and Fitness:** The good health of employees is fundamental to the interests and safety of individuals. Through awareness and education, the department encourages healthy lifestyles of employees to ensure they function to the

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best of their abilities in their roles as members of the community and the department. Refer to Standard 22.3.2 for specific requirements.

26.1.2 Employee Recognition

Principle: The Federal Way Police Department expects a high level of professional conduct from all of its members. When members perform their duties in a manner exceeding the highest standards of the department, it is fitting to officially commend that performance and arrange for appropriate publicity to be provided. This gives full public recognition to those who have brought honor to themselves and the department.

A. Definitions:

- 1. Above and Beyond the Call of Duty: An act performed that is not required by the employee’s position. The act performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly illustrate a willingness to risk his/her life in the performance of his/her duty.
- 2. Extreme Risk: A condition that is highly likely to produce death.
- 3. Significant Risk: A situation that involves personal danger to an employee and may produce death.
- 4. Exceptional Performance: An act or series of acts that demonstrates personal bravery, exceptional commitment, or dedication.
- 5. Highly Professional Conduct or Performance: An act or series of acts that are indicative of exemplary initiative in performing an outstanding police action, exceptional problem solving effort, community service, or the performance of the employee’s assigned function in an unusually effective manner.

Practices:

A. **Commendations and Awards:** The following commendations and awards are established for exceptional service to the Federal Way Police Department and the community it serves.

- 1. These awards are reviewed by the Awards Review Board – see item C of this standard, listed below, for specific practices.
 - a. Medal of Valor: To be awarded for an act that involves extreme risk to the life of the employee.
 - b. Medal of Distinguished Service: To be awarded for an act that involves significant risk to the life of an employee, during the performance of their duties.
 - c. Medal of Meritorious Service: To be awarded for demonstrating exceptional performance that involves no significant risk to the life of the employee and is performed above and beyond the call of duty.
 - d. Life Saving Award: To be awarded to an employee or citizen who, by their immediate actions, saved a human life under unusual and/or extraordinary circumstances.
 - e. Certificate of Merit: To be awarded to an employee who has distinguished themselves by outstanding performance of duties under unusual, complicated, or hazardous conditions over any period of time, or who distinguished themselves by outstanding contribution to law enforcement in general, or who distinguished themselves by exceptionally outstanding performance of duty over a period of at least one year.

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- f. Police Chief's Commendation: To be awarded for highly professional conduct or performance.
- 2. Chief Citations are specifically designated as awards given solely at the discretion of the Chief of Police. The Chief of Police also has the discretion to award either of the Citations at any time he/she feels it is appropriate.
 - a. Police Chief's Citation: To be awarded at the discretion of the Chief of Police to employees or citizens who contribute significantly to the police-community relations or aids in the prevention of crime and providing safety to the community.
 - b. Police Chief's Citizen Citation: In the investigation, prosecution, and reduction of crime citizen support and cooperation are essential. Each citizen must recognize his/her obligation to the community and his/her shared responsibility for its well-being. The Police Department seeks to encourage and recognize the acceptance of these duties through the recognition of those citizens whose actions have contributed towards the apprehension of criminals and demonstrated selfless behavior in an emergency or critical situation. The Citizen Commendation may also be awarded to a citizen whose distinguished service has assisted the department in achieving its mission.
- B. **Awards Review Board**: The Awards Review Board shall consist of these representatives, all elected by their respective peer group. Each representative will serve a maximum term of three years on the Review Board and may be re-elected to consecutive terms.
 - 1. One Commander
 - 2. One Police Officer from each of the below listed divisions.
 - Field Operations Division
 - Support Services Division
 - 3. One Lieutenant
 - 4. Two civilian employees
- C. **Practices**:
 - 1. Any nomination for commendation or citation to a citizen is to be documented by the employee observing the action, or by the employee to whom the action is reported. Recommendations for awards will be forwarded to the employee's supervisor. The supervisor will forward the recommendation through the chain of command to the Administrative Commander or his/her designee. The Administrative Commander or his/her designee will forward the recommendation to the Awards Review Board without a determination as to the degree of the award. The Board will review and evaluate each commendation on the contained information.
 - 2. Any recommendations for a Chief's Citation will be forwarded through the chain of command to the Administrative Commander or his/her designee who will forward them to the Chief of Police for their consideration. The Chief of Police will have the sole discretion and final decision for this award; he/she may take into consideration any recommendations or base their decision exclusively upon their own judgment and/or experience.
 - 3. The Awards Review Board will consider recommendations for awards as often as necessary to appropriately handle the timely review of award nominations; minimally, this will occur at least once each year or more frequently, as determined by the Administrative Commander.

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4. The Awards Review Board will rule on each employee commendation and/or recommendation by a majority vote. Those decisions made on police employees will be presented to the Chief of Police for discussion and ratification. The Chief of Police will be involved in mediating any extenuating circumstances, or disputes that arise.
5. Any employee or citizen receiving a commendation or award will be notified of the receipt of that honor as soon as possible.

26.1.3 Sexual Harassment

Refer to the introduction to this Manual of Standards.

26.1.4 Disciplinary System

Principle: The Federal Way Police Department recognizes the importance of discipline as a tool to promote morale and professional improvement. Discipline is the responsibility of each individual within the department. A well-disciplined police force is one that voluntarily and willingly abides by all established written directives. The Police Department has established a disciplinary system to provide consistency throughout the department. The disciplinary system is in conformance to the collective bargaining agreements and the Civil Service Commission Rule and Regulations.

A. Discipline: The nature and severity of the discipline will be determined on an individual basis according to particular circumstances. The purpose of discipline is to place a person on notice that conduct is unacceptable and to set forth expectations. The below listed factors shall be considered when recommending discipline based on the progressive continuum.

- The seriousness of the incident
- The circumstances surrounding the incident
- The employee's past disciplinary record
- The employee's past work performance
- The actual overall impact of the incident on the organization

1. Serious Misconduct: Certain behavior has been identified to be so serious in nature that, if verified, will result in consequential discipline, up to and including termination. The behaviors are:

- Harassing behavior – as described in the Code of Conduct and the Sexual Harassment Standards
- Abuse of authority – when determined to be willful and/or malicious in nature
- Insubordination – when determined to be willful and egregious in nature
- Deception and or lying – when determined to have been done in conflict with the agency's guiding principles of integrity and accountability.
- Behavior that tends to cause a significant lack of trust in our agency

B. Continuum of Discipline:

Corrective Discipline

- Counseling
- Training
- Verbal warning
- Written reprimand

Consequential Discipline

- Suspension
- Demotion

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- Termination of employment

Practices:

- A. Corrective Discipline:** Corrective action is an attempt on the part of the supervisor to achieve a willing modification of behavior through encouragement and coaching. Examples of corrective discipline include counseling, training, and professional assistance. Corrective discipline often achieves better results than consequential discipline and should be considered in those situations that are minor in nature if the involved employee shows a genuine willingness to cooperate. Corrective discipline also includes rewarding proper conduct with recognition, praise, and support.
- 1. Training/Counseling:** Minor disciplinary cases may be addressed at the supervisory level with additional training and/or counseling. Documentation of the training/counseling provided and the employee's response should be maintained in the employee's Bureau File for review and inclusion, when appropriate, in the employee's next regular performance appraisal.
 - a.** Training/counseling may not be used as disciplinary measures without prior approval from a commander in any of the following circumstances:
 - Any act identified in Section A(1) of the Principle portion of this Standard
 - A criminal or traffic offense
 - A sustained Standards Investigation (*refer to Standard 52.1.1*)
 - b.** Supervisors should notify their commander prior to the administration of corrective discipline to ensure consistency within the department. Should a higher ranking officer in the supervisor's chain of command believe the discipline to be administered by the supervisor is too lenient or too harsh, the higher ranking supervisor may conduct a review and revise the discipline to be administered.
 - 2. Written Reprimand:** Supervisors have the authority to issue written reprimands based upon the conclusion of a Standards Investigation. A supervisor must reduce the employee's actions prompting the written reprimand to writing in the form of a Standard Investigation. *Refer to Standard 52.1.1 for specific information regarding Standard Investigations.* The Chief of Police or designee may alter or modify any disciplinary action if it is in the best interest of the city and/or department.
- B. Consequential Discipline:** Consequential discipline is a form of punishment intended to change the behavior of the employee. The type of discipline leveled is dependent upon the factors provided earlier in this standard. *Consequential discipline shall comply with the Civil Service Commission on Rules and Regulations, the City of Federal Way Employee Guidelines, and applicable collective bargaining agreements.*
- 1. Notice of Intent to Discipline:** A notice of intended discipline will be provided to the employee whenever discipline will result in a loss of money. *The employee will be provided an opportunity for a Loudermill hearing prior to the discipline in accordance with the City of Federal Way Employee Guidelines, and applicable collective bargaining agreements.*
 - 2. Relief from Duty:** *Refer to Standard 52.2.7 regarding a supervisor's ability to relieve an employee from duty.*

26.1.5 Supervisor's Role in Discipline

Principle: Supervisors have an important role in effecting discipline and may be responsible for administering a written reprimand or recommending suspension and/or termination. The supervisor must be intimately familiar with department philosophies, principles, and practices. It is incumbent upon the supervisor to clearly explain performance expectations to employees.

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- A. Supervisors are expected to actively enforce the written directives of the Federal Way Police Department. Supervisors shall continuously be aware of any performance or behavioral issues and address them appropriately. All investigations shall be conducted without personal or professional bias and *in accordance to Chapter 52 of this Manual of Standards, the City of Federal Way Employee Guidelines, and applicable collective bargaining agreements.*
 - 1. Complaints and/or allegations of sexual harassment or discrimination will be investigated by the Human Resources Department or its designee.

26.1.6 Appeal Practices

Principle: Appeals of discipline shall follow the practices set forth in the applicable collective bargaining agreement, the Civil Service Rules and Regulations, and/or the City of Federal Way Employee Guidelines.

26.1.7 Dismissal of Employee

Principle: Only the Chief of Police or his/her designee may dismiss an employee. If the Police Department intends to dismiss an employee *the practices in Standard 26.1.7 shall be adhered.* The "Notice of Intent to Discipline" for an employee to be dismissed will include the below listed information:

- A. A written statement citing the reason for dismissal.
- B. The effective date of the dismissal.
- C. A statement of the status of fringe and retirement benefits after dismissal.

26.1.8 Maintenance of Disciplinary Records

Principle: All records of consequential discipline are placed in the employee's permanent personnel file and copies forwarded to the City of Federal Way, Human Resources Department. These records shall not be purged except according to the guidelines provided below.

- A. **Requests to Purge:** An employee may request in writing to the Chief of Police that documentation of discipline be removed (purged) from his/her personnel file based on the guidelines provided below. The Professional Standards unit will maintain documentation of discipline that has been removed, in compliance with state law (per the Law Enforcement Records Retention Schedule). Records removed from a personnel file shall not be used in any future decisions related to the employee's performance, promotion, or other career development considerations, but may be used in future discipline matters if related.
 - 1. Written Reprimand: After three (3) years have passed with no re-occurrence.
 - 2. More Severe Discipline: After five (5) years have passed with no re-occurrence.

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RECRUITMENT

31.1 ADMINISTRATIVE PRACTICES AND PROCEDURES

PHILOSOPHY: One of the highest priorities of the Federal Way Police Department is the provision of quality service through quality personnel. The Federal Way Police Department acknowledges the increasing competition within the law enforcement profession to identify and hire qualified police candidates. The recruiting function is a pivotal aspect of remaining competitive in the personnel arena. Qualified candidates normally have several agencies to select from and Federal Way must take the initiative to make our agency known to these candidates and encourage them to join our department.

31.1.1 Recruitment Program

Principle: Recruitment is a primary function of the City of Federal Way Human Resources Department, but the Police Department realizes there are many aspects of the recruiting process that require the active involvement of police department personnel. Therefore, the Police Department will institute a recruitment program in conjunction with the Human Resources Department designed to support and augment their activities. The Police Department recruitment function will be the responsibility of the Support Services Division and will be coordinated by the Administrative Commander.

31.1.2 Recruitment Assignment

Principle: All personnel that participate in the recruiting efforts of the Police Department shall receive training in the essential areas of personnel recruitment. The training will include, at a minimum, the below listed topics.

- The department's recruitment philosophy, commitments and plan
- The department's career opportunities, salaries, benefits, and training
- The Equal Employment Opportunity (EEO) and Civil Service compliance guidelines
- The community of Federal Way including the demographic makeup, organizations, and institutions
- Cultural awareness
- Techniques of informal record keeping and systems for candidate tracking
- The different components of the selection process
- Minimum standards reviewed during background investigations and disqualifying conduct and/or characteristics

31.2 EQUAL EMPLOYMENT OPPORTUNITY AND RECRUITMENT

PHILOSOPHY: The Federal Way Police Department strives to reflect the ethnic and gender composition of the available workforce. A recruitment plan designed to identify qualified candidates for police officer positions has been created in an effort to achieve this goal.

31.2.1 Recruitment Plan

Principle: The Administrative Commander or his/her designee administers the recruitment plan. The plan shall include the below listed information and will be revised/reissued as needed.

- A. A statement of recruiting objectives.
- B. The methods and processes that will be utilized to achieve a sworn workforce that reflects the diverse composition of Federal Way.
- C. Procedures to evaluate the progress toward objectives every three years

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31.2.2 Annual Analysis

Principle: In order to make certain the recruiting efforts are meeting the Department's needs it is critical to evaluate their effectiveness, as well as update the recruitment plan to reflect any necessary changes. The below listed steps will be taken to ensure the recruitment plan stays current.

- A. The Administrative Commander or his/her designee will provide an annual analysis of the Recruitment Plan to the Chief of Police. This analysis will include a description of progress made toward the stated objective(s).
- B. The Administrative Commander or his/her designee will make revisions to the plan, as needed.

31.2.3 Equal Employment Opportunity (EEO) Policy

Principle: It is the policy of the City of Federal Way to treat all applicants and employees equally and without regard to race, religion, creed, color, national origin, sex, sexual orientation, age, the presence of physical, mental, or sensory disability, marital or veteran status, or any other basis that is required by local, state, or federal law. It is also the policy of the City to foster and maintain a harmonious non-discriminatory working environment for all employees. Toward this end, the City will not tolerate racial, ethnic, religious or sexual slurs or comments demeaning national origin or individuals with disabilities by any employee to or about any employee or applicant, or the public. *Refer to City of Federal Way Employee Guidelines, Section 3.1.*

31.3 JOB ANNOUNCEMENTS AND PUBLICITY

PHILOSOPHY: The Federal Way Police Department remains a relatively new police department compared to our neighbors. Therefore it becomes even more critical for our agency to effectively advertise and educate possible applicants about the City and the Police Department. It is our intent to continue to aggressively promote our agency within the immediate community and throughout the area.

31.3.1 Job Announcements and Recruiting Notices

Principle: Posting job announcements for all positions within the Federal Way Police Department is the responsibility of the City of Federal Way Human Resources Department. Procedures for the posting of these announcements are listed in the City of Federal Way Civil Service Rules and Regulations. The Civil Service Examiner, after scheduling an examination, will release the Civil Service Commission job announcement and such publicity deemed necessary to secure the needed number of qualified applicants for employment.

- A. **Job Announcement Information:** The job announcement will include statements on the following items:
 - Class title for which applications are being solicited
 - Pay grade of the class
 - Duties, responsibilities and minimum qualification requirements of the class
 - Identification of the examinations to be used to measure qualifications
 - Time and place of scheduled examination
 - Period during which applications can be filed with the City Human Resources Department
- B. **Advertisement:** Job vacancies are advertised through electronic, print or the mass media. Notice of the City's need for applicants will be posted in the Human Resources Department and published in a newspaper of general circulation.
- C. **Equal Opportunity Employer:** All City of Federal Way employment applications and recruitment announcements will contain the phrase, "Equal Opportunity Employer."

- D. **Filing Deadlines:** Job announcements will advertise official application filing deadlines. Notice of the City's need for applicants will be publicized at least ten days prior to the official application-filing deadline.

31.3.2 Job Announcement – Posting

Principle: The Department utilizes community organizations, institutions, and leaders that provide opportunities to the Federal Way Police Department to contact qualified candidates and recruit individuals to participate in the selection process for police officer and other department positions. Posting job announcements through organizations similarly oriented as the position being advertised can also be used as a tool to attract more experienced, qualified candidates, as needed (e.g., a Crime Analyst job announcement advertised via crime analysis organizations and websites).

31.3.3 Applicant Contact

Principle: The Human Resources Department maintains contact with applicants during a selection process for all positions. Each applicant will be provided notification at each phase of the selection process. The notification will advise the applicant if he/she has successfully moved forward in the selection process.

31.3.4 Application Rejection

Principle: Applications for all positions within the Police Department will not be rejected because of omissions or errors that can be corrected or rectified to satisfaction prior to the selection process.

DRAFT SELECTION

32.1 PROFESSIONAL AND LEGAL REQUIREMENTS

PHILOSOPHY: The Federal Way Police Department depends on a quality selection process to identify candidates that meet necessary qualifications and reflect the guiding principles of the agency; integrity, communication, teamwork, accountability, and respect.

32.1.1 Selection Process Elements

Principle: The administration of the selection process for all full-time personnel is a cooperative effort involving the Federal Way Police Department, the Federal Way Human Resources Department, and/or the Civil Service Commission. Civil Service Rules apply to all positions, except for those positions within the Office of the Chief.

The selection process adheres to the below listed laws, rules, regulations, and policies.

- The Revised Code of Washington (RCW) / Title 41
- The Federal Way Revised City Code / Chapter 2
- The Civil Service Rules and Regulations (except for positions within the Office of the Chief)

Practices:

A. Sworn Personnel:

1. Initial Selection Process Tests: Initial testing segments are conducted by the Secretary Chief Examiner of the Civil Service Commission with assistance from the Human Resources Department and the Police Department. See also 34.1.1 Police Department's Role in Promotional Process regarding the use of an Assessment Center in the promotional process. The initial selection process may include the following tests.
 - a. Physical Assessment
 - b. Written Examination
 - c. Oral Board

B. Civilian Personnel:

1. Initial Selection Process Tests: Initial testing segments are conducted through the Human Resources Department and the Police Department. The initial selection process may include the following tests.
 - a. Written Examination
 - b. Oral Board

C. Background Investigation: When the initial testing process is complete an eligibility list is established. The Secretary Chief Examiner of the Civil Service Commission will forward a pre-determined number of candidates' names from the approved Civil Service eligibility list for background investigations by the Police Department.

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D. **Additional Testing:** Once background investigations are completed, conditional offers of employment may be given to a pre-determined number of candidates to allow for further testing to fill all authorized full-time positions. The additional testing is conducted by the Police Department to determine the suitability of candidates to proceed in the hiring process. The additional tests may include;

- 1. Sworn Personnel:
 - a. Medical Examination
 - b. Psychological Examination
 - c. Polygraph Examination
 - d. Interview with Chief or his/her designee
- 2. Civilian Personnel:
 - a. Polygraph Examination
 - b. Interview with Chief or his/her designee

32.1.2 Job Relatedness

Principle: Pursuant to the Civil Service Commission Rules and Regulations Section 8.5 and 8.6, the tests administered in the selection of sworn personnel use rating criteria or minimum qualifications that are job related.

- A. **Physical Examination:** The physical examination is identical to the one mandated by the Washington State Criminal Justice Training Center in order to enter the Basic Police Academy.
- B. **Written Examination:** The written examination has been statistically validated as being able to assess skills necessary for the job of police officer and has been approved by the Chief of Police and the Civil Service Commission.
- C. **Oral Board:** The oral board has been developed to identify in each candidate many of the qualities and skills listed in the job description. All elements of the oral board process will be standardized in order to be effective and impartial. Uniform questions, a defined set of personal attributes, and a uniform rating scale will be used as established by the Civil Service Commission.
- D. **Additional Tests:** The remaining tests have been developed to attempt to ensure a candidate is able to perform the various functions required of a police officer and to serve the community with integrity. These tests will be developed and administered by qualified and licensed professionals.

The purpose of the selection process is to facilitate the appointment of the best-qualified candidate while at the same time remaining aware of citywide equal employment opportunity policies.

- A. The City of Federal Way and the Civil Service Commission subscribe to the hiring guidelines established by the Equal Employment Opportunity Commission.

32.1.3 Uniform Administration

Principle: All phases of the selection process for all positions shall be administered, scored, evaluated, and interpreted in a uniform manner within the classification by the Secretary Chief Examiner of the Civil Service Commission, if applicable, and/or the Federal Way Human Resources Department.

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32.1.4 Notice of Selection Elements

Principle: Candidates for all positions are notified of the information listed below in writing. This information is provided at the time of formal application.

- A. All elements of the selection process.
- B. The expected duration of the selection process.
- C. The Federal Way Police Department’s policy on reapplication in accordance to the Civil Service Rules.

32.1.5 Notification of Non-Selection

Principle: All candidates not selected for a position will be notified, either in writing or by email, within 30 days by the Federal Way Human Resources Department or the Secretary Chief Examiner of the Civil Service Commission. If a candidate’s name is pulled but they never end up going through the background process their name will remain on the Civil Service eligibility list until the list expires.

32.1.6 Records

Principle: Human Resources maintains the examination records for all candidates not selected for appointment for a period of three years. This retention ensures continued evaluation of the selection process and provides the necessary information to conduct research regarding the process.

32.1.7 Selection Material Security

Principle: All selection materials (for all positions) are kept in a locked cabinet within a locked room in the Federal Way Human Resources Department. The Secretary Chief Examiner retains the key to this secured area. When the materials are disposed of, the manner of disposal shall be consistent with that of classified documents, i.e., burning or shredding. The disposal of the material will be coordinated by the Human Resources Department.

32.2 ADMINISTRATIVE PRACTICES

PHILOSOPHY: The selection processes identified in this section are crucial to insuring the Federal Way Police Department hires employees that the community can trust and rely upon.

32.2.1 Background Investigations

Principle: The Federal Way Police Department conducts thorough background investigations on candidates being considered for all positions within the department. The Administrative Commander shall be responsible for coordinating and overseeing the background investigations. The Administrative Commander shall also retain the information collected in all background investigations.

Practice: Background investigations will include the following information.

- A. **Verification of Qualifying Credentials:** All of the below listed credentials shall be verified during the background investigation.
 - Proof of United States Citizenship

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- Social Security Card/Number
- Necessary Diploma/Transcripts for education requirement
- Washington State Driver’s License or applicants agreement to obtain same
- Military form DD214 (if veteran)

B. Verification of Criminal Record: Candidates participating in a background investigation are asked to disclose any previous criminal record. A background investigator will verify and investigate the circumstances of any criminal record disclosed and take steps to verify no other criminal record(s) exists.

C. Verification of References: The background investigation shall include interviews with the below listed subjects at a minimum.

- Personal References (at least three)
- Past Employers (at least three when applicable)
- Spouse (if applicable)
- Family members (if necessary)
- Credit History

D. Job Related Qualifications: Background investigations of law enforcement officer candidates will address at a minimum the following job related qualifications:

- Communication skills (written/verbal)
- Problem-solving ability
- Learning ability
- Judgment under pressure
- Desire for self-improvement
- Appearance
- Dependability
- Physical ability
- Integrity
- Motor vehicle operation
- Credibility
- Observation skills
- Willingness to confront problems
- Interest in people
- Interpersonal sensitivity

32.2.2 Background Investigators – Training

Principle: Personnel assigned to conduct background investigations will be trained to collect required information. The training will be provided by the Administrative Commander, his/her designee, or an outside qualified trainer. The training shall include, at a minimum, information regarding the following topics.

- Confidentiality
- Effective interviewing techniques
- Liability and waiver requirements
- Effective documentation

32.2.3 Background Investigation Retention

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Principle: The Federal Way Police Department shall retain the information gathered during the background investigation for a minimum of three years. The Administrative Commander retains the background investigations.

32.2.4 Polygraph Examinations

Principle: As a condition of employment, candidates may be requested to complete a polygraph examination or other deception detection test. Prior to the test, the test administrator shall provide each candidate with a list of relevant questions that will be asked. Sufficient time shall be allowed for the candidate to ask questions or clear up any misunderstanding about what will be asked.

32.2.5 Polygraph Administrators – Training and Skills

Principle: Polygraph examinations or any other deception detective device administered for hiring purposes shall be administered by examiners who are trained in the use of the instruments and skilled in the evaluation of data resulting from the examination. The Administrative Commander or his/her designee will be responsible for verifying the examiner’s training and credentials, as needed.

32.2.6 Use of Results

Principle: Results of any deception detection examinations will not stand alone, but are to be used in conjunction with information gathered in the pre- and post-polygraph interviews, as well as information developed in other phases of the testing and background investigation process. Results are confidential and will be retained with the background investigation by the Administrative Commander.

32.2.7 Medical Examinations

Principle: When determined as an element of the selection process and as outlined within the Civil Service Rules, an examination by a licensed physician prior to appointment is designed to reveal any medical conditions what would adversely affect the candidate’s ability to perform the essential functions of the position. Only licensed physicians are to be used for the pre-employment medical examination.

32.2.8 Psychological Evaluation

Principle: When determined as an element of the selection process, a psychological evaluation is conducted by a licensed professional prior to appointment. The licensed professional should have experience with psychological examinations provided to law enforcement officers. These evaluations are designed to screen applicants for emotional stability, maturity, and ability to function under stress.

32.2.9 Retention of Results - Medical & Psychological Examinations

Principle: The Administrative Commander shall retain the candidate’s background investigation, written reports, and/or evaluations prepared by the professionals. The Office of the Chief will retain psychological evaluations in a secure location. Reports and/or evaluations are considered confidential and will be maintained for a minimum of six years. The retention of these records ensures proper practices are followed, as well as for reference purposes.

32.2.10 Probationary Period

Principle: *Civil Service Rules and the collective bargaining agreement between the City of Federal Way and the Police Officer’s Guild* provides that newly hired entry level police officers shall serve a probationary period of one year from the date the officer completes the training academy. The probationary period for lateral police officers will be six (6) months from date of hire. The probationary period for all non-sworn positions will be one (1) year from the initial hire date with the City as a regular employee (refer to the *City of Federal Way Employee Guidelines, Section 2.2*).

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TRAINING AND CAREER DEVELOPMENT

33.1 ADMINISTRATION

PHILOSOPHY: The Federal Way Police Department recognizes its role to provide training on critical police practices, current trends, and successful organizational components. The Department and its members share this responsibility in achieving the department mission. Training improves both the individual's and the organization's ability to adapt to changing community expectations, while insuring our department polices in a professional manner. The following principles and practices are intended to permit the Police Department to provide training in a fair, consistent, and professional manner.

33.1.1 Training Committee

Principle: The Federal Way Police Department utilizes a Training Committee to assist in the development of training programs that facilitate the department in the achievement of its goals. The Training Committee will be established and operated pursuant to the following practices.

Practices:

- A. **Committee Composition:** The Training Committee will consist of all the command staff.
- B. **Selection Process:** No selection process is required as all command staff serve as members of the Training Committee.
- C/D. **Authority/Responsibility and Relationship with Administrative Section:** It shall be the purpose of the Training Committee to develop advisory recommendations on the type and method of training and the training needs of the Police Department.
 - 1. Committee members should solicit suggestions from those they represent. Ideas and suggestions should be discussed and recommendations made based on the merits of the suggestions, and the identified training needs of the department.
- E. **Committee Coordinator:** The Administrative Commander will be the coordinator.

33.1.2 Training Attendance

Principle: The attendance of scheduled training is necessary to perform training in an efficient and effective manner. Police Department employees selected to attend external training are not only receiving training for the benefit of their personal growth and the agency's development, but each employee is acting as a representative of the department. In order to maintain the excellence of the training program the following practices will apply.

- A. **Mandatory Training Attendance:** All employees scheduled to attend mandatory department training shall attend at the scheduled time. Employees may be excused from attendance by their immediate supervisor if any of the below conflicts exist. A written memorandum will be provided to the Administrative Commander through the chain of command explaining the circumstances requiring an employee to be excused.
 - Court appearances
 - Pre-approved leave
 - Other extenuating circumstances that could not be anticipated

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1. Make-ups: Any employee missing mandatory training may be required to attend the make-up session(s).
- B. **Non-Mandatory Training Attendance**: Refer to practices described above in Section A. Employees approved to attend non-mandatory training may not be provided an opportunity to make-up the training.
- C. **Expectations of Conduct**: Employees attending training will be expected to conduct themselves in the following manner.
 - Arrive on-time and with all necessary equipment/materials
 - Wear business attire or clothing commensurate with the training
 - Exhibit professionalism at all times

33.1.3 Training Costs

Principle: When an employee is selected to attend a departmentally approved training course or school, the Police Department will pay for the following costs. The Training Unit will make all travel and lodging arrangements. Exceptions may be made when an employee is willing to pay some costs for a training course that would otherwise be denied by the Police Department due to costs.

Practices:

- A. **Transportation**:
 1. Airfare to and from the training, or
 2. Provision of department vehicle, or
 3. Payment of mileage at the **current City mileage** rate in those cases where a private vehicle is pre-approved for use.
- B. **Tuition Fees**
- C. **Lodging Expenses**
- D. **City authorized per diem**
- E. **Additional Expenses**: Additional expenses may be provided depending on the peculiarities of the school and nature of the expenses incurred with approval of the Administrative Commander.

Upon return to work from off-site training, employees must contact the Administrative Commander or designee within two (2) working days and submit properly completed expense records.

33.1.4 Lesson Plans

Principle: The Federal Way Police Department requires a lesson plan for all training conducted or sponsored by the department. The purpose of the lesson plan is to ensure the topic of the training is thoroughly and accurately presented.

Practices: All lesson plans shall include the following information.

- A. **Statement of Training Objectives**: A clear and concise statement of the objectives of training. This will include information regarding the relationship of the training to specific job tasks or performance areas.

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- B. Training Content and Instructional Techniques:** The plan will provide an outline of the information/content of the training and the instructional techniques used to communicate/teach the information.
1. Instructional Techniques: The method of instruction should be correlated to the subject matter being presented. The following instructional techniques may be included:
 - Conferences: Debates, discussion groups, panels, and seminars.
 - Field Experiences: Field trips, interviews, operational experiences, and operational observations
 - Presentations: Lecture, lecture discussion, and lecture demonstration
 - Problem Investigations: Committee inquiries
 - Simulations: Case studies, games, role-playing, and table-top exercises.
- C. Identification of Tests:** Certain departmental training programs will require competency testing of the employee upon completion of the training program. The Training Unit will determine if the training will require testing. The following procedures will apply when testing is conducted.
1. All tests will be pass/fail. Written exams will be graded using 70% as the minimum passing score, unless otherwise designated. Scores will be listed in the employee's training record.
 2. All master tests copies will be maintained with the lesson plan.
- D. Lesson Plan Approval and Retention:** The Administrative Commander or his/her designee will be responsible for approving all lesson plans prior to the training being conducted. He/she shall also maintain a copy of all lesson plans for approved department training.

33.1.5 Remedial Training

Principles: Many types of performance shortcomings can be improved by providing additional training. The Federal Way Police Department utilizes remedial training to assist employees in improving performance. The following practices will apply.

- A. Identification of Necessary Remedial Training:** The necessity of remedial training may be identified by several departmental mechanisms. These mechanisms include:
1. Supervisor observation in the field.
 2. A Professional Standards review or inspection.
 3. Performance of the employee during competency testing.
 4. Evaluation of police conduct in the field by departmental command.
 5. Interviews/questionnaires with sources within and outside of the department.
 6. Departmental records.
- B. Criteria for Remedial Training:** The criterion for remedial training includes but is not limited to the following.
1. Test scores on mandatory proficiency training below the acceptable range.
 2. The establishment of substandard performance, as indicated by the departmental mechanisms noted above.
- C. Determining if Remedial Training is Appropriate:** In order to determine if remedial training may provide a resolution to a particular problem, the affected supervisory personnel shall consider the following.

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1. Whether or not the questionable action is actually a training issue.
 2. Whether or not training has been given on the subject in question.
 3. Whether or not effective training can be provided.
- D. **Supervisor's Responsibilities:** Once the decision is reached that remedial training is required, the involved supervisor shall take the following steps.
1. Meet/communicate with the Administrative Commander or designee to plan a course of training to resolve the employee's deficiencies.
 2. Establish a timetable for achievement levels.
 3. Require the employee to reach the minimum acceptable level.

An employee who fails to participate in a remedial training program will be subject to disciplinary action up to and including termination.

33.1.6 Employee Training Records

Principle: The Administrative Unit is responsible for the maintenance of training records for all Police Department employees. The below listed methods ensure thorough and current training records are maintained.

- A. **External Training:** A Training Request form must be completed for all requested external training. A copy of all approved Training Request forms shall be forwarded to the Training Unit. When an employee has completed (attended) the training, he/she shall provide a copy of the training certificate to the Training Unit and the automated training records shall be updated.
- B. **Internal Training:** Some internal training courses will require a Training Request form for attendance. *In these instances the procedures provided in Section A of this standard will apply.*
1. Other Internal Training: The instructor providing the training shall ensure that all employees in attendance sign in on the class roster (or any other approved method for documenting class attendance). The instructor shall be responsible for managing and tracking the class roster (or other documentation) and, once completed, will forward it to the Administrative Unit.
 - a. Scores / Comments: The instructor shall also forward any test scores or proficiency scores/comments whenever applicable.
 2. Online Internal Training: Newer technology allows for greater options that can provide training more concisely and directly to all personnel. All online internal training opportunities will be managed through the Administrative Unit. The Administrative Lieutenant or his/her designee will be responsible for ensuring online content is kept relevant and up to date.

33.1.7 Training Records

Principle: All records related to internal training courses/programs conducted or sponsored by the Police Department shall be maintained by the Administrative Commander. The records shall include, at a minimum;

- Lesson plans
- List of attendees

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- Test results, if administered

33.2 ACADEMY

PHILOSOPHY: The Washington State Criminal Justice Training Commission is responsible, by state statute, for the development and implementation of training programs designed to up-grade the level of competency of criminal justice personnel. The Commission is committed to providing high quality training programs that reflect the needs of criminal justice agencies throughout the state. The Commission and the staff exist as a resource to agencies in the development of criminal justice personnel.

33.2.3 State Academy Training

Principle: The Federal Way Police Department maintains a professional relationship with the State Criminal Justice Training Center (CJTC) in the following manner.

- A. The Federal Way Police Department maintains liaison with CJTC and provides feedback as appropriate.
- B. The Police Department may provide instructors and/or other resources to CJTC if requested by CJTC. Fulfilling such requests will be dependent upon financial and staffing considerations. Any Federal Way Police Department personnel assigned to instruct on a fulltime basis at CJTC will report to the Administrative Commander or designee for the duration of the assignment.
- C. Police Department personnel attending training at CJTC or other training commission sponsored instructional activities do so with the Federal Way Police Department having assumed principle liability responsibility.
- D. CJTC will be utilized for all recruit basic academy training and for all lateral equivalency training.

33.2.4 Police Department Written Directives Training

Principle: New officers receive training on Police Department standards during the Field Training Program. New officers are required to successfully complete the Field Training Program, which includes field tests, written exams, and daily evaluations of performance.

- A. As part of their orientation, all new employees will be instructed where the Manual of Standards is electronically stored and how it can be accessed, as well as training on standards, including expectations and responsibilities of the employee.

33.3 TRAINING INSTRUCTORS

PHILOSOPHY: The use of Police Department personnel as instructors permits the agency to improve its expertise in certain areas of law enforcement, while allowing individuals to gain valuable career development. Therefore, The Federal Way Police Department utilizes its personnel as instructors in areas such as firearms, emergency vehicle operations, defensive tactics, speed measuring devices, ACCESS, and field training.

33.3.1 Instructor Development

Principle: All instructors and field training officers will receive specialized training in the area they instruct and will receive training in the following areas:

- Lesson plan development

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- Performance objective development
- Instructional techniques
- Testing and evaluation techniques
- Resource availability and use

33.4 RECRUIT TRAINING

PHILOSOPHY: The quality of training provided to new officers will determine the quality of their performance as officers for the Federal Way Police Department. For this reason, the Police Department gives this training the utmost attention when evaluating department training needs and goals.

33.4.1 New Police Officer Training

Principle: The Federal Way Police Department ensures that new officers receive the following training.

- A. **Entry-Level Officers:** An entry-level officer is a person who has no prior experience as a police officer and/or has not been certified as a law enforcement officer in any state. Entry-level officers will be required to attend and successfully complete the Washington State Basic Police Academy and the Federal Way Police Department Field Training Program prior to assuming any solo enforcement duties.
- B. **Lateral Officers:** A lateral officer is a person with prior experience as a police officer and has received equivalent certification in another state to allow them to be a general authority police officer in Washington. Lateral officers will be required to successfully complete the Police Department Field Training Program prior to assuming any solo enforcement duties.
 - 1. Equivalency Exam: Lateral officers shall successfully complete the State Equivalency Course and Exam within six months of employment (per RCW 43.101.200).
 - 2. Local Laterals: A currently commissioned officer hired from a law enforcement agency in Washington state is not required to complete WSCJTC training as outlined above. However, there can be exceptions to this, which are determined on a case-by-case basis. Local laterals must successfully complete the Police Department Field Training Program.
- C. **Firearms Qualifications:** Prior to formal entry into the department's Field Training Program, all entry level and lateral police officers shall qualify with their issued weapon.

33.4.2 Academy Curriculum

Principle: The Washington State Criminal Justice Training Commission is primarily responsible for the Basic Police Academy curriculum. The Federal Way Police Department monitors the curriculum and supports the commission in continuing to ensure that:

- A. The curriculum is based on most frequent tasks associated with the duties of a police officer.
- B. Evaluation techniques are used to measure competency in the required skills, knowledge, and abilities.

33.4.3 Field Training Program

Principle: The primary objective of the Federal Way Police Department Field Training Program is to produce a police officer that can work in a solo capacity in a safe, skillful, and professional manner. The program is considered an integral part of the total

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new officer selection process. Successful completion of the program and the full probation period conclude the total selection process.

- A. **Program Length:** The Field Training Program is divided into four phases and will generally be 16 weeks in length. The length of the program depends on the officer's ability to demonstrate proficiency in necessary performance areas as he/she progresses in the program.
- B. **Field Training Officer (FTO) Selection:** The FTO assignment is considered a specialized assignment and *selection is conducted pursuant to Standard 16.2.3.*
- C. **Supervision of FTOs:** All FTOs are supervised by the on-duty patrol lieutenant. A Field Operations Division Commander is designated to be responsible for the overall coordination, development, and supervision of the Field Training Program. A Field Training Lieutenant is designated to assist the FTO Commander. In this capacity he/she is responsible for reviewing and approving Daily Observation Reports (DORs) and other evaluation material on a weekly basis for all student officers currently assigned to the program.
- D. **Liaison to Academy Staff:** The Administrative Commander or designee acts as a liaison to the Academy staff in order to monitor the progress of officers attending the Basic Police Academy. If an officer successfully completes the academy with identified weaknesses in any performance area, this information will be communicated to the commander coordinating the Field Training Program.
- E. **FTO Training:** FTOs will receive Field Training Program training prior to being assigned a student officer. The training will consist of a certified course regarding the duties and responsibilities of a FTO and internal training regarding the specific procedures of the Federal Way Field Training Program. The FTO Lieutenant(s) will meet and/or hold in-service training, as necessary, to maintain the quality and consistency of the Field Training Program.
- F. **Field Training Program Phases:** Student officers will rotate shift assignments and FTOs during the Field Training Program
- G. **Standardized Evaluation Guidelines:** Each performance area on the DOR has standard evaluation guidelines that an FTO shall use when completing the DOR.
- H. **Reporting Responsibilities of the FTO:**
 - 1. **Daily Observation Report (DOR):** The FTO will complete a DOR at the end of each duty shift with a student officer. The DOR serves to record the training progress, provide timely feedback on performance, and identify additional training needs for each student officer. The FTO shall review each DOR with the student officer at the end of each duty shift or the beginning of the next duty shift.
 - 2. **End of Phase Report:** The FTO will complete an End of Phase report when the student officer has successfully completed a phase of training. This report will summarize the student officer's strengths and areas for additional improvement.
 - 3. **Remedial Training:** If a need for remedial training is identified during the Field Training Program, the FTO currently assigned to the student officer shall coordinate with the FTO Lieutenant to develop a remedial training plan to ensure any necessary correction is addressed. Remedial training should be documented within the student officer's FTO records, as necessary, to include the results of the remedial training plan and/or any further recommendations.
 - 4. **Final Report:** The FTO assigned to an officer in the final phase of the Field Training Program will complete a Final Report. If termination is recommended prior to the final phase, the current FTO of the student officer being recommended for termination shall complete the Final Report.

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- I. **FTO / Student Officer Relationship:** It is essential that an FTO maintain their objectivity regarding student officers in order to train and evaluate an individual to the best of their abilities. Because of that necessity an FTO shall not foster an intimate relationship with any student officer(s) currently in the FTO program. An intimate relationship would involve close personal relations, above and beyond what would be required in order to perform job duties and/or train, as necessary.

33.5 IN-SERVICE TRAINING

PHILOSOPHY: The vast amount of training needed to insure that the Federal Way Police Department operates with the desired level of professionalism requires that all employees apply a high priority to achieving this training. It requires employees to participate in training at all levels, but especially the in-service training. The principles and practices included in this section are meant to assist the organization in achieving the highest level of in-service training.

33.5.1 Annual Training

Principle: The Federal Way Police Department requires each police officer to attend annual advance training. The content will be established with input from the Training Committee. The below listed topics will be included in the advance training course as required.

<u>Subject</u>	<u>Required By</u>	<u>Frequency</u>	<u>Who Should Attend</u>
• New Written Directives	CALEA	As Needed	All Employees
• Active Threats	CALEA	Annual	Supervisors (Sworn)
• New laws & Case Law	CALEA	Annual	Sworn Personnel
• Deadly Force Standards	CALEA	Annual	Sworn Personnel
• All-Hazard Plan Training	CALEA	Annual	Affected Agency Personnel
• Ethics	CALEA	Every 2 years	All Employees
• Active Threats (RBT)	CALEA	Every 2 years	Sworn Personnel
• Less Lethal Force	CALEA	Every 2 years	Sworn Personnel
• Dealing with Mentally Ill	CALEA	Every 3 years	All Employees
• Temporary Detention	CALEA	Every 3 years	Sworn Personnel
• Fair and Impartial Policing	CALEA	Every 3 years	Sworn Personnel
• Criminal Intelligence	CALEA	Every 3 years	All Employees
• ACCESS Recertification*	WSP-ACCESS	Every 2 years	ACCESS Certified Employees
• Bloodborne Pathogens	WISHA	Annual	All Employees
• CPR/First Aid	WISHA	Every 2 years	All Employees
• Sexual Harassment	City Policy	Every 3 years	All Employees
• Valuing Diversity	City Policy	Every 3 years	All Employees

*Initial ACCESS certification must be achieved by any employee authorized to access criminal justice information within six (6) months of hire (see also MOS 82.1.8 CJIS Requirements).

33.5.2 Shift Briefing Training

Principle: The Federal Way Police Department recognizes shift briefing training as a viable method of reinforcing past training as well as introducing new information to personnel. Shift briefing is a less formal method for reinforcing training topics or disseminating information to sworn personnel. Shift briefing can further supplement the informal training or critiques conducted during shift briefings by lieutenants and/or personnel. Shift briefing training shall conform to the points outlined within this policy.

Practices:

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- A. **Coordination:** Shift briefing training shall be coordinated by the Administrative Unit. The individual section and shift commanders shall be responsible for ensuring the training is provided within the time frame set by the Training Unit and ensuring the necessary documentation is gathered. *Refer to Standard 33.1.6.*
- B. **Topics:** Training topics may be identified by the Training Committee or by other means *outlined in Standard 33.1.5.* The Administrative Commander or designee will decide if the training is necessary on a department-wide basis or will only apply to a particular section or unit. The Administrative Commander or designee will notify those sections/units that will be required to present the training, provide a timeline for the training to be completed in, and provide access to the materials necessary to present the training.
1. Whenever a Training Bulletin is issued, it will be accompanied by shift briefing training for all impacted sections/units.
 2. Whenever personnel from another section/unit or from an external agency provide training at a briefing, it shall be considered formal training and adhere to the procedures contained within this Chapter.
- C. **Informal Training:** Informal training may be used to address specific incidents when the training is needed immediately in order to improve performance. Although informal training is provided, the supervisor identifying the need for training should recommend formal training also be provided when appropriate. All informal training shall be captured in the supervisor's quarterly report of activity.
- D. **Training Bulletins:** Training Bulletins will be used to clarify existing written directives or other training topics, as determined by the Training Unit. The Training Unit must approve all Training Bulletins prior to issuance.

33.5.3 Accreditation Training

Principle: Accreditation training is designed to familiarize personnel with the Commission on Accreditation of Law Enforcement Agencies (CALEA) National Accreditation process. The training is provided as described below.

Practice:

- A. To all newly hired agency personnel within a 30-day period after employment begins or within 30 days after completing the Basic Police Academy.
- B. To all agency personnel during the self-assessment phase associated with achieving initial accreditation and each reaccreditation.
- C. To all agency personnel just prior to an on-site assessment associated with initial accreditation and each reaccreditation.

33.5.4 Accreditation Manager Training

Principle: The role of the Accreditation Manager requires extensive knowledge of the accreditation process. Specific training related to CALEA and accreditation significantly increases the probability of success throughout the accreditation process. Therefore the Federal Way Police Department will ensure that personnel assigned to both the Accreditation Manager and Accreditation Coordinator positions receive accreditation training within one year of appointment.

Practices: The Accreditation Coordinator will attend Northwest Police Accreditation Coalition (NWPAC) meetings and participate in the PAC. Training in accreditation may include:

- Attendance at a CALEA Conference
- Training provided by the NWPAC
- Participation in mock on-sites for other agencies

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- One on one training from personnel previously assigned to the Accreditation Manager or Coordinator position
- A. The Administrative Commander may determine the need for additional personnel to attend some type of accreditation training, as noted above. It is important for all personnel that will be involved in the accreditation process to receive accreditation-related training.

33.6 SPECIALIZED IN-SERVICE TRAINING

PHILOSOPHY: Specialized assignments require varying degrees of additional specialized training and therefore each specialized unit is required to perform, record, and retain records of the training completed.

33.6.1 Specialized Assignments and Training

Principle: The listed specialized positions require training in support of the function they fulfill. This training may include in-service, on-the-job training requirements and/or programs necessary to be completed during the initial assignment. The personnel in the specialized assignments identified will receive additional training as specified below. The type and extent of training is governed by the specialized assignment and will be determined jointly by the specific unit and the Training Unit. Personnel may be placed in a specialized assignment that requires pre-assignment training, but shall not perform any functions requiring training until the training has been completed.

FULL-TIME POSITIONS	REQUIRED TRAINING	RETRAINING REQUIREMENTS
• Administrative Officer	On-the-job training to familiarize officers with specific job functions. Also, approved training must be provided for both background investigations and recruitment; other appropriate training needs will be determined by the supervisor.	None required; ongoing training as deemed necessary by the supervisor.
• Court Transportation Front Desk Officer	On-the-job training to familiarize officers with specific job functions (prisoner handling, court functions, etc.) and operation of all transport vehicles; appropriate training needs will be determined by the supervisor.	None required; ongoing training as deemed necessary by the supervisor.
• Criminal Investigations	On-the-job training to familiarize officers with specific job functions; appropriate training needs will be determined by the supervisor.	None required; ongoing training as deemed necessary by the supervisor.
• Criminal Intelligence	On-the-job training to familiarize officers with specific job functions; appropriate training needs will be determined by the supervisor.	None required; ongoing training as deemed necessary by the supervisor.
• K-9 Unit	Certification required in accordance with WAC 139-05-915, to include ongoing training requirements.	As required in accordance with WAC 139-05-915.
• Mall Officer	On-the-job training to familiarize officers with specific job functions. It is also recommended, but not required, that officers in this assignment complete an approved Bicycle certification course.	None required; ongoing training as deemed necessary by the supervisor.

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<ul style="list-style-type: none"> ● Patrol Special Operations Unit 	<p>Successful completion of <u>one</u> of the following is required (can be completed after assignment to the unit):</p> <ul style="list-style-type: none"> - An approved Bicycle certification course - "Dual-Sport" Motorcycle Operator certification <p>Successful completion of the following is recommended:</p> <ul style="list-style-type: none"> - COP/POP training 	<p>None required; ongoing training as deemed necessary by the supervisor.</p>
<ul style="list-style-type: none"> ● Public Information Officer (PIO) 	<p>On-the-job training to familiarize the PIO with specific job functions. Also, the need for job-specific PIO training and/or courses will be determined by the supervisor.</p>	<p>None required; ongoing training as deemed necessary by the supervisor</p>
<ul style="list-style-type: none"> ● School Resource Officer 	<p>On-the-job training to familiarize officers with specific job functions. Must successfully complete an approved Bicycle certification course. It is also recommended, but not required, that officers in this position attend an approved Basic School Resource Officer Course or equivalent.</p>	<p>None required; ongoing training as deemed necessary by the supervisor.</p>
<ul style="list-style-type: none"> ● Special Investigations Unit 	<p>It is recommended, but not required, that officers in this position attend both an Undercover Operations class and a Clandestine Laboratory Operations and Safety Course.</p>	<p>None required; ongoing training as deemed necessary by the supervisor.</p>
<ul style="list-style-type: none"> ● Traffic Motorcycle Officer 	<p>Successful completion of the following approved programs (or equivalent) are required:</p> <ul style="list-style-type: none"> - Basic Motors Course - Radar/LIDAR Certification - Basic & Advanced Collision Investigation 	<p>None required; ongoing training as deemed necessary by the supervisor.</p>
<ul style="list-style-type: none"> ● Traffic Collision Investigator 	<p>Successful completion of any or all of the following approved programs (or equivalent) may be required:</p> <ul style="list-style-type: none"> - Basic and Advanced Collision Investigation - BAC certification - LIDAR and/or RADAR certification <p>Desired (not required) completion of:</p> <ul style="list-style-type: none"> - DRE certification 	<p>Will be required to maintain any or all certifications achieved that are listed under "Required Training."</p>
COLLATERAL ASSIGNMENTS	REQUIRED TRAINING	RETRAINING REQUIREMENTS
<ul style="list-style-type: none"> ● Bomb Disposal Unit 	<p>Certification required according to the National Guidelines for Bomb Technicians issued by the FBI and governed by the National Bomb Squad Commanders Advisory Board, to include selection criteria and ongoing training requirements.</p>	<p>Recertification required every three years or as mandated by the National Guidelines for Bomb Technicians.</p>
<ul style="list-style-type: none"> ● Civil Disturbance Unit 	<p>None required. On-the-job training and participation in unit training is ongoing.</p>	<p>None required; ongoing training as deemed necessary by the supervisor.</p>
<ul style="list-style-type: none"> ● Crisis Communication Unit 	<p>Successful completion of the following approved programs (or equivalent) are required:</p> <ul style="list-style-type: none"> - Beginning Negotiator Course - Advanced Negotiator Course <p>Participation in ongoing regularly scheduled training exercises is required. Additional training needs will be determined by the SWAT Commander.</p>	<p>Ongoing participation in regularly scheduled unit training exercises is expected and attendance at national seminars or conferences may be required.</p>

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<ul style="list-style-type: none"> ● Drug Recognition Expert 	<p>Certification required through successful completion of the Washington Drug Recognition Expert School; ongoing certification within this function conforms to the standards maintained by this program as governed by IACP.</p>	<p>Recertification required every two years or as mandated by the program.</p>
<ul style="list-style-type: none"> ● "Dual-Sport" Motorcycle Operator 	<p>Successful completion of the following requirements: - obtain and hold a DOL motorcycle endorsement; - and, show proficiency in an in-house motorcycle qualification cone pattern course on a "dual-sport" motorcycle on pavement and dirt.</p>	<p>None required; ongoing training as deemed necessary by the Patrol Specialty Commander or the Traffic Lieutenant. The Traffic Lieutenant may, at their discretion, have any or all personnel re-certify when and as needed.</p> <p>NOTE: The Traffic Lieutenant will evaluate, authorize, and update a list of appropriately trained personnel and may remove an officer from the authorized operator's list, at any time, for cause.</p>
<ul style="list-style-type: none"> ● Explorer Advisor 	<p>Approved youth protection training and/or training required by Learning for Life organization (the Explorer Commander will approve).</p>	<p>Every two years or as required by Learning for Life organization.</p>
<ul style="list-style-type: none"> ● Field Training Officer (FTO) 	<p>Certification required through CJTC (or equivalent) FTO Academy.</p>	<p>None required; ongoing training as deemed necessary by the supervisor.</p>
<ul style="list-style-type: none"> ● Honor Guard 	<p>None required. On-the-job training to familiarize officers with specific job functions.</p>	<p>None required; ongoing training as deemed necessary by the supervisor.</p>
<ul style="list-style-type: none"> ● Major Accident Investigation Team* 	<p>None required. Basic and Advanced Collision Investigation and/or other skills specific to crime scene investigation are recommended. On-the-job training is an ongoing process.</p> <p><i>*All officers and the lieutenant assigned to Traffic are automatically included as members of MAIT</i></p>	<p>None required; ongoing training as deemed necessary by the supervisor.</p>
<ul style="list-style-type: none"> ● Major Crime Scene Team* 	<p>None required. Skills specific to crime scene investigation are recommended – appropriate training needs will be determined by the supervisor. On-the-job training is an ongoing process.</p> <p><i>*All detectives and lieutenants in CIS are automatically included as members of MCST</i></p>	<p>None required; ongoing training as deemed necessary by the supervisor.</p>
<ul style="list-style-type: none"> ● Peer Support 	<p>Must successfully complete an approved Critical Incident Stress Management training course (the Peer Support Lieutenant will approve).</p>	<p>None required; ongoing training as deemed necessary by the supervisor.</p>
<ul style="list-style-type: none"> ● Recruiting Team 	<p>Officers that participate in recruitment efforts will receive approved training specifically geared towards recruiting; this may include on-the-job training from a supervisor, other team member, or HR personnel.</p>	<p>None required; ongoing training as deemed necessary by the supervisor.</p>

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<ul style="list-style-type: none"> Special Weapons and Tactics (SWAT) 	<p>Successful completion of the following approved programs (or equivalent) are required:</p> <ul style="list-style-type: none"> - Basic SWAT Course - Machine Gun Operator Course - NFDD Certification <p>Participation in ongoing regularly scheduled training exercises is required. Additional training needs will be determined by the SWAT Commander.</p>	<p>NFDD recertification is required in accordance with Valley SWAT policies as well as continuing participation in ongoing regularly scheduled training exercises; ongoing training needs will be determined by the SWAT Commander.</p>
<ul style="list-style-type: none"> Total Station 	<p>None required. The necessary skills and training will be provided through on-the-job training which is an ongoing process as the technology / "tools of the trade" change and evolve over time. Appropriate training needs will be determined by the Traffic Lieutenant.</p>	<p>None required; ongoing training as deemed necessary by the supervisor. Must be able to demonstrate proficiency in ALL aspects of total station: equipment, as well as investigative practices.</p>
INSTRUCTOR POSITIONS (COLLATERAL ASSIGNMENTS)	REQUIRED TRAINING	RETRAINING REQUIREMENTS
<ul style="list-style-type: none"> Defensive Tactics 	<p>Minimal requirement is successful completion of the following approved class:</p> <ul style="list-style-type: none"> - Control Tactics Instructor <p>Any or all of the following approved classes are recommended (completion of ALL listed classes is encouraged):</p> <ul style="list-style-type: none"> - Defensive Tactics Instructor - OC Spray Tactics Instructor - Impact Weapons Instructor - Firearms Retention & Disarming Instructor - Ground Survival Tactics Instructor <p>**DT Instructors can take the next step in training which is the successful completion of an approved Master Instructor Certification course.</p>	<p>Required within 3 years from last date of certification in accordance with CJTC requirements.</p> <p>**Master Instructor Certification must be recertified on an annual basis in accordance with CJTC requirements.</p>
<ul style="list-style-type: none"> Emergency Vehicle Operations Course 	<p>An approved Basic EVOIC Instructor certification course required.</p>	<p>None required; ongoing training as deemed necessary by the supervisor.</p>
<ul style="list-style-type: none"> Firearms 	<p>Minimum requirements are:</p> <ul style="list-style-type: none"> • Handgun instructor, level one (CJTC or equivalent); • Glock armorer; • Patrol rifle instructor. <p>If the initial handgun course doesn't include instructor development, then that course must be taken separately in addition to the weapons classes.</p>	<p>Instructor updates or recertifications are required every 3 years. In-house firearms instructor development at least once each year. Other training as deemed necessary by the firearms commander.</p>
<ul style="list-style-type: none"> Taser 	<p>Certification must be obtained through the manufacturer.</p>	<p>Required every two years through the manufacturer.</p>
<ul style="list-style-type: none"> Other 	<p>Occurs on an as-needed basis; the Training Unit coordinates and identifies training needs which can be fulfilled using individual(s) within the Department possessing the capability or desire to learn, to teach a subject. <i>Also refer to 33.3</i></p>	<p>Specific to each situation as deemed necessary by the supervisor or Training Unit.</p>

*An employee's term of service in MAIT or MCST does not end during their related primary job assignment, regardless of the length of time they served on MAIT/MCST prior to entering the full time specialty.

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33.6.2 Special Weapons and Tactics Training and Readiness Exercises

Principle: The Special Weapons and Tactics (SWAT) will conduct training on a regular basis or as required by an identified need. This training will include emergency readiness mock exercises at least twice a year.

33.7 CIVILIAN TRAINING

PHILOSOPHY: Civilian employees fulfill important roles within the Federal Way Police Department and must receive adequate training to ensure the Police Department is providing a quality service.

33.7.1 New Civilian Employee Training

Principle: All newly hired civilian employees will receive training in the below listed areas.

- A. The agency’s role, purpose, goals, philosophies and practices.
- B. Working conditions and regulations.
- C. Responsibilities and rights of employees.

33.7.2 Required Training for Civilian Positions

Principle: Civilian positions in the Police Department often deal with the public in a variety of capacities. Employees in these positions will be provided with training regarding the skills necessary to perform the technical aspects of their position, but also the importance of the link they provide between the citizen and the department. Department philosophy reflects that each and every contact is an opportunity to provide the highest quality customer service and to reach for the greatest level of professionalism.

The listed civilian positions will require more training beyond the qualifications used to screen applicants for a particular job to ensure individuals are prepared to carry out the more specialized or technical aspects of a position. This training may include on the job training as well as participation in conferences/seminars or involvement with professional associations, and classes which enhance professional skills and/or knowledge.

- Accreditation Coordinator
- Animal Services Officer
- Crime Analyst & Prevention Specialist
- Customer Service Specialist
- Evidence Custodian
- Evidence Technician
- Volunteer Coordinator
- Quartermaster
- Record Specialist

33.8 CAREER DEVELOPMENT

PHILOSOPHY: The Federal Way Police Department encourages career development with all of its employees. Supervisory personnel conduct the majority of career development activities.

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33.8.1 Career Development Training

Principle: Supervisors will receive training that includes the following career development activities.

- General counseling techniques
- Skill, knowledge, and abilities assessment
- Salary, benefits, and training opportunities
- Educational opportunities and incentive programs
- Availability of outside resources

33.8.2 Training of Promoted Personnel

Principle: Within one year of promotion, personnel promoted to new positions will be provided with training in order to fulfill new duties and responsibilities.

33.8.3 Career Development

Principle: As part of an employee's annual performance evaluation supervisors discuss and set goals for individuals which may include performance or career interests/education objectives. This process encourages employees to plan for and think about future career possibilities while providing an avenue for greater job satisfaction. An employee which develops their skills, abilities, and/or interests further enhances the department as a whole, while contributing towards departmental goals such as staff retention, maintaining a high level of training for staff, and providing excellent service to the community.

Practices:

- A. Career Development Programs:** Employees may have the ability to participate in a pay incentive career development program dependent upon current contract language appropriate to the labor organization of which they are a member. Career Development Programs monetarily reward employees for continuing education and for the level of education achieved (associates degree, etc.). Refer to individual labor contract for details which are subject to change due to bargaining.

PROMOTION

34.1 PROFESSIONAL AND LEGAL REQUIREMENTS

PHILOSOPHY: As with any organization the careful selection and promotion of personnel will determine the ability for the Federal Way Police Department to continue to succeed and improve as a quality service provider in the law enforcement profession. Promotion processes must be carefully crafted to identify the necessary skills at increased levels of responsibility and evaluate those skills in each candidate. The Police Department employs a variety of tools, methods, and facilitators to accomplish difficult tasks related to promotions.

34.1.1 Police Department's Role in Promotional Process

Principle:

Civil Service Positions: The Civil Service Commission is granted the authority by the State of Washington to be the administrator of promotional opportunities for civil service positions within the Federal Way Police Department. Promotional processes will be in conformance with the Civil Service Rules and Regulations and any applicable collective bargaining agreements. The Federal Way Police Department acts as a resource to the Commission to insure any promotional process identifies the skills, knowledge, and abilities necessary for the promotional opportunity. The Police Department also provides assistance in the coordination of a promotional process and the facilitation of a process.

- A. **Design of Assessment Process:** The Police Department will provide input and recommendations to the Civil Service Commission on the type of tests and/or processes that should be used to assess a candidate's abilities.
- B. **Facilitate Process:** The Police Department will assist in the facilitation of the assessment process for promotions to include, the scheduling of all components of assessment, the selection of assessors, and the coordination of the assessment process.
- C. **Candidate Selection:** The Chief of Police shall retain the sole discretion to promote a candidate from the list of certified eligible candidates provided by the Secretary Chief Examiner or in the case of non-civil service positions, the person or company selected to facilitate the assessment process.

Non-Civil Service Positions: The Federal Way Police Department in cooperation with the Human Resources Department administers promotional processes associated with opportunities for non-civil service positions. These promotional processes will adhere to the *general guidelines provided in Standard 34.1.3, with the exception of any involvement by the Civil Service Commission.*

34.1.2 Administrative Responsibility

Principle: The Administrative Commander or his/her designee shall be responsible for coordinating the Police Department's role in any promotional process, excluding the positions of Deputy Chief or Chief.

34.1.3 Promotional Process

Principle: The Civil Service Commission, in cooperation with the City of Federal Way Human Resources Department, may use various assessment tools/components to gauge a candidate's skills, knowledge, and abilities as compared to those identified as necessary for the rank the candidate is seeking. The various components are described below.

- A. **Evaluation of Promotional Potential:** Minimum qualifications are provided on the Job Announcements for promotion opportunities. All candidates must meet the minimum qualifications as specified on the Job Announcement. No other form of pre-promotional potential screening mechanism is used to screen candidates from eligibility.
- B. **Written Examinations:** Written examinations may be used to measure a candidate's knowledge base or to determine his/her written communication abilities.
 - 1. **Knowledge Base Examinations:** Written examinations used to measure a candidate's knowledge shall be based on valid and reliable criteria taken from the job description. If study material is suggested for the examination, the list of study material shall be provided to the candidates with adequate time to allow a candidate to prepare.
- C. **Assessment Centers:** When utilized, assessment centers shall be so structured as to measure the characteristics directly related to the job or promotional position announcement.
 - 1. An assessment center process shall include the following.
 - a. Measure dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in written job descriptions.
 - b. Multiple assessors who are thoroughly trained prior to participating in an assessment center.
 - c. Techniques designed to provide information that is used to evaluate the dimensions, attributes, or qualities previously determined.
 - d. A uniform method for assessors to document observations at each stage of the process.
- D. **Oral Interview:** An oral interview may be utilized. If used, it shall include uniform questions for all candidates and the results will be recorded on a standardized form. The questions shall assess a defined set of personal attributes.
- E. **Protests and Appeals:** A protest or appeal of any assessment tool/component must comply with the Civil Service Rules and Regulations, the applicable collective bargaining agreement, or the Federal Way Employee Guidelines.
- F. **Reapplication:** When Civil Service Rules apply, no candidate may participate in a reexamination within one (1) year of the effective date of the examination for the same class of promotion, unless the Secretary Chief Examiner determines that reexamination would be in the best interest of the city.
- G. **Lateral Participation:** Lateral entry to promotional processes for the position of commander or above within the Federal Way Police Department is permitted when approved by the Chief of Police, or the Mayor for the position of Chief of Police. The preceding authority may grant lateral entry based upon his/her discretion, when in his/her judgment, the allowance of lateral entry is in the best interest of the Police Department and the City of Federal Way.
- H. **Security of Materials:** Promotional materials shall be secured in a locked room and cabinet with access limited to the Secretary Chief Examiner, the Deputy Chief(s) (for exempt positions), and the Director of Human Resources.

34.1.4 Job Relatedness

Principle: All practices used in the promotional process will be job related and non-discriminatory. The Human Resources Department will work cooperatively with the Civil Service Commission and/or the Police Department to ensure that all components of a promotional process meet minimum requirements of validity, utility, and minimum adverse impact.

34.1.5 Promotional Process Announcements

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Principle: Upcoming promotional announcements will be displayed prominently throughout the Police Department and in a timely fashion. The announcement shall specify:

- Job description for the position in the announcement
- Pay grade of the position
- Eligibility requirements
- Promotional process components to be utilized
- Name of individual who can be contacted for further information or clarification
- Period during which applications can be filed with the City Human Resources Department

Promotional announcements for non-exempt promotional opportunities will comply with the Civil Service Rules and Regulations.

34.1.6 Eligibility Lists

Principle: Eligibility lists for civil service positions will conform to the Civil Service Rules and Regulations. In addition, all eligibility lists will comply with the requirements provided below.

- A. **Numerical Weights:** Numerical weights, if used, will be assigned to each portion of the promotional process and the candidates will be advised of the numerical weights prior to their participation in the process.
- B. **Ranking Candidates:** Candidates will be ranked on the eligibility list according to performance in the promotional process and other criteria established by the Civil Service Commission for civil service positions. Numerical ranking will not be provided when the Chief of Police is given the list of eligible candidates for promotion.
- C. **Time-in-Rank Eligibility:** Any time-in-rank eligibility requirements shall be included in the job announcement and no additional weight shall be given to those candidates exceeding the minimum requirements.
- D. **Duration of Lists:** Civil Service Rules and Regulations shall apply.
- E. **Selection for Promotion:** The Chief of Police may promote any candidate from the eligibility list.

34.1.7 Probation

Principle: For the successful candidate who is promoted, a probationary period of one year is required. The probationary period will allow the person's capabilities in handling the new position to be evaluated. During the probationary period a performance appraisal will be completed on a quarterly basis by the employee's immediate supervisor.

PERFORMANCE APPRAISAL

35.1 ADMINISTRATION

PHILOSOPHY: In order to maximize efficiency, increase productivity, and provide feedback to employees, the Federal Way Police Department utilizes a written performance appraisal system for all department employees. The objectives of the performance appraisal system are:

- Foster fair and impartial personnel decisions
- Maintain and improve performance
- Provide a medium for personnel counseling
- Facilitate proper decision-making regarding probationary employees
- Identify training needs
- Provide an objective and fair means for recognition and measurement of individual performance in accordance with prescribed guidelines

35.1.1 Performance Appraisal System

Principle: In an effort to provide an objective and fair performance appraisal system it is necessary to create clear and specific guidelines. It is the preparation, discussion, analysis, and counseling that are involved in the appraisal system that is the true value to the employee, supervisor, and department.

(Refer to Field Training Program Student Officer Notebook for evaluation information specific to that program)

Definitions:

- A. **Department Expectations:** This is the acceptable level at which an individual is expected to perform at in the specific role or function they are assigned to within the Department. Department expectations will include specific job duties associated with a role or function, generalized expectations (e.g., being on time, teamwork, etc.), and other determinants an individual embodies which characterize our Department tenets (Mission Statement, Guiding Principles, Code of Ethics, Code of Conduct).

Practice:

- A. **Measurement Definitions:** There are no longer specific measurements (e.g., "exceeds expectations") utilized during the performance appraisal process. The supervisor will simply answer "yes" or "no" to determine if the individual employee has performed consistently at a level which meets department expectations.
1. Command Staff shall ensure all department personnel, as needed, are provided the appropriate department expectations associated with their role/function/assignment within the Department. Command Staff may work in conjunction with section/unit supervisors that provide more individualized expectations for the specific assignments within their section/unit.
- B. **Procedures for Completing Performance Appraisal Forms:** The performance appraisal process now utilizes a two-page form that must be filled out by the supervisor electronically. The supervisor will locate the form (which is maintained on the K: drive), direct enter the information into the form as outlined below, save and then print a copy to be reviewed with and signed by the employee. Once the completed appraisal form is reviewed with the employee and

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they have commented/signed, it shall be forwarded through the chain of command for review and approval. A copy of each appraisal shall be forwarded to the City of Federal Way Human Resources Department.

1. Department Expectations: The first section asks "does the employee perform at a level that meets or exceeds department expectations as established by command staff?" The supervisor will check either "yes" or "no." The supervisor will evaluate if an individual employee has adequately and consistently performed at a level which meets or exceeds the Department's expectations associated with the role or function they are assigned to within the Department.
 - a. Below Expectations: The "notes" section located below the "yes" or "no" question will be used to list those areas where the employee did *not* meet the department expectations associated with their specific role or function. The supervisor should outline the steps or actions that have been or should be taken for the employee to achieve an acceptable performance level.
 - b. Exceeds Expectations: The lower "notes" section will be used to outline those areas or specific achievements of the individual employee that exceed department expectations. This may be an outstanding accomplishment or general conduct that goes beyond the department expectations associated with their position.
 - c. Additional Documentation: Most performance evaluations should be completed using the above two sections of the Performance Appraisal form – there is plenty of space to outline those areas that are either below expectations or exceeds expectations. If a supervisor feels the space provided is not enough room to be a thorough appraisal, they may attach additional documentation to the employee's form.
 - d. Goals/Plans: This section will be used by the supervisor to include goals and/or plans which keep the employee on track to achieve future success. This may include specific goals or interests expressed by the employee or suggestions from the supervisor for possible training, or other ideas or input geared towards the employee's future. Supervisors, after interacting with their personnel during the past year, should have a good idea of the individual's interests or aspirations, and this is where they can provide concrete steps for them to take or work towards.
 2. Employee Comments: When the performance appraisal has been completed by the supervisor, the supervisor shall review the appraisal with the employee and provide the employee an opportunity to review a copy of the appraisal more thoroughly outside the supervisor's presence. The employee may prepare comments and shall mark whether they are in agreement or not with the appraisal. The employee shall also sign the performance appraisal to indicate they have reviewed it.
 3. Approval Signatures: The performance appraisal does not become final until each designated rank has reviewed and approved the appraisal.
- C. **Rater Responsibilities:** The rater on any performance appraisal has the responsibility to adhere to the following procedures.
1. Provide supervision and feedback to the employee on an ongoing basis.
 2. Advise the employee as soon as possible of deficiencies and methods to correct the deficiencies.
 3. Document performance on an ongoing basis in the employee's bureau file.
 4. Complete the performance appraisal in a timely manner.

- D. **Rater Training:** Supervisors responsible for preparing employee appraisals and performance action planning should receive training designed to introduce and reinforce effective performance management practices. This may occur informally through on-the-job training or mentoring from other supervisors or command staff.

35.1.2 Annual Performance Appraisals

Practice: Each non-probationary employee shall receive an annual performance appraisal. Performance appraisals are completed based on the calendar year.

35.1.3 Probationary Employees

Practice: Employees on a probationary status shall receive performance appraisals on a quarterly basis until the probationary period has been completed.

35.1.4 Rating Criteria

Practice: The rating criteria for an individual employee's performance appraisal will be based upon the department expectations associated with their specific role or function within the department. Supervisors will determine if the individual employee's job performance has adequately and consistently been at an acceptable level that meets department expectations for their particular assignment.

- A. Any question, concern, or confusion upon the part of the employee regarding department expectations for their assignment should be clarified with their immediate supervisor as soon as feasible.

35.1.5 Performance Appraisal Requirements

Practice: Evaluation reports may be regular periodic reports or interim reports for varying reasons. The specific rating period is listed on the first page of the Performance Appraisal form. Performance of the employee outside the rating period will be excluded from the performance appraisal.

- A. The evaluation of the employee's performance covers a specific period.
- B. Explanatory comments will be included for an individual's performance that does not meet department expectations, as well as for those areas/achievements which exceed department expectations.
- C. Each performance evaluation will be reviewed and signed by the rater's supervisor.
- D. The employee will be given the opportunity to sign and make written comments to supplement the completed performance evaluation report.
- E. Once the performance evaluation has been finalized by command staff, a copy will be provided to the employee (either electronic or hardcopy).
- F. An appeal process exists if an employee does not agree with his/her performance evaluation report. .
 - 1. If the employee wishes to contest the performance evaluation report they shall meet with the supervisor who prepared the appraisal. Areas of contention will be discussed and either party may add supplemental documentation to the performance evaluation report. If there is still disagreement, additional personnel in the employee's chain of command may meet and discuss the evaluation with any or all involved parties. Supplemental documentation may be attached to the evaluation during any stage of the review and must be reviewed with the employee being evaluated.

- G. All performance appraisals shall be maintained for the entire duration of an employee's tenure and for a period of six (6) years following separation of the employee with the Federal Way Police Department.

35.1.6 Notification of Unsatisfactory Performance

Principle: Employees shall receive written notification of unsatisfactory performance when it has been identified. The written notification will inform the employee of the performance category where performance is unsatisfactory and provide actions to be taken in order to improve performance.

Practice: Such notification should be provided in a timely manner prior to the completion of the appraisal period. The notification should reasonably allow enough time for the employee to effectively improve upon the identified unsatisfactory performance issue within the appraisal period. A copy of the written notification provided shall be included in the employee's bureau file.

- A. **Exception:** Timely written notification of unsatisfactory performance is not required immediately in the event that notification could compromise an on-going investigation.

35.1.7 Employee Counseling

Principle: The one on one counseling provided by supervisors to employees can be fundamental to the development and success of individuals. Although this type of support should be offered on a continuous basis, supervisors will be expected to counsel each employee in the below listed areas at the conclusion of the appraisal period.

- A. The results of the performance appraisal.
- B. Expectations and goals for the next appraisal period and rating criteria.
- C. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.

35.1.8 Evaluation of Raters

Principle: All performance appraisals must be approved by each level of command in an employee's chain of command. One of the purposes of this procedure is to provide an opportunity to evaluate the effectiveness and fairness of the rater. When a higher-ranking employee observes a deficiency in the rater's use of the performance appraisal process, the rater shall be provided additional training and the observations may be included in their performance appraisal.

35.1.9 Early Warning System

Principle: The Federal Way Police Department recognizes that to maintain an intricate environment of teamwork and accountability, systems must be in place to support members when facets of the profession challenge them and they may need additional assistance or intervention in meeting department expectations. The Early Warning System has been created to identify "out of ordinary" patterns of behavior for corrective actions. The early identification of such patterns may allow the corrective action to take place prior to it becoming limited to consequential discipline only. The Early Warning System shall include the following procedures:

Practice:

- A. **Threshold Indicator:** Behavior considered to be a threshold indicator may indicate "out of ordinary" behavior patterns and will be evaluated for the need to initiate corrective action. The threshold indicator is based on department norms, but reaching the threshold does not in and of itself indicate "out of ordinary" behavior. Supervisors may initiate

corrective action based on any combination of behavior that raises concern for employee welfare and/or performance. These thresholds shall not prohibit a supervisor from counseling or referring an employee for behavior that would warrant immediate referral of an employee for counseling or training.

1. Threshold Indicator Defined: Any unusual pattern, based on type and/or frequency, of behavior as it relates to use of force, pursuits, vehicle collisions, standards violations, or sick leave.
- B. Threshold Indicator Identification:** Whenever a supervisor and/or commander becomes aware that one of his/her employees has reached a threshold indicator, the supervisor and/or commander will initiate the evaluation process to determine if corrective actions are necessary.
1. Professional Standards Unit: The Professional Standards Unit will monitor reviews and investigations completed in compliance with Chapter 52 of this manual to identify if an employee may have reached a threshold indicator. The Professional Standards Unit will provide notification to the employee's supervisor.
- C. Early Warning System Annual Evaluation:** The Professional Standards Unit will conduct a documented annual evaluation of the Early Warning System and review it for effectiveness.
- D. Threshold Indicator Evaluation:** The employee's supervisor and commander will review the circumstances of the incidents causing the threshold to be met and determine if any corrective action should be taken. Corrective actions may include, but are not limited to the following:
- Remedial training
 - Performance plan
 - Fitness for duty referral
 - Counseling
 - Recommendation for Employee Assistance Program
1. Documentation: The employee's supervisor will complete a memorandum outlining his/her evaluation and any corrective action taken and forward it to the Professional Standards Unit to be held in an Early Warning System file.

35.1.10. Bureau Files

Principle: Each employee has a bureau file maintained by his or her immediate supervisor. The bureau file is maintained in order to provide accurate and documented information from which to prepare the performance appraisal. Information in the bureau file may or may not be included in the annual performance appraisal. The following procedures apply to the maintenance of bureau files.

- A. Information Gathered:** The bureau file is to be organized in the following manner.
1. Periodic Review: Any information placed in a bureau file that an employee is not already aware of, shall be reviewed with the employee and the review will be documented (such as a notation on a log or an employee initials the material reviewed).
 2. Most Recent Performance Appraisal: A copy of the most recent performance appraisal.
 3. Goals and Objectives: A copy of the current goals and objectives for an employee.
 4. Training: Copies of all training requests with an indication of whether the employee was approved for the training and if not approved, a reason why the request was denied.

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5. Commendations: Positive feedback regarding the employee received from persons other than their immediate supervisor.
 6. Observation Reports: Observation reports completed by the immediate supervisor to document positive performance and employee performance not currently at an acceptable level. Employee counseling will be documented in the bureau file.
 - a. If a performance deficiency is noted in a bureau file, an action plan must be included to address the deficiency.
 - b. Observed performance resulting in immediate correction should be documented within the Bureau File.
- B. Retention:** The information gathered in a bureau file will be retained until the annual performance appraisal is completed for the employee.

GENERAL LAW ENFORCEMENT OPERATIONS

40.1 ADMINISTRATION

PHILOSOPHY: The accomplishment of the Federal Way Police Department's mission is dependent on the clear communication of expectations and standards for various department functions and responsibilities. The standards identified in this chapter are intended to improve the Police Department's service delivery to our various customers.

40.1.1 Communications

Principle: The Federal Way Police Department understands that successful communication is critical to the provision of effective, efficient, and professional service to the community. The following policies and procedures have been developed to encourage that all types of communications are effective and that each employee wisely uses the various methods of communications available to them.

Practices:

- A. **Mail Boxes:** All employees shall review the items in their mailbox and/or in-box during each workday and make any necessary responses. Mailboxes shall not be used for storage and shall be kept neat and clean.
- B. **E-Mail:** All employees shall review items sent to their e-mail address at least once during each workday and make any necessary responses. Employees will ensure they respond, as necessary, to all electronic communications in a timely fashion (see also *MOS 12.1.4G Electronic Communication*).
- C. **Voicemail:** Each employee will ensure the voicemail greeting for their assigned telephone number is in place and kept up to date. This means the voicemail message should reflect the employee's current work schedule and be updated when he/she is away from work such as for vacation, training, or other reasons. Each employee will be expected to review their voicemail messages on a daily basis and respond to messages as soon as possible, but no later than during their next work shift.
- D. **Personal Telephone Calls:** All telephone calls of a personal nature made by on-duty employees, including those made on personal cellular telephones, shall be brief and infrequent. Members who make personal toll or long distance calls from departmental telephones shall have all fees charged to their personal telephone or reimburse the City of Federal Way accordingly. This also includes texting, which shall be brief and infrequent while on-duty, and shall not occur *at all* while an employee is driving a city vehicle! NOTE: Any texting for work purposes shall conform to current policies and procedures.
- E. **Personal Technology Devices:** There are many devices available that facilitate persons in organizing their time, storing valuable information, and increasing communications. Employees are encouraged to take advantage of developing technology. Employees shall limit the time the use of such devices for personal / non-work related activities to their authorized breaks. Employees in uniform shall be mindful of public impression when using these devices in a public setting. Employees should not utilize their personal devices for any work-related activity; any work-related information contained on personal devices is subject to public disclosure.

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F. **Cellular Telephone Use:** The use of a cellular telephone can greatly increase the effectiveness and efficiency of the delivery of services. Certain restrictions are necessary in order for the Police Department to properly manage the delivery of police services. Use of cellular telephones to conduct personal business or communications will be in compliance to Section D of this Standard. The Police Department reserves the right to restrict the use of personal cellular phones. All work-related business should be conducted only with a department issued telephone; a personal cellular phone used to conduct work-related business is subject to public disclosure.

1. Response to Calls for Service by Cellular Telephone:

- a. No officer shall clear a call for service by only cellular telephone contact unless the call meets the *criteria established in Standard 82.2.5 for Non-Priority Police Reports* or the reporting party requests telephone contact only.
- b. No officer shall attempt to establish contact with the victim, witness or reporting party while responding to "in-progress" calls. A police supervisor may establish such contact after notifying Valley Communications.

40.1.2 Court Appearances

Principle: Police Department employees are often requested to testify in court and assist in preparing cases for court hearing. Employees shall provide testimony and evidence. In addition, an employee is representative of the Police Department, therefore his/her appearance and demeanor in court must be presented in an exemplary manner and be above reproach or criticism. This Standard establishes practices for employee court appearances.

A. **Notification:** Employees will be notified of future court appearances either directly by the prosecuting attorney or by subpoena. The Patrol Section Administrative Assistant will place subpoenas received for officers assigned to the Field Operations Division in the employee's mailbox.

- 1. Receiving Subpoenas: Officers shall check their mailboxes each work day for subpoenas *in compliance with MOS 40.1.1A Mail Boxes*.
- 2. Cancellations: Officers scheduled to attend court on a day off shall be responsible for checking the status of their appearance through the methods provided by the Police Department.

B. **Presence:** Employees are required to attend all court appearances. If there is a pre-approved leave request or an emergency that prohibits an employee from attending a scheduled court appearance it will be the responsibility of the employee to notify the prosecuting attorney. The employee shall also notify his/her supervisor.

- 1. Leave Requests: An employee shall not request leave (except sick leave) for any date for which he/she has been provided notification of a scheduled court appearance.
- 2. Telephone Stand-by: Any employee wishing to be placed on telephone stand-by must have it approved directly by the prosecuting attorney and make the necessary arrangements. Telephone stand-by is a voluntary alternative to appearances and will not be compensated by the Federal Way Police Department.

C. **Assistance to Prosecution:** Employees shall adhere to the following procedures while interacting with court staff and attorneys.

- 1. Employees are expected to thoroughly prepare for all court appearances. Employees shall be familiar with the reports for the case, have requested evidence, and be able to assist the prosecutor in preparation.
- 2. The employee shall make himself/herself available to the prosecuting attorney and not leave the courtroom or immediate area unless instructed by the court or dismissed by the prosecutor.

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3. The officer shall not discuss the case pending with anyone except the prosecutor and those directly concerned with the people's case. Any discussion with others shall be with the approval of the prosecutor.
- D. **Attire:** Employees shall be in the approved uniform or business attire and *meet the requirements of Standard 26.1.1* when appearing in court.

40.1.3 Specifically Assigned Vehicles

Principle: Some positions within the Federal Way Police Department have been specifically authorized pursuant to City of Federal Way guidelines (Fleet Management Program Manual), assigned vehicles that may be used for all department business and as commuter vehicles. Vehicles are specifically assigned when it can be demonstrated that the assignment will enhance the employee's ability to provide a quality service. The following guidelines will apply.

Practice:

- A. **Unmarked Vehicles:** Unmarked vehicles may be assigned to employees that are currently on-call with the department. Vehicle assignments will be determined by the appropriate unit supervisor and will be based on vehicle availability.
1. Personal Use: City vehicles assigned to on-call employees are generally not to be used for personal purposes. Exceptions may be made for personal business stops that are included in the employee's normal commute hours and routes. Other exceptions may be granted by the Police Chief.
 2. The assigned unmarked City vehicle must be parked at the employee's residence where it can be monitored.
 3. Assigned or installed computer equipment will not be left or stored in the vehicle.
 4. Storage and care of firearms will be in compliance *with Standard. 1.3.9 (E) Weapon Security.*
- B. **Marked Police Vehicles:** Officers currently assigned to special positions within the Field Operations Division may be specifically assigned a police vehicle for commuting to and from work. Vehicle assignments will be determined by the Department and will be based on vehicle availability and a consideration for department seniority. The below listed requirements must be met in order to qualify for a specifically assigned vehicle.
1. The officer must live within the city limits of Federal Way or the PAA (Potential Annexation Area).
 2. Officers may only use the vehicle for department business and his/her normal commute.
 3. Officers must meet the below described parking expectations.
 - a. Single Family Residence: Must park the vehicle at their residence off the public street.
 - b. Multi-Family Housing: Must be able to park the vehicle at their residence in an independent garage.
 4. Assigned or installed computer equipment will not be left or stored in the vehicle at the conclusion of an assigned shift.
 5. Officers who are not able to comply with these requirements may request permission from the Office of the Chief to park their assigned vehicle at an alternate location.
 6. Storage and care of firearms will be in compliance with Standard 1.3.9(E) Weapon Security.

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- C. **Police Motorcycles:** Officers currently qualified to operate a police motorcycle and assigned to the Traffic Unit are assigned a specific motorcycle. The motorcycle may be used for commute purposes if the assigned officer meets the below requirements.
 - 1. The officer must live within a fifteen (15) mile radius of the City of Federal Way.
 - 2. Officers may only use the motorcycle for department business and his/her normal commute.
 - 3. Officers must have a garage at their residence in order to store the motorcycle.

40.1.4 Ride-Along Program

Principle: The Federal Way Police Department strives to improve communication and relations within the Federal Way community. One valuable method of achieving this mission is to allow citizens to ride with officers on patrol in order to enhance a citizen's understanding of the role and duties of a police officer. The below described ride-along program has been created to accomplish this goal.

Practices:

A. Who May Participate and Frequency:

- 1. Civilians: Only Federal Way residents or persons that work in Federal Way will be allowed to participate in the ride-along program. A patrol commander may make an exception to this practice.
 - a. Civilians will only be allowed to ride once in a 12-month period.
 - b. Occasionally, a ride-along may be "auctioned" off at a charitable event – the arrangements for and approval of this occurs only through the Office of the Chief. The purchaser of the ride-along certificate will still follow all procedures and meet any requirements for the ride-along program.
- 2. Police Department Family Members: Family members over the age of 16 years old are allowed to participate in the ride-along program.
 - a. Family members may ride with prior permission of the on-duty supervisor. The appropriate supervisor will determine the frequency in which a family member may ride with an officer.
- 3. Non-Commissioned Staff / Volunteers: Non-commissioned staff and volunteers are encouraged to ride with officers in order to gain more general knowledge of police operations.
 - a. Non-commissioned staff / volunteers may participate in the ride-along program once per quarter.
- 4. Other City of Federal Way Staff and Council Members: Staff members and Council members are also encouraged to participate in the ride-along program.
 - a. Generally other City staff members and Council members will be limited to participating in the program once per quarter. A patrol commander may grant exceptions with prior approval.
 - b. Prosecutors are encouraged to participate in the ride-along program as frequently as possible because their participation improves the performance of both the Police Department and the Prosecutor's Office.

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5. Police Applicants and Other Law Enforcement Professionals: Other law enforcement professionals that are considering applying to the Federal Way Police Department are encouraged to ride with our agency. Entry-level applicants that are currently on a Civil Service Register may ride with our agency.
 - a. If a police applicant is being recruited by an employee, he/she will be allowed to ride prior to gaining a position on a Civil Service Register.
 - b. If a law enforcement professional does not meet any of these requirements, they may still be allowed to ride with the approval of a patrol commander.

B. General Guidelines:

1. Scheduling: In order to schedule a ride-along, the requesting individual must complete a Ride-Along Waiver form and submit the request to ride at least one week prior to the desired ride-along date(s). A patrol commander may waive the advance requirements.
2. Minimum Age: The minimum age is 16 years old. Juveniles must have a parent and/or guardian sign the waiver.
3. Appearance: Riders are expected to be neat and clean in appearance. Clothing worn should be appropriately selected, as riders will be in full view of the public.
4. Length of Rides: Generally the officer assigned to host the rider will determine the length of the ride. A minimum of two hours is the guideline established. Officers may terminate the ride-along at any time for persons who are unruly, fail to obey instructions, distract the officer from his/her duties, or at the discretion of the officer assigned to host the rider.
5. Participation in Activities: The rider will not be allowed to actively participate (perform) law enforcement tasks and/or duties. Officers that have riders assigned to them should make every attempt to avoid exposing the rider to anticipated danger. Exceptions may be made for other law enforcement officers and in emergency situations.
 - a. Armed Riders: Only other law enforcement officers may be armed during a ride-along. A patrol commander must give prior approval for a law enforcement officer to be armed during a ride-along.
6. Media Devices: Riders are not permitted to carry/use recording devices, cameras, or other media devices. Exceptions may be made for media representatives. *Refer to Chapter 54 of this manual.*

40.1.5 Substations

Principle: Substations are a valuable resource to our community and our officers. A substation increases the visibility of uniformed officers within our neighborhoods. At the same time, substations reduce response times by allowing officers to remain in their sectors while performing record-keeping and investigative tasks that normally would be done in the main police facility. These guidelines are meant to ensure all substations are used appropriately and remain the resource they were created to be.

Practice:

A. Guidelines: The below guidelines will apply to all substations:

1. Officers must notify dispatch each time they go out at a substation.
2. Officers will not use telephones located in substations for long distance personal calls.

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3. Officers that use a substation will clean up after themselves.
4. Officers will not modify the substation or add furniture, appliances, etc., without prior approval from their chain of command.
5. Officers will avoid having more than two officers out at a substation at the same time, unless it is a planned meeting or other activity the on-duty lieutenant has approved.
6. Officers will not take prisoners and/or suspects into a substation for any purpose.
 - a. Exception: The mall substation is excluded because it has been specifically designed to accommodate prisoners and/or suspects.

40.2 OPERATIONS

PHILOSOPHY: The day-to-day operations of a law enforcement agency will result in incidents and/or investigations that do not occur frequently and/or require special procedures. Due to the sporadic nature of these types of events, it is helpful to have clearly established guidelines to ensure that the Federal Way Police Department provides the highest level of service possible.

40.2.1 Hate Crime Investigations

Principle: It is the intent of the Federal Way Police Department to safeguard individuals from crimes motivated by bias toward an individual's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory disability. This agency views hate crimes as serious violations against not only an individual, but against our community as well.

Practices:

- A. **Definition:** *The Malicious Harassment law, RCW 9A.36.080, defines a hate crime.*
- B. **Analysis of Trends:** In an effort to prevent hate crimes in our community and/or improve the Police's response to these crimes, the Crime Analysis Unit will coordinate information gathered from external and internal intelligence sources on organized groups and identified trends.
- C. **Initial Patrol Response:** An officer investigating a crime should pay careful attention to the totality of the circumstances in order to identify all crimes which may be motivated by intolerance and/or hate for an individual or group identified in the Malicious Harassment law. When an officer believes a hate crime has been committed, the following additional procedures shall be followed.
 1. Notification: The approving supervisor will ensure the distribution for the case report includes both a copy sent to CIS and a copy sent to the Crime Analysis / Prevention Unit.
 2. Immediate Concerns: When the officer believes there may be an immediate threat of reprisal or an escalation of violence, the patrol supervisor will be notified. The supervisor will evaluate the situation to determine if additional resources may be necessary.
 3. Charges for Prosecution: *Subsection 5 of RCW 9A.36.080 allows for the prosecution of all additional crimes committed during the commission of Malicious Harassment.* In addition, the Records Unit has special state reporting requirements for hate crimes. Therefore, officers will follow the below listed additional reporting procedures:
 - a. Incident Report:

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- i. Nature Code: List the most serious crime *besides the Malicious Harassment*.
- ii. Offense Code: "HATE" must be listed as one of the offense codes.
- iii. Bias Motivation: The appropriate bias motivation box(es) must be completed – either on the back of the form or via direct entry of the case into Spillman.

D. **CIS Investigation**: CIS shall review all Malicious Harassment cases and conduct any necessary further investigation. CIS responsibilities will include:

- 1. Coordination of Investigation: When appropriate, CIS will coordinate the investigation with the Crime Analysis/Prevention Unit and other state and regional intelligence operations.
- 2. Prosecution: CIS will work closely with the Prosecutor's Office to ensure a legally adequate case is developed for prosecution.

E. **Crime Prevention**: Hate crimes are often viewed in a community not only as crimes against the targeted victim, but also as a crime against the group that the victim is perceived to represent. Working constructively with segments of this larger audience after such an incident is essential to help reduce fears, stem possible retaliation, help prevent additional hate crimes, and encourage any other previously victimized individuals to step forward to report those crimes. The Crime Analysis/Prevention Unit should consider the following:

- 1. Community Meetings: Community meetings to allay fears, relay the Police Department's concern over and response to this and related incidents, and reduce the potential for counter-violence.

40.2.2 Communicable Disease

Principle: Public employees face the occupational hazard of potential contact with individuals and/or property that have become infected with a communicable disease. This concern does not free employees from the obligation to perform their duties. Universal precautions reduce or eliminate the possibilities of exposure and are expected to be used at all times. If an infection results from job-related exposure to a communicable disease, it shall be treated as an occupational illness. This Standard will serve as the Exposure Control Plan required by OSHA and WISHA. This Standard will be reviewed and updated annually by the Administrative Commander or his/her designee. If changes to the federal and/or state regulations occur, necessary changes to this Standard will be made as soon as practical.

The job classifications listed below are those that may reasonably anticipate occupational exposure to potentially infectious materials.

- Commissioned Law Enforcement Personnel
- Evidence Custodian & Technician

The Federal Way Police Department shall train and educate all employees listed above about the transmission of communicable diseases.

Practices:

Blood borne Pathogens: Blood borne pathogens are disease-causing microorganisms found in human blood. These include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). HIV and HBV are transmitted through either sexual contact or direct contact with bodily fluids. Blood cells or semen must enter the bloodstream to survive and multiply.

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There are four strategies to minimize exposure to blood borne pathogens. The most general strategy is called "Universal Precaution" which is the concept that all bodily fluids will be treated as if contaminated. Police Department employees shall practice the concept of "Universal Precaution." Another strategy is the use of "Engineering Controls" which are structural or mechanical devices, which limit exposure. The department has implemented the use of several of these controls. The remaining strategies are described in detail.

A. Work Practice Controls: Employees will minimize the possibility of occupational exposure by using work practice controls. Work practice controls are defined as reducing the chance of exposure by altering the manner in which a task is performed. If occupational exposure remains after instituting these controls, employees use and wear personal protective equipment, as they consider appropriate. Employees should be aware of, and comply with, the following when occupational exposure is possible:

1. Employees shall wash hands and any other skin with soap and water or approved cleanser, or flush mucous membranes with water immediately or as soon as feasible following contact with blood or other potentially infectious materials. The washing or flushing shall be performed for a minimum of three (3) minutes.
2. Do not eat, drink, or smoke at crime/accident scenes where blood or bodily fluids are present or contagious factors exist.
3. Use extreme caution to prevent accidental needle sticks during searches of persons or vehicles and maintenance on patrol vehicles, particularly when reaching into areas not visible.
4. Inform other support personnel (firefighters, paramedics, jailers, etc...) whenever a change or transfer of custody occurs and the subject has blood or bodily fluids on clothing or the body.
5. Inform other support personnel (tow truck operators, court personnel, etc.) whenever a change or transfer of custody occurs and the property has blood or bodily fluids present.
6. When taking subjects into custody with blood or bodily fluids on them, take them directly to a designated holding area (when possible) for processing. Post a "Warning – Potential Biohazard" sign if contamination to the holding area occurs.
7. Use care when working with blood or other potentially infectious materials to minimize splashing and spraying.
8. In work areas, where there is a reasonable likelihood of occupational exposure, do not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses. In addition, do not store food or drink in refrigerators, freezers, shelves, and cabinets or on countertops or bench tops where blood or other potentially infectious materials are present.
9. Needles (hypodermic syringes) will be disposed of in a red sharps container located in the trunk of each patrol vehicle. The needles may be photographed for documentary evidence.
10. Sharp implements, which are being collected as evidence and which may be contaminated by blood or other bodily fluids will be packaged in designated, puncture proof containers and labeled with the supplied warning labels.
11. Broken glassware that may be contaminated with blood or other potentially infectious materials shall not be picked up directly with the hands.
12. Lab specimens of bodily fluids will be transported in leak proof containers that are marked with the "Biohazard" label. Items collected for evidence that are damp with bodily fluids will be air-dried in a designated and appropriately marked area.

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- 13. All equipment, environmental, and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.

B. Personal Protective Equipment: The Police Department makes available personal protective equipment to use during incidents of occupational exposure. Along with using all available work practice controls, employees should select appropriate equipment for the task.

- 1. Availability: Personal protective equipment must be ACCESSIBLE in an employee's work environment. Accessible means on their person, within a department vehicle, and/or within a fixed workstation.
- 2. Personal Protective Equipment: Includes, but is not limited to:
 - a. Latex or Vinyl Gloves: Employees with occupational exposure in the field shall carry on their person, at all times, one pair of gloves.
 - b. Masks, Eye Protection and Gowns: Employees shall wear masks and eye protection when splashes, spray, spatter, or droplets of potentially infectious materials may be generated and reasonably anticipated.
 - c. Resuscitation Mask: The mask will be readily accessible in all department vehicles for medical emergencies.
- 3. Use: Employees shall use personal protective equipment except in the below listed situation.
 - a. When under extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of police services or would have posed an increased hazard to the safety of the worker or co-worker.
 - i. The supervisor will review these circumstances to determine whether changes can be instituted to prevent such occurrences in the future. This review shall be documented during the post-exposure procedures.
- 4. Disposal: After use, place the personal protective equipment in the resealable plastic bag and place the bag in a Biohazard Container as soon as practical.

C. Post Exposure Procedures:

- 1. Definitions:
 - a. Exposure Incident: An exposure incident is a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials resulting from performing work duties.
 - b. Significant Exposure: Significant exposure may include the following circumstances:
 - i. Contacting bloody items when the employee has scratches, cuts, or open sores near the area of contact.
 - ii. Direct contact with bodily fluids from a person on an open sore or cut.
 - iii. Direct mouth-to-mouth resuscitation (CPR) if blood is in the mouth.

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- iv. Human bites which break the skin.
 - v. Receiving a cut or puncture wound from potentially contaminated material.
2. Immediate Follow-up at Exposure Site: If contact with human blood or other bodily fluids occurs, thorough cleansing should occur as soon as possible.
- a. Supervisor Notification: All exposure incidents shall be reported to the immediate supervisor. The supervisor will determine if immediate medical attention is required and if so, arrange for treatment at a mutually- agreed- upon health care provider.
 - i. Employees that have experienced significant exposure will be seen by a health care provider.
3. Healthcare Provision:
- a. Information Provided to Healthcare Provider:
 - *The WAC for Occupational Exposure to Blood borne Pathogens (WAC 296-62)*
 - Summary of the employee's duties as they relate to exposure
 - An Employee Accident/Injury Report
 - Any other relevant medical records
 - b. Healthcare Provider Written Opinion: The physician performing the post-exposure evaluation will provide below listed information to the employee, who will provide copies to the supervisor. The supervisor will prepare an exposure report and forward it to the Chief of Police through the chain of command.
 - Whether an HBV vaccination is indicated, and/or that an HBIG was administered
 - That the employee has been informed of the results of the evaluation
 - The employee has been informed of medical symptoms which result from exposure that might warrant future evaluation or treatment.
4. Obtaining "Source Person" Samples: When an employee has a substantial exposure and the source person is known, it is the responsibility of the supervisor to initiate the process of obtaining a blood sample from the source.
- a. Per Consent: Consent must be voluntary and in writing. If the source consents to provide a blood sample the following steps will be taken:
 - i. The blood draw must be performed by a qualified healthcare provider. The healthcare professional will obtain written consent and provide vials. The supervisor will obtain copies of the consent.
 - ii. The sample may be left for laboratory testing on-site if the healthcare provider has the required facilities.
 - iii. Harborview Medical Center is the recommended healthcare provider.
 - iv. The cost of the blood draw will be at the expense of the City of Federal Way.

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- b. Mandatory Blood Draw: The testing of persons who have exposed law enforcement personnel to "substantial risk" of exposure to AIDS or HIV is allowed by law, RCW 70.24. The local health officer **MAY** order the source person to test, based on the facts of the exposure. The health officer is responsible for contacting the source person and ordering them to submit to testing. The source person can refuse the order and request a court hearing. If this occurs, the health officer obtains a superior court order. The court makes the final determination regarding testing.
- i. The Federal Way Police Department supervisor will notify the health officer by reporting the incident to the Jail Health Services and Department of Adult and Juvenile Detention, Adult Division. This report should be made by telephone at **(206) 477-2293** or fax **(206) 296-0579**. They will prefer to speak directly to the exposed employee.
5. Administrative Requirements:
- a. Notification: The employee's supervisor will complete the Employee Accident/Injury Report and forward it to the Administrative Commander. The Commander will review the report and forward a copy to the Human Resources Department. The Human Resources Department will ensure that all necessary additional reporting required by state law is accomplished.
- b. Employee Blood Test: A confidential medical evaluation and blood testing is available to the employee following a report of an exposure incident. Testing is conducted at the department's expense through the local health Department or a mutually agreed upon healthcare provider. The employee is offered repeat HIV testing six weeks after exposure and on a periodic basis, or in accordance with recommendations from the U.S. Public Health Service. Testing is not mandatory.
- c. Counseling: Counseling is part of the post-exposure follow-up and is available to the exposed employee. Counseling is not mandatory.
- D. Property Contamination: Contamination in the field may be unavoidable in certain circumstances. The following procedures will be used when contamination occurs.
1. Uniform / Equipment:
- a. Spot Contamination: When spot contamination of the uniform or equipment occurs the item will be considered reusable and the following procedures will apply.
- i. Uniform: It will be sent for cleaning. The cleaning slip will be completed with the words "Biohazard Contamination" clearly printed on the slip. The bag containing the contaminated uniform will be placed in a red Biohazard leak proof bag and then into a normal laundry bag with Biohazard labels affixed to several locations on the exterior of the bag.
- ii. Leather/Nylon (Alternative) Gear Equipment: Other equipment will be cleaned by the employee by using hot soapy water. The equipment should be allowed to air dry.
- b. Heavy Contamination: When the uniform or equipment has received heavy exposure to blood or the bodily fluids, the item shall be discarded and *replaced according to Standard 41.3.4*. The item shall be placed in a **RED BIOHAZARD** leak proof plastic bag. It will then be placed in a **BIOHAZARD WASTE RECEPTACLE**.
- c. In **NO** case will an employee take exposed clothing or equipment home for laundering or decontamination.

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2. Vehicles: The following procedures will apply when vehicles are contaminated.
 - a. The employee shall immediately clean any portion of a department vehicle that may have become contaminated with an infectious material. A one (1) to ten (10) solution of water and bleach or other approved antiseptic will be used. If possible, use disposable blankets to protect the vehicle interior from infectious materials.
 - b. If the vehicle cannot be immediately cleaned or the employee cannot properly decontaminate the vehicle it will be placed out of service. **The employee shall clearly mark the windshield of the vehicle using a window paint or placard with "Warning – Potential Biohazard."** No person will enter a vehicle that may be potentially contaminated until it has been decontaminated.
 - c. If the vehicle cannot be properly decontaminated by the employee, a designated commercial cleaning establishment shall decontaminate the vehicle.

3. Temporary Detention Rooms: The following procedures will apply when temporary holding rooms are contaminated.
 - a. The employee shall immediately clean any portion of a temporary detention room that may have become contaminated with an infectious material. A one (1) to ten (10) solution of water and bleach or other approved antiseptic will be used.
 - b. If the temporary detention room cannot be immediately cleaned or the employee cannot properly decontaminate it, it will be placed out of service. **The employee shall clearly mark the room with a sign stating, "Warning – Potential Biohazard."** No person will enter a temporary detention room that has been posted with a warning placard until the room has been decontaminated.
 - c. If the temporary detention room cannot be properly decontaminated by the employee, a designated commercial cleaning establishment shall decontaminate the room. A commander must approve the use of a commercial cleaning establishment.

Airborne Pathogens: Tuberculosis (TB) is the most prevalent airborne pathogen that law enforcement professionals most often encounter. TB is a contagious disease, spread from person to person through the air by coughing or sneezing. TB usually affects the lungs, but is also found in other parts of the body, such as joints, and can be released into the air during certain medical procedures and autopsies.

TB is carried in infectious droplet nuclei. Because of the small size, normal air currents keep the nuclei airborne and can spread them throughout a room or building. They become established in the alveoli of lungs and spread throughout the body. Likelihood of infection partially depends on the concentration of infectious droplets, the amount of time exposed, the carrier's level of infectiousness, and the force of coughing. This is compounded in small, enclosed spaces or places with poor ventilation or recirculated air. Usually within 2-10 weeks after initial infection with TB, the immune response limits further multiplication and spread of the TB. Some of the bacilli may remain dormant and viable for many years. This condition is referred to as latent TB infection. Persons with latent TB infection usually have positive skin-test results, but they do not have symptoms of active TB, and they are not infectious.

In general, persons who become infected with TB have approximately a ten percent (10%) risk for developing active TB during their lifetimes. This risk is greatest during the first two (2) years after infection. Less than one (1) percent of newly infected people become ill quickly. About five (5) to ten (10) percent slowly develop the illness after months, years, or decades. Symptom of active TB include sputum-producing cough, coughing up blood, weight loss, loss of appetite, night sweats, lethargy/weakness, or fever.

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- A. Precautions:** In addition to the Work Place Controls previously outlined in this Standard, employees will take the following steps to further protect themselves from exposure to TB.
1. Contact: If an employee suspects that a person being contacted may have TB they should:
 - Move the contact to an outdoor location
 - Request the person cover his/her mouth and nose with a tissue when coughing
 - If contact is going to be extended, place a surgical mask over the mouth/nose of the person
 2. Transporting: When an employee is required to transport a person who is suspected of having TB, the employee shall take the below listed precautions.
 - Place a surgical mask over the mouth/nose of the person
 - Open all the windows of the transporting vehicle
 - Turn off the heat or air-conditioning and do not have the air on the recirculating function
 - Do not transport with any other persons
 - Do not transport to the Police Department without prior approval by a supervisor.
 3. Processing Crime Scene for Evidence: Only employees that have been supplied a HEPA filter respirator and trained in its use will be allowed to process a crime scene for evidence if there is a possibility of exposure. The supervisor in charge of the crime scene may contact the Health Department to help determine possibility of exposure and the dissipation, "air changes per hour" rate. Once it has been determined there is no longer an exposure risk, the crime scene may be processed without the use of HEPA filter respirators.
- B. Exposure:** Employees will follow the steps outlined in bloodborne section (C)(5) of this Standard if they suspect they have been exposed to TB.
- C. Property Contamination:**
1. Uniform and Equipment: Items which only touch a contaminated person's intact skin are not associated with direct transmission of TB and normal cleaning procedures may be followed.
 2. Vehicles and Rooms: Although microorganisms are ordinarily found on walls, floors, and other environmental surfaces, these surfaces are rarely associated with transmission of infections. Therefore, extraordinary attempts to disinfect or sterilize environmental surfaces are not necessary. The Public Health Department will be contacted in order to determine the "air changes per hour" rate and when the vehicle or room will be safe to re-enter. *Until that time the procedures outlined in the bloodborne section (D)(2) of this Standard will apply.*
- D. Testing:**
1. Skin Test: All employees with occupational exposure shall be offered an annual skin test, at no expense to the employee. Those who choose to participate shall sign a consent form. Those who decline testing shall sign the waiver portion of the form.
 2. Additional Test: If the skin test is positive or the employee has symptoms, follow-up care may include a chest x-ray, sputum sample, and/or medicine.

Vaccinations: All employees who have occupational exposure to Hepatitis B are offered HBV vaccinations free of charge. Vaccinations are a series of three shots over a six-month period. If an employee initially declines to participate and later decides to accept the vaccinations, the employee may start the vaccination series after signing the consent form. Vaccination for HBV does not relieve employees from using universal precautions when working. ***THE HBV VACCINATION DOES NOT PROVIDE IMMUNITY IN ALL CASES AND GENERALLY LASTS FOR SEVEN (7) TO NINE (9) YEARS.***

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Also reference the Respiratory Protection Program (located in the Appendix) which details the use of respirators, as needed, to protect employees from respiratory hazards (to include communicable disease, riot control, hazardous materials, etc.).

40.2.3 Officer Involved Domestic Violence

Principle: Public confidence in law enforcement is important to our ability to maintain public safety. The public must trust that law enforcement employees are held to the standards of the law regarding domestic violence. Therefore, the Federal Way Police Department will:

- Promptly respond to allegations of domestic violence by an employee according to this standard and all applicable laws.
- Give primary consideration to protection of the victim of domestic violence and enforcement of the laws.
- Respect the due process rights of all employees, according to applicable legal precedent and collective bargaining agreements.
- Expeditiously report and conduct thorough investigations into any allegation of a law enforcement employee involved in domestic violence.
- Train employees and seek to educate their families about intimate violence and avenues for assistance

Definitions:

- A. **Domestic violence:** As defined in RCW 10.99 includes two elements: first, a relationship between the perpetrator and the victim defined in RCW 10.99.020(3), and second, that a criminal act has occurred as defined in RCW 10.99.020(5).
- B. **Domestic dispute:** An incident involving a relationship defined in RCW 10.99.020(3) where there was no criminal action.
- C. **Domestic violence treatment provider:** Refers to a treatment provider certified by the State of Washington as a batterer's treatment provider as defined in RCW 26.50.150.
- D. **Domestic violence specialist:** Refers to an individual with professional credentials in the dynamics of battering, advocacy and victim safety. The specialist may be associated with the agency of jurisdiction, employing agency or by partnership with another agency.
- E. **Sworn employee:** A general authority Washington peace officer as defined in RCW 10.93.020, any person appointed under RCW 35.21.333, and any person appointed or elected to carry out the duties of the sheriff under RCW 36.28.
- F. **Employee:** Any person currently employed with an agency.

Practice:

A. **Agency Actions**

- 1. Provide pre-hire screening procedures reasonably calculated to disclose whether an applicant for a sworn employee position has a history of domestic violence or child abuse allegations, or has been subject to protective order as defined in RCW 10.99.090.3a.

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2. Maintain ongoing and meaningful relationships with victim advocacy groups and other domestic violence professionals in the community.
3. Provide education to agency employees on the dynamics of interpersonal violence.
4. In response to observed behavior or at the request of the employee, the agency will provide information on programs under RCW 26.50.150 and may offer, recommend, or direct intervention service to employees. If domestic violence is suspected, referral to a domestic violence specialist or treatment provider is required.
5. Any employee who becomes aware of domestic violence committed by a sworn employee must immediately report that allegation to their supervisor.
6. Employees who disclose that they have personally engaged in criminal acts of domestic violence are not entitled to confidentiality. Such acts shall be investigated in separate administrative and criminal investigations as appropriate.
7. Provide information to the employing law enforcement agency as soon as possible after a domestic violence or domestic dispute report involving a sworn officer.
8. Provide information on this domestic violence policy to employees and make it available to employee families and the public.
9. Provide victims of domestic violence by agency employees an agency point of contact to assist the victim through the investigative process. Consideration should be given to selecting a point of contact at least one rank higher than the perpetrator and ideally someone other than the investigator.
10. Provide victims of domestic violence by agency employees contact information about public and private nonprofit domestic violence services and information regarding relevant confidentiality policies related to the victim's information.
11. Respond to agency employees who are known by the agency to be victims of violence by sworn employees of the agency. Provide a point of contact and review safety concerns and domestic violence services information with the victim employee.
12. Provide for an impartial administrative investigation and appropriate criminal investigation of all acts of domestic violence allegedly committed by a sworn employee and appropriate sanctions when it is found that an employee has committed an act of domestic violence. Administrative investigations may be conducted by the employing agency or through agreements with other law enforcement agencies.
13. Consider whether to relieve a sworn employee of agency-issued weapons, equipment and identification; as well as suspending law enforcement powers pending resolution of an investigation.

B. Employee Actions

1. Employees are entitled to seek assistance through the employee assistance program, employee peer counselors, chaplains or psychological professionals. However, in situations where family violence is indicated, a referral to a domestic violence specialist or treatment provider is required.
2. Employees with knowledge or information about any sworn employee in violation of this policy must report in writing to their supervisor or through the agency's professional standards function as soon as possible, but no later than 24 hours. Failure to report may subject the employee to disciplinary action.

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- 3. Employees who are victims of domestic violence are encouraged to request assistance, but are not subject to punitive measures for failing to report their abuse.
- 4. Employees should be alert to the likelihood of victim or witness intimidation and shall immediately take appropriate action. This action will include, but is not limited to, a report to their supervisor and/or through the agency's professional standards function within 24 hours.
- 5. Employees are expected to fully cooperate with the investigation of allegations under this chapter as requested by a supervisor, professional standards investigator, or by court subpoena.
- 6. When a law enforcement agency responds to a call in which a sworn employee is alleged to have been involved in a domestic dispute or committed an act of domestic violence, the involved employee must immediately report that police response to their supervisor. A written report must follow within 24 hours of the time the employee is made aware of the allegation of domestic violence, or as required by the agency's internal investigatory process.
- 7. When an employee becomes the subject of an investigation for child abuse or neglect, or becomes subject to an order under RCW 26.44.063 or RCW 26.50 or any equivalent order issued by another state or tribal court, that employee must immediately report the fact to their supervisor. A written report must follow within 24 hours of service or employee notification of the investigation, to include a copy of any order and any notices of court dates, appearances and proceedings received by the employee.

C. Supervisors' Actions

- 1. Supervisors should strive to be aware of behaviors in their subordinates that could be indicative of domestic violence and properly process their observations of such behavior.
- 2. All agency supervisors are required to see that domestic violence incidents are properly recorded and processed according to this policy.

D. Incident Response Practices

Notification of an incident of domestic violence involving any law enforcement officer requires:

- a. A prompt response
- b. Full investigation
- c. A complete written report by this agency, and
- d. Notification to the employing agency.

- 2. Patrol responses to the scene of domestic violence involving law enforcement officers require on scene supervisory presence.
- 3. All incidents of domestic violence by agency employees require notification though the chain of command to the Chief of Police.
- 4. Incidents of domestic violence by other law enforcement agency sworn employees require notification to the agency head of the employing agency. This will be accomplished by the Federal Way Police Department Chief of Police or his/her designee.

5. The Police Chief may delegate responsibility for receiving such reports to a specialized unit and/or specific person. Anyone so designated should have specialized training regarding the dynamics of violent relationships, victim safety and the role of advocacy. The assignment should be reviewed each time for potential conflict of interest.
6. In the event of a report of domestic violence alleged to have been committed by the agency head, prompt notification will be made to the employing entity's chief executive officer; or, in the case of an elected Sheriff, the County's Prosecutor.
7. Radio Response:
 - a. Valley Communications employees receiving domestic violence calls involving sworn officers will enter a call for service and notify the appropriate supervisor.
 - b. If no supervisor is available to respond to the scene, the on-duty supervisor will insure the Command Duty Officer (CDO) is notified for response.
 - c. A Valley Communications supervisor will prepare and preserve documentation of the facts of the call, including the 911 tape.
8. Patrol Response:
 - a. A patrol officer responding to an incident described as domestic violence involving a law enforcement officer will request a supervisory response to the scene.
 - b. The primary unit will conduct a thorough investigation, including but not limited to:
 - Photographs of the crime scene and any injuries identified
 - Statements from all witnesses, including children, if any
 - The Domestic Violence Supplemental Report Form
 - Seizure of any weapons used or referred to in the crime
 - Signed medical releases
 - Copies of dispatch (CAD) records
 - 911 call recording preserved
 - Statement of the victim
 - Statement of the suspect, if possible
 - c. The primary officer shall inquire if the victim requests any guns or specific weapons be removed for safekeeping and accommodate removal or explain the process for seeking a court order for removal.
 - d. The primary unit will complete the report as soon as possible, but prior to the completion of their shift.
 - e. A copy of the report should be forwarded to the CIS commander for assignment and to the Chief of Police. Access to the report should then be restricted or physically secured, except as mandated by law.
 - f. Patrol units responding to suspicious circumstances, compelling third party accounts of incidents, unexplained property damage, etc. or other troubling events involving law enforcement officers will complete written reports of the incident and notify their supervisor.
9. Patrol Supervisor Response:

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- a. A patrol supervisor shall respond whenever practical to the scene of any domestic violence incident involving a sworn law enforcement employee regardless of employing jurisdiction. Supervisors will coordinate information and offer assistance to the agency of jurisdiction to provide a complete investigation.
 - b. The patrol supervisor shall coordinate the investigation, applying appropriate resources and ensuring command notification.
 - c. The supervisor will write a report on all incidents, whether deemed criminal or not and route it through the chain of command.
 - d. If an officer is arrested, the on-scene supervisor will contact the Police Chief, through the chain of command, who will order the surrender of the officer's agency-issued weapons, and identification. Consideration should be given to other agency equipment and inquiries made about voluntary surrender of personal weapons that may be secured for safekeeping.
 - e. If an officer from another police agency is arrested, the supervisor shall contact that jurisdiction as soon as practical, but at least prior to custody transport and request authorization to seize that employee's duty weapon(s) and agency identification or arrange for the employing agency to do so.
 - f. The supervisor will endeavor to provide a good faith effort to locate the suspect if there is probable cause for an arrest.
 - g. The supervisor will explain the process to the victim, including the opportunity for an emergency protection order and administrative no-contact order, if applicable.
 - h. Advise the victim of the potential for public disclosure of records and/or criminal discovery process as well as any applicable records release statutes and policies.
 - i. The supervisor will provide the victim with a copy of the policy and contact information, acting as the agency point of contact until an assignment is made.
10. Domestic Violence Specialist Response:
- a. A Domestic Violence Specialist will be designated by the Chief of Police and will be determined for each independent case. The domestic violence specialist will review the report and coordinate with the investigative unit or the agency of jurisdiction.
 - b. For all situations involving an employee of the agency, the domestic violence specialist will contact the victim, introduce the point of contact and provide an update regarding the administrative process.
 - c. Inform the victim that any information disclosed during either the criminal or administrative investigation is subject to public disclosure laws and policies of the department.
 - d. The domestic violence specialist will coordinate with the appropriate prosecutor's office regarding charging and prosecution.
 - e. The domestic violence specialist will coordinate with the appropriate advocacy organization to assist with victim safety concerns. Victim notification of each step in the administrative process is critical to victim safety.

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- f. All completed investigations of domestic violence committed by any sworn law enforcement employees shall be promptly forwarded to the appropriate prosecuting authority for a charging decision.

11. Command Duty Officer (CDO):

- a. The CDO notified of an incident covered by this policy will see that the Police Chief is notified promptly of the incident.
- b. For an incident involving a Federal Way Police Department employee(s):
 - The CDO should respond to the scene if the involved employee is a lieutenant or above or if the situation dictates command presence.
 - The Chief of Police or his/her designee will make a decision regarding removal of a weapon or other agency owned equipment pending the outcome of the investigation and possible prosecutorial changing decision.
 - A CDO will issue an administrative order prohibiting contact with the victim if appropriate.
 - This decision will be forwarded through the Police Chief or his/her designee for review and further action.
- c. For other law enforcement agencies:
 - The CDO will verify command notification of the employing agency.
 - The CDO will verify the supervisor has offered assistance with removing weapons, police powers, etc.
 - The CDO will see that the agency provides appropriate reports and any other requested documentation to the employing agency.

E. **Victim Safety & Notifications**

- 1. Working with community resources and domestic violence advocacy agencies, the Federal Way Police Department shall make available to the victim:
 - Information on how to obtain protective orders and/or removal of weapons from his or her home.
 - Assistance with obtaining such orders in coordination with domestic violence victim advocates.
 - A copy of this policy and other agency policies referencing victim confidentiality.
 - Information about public and private domestic violence advocacy resources to include the Washington State Domestic Violence Hotline.
- 2. Federal Way Police Department should coordinate victim notification regarding criminal and administrative investigative processes through the designated agency liaison in order to assist with victim safety.

F. **Administrative Process**

- 1. Federal Way Police Department will observe all other appropriate policies and procedures generally applicable to investigation of alleged officer misconduct. Federal Way Police Department will respect the rights of the accused employee under applicable collective bargaining agreements and case law.
- 2. Administrative investigations will be conducted through the Professional Standards unit or by an outside agency as directed by the Chief of Police.

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- 3. Where sufficient information exists, the agency will make appropriate restrictions to assignments, law enforcement powers, building and records access and consider administrative reassignment and/or leave.
 - a. In determining the proper course of administrative action, the agency may consider consulting with treatment professionals and reviewing such factors as the employee's past conduct and history of complying with agency rules.
- 4. Agency employees may be ordered to undergo a fitness for duty evaluation or assessment by a domestic violence treatment provider prior to any disposition, depending on circumstance and in accordance with administrative policy, applicable collective bargaining agreements and civil service standards.

40.2.5 Animal Services

Philosophy: The Animal Services Unit is a recent addition to our department. Policies and procedures will be an important component to ensure the success of this new unit which expands our opportunity to serve the community of Federal Way.

Practice: Department policies and procedures applicable to all personnel regarding the new Animal Services Unit.

A. What Patrol Responds To:

- 1. Bite Investigations: Officers will investigate and document all reports of animal bites. Incidents involving wild animals require immediate notification to the State Department of Fish and Wildlife. All bite investigations will be forwarded to the Animal Services Unit for further investigation.
 - a. Dog Bites: When an officer investigates a dog bite that involves a severe injury to a human or a death to a domestic animal, the officer will make an effort to confiscate the dog per FWRC 9.25.030.
- 1. Non-Severe Injury: FWRC 9.18.120 requires the owner of the animal to place the animal in a veterinary hospital for 15 day quarantine or release the animal to the police department. Officers should obtain the name of the veterinary hospital where the animal will be placed and include that in their report. The Animal Services Unit will follow-up on the quarantine.
- 2. Vicious/Dangerous Animal: Patrol officers should make attempts to locate animals that have attempted to bite, bitten, or are deemed dangerous for other reasons. If possible, officers should attempt to contain or capture the animal. If the animal is a wild animal, the State Fish and Wildlife Department should be notified.
 - a. Domestic animals that are contained should be returned to their owner. If the owner can not be located then the animal should be transported to an approved shelter during normal business hours. If there is no available shelter, the animal will be transported to the Police Department and placed in a temporary cage within the sally port area. The animal will be placed in the cage and a vicious placard will be placed on the cage. An e-mail will be sent to the animal services unit, so the animal may be appropriately sheltered.
 - b. It will be the discretion of the on-duty patrol supervisor to call out an animal services officer if patrol officers are unable to contain the animal and it continues to be a threat to the community. It should be noted that the Animal Services Officer is not "on-call" and may not be available to respond.

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- 3. Domestic Animal Rescues – Life Threatening: The circumstances for this type of call will vary. The officer will respond and attempt to take steps to protect the animal. FWRC 9.05.200 "authorizes animal services officers and law enforcement officers to take such lawful action as may be required to enforce the provisions of the FWRC and the laws of the state as they pertain to animal cruelty, shelter, welfare, and enforcement control." Also refer to the injured animal section below.
 - a. FWRC 9.05.130 – Authorizes persons (including law enforcement) to release animals from confinement (including vehicles and restraints) when necessary for the immediate health and safety of the animal.
- 4. Other Animal Complaints: Valley Communications is attempting to refer all other animal complaints to the 835-PETS line, to hold for Animal Services. However, if a citizen insists on having a police officer respond they will create the call for service and advise the on-duty supervisor. The information provided below should assist officers if they must respond to other types of animal complaints.

B. Animal Services Responses: In addition, to the calls listed above the Animal Services Officer will respond to the below listed types of calls while on-duty. This list does not include all the calls that Animal Services may be asked to assist with or respond to, but covers the most common responses.

- 1. Dead Animals: Animal Services will clear the roadway and other public right of ways of deceased domestic cats and dogs as well as small wildlife such as opossums and raccoons. Animal service officers shall not pick up deceased animals on freeways and should refer calls for deceased animals on freeways to the Washington State Patrol.
 - a. If the animal has a micro chip or identification on, the animal control officer shall make attempts to contact the animal owner. If the owner cannot be contacted the animal shall be on hold in the Humane Society's cooler with its identification card attached to the body. The animal identification card shall have a hold send letter marked on the card and the Humane Society staff will make attempts to contact the owner.
 - b. Animal Services Officers should avoid transporting living animals with dead animals.
- 2. Injured Animals:
 - a. When an animal services officer responds to an injured domestic animal the officer shall make an attempt to locate the animal's owner. If the animal is severely injured and needs immediate medical attention the animal services officer may first transport the animal to an approved veterinary clinic and/or shelter.
 - i. An authorized veterinary clinic is any clinic in Federal Way that is open during their normal business hours or the Tacoma Animal Emergency Clinic during non-business hours.
 - b. If the owner is found it is the responsibility of the animal owner to have the animal treated or to approve treatment.
 - c. The Animal Services Officer may not authorize any treatment of an animal beyond keeping the animal stable at an approved veterinary clinic.
 - d. Animal Services officers shall not authorize any medical treatment for any wildlife animal.
- 3. Animal Cruelty Investigations: The animal services officer will investigate all animal cruelty cases. Police officers and detectives will provide assistance when necessary.

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- a. Per RCW 16.52.015 the animal services officer has the “power to cause a law enforcement officer to arrest and take into custody a person...” The Animal Services Officer may issue criminal citations, but may not make physical arrests and is not armed satisfactorily for this function.
 - 4. Barking Dog Complaint: The animal services officer will investigate all barking dog complaints. The following steps should be followed.
 - a. Education: First the animal services officer will attempt to contact the owner of the offending dog to notify them of barking complaint and attempt to help the owner establish a cause and solution for the barking.
 - b. Enforcement: If the owner of the offending dog refuses or is complacent about implementing solutions, the animal services officer will then begin to enforce FWRC 9.18.100 with civil infraction citations. The issuance of the citations should be supported by at least one written complaint from the reporting party and/or the officer’s observations. After one civil infraction citation is issued, if the nuisance continues the animal services officer may continue to issue citations or select one of the other options available in FWRC 1.15.110.
 - 5. Stray or Loose Animals: The Animal Services Officer will respond to stray or loose animals in order to attempt to locate the owner. If the owner cannot be identified, the animal cannot be secured at its residence, or the owner is not available to retrieve the animal then the animal services officer will impound the animal. The animal will be transported to a temporary shelter alternative or the contracted shelter based on circumstances. It shall always be the priority of the Animal Services Unit to reunite animals with their owner whenever possible and within the restrictions of shelter contracts.
- C. **Animal Services Referrals:**
- 1. Wild Animal Calls/issues: Although the animal services unit may work closely with other agencies involved in wild animal complaints, the State Department of Fish and Wildlife has primary jurisdiction and responsibility for wild animal incidents and calls.
 - 2. Dead Animals on Private Property: These types of calls will be referred to private businesses that perform this type of service.
- D. **Dangerous Dogs:** Pursuant to FWRC 9.25.010 it shall be illegal to own or possess a dog in the city limits of Federal Way that has been determined to be dangerous pursuant to definition provided in FWRC 9.05.010. The Animal Services Unit will use the notice requirements and appeal process established in RCW 16.08.080.
- E. **Public Nuisance Animal Abatement:** Pursuant to FWRC 9.18.110 requires that animals declared a nuisance (refer to the law) must be removed from the City limits either voluntarily by the owner or through the abatement process. The abatement process is provided below.
- 1. The director or authorized animal control officer shall issue a notice and order directed to the owner or the person presumed to be the owner of the animal that has been declared to be a public nuisance pursuant to FWRC 9.18.110. The notice and order shall contain:
 - The name and address, if known, of the owner or person presumed to be the owner of the animal in violation of FWRC Title 9;
 - The license number, if available, and description of the animal in violation sufficient for identification;
 - A statement that the director or authorized animal services officer has determined that the animal is being maintained illegally within the City with a brief and concise description of the conditions found to render the animal in violation of FWRC Title 9;

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- A statement of the required removal of the animal from the City;
 - A statement advising that if any required abatement is not completed within 96 hours, the director of the Animal Services Unit will proceed to cause abatement and charge the costs thereof against the owner; and
 - A statement advising that a person having a legal interest in the animal may appeal pursuant to FWRC 1.15.060, by filing a written notice of appeal with the city clerk within 14 calendar days from the date of service. The appeal must be accompanied by cash or check, payable to the City of Federal Way, in the amount of \$100, which is refundable in the event the appellant prevails on the appeal.
2. Pursuant to FWRC 1.15.040(3), the notice and order shall be served on the owner or presumed owner of the animal or person with right to control the animal to be classified or in violation. Service of the notice and order shall be made either personally or by mailing a copy of the notice and order by registered or certified mail, postage prepaid, to the person at his or her last known address, and by posting the notice and order on the front door of the living unit of the owner or person with right to control the animal.
 3. Proof of service of the notice and order shall be made at the time of service by written declaration under penalty of perjury by the person effecting service, declaring the time, date and manner in which service was made.
 4. Failure of any person to file an appeal in accordance with this division shall constitute a waiver of the right to an administrative hearing.

40.3 STANDARD OPERATING PROCEDURES

PHILOSOPHY: Standard operating procedure or SOP is a term that has long been used by all types of organizations to identify a set of detailed, written instructions meant to provide uniformity in carrying out a given operation or to be followed in a given situation. As we grow and develop as a Department we continue to implement new programs or procedures meant to address particular needs or as an innovative method to make the most of our resources. It is important that any procedures have very clear expectations as well as steps to follow so the original intent and consistency are maintained. This chapter is meant to be a location within our MOS where department members will find SOP's for those specific programs or procedures.

40.3.1 Safe City Program

Principle: The Safe City program unites City officials, business representatives, citizens and law enforcement in an effort to maximize safety and minimize theft and other crimes in the community of Federal Way. Safe City Federal Way is a 501(c)(3) non-profit organization with a Board of Directors that is made up of City officials, City personnel, citizens, business representatives, and Federal Way Police Department members. The Safe City Program has two primary components: surveillance cameras strategically placed in public spaces around the City and the safecityFW.com interactive website. Federal Way Police Department has the primary responsibility of housing, monitoring, and training for both the surveillance cameras and the SafecityFW.com website.

Principle - Surveillance Cameras: The Federal Way Police Department recognizes that improvements in and changes to technology can greatly enhance law enforcement efforts. Along with this technology comes a responsibility – this kind of a secure camera network requires that those tasked with monitoring and/or recording do so in a professional, legal, and ethical manner. The principle objectives of camera monitoring and/or recording in public areas include:

- Enhancing public safety;
- Preventing/deterring crime and public disorder;
- Reducing the fear of crime;
- Identifying criminal activity and suspects;
- Identifying and gathering evidence;
- Documenting police actions to safeguard citizen and police officer rights;

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- Reducing the cost and impact of crime to the community;
- Improving the allocation and deployment of law enforcement assets;
- Enhancing traffic safety and traffic related investigations; and
- Expediting and improving responses to emergencies.

Any deviation from these principles for inappropriate reasons (e.g., camera monitoring which violates a reasonable expectation of privacy or monitoring solely based upon race, gender, ethnicity, sexual orientation, disability or any classification that is protected by law) would undermine the acceptability of these resources for critical safety goals and is, therefore, strictly prohibited.

Definitions:

- A. **Extracting:** To generate a single video clip from a series of captured images in order to store it on the server beyond the standard time frame.
- B. **Monitoring:** Real-time viewing or viewing footage stored on the server.
- C. **Recording:** The process of each surveillance camera capturing images and archiving them on the server for a period of seven days.
- D. **Retention/Retain:** The process of downloading and burning the extracted video footage onto a CD or DVD (for larger files) for long-term storage.

Practices: Use of the Safe City cameras shall comply with all local, federal and case law applicable to the use of surveillance cameras in a public space. Related policy, state, and federal law includes, but is not limited to: *FWPD and City of Federal Way policy on Sexual Harassment, FWPD Code of Conduct and Code of Ethics, Standard 1.2.9 Fair and Impartial Policing, RCW 9.73.090, RCW 9A.44.115, and the Fourth Amendment*. The scope of this policy does not address City employees outside of the Police Department that have access to some or all of the cameras. Violations of this policy may result in disciplinary action and may subject those involved to criminal and/or civil liability under applicable state and federal laws.

- A. **Responsibilities:** Federal Way Police Department is authorized and responsible to oversee and coordinate the use of all cameras that are part of the Safe City Program, as well as to ensure adherence to all Safe City Program policies.
 - 1. **Privacy:** Monitoring and/or recording of public areas, dwellings, and businesses in the city of Federal Way is limited to uses that do not violate the reasonable expectation of privacy as defined by law. The surveillance cameras shall be used to observe locations that are in public view and where there is no reasonable expectation of privacy. Views observed with the cameras shall be no greater than what would be available from areas open to the public.
 - a. The Police Department monitoring location is configured to prevent tampering with or duplication of recorded information without authorization.
 - 2. **Public Outreach:** To maintain an informed community, the Department will list on its web page information about the Safe City Program and general locations of the surveillance cameras. Additionally, any individual, civic group, class, etc. can contact the Police Department to schedule a tour/demonstration of the camera monitoring point located inside the FWPD station.
- B. **Training / Oversight:** Only Department members that have been trained in the technical, legal, and ethical parameters regarding appropriate camera use shall operate the Safe City camera system. Updated training will occur, as needed.

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1. Monitoring: The designated Lieutenant will monitor the Safe City equipment located in the FWPD station on a weekly basis to ensure the video system is functioning properly and recording accurately with the correct date/time stamp.
 2. All computer generated operations are electronically logged by ID and password for tracking purposes. Every action taken by the logged-on computer operator is electronically recorded and can be recalled for audits.
- C. **Operating Procedures:** The surveillance cameras will be monitored by department members and volunteers as time permits.
1. Department members will not continuously view or record people displaying affection in public areas, unless such activity is criminal in nature or determined to be part of a police investigation.
 2. Information from Safe City Cameras: Procedures for the release of any information that has been observed or gathered from monitoring the surveillance cameras shall be *in accordance with Chapter 54 Public Information*.
 - a. Confidentiality: Information learned from monitoring the Safe City camera system is confidential in nature and may only be shared as is professionally appropriate within the Federal Way Police Department or with other bona fide police agencies.
- D. **Retention, Extraction, Documentation, and Storage Procedures:** The designated Lieutenant will be responsible for determining the designated default camera view locations and deleting extracts
1. Retention: Recorded video images will be stored for a maximum of seven (7) days. Images will be erased, deleted, or otherwise permanently eliminated within seven (7) days unless the video footage is being retained in the image extractor as part of a police investigation, court proceeding (criminal or civil), internal investigation, or other use as approved by the Chief of Police.
 2. Extraction: If video footage of evidentiary value is located, the investigating officer will extract the footage and retain it by downloading it onto a CD or DVD. The CD or DVD shall be booked into Property/Evidence as evidence under the corresponding case report number (*reference Standard 84.1.1 Property Control Practices*).
 3. Documentation: When a significant incident, crime, or investigation occurs in the area of a Safe City camera, the investigating officer must view the camera(s) that potentially captured the incident and document in the case report the outcome of that review, when the review occurred, and which camera(s) was viewed.
 4. Storage: Any video footage extracted and retained as part of a police investigation, court proceeding (criminal or civil), internal investigation, or other use as approved by the Chief of Police, shall be handled in accordance with approved procedures particular to the type of investigation. The CD or DVD will be maintained in Property/Evidence, as required, and any request for viewing will follow practices for releasing evidence (*reference 84.1.1 Property Control Practices*).
 - a. According to the Washington State Common Records Retention Schedule (CORE) "Videos of incidents resulting in legal action should be retained with other documentation pertaining to that incident and are subject to those retention schedules." Any arrest captured on the Safe City system shall be extracted and either booked as evidence or uploaded to Spillman, whichever is more appropriate.

Principle – SafecityFW.com: SafecityFW.com is a secure, interactive website used to communicate law enforcement related information to a variety of specific citizen, business, and law enforcement communities. The communities include:

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- Retail
- Commercial Property
- Financial
- Hospitality
- Apartments
- School Security/Probation
- Specific Home Owner Associations and Neighborhoods
- Law Enforcement

Each community is encouraged to share pertinent information with the other members of that community for the purpose of reducing crime rates, increasing awareness, and safety in Federal Way. The community dedicated to law enforcement has the ability to access the information shared in the other communities with the exception of the School Security and Probation community. Access to the School Security and Probation community is limited to select Federal Way Police Department personnel, such as School Resource Officers, Federal Way Public School Security Officers, and Juvenile Probation Officers who work directly with the Federal Way Public School students.

A. Federal Way Police Department’s Law Enforcement Application: SafecityFW.com is one of the primary processes by which our department personnel communicate and distribute information. SafecityFW.com’s dashboard function provides a centralized online location to store information. The dashboard houses:

- Safe City Alerts
- Crime, Officer Safety, PC to Arrest, and Informational Bulletins
- Significant Incidents
- An incident/suspect photo gallery
- Warrants
- DOC Information
- RSO Information
- Traffic
- Crime Analysis
- Memos
- Training
- Resources

1. Sharing Information: Personnel have the capability to distribute information not only to department members, but also to members of the other non-law enforcement communities. Department members are encouraged to share information that is not confidential or sensitive in nature with the appropriate community that the information effects. These non-law enforcement communities have proven to be an invaluable resource to identify previously unidentified suspects and to provide other information that has helped solve cases.

a. Juvenile Information: When posting photos or bulletins of juveniles under 18 years of age, the name, photo, and other identifying information may not be included when the information is being shared with other non-law enforcement communities. Photos of unidentified juveniles may be shared for the purpose of identifying and/or locating the juvenile. Specific information on juveniles may be released only within the law enforcement community. There may also be certain instances when the Civilian Operations Manager or his/her designee will override this protocol and release information about a juvenile.

B. Password and Site Security: As with any secure access system password integrity is vital to ensure it stays secure. Information within the law enforcement online community should not be electronically forwarded for non-law enforcement purposes.

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- C. **Supervisor and Officer Responsibilities:** Supervisors should check the dashboard daily during shift briefings and review new entries with their squads. Officers and other department members that do not attend briefing should check the SafecityFW.com dashboard for new entries on a daily basis. Supervisors should also ensure their officers are utilizing the SafecityFW.com dashboard to post incidents, crime patterns, pass-on information, and other pertinent information.

40.3.2 Automatic License Plate Reader (ALPR)

Principle: The ALPR is technology that allows for thousands of license plates to be scanned and processed for information using the onboard database. This technology can assist in the recovery of stolen vehicles more quickly pinpointing dump sites and identifying areas of higher activity, as well as effect a higher arrest rate by identifying occupied stolen vehicles out on the roadway. The ALPR is one more tool to be used in the ongoing fight against auto theft.

Practice:

- A. **ALPR Fundamentals:** The ALPR is a computerized system consisting of specialized digital cameras, a processor unit and a laptop. The mobile camera system mounted on a police vehicle recognizes plates in real time. An ALPR reads a plate and compares it against a database of suspect vehicles, alerting the officer to any matches. It uses a large list of target vehicles stored locally in a "hot list" rather than relying on real-time communications with state or federal data sources. The list is typically transferred daily and can be updated by the operator or by central station if wireless communications are not available in the vehicle. The hot list can contain any set of plate data, including watch lists as well as stolen vehicles. When a target plate is located, the officer in the vehicle is notified with a message that is specific to the plate.

Lists can be updated manually if the officer enters a specific plate into the system and wants to be alerted when the plate is located. The system can also alert the officer if the new addition was recently seen. Integrated GPS technology allows the operator to locate the last contact with the vehicle.

1. **Limitations of Use:** No officer should use or authorize the use of the equipment or database records for any non-approved reason.
2. **Agency Responsibilities:** The Office of the Chief will designate a system administrator and this person shall be responsible for the following:
 - Overseeing and administering the ALPR program, including the storage and management of all ALPR data systems.
 - Ensuring the proper selection and supervision of the personnel approved to operate the ALPR system.
 - Ensuring appropriate training of operators prior to using the system.
 - Ensuring that all training is documented.
 - Ensuring the provision of ongoing training as deemed necessary.
 - Authorizing any request for ALPR use or data access according to the guidelines.
3. **Training:** An operator is prohibited from using the ALPR system until properly trained in its use and they have been instructed as to operational protocols. Operators must be ACCESS certified prior to accessing ALPR data.

B. **Usage:**

1. ALPR operation and access to ALPR collected data will be for official purposes only.
2. The ALPR may be used during any routine patrol or criminal investigation. Reasonable suspicion or probable cause is not necessary.

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3. ALPR equipped cars should be made available to conduct license plate canvasses for all homicides, shootings, and other crimes or incidents. ALPR may be used to conduct grid searches of all blocks around the crime scene. Partial plates reported during major crimes should be entered into the ALPR in an attempt to identify suspected perpetrator's vehicles.
4. The Chief's designee will document and maintain records of all ALPR operators and ALPR usage.

C. Data Collection and Retention:

1. All ALPR data recorded should be maintained on the operator's laptop for a maximum of 24 hours from the end of the officer's shift during which the data was recorded.
2. All ALPR data recorded during a shift should be downloaded within 24 hours to the authorized server. Once the data is transferred it will be purged from the ALPR laptop.
3. All ALPR data downloaded to the laptop and server must be accessible only through a login/password accessible system capable of documenting who accesses the information by identity, date, and time.
4. Only ACCESS Level 1 certified police officers may access ALPR data. All requests for access must be logged including the purpose for the request.
5. Requests to view data will be recorded and maintained in the same manner as criminal history logs (*see also Standard 82.1.7 Criminal History Records*).
6. All ALPR data downloaded to the server may be stored for a period up to but no longer than 60 days prior to purging. Data must be purged once the maximum retention period has been reached unless it has become or it is reasonable to believe it will become evidence in a specific criminal or civil action. In those circumstances, the applicable data will be downloaded from the server onto a CD or other portable technology. It will be subject to the same logging, handling, and chain of custody requirements as other evidence.
7. Persons approved to access ALPR data under these guidelines are permitted to access the data when there is an articulable suspicion that the data relates to an investigation in a specific criminal or civil action.
8. Notwithstanding any other provision of law, all electronic images or data gathered by ALPR's are for the exclusive use of law enforcement personnel in the discharge of duties and are not to be made open to the public.

40.3.3 Retail Theft Online Reporting Program

Principle: The idea behind this program is to provide a more efficient process that allows retail Loss Prevention Officers (LPO's) to report routine Theft 3rd (shoplifting) cases. LPO's were already, for several reasons, conducting investigations and documenting their actions, while still having to wait for police officers to respond to make the official police report and to take custody of the suspect(s), and oftentimes the police officer was merely duplicating what the LPO had already done. There had to be a better way to utilize the LPO's efforts and to reduce the need for police offers to respond, and the result is the implementation of the Retail Theft Online Reporting Program.

Practice: The Retail Theft Online Reporting program allows LPO's to file cases directly to the Retail Theft Online Reporting system and release a qualifying suspect(s) *without* the presence of a police officer. Following the below outlined requirements/guidelines these cases will be approved by the Retail Theft Online Reporting Program Administrator (or his/her designee) and forwarded to the Prosecutor's Office.

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- A. **Business Requirements:** In order for a business to participate they must meet the following requirements:
- Have a full- or part-time LPO (or private contract security firm) operating within Federal Way
 - Have a policy in effect that allows them to conduct their own investigations
 - All individual LPO's (or private contract security officers) employed by the retail establishment must have completed a training class given by the Retail Theft Online Reporting Program Administrator or his/her designee
- B. **Dealing With Suspect(s):**
1. Suspect Qualifications: A suspect must meet the below criteria to qualify for store release under the Retail Theft Online Reporting Program. These criteria apply to both adult **and** juvenile suspects.
 - Have proper or verifiable identification
 - Be cooperative
 - Does not have wants or warrants
 - Must live in the state of Washington and have a valid mailing address
 - Have violated one or more of the following laws:
 - RCW 9A.56.050 – Theft in the 3rd Degree
 - RCW 9A.52.080 – Trespass in the 2nd Degree
 - RCW 9A.48.090 – Malicious Mischief in the 3rd Degree
 - Does not have a recent history of theft (a recent history of theft means three separate theft cases reported during the last 180 days)
 2. Release of Juveniles: Retail establishments that currently have a policy in place for the release of juveniles can follow their own policy **OR** can choose to release the juvenile suspect to a parent or guardian willing to take custody of the suspect upon release from the store.
 3. Other: A police officer will respond for any other misdemeanor and/or felony violations or at the request of the LPO.
- C. **Responsibilities:**
1. Loss Prevention Officer: The below steps will be required by the LPO.
 - a. Process the suspect in accordance with the retail establishment's policy.
 - b. Call the Records Unit to determine if the suspect qualifies for release in accordance with this program (*refer to item (B) (1) above*).
 - c. Complete an online crime report using the provided secure login number by following the program, report writing, and submission guidelines provided by the program administrator.
 - d. Take a digital photograph of the suspect and retain a copy of the photo for the retail establishment's case records, and also upload a digital copy with the online report.
 - e. Obtain one thumbprint and one index fingerprint from the suspect for identification purposes. The prints will be included at the bottom of the Detainee Release Agreement form. If the detainee refuses to provide the thumb and fingerprint this step can be bypassed. A copy of the Detainee Release Agreement form will be provided to the suspect upon release.
 - f. The retail establishment will retain a copy of the report, the original Detainee Release Agreement form, and all evidence, to include electronic surveillance images, until the court case is completed.

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- g. Take photographs of all stolen/recovered or damaged property, and upload onto the secure website when the case is submitted.
 - h. If the crime of trespassing applies, the LPO must upload a copy of the Trespass Notice with the case.
 - i. Complete the online report by 6 p.m. of the work day following the apprehension. If the suspect is taken into custody and booked on the charges initiated by the LPO, the report must be completed before the end of the LPO's work shift.
 - j. Show up for court when subpoenaed and be prepared to testify.
 - k. If the LPO was unable to take the suspect into custody and there is still a chance of apprehension, 9-1-1 can be called for a police officer to do an area check.
2. Records Unit: When a participating retail establishment calls the Records Unit they will follow the steps listed below.
- a. Verify the LPO and business are both on the current list of authorized users. If not, Records personnel will transfer the caller to 9-1-1 for a police officer to respond.
 - b. Obtain the full name and date of birth of the suspect from the LPO and conduct a check for wants and warrants, including Spillman.
 - i. A criminal history will be run only if a Federal Way police officer requests it.
 - c. Advise the LPO if their suspect has a want, warrant, or recent history of theft (a recent history of theft means three separate theft cases reported during the last 180 days based on Spillman entries).
 - d. If the suspect the LPO is calling about has a want, warrant, or recent history of theft, transfer the LPO to Valley Communications for a police officer to respond.
3. Police Officer: If a suspect does not qualify for release by the LPO a police officer will respond and take appropriate action in accordance with the guidelines listed below and Department policies.
- a. Request a case number and provide it to the LPO, along with the suspect's information for use by the LPO to complete the online report.
 - b. Obtain a thorough verbal synopsis of the circumstances surrounding the incident from the LPO.
 - c. Ensure the LPO completes the initial online report using the case number provided. The LPO will be responsible for documenting his/her portion of the case.
 - d. Complete a Supplemental Report or Warrant Arrest Report and book any evidence associated with the additional charges. The first line of the Supplemental Report will read: "This is a supplemental report to an online report" and must also contain the penalty of perjury language ("I declare under penalty of perjury under the State of Washington, that the foregoing is true and correct" and include the date, city signed in and your signature). The completed case will be turned into the Online Retail Theft Program Administrator or his/her designee for review, unless it is a Priority 1.
 - e. The officer has the discretion to completely take over the case and to direct the LPO to not initiate an online report.

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4. Online Retail Theft Program Administrator: The Online Retail Theft Program Administrator or his/her designee will be responsible for the below listed steps.
 1. Approve the LPO's online reports and distribute appropriately.
 2. Train LPO's and monitor their work product.

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PATROL

41.1 ADMINISTRATION

PHILOSOPHY: Life safety is the core function of law enforcement within a community. Patrol is the first and primary effort in that function. The Field Operations Division, which includes the Patrol Section, provides proactive law enforcement and innovative problem-solving in order to reduce crime in Federal Way.

41.1.1 Patrol Shift Management

Principle: The Federal Way Police Department provides continuous patrol coverage 24 hours a day, seven days a week, year-round. This is accomplished by police officers being assigned to various shifts and patrol squads. The hours of shifts are determined by a periodic analysis of calls for service. In order to ensure that the Federal Way Police Department provides adequate levels of service to the community while maintaining consistency for the officers the following practices have been established:

Practices:

A. Provisions for Continuous Patrol Coverage:

- 1. The Chief of Police and his/her designees have the authority to call an officer back to duty, regardless of the hours assigned to that officer. *Refer to Article 2 and Article 8 of the Federal Way Police Officer's Guild Contract regarding the process and compensation for callbacks.*

B. Assignment to Patrol Shifts:

- 1. Staffing Determinations: The following factors will be considered when making determinations regarding the number of officers assigned to each shift and the patrol schedule.
 - a. Analysis of calls for service.
 - b. Special enforcement needs.
 - c. The required presence of officers with special skills on particular shifts.
 - d. Any other special circumstances as deemed necessary by a deputy chief.
- 2. Shift Assignment: Officers bid for shift assignments based on their seniority within the Police Department. *Refer to Article 7 of the Federal Way Police Officer's Guild Contract.*
 - a. Shift Limitations: Normally personnel may bid and remain on a patrol shift without limitation. However, with cause the Chief of Police or his/her designee may reassign personnel to a different patrol shift.
 - b. Shift Trades: With deputy chief approval, shift trades may be made, upon request of all affected employees. *Refer to Article 7 of the Federal Way Police Officer's Guild Contract.*

C. Frequency of Shift Rotation: Officers will bid for shift assignments in accordance with the applicable collective bargaining agreement.

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D. Assignment to Service Areas (Sectors)

- 1. Sector: Federal Way has been divided into geographical areas (sectors) that contain relatively equal levels of activity. One purpose of the sector assignment is to affix accountability for providing law enforcement services within a geographical area. The actual assignment of officers to sectors may vary from shift to shift depending on the workload and staffing available.
- 2. Assignments: The squad supervisor shall make all sector assignments with final approval from the shift commander. Squad supervisors shall take into consideration levels of experience and various skills when making sector assignments. Squad supervisors will attempt to provide a balance of experience and diverse skills to the sectors.
 - a. Seniority: Lieutenants should gather sector choices from officers by seniority prior to making the assignments. Lieutenants will consider an officer's sector preference, as well as take into consideration the need to balance experience levels, specialty assignments (e.g., FTO, SWAT, etc.), officer productivity, and officer safety concerns when making sector assignments. Lieutenants may place officers in a sector that has not been requested based on the need for the balance described or other needs identified by the lieutenant.

E. **Frequency of Service Area Rotation (Sectors)**: Effective community policing is dependent on establishing a positive relationship between the officers that serve the community and the community itself. The development of such a relationship is facilitated by the consistent assignment of officers to the same sectors. Police officers are generally assigned to a sector annually in order to facilitate community oriented policing efforts – this can change on a temporary or more permanent basis dependent upon workloads and/or prioritization of needs, as determined by the lieutenant and/or patrol commander.

F. **Determination of Days Off**: Shifts are established based on service demands and efficient allocation of personnel. Refer to Section A (1) of this Standard.

G. **Minimum Staffing**: The below-listed minimum staffing levels should normally be maintained. Patrol lieutenants may operate below the minimum staffing for short periods (1 – 2 hours) during unanticipated shortages. Contract Services positions will not be counted toward minimum staffing. Traffic Unit and K9 positions may be counted toward minimum staffing.

- Midnight to 1400 (2 PM): Minimum staffing for patrol will be seven (7) officers.
- 1400 (2 PM) to Midnight: Minimum staffing for patrol will be nine (9) officers.

See also 22.2.1 Leave Programs for additional information regarding "Minimum Staffing Considerations" for planned and/or unplanned absences.

H. **Shift Duration Limit**: The welfare, health, and safety of officers is of paramount concern to the department. One important aspect of ensuring officers stay alert and at their peak performance level is to manage the length of time an officer works within a 24-hour period. The maximum hours allowed for an officer to work will be 16 hours within any 24-hour timeframe: any combination of on-duty, extra-duty, overtime, etc., shall not exceed 16 hours.

- a. Exceptions: Supervisors in non-uniformed assignments may approve rare exceptions (e.g., CIS conducting an active homicide investigation). An employee approaching their 16th hour of continuous work will inform the supervisor they are close to maximizing their time limit. After considering the situational urgency, comparing it with our safety and health objectives, supervisors will either: direct the employee to promptly conclude their shift OR approve a defined and limited extension.

41.1.2 Shift Briefings

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Principle: Shift briefings provide an opportunity to exchange important information. Shift briefings should accomplish providing officers with information regarding daily patrol activity, with particular attention given to unusual situations and potential and actual police hazards. Briefing may also provide an opportunity to critique past performances, train personnel, discuss changes in the status of wanted persons, stolen vehicles, and major investigations, and provide information regarding relevant community-based initiatives. Finally, briefing should be used to notify officers of changes in schedules and assignments, and notify officers of new directives or changes to directives. The below listed practices will be followed:

Practice:

- A. **Shift Preparation:** Personnel are given ten minutes at the beginning of their shift to ensure that their equipment is loaded in their patrol vehicle and the vehicle inspection is completed. Shift briefings will start promptly ten minutes after the beginning of the shift. Shift briefings should last no longer than 20 minutes, unless the on-duty patrol commander approves a longer briefing for the purpose of training.
- B. **Attendance:** Unless otherwise directed, officers shall report to the shift briefing at the time and place specified in proper uniform and equipment. They shall give careful attention to all the information provided, take notes when appropriate, and avoid creating disruptions to the briefing.

See also *Standard 33.5.2 Shift Briefing Training and Standard 40.3.1 SafecityFW.com*

41.1.3 Special Purpose Vehicles

Principle: The Federal Way Police Department operates several special purpose vehicles. Refer to the *Special Vehicles Table in the Appendix for details regarding the vehicles listed below.*

- Motorcycles
- Special Weapons and Tactics Vehicle
- Bomb Disposal Vehicle
- Radar Trailer
- Parks and Recreation Dept. Bus
- Evidence Collection Vehicle
- Prisoner Transport Van
- Bicycles
- K-9 Vehicle
- Animal Services Truck
- Dual-Sport Motorcycle

41.1.4 Canine (K-9) Unit

Principle: The Federal Way Police Department has developed a Canine (K-9) Unit to offer the community a specialized service intended to enhance the department's ability to locate and apprehend criminals as well as search for and recover valuable evidence and/or contraband. In addition, the K-9 officer often acts as an important ambassador to the community as the unit provides educational programs.

Definitions:

- A. **Announcing:** Loudly verbalizing a warning that a police dog will be released to search. The announcement will include that anybody within the area must immediately show and identify themselves.
- B. **Application/Apply:** Using the police dog in a police situation.
- C. **Dog Log:** A record of all K-9 related training received by any member of the K-9 Team.

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- D. **K-9 Handler:** General authority commissioned police officer assigned to the K-9 Unit who has successfully completed basic team training.
- E. **K-9 Officer:** Refers to the actual canine trained for police services.
- F. **K-9 Team:** Refers specifically to a K-9 handler and his/her assigned K-9 officer.
- G. **Manwork:** The use of the K-9 officer's natural abilities to apprehend, detain or control a suspect.
- H. **On Lead:** A K-9 officer is attached to and controlled by a lead in the hands of the K-9 handler.
- I. **Training Master:** An officer, qualified through training and experience to train police officers as K-9 handlers and K-9 officers as K-9 Teams. A training master may be a member of an allied agency.
- J. **Controlled Substance Training Aids:** Actual controlled substances that are issued to the K-9 handler by evidence technicians for the purpose of in service training.

Practices:

A. Authorization For Use:

1. Requests of Off-duty K-9 Team: Only the supervisor in charge of a specific incident may request an off-duty K-9 Team to be called out. Other area agencies should be contacted first in order to see if an allied agency has an on-duty K-9 Team that could assist.
2. Requests for K-9 Team Assistance from Outside Agency: This type of request will be considered a mutual aid request and will *comply with Standard 2.1.3.*

B. Qualifications and Training:

1. Selection: The selection process for K-9 handlers will adhere to the practices contained in *Chapter 16, Section 2 of this Manual.*
2. Basic Training: All K-9 Teams will successfully complete the K-9 Basic Training under Washington approved standards and a department approved course. This training will be completed before any field application of the team will be performed.
3. Additional Training: Each K-9 Team will participate in a minimum of four hours of K-9 related training per week. The lieutenant assigned to coordinate the K-9 Unit will be responsible for ensuring this training occurs.

C. Care of K-9 and Maintenance of Equipment: Each K-9 handler is responsible for the care of his/her K-9 partner and the maintenance of any special equipment assigned to the team. Provided below are some specific care requirements.

1. K-9 officer care will meet the below described practices.
 - a. K-9 officers will only be fed department authorized/provided food.
 - b. K-9 officers will be fed regularly at an hour that will allow maximum time passage between feeding and going on-duty.

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- c. K-9 handlers will report any indication that a K-9 officer is ill or any unusual behavior immediately to the training master.
 - d. K-9 handlers will only use a department assigned kennel unless an alternative is approved by the lieutenant coordinating the K-9 Unit.
 - e. K-9 handlers will keep the K-9 officer's kennel clean and sanitary.
 - f. K-9 handlers will thoroughly and regularly groom his/her K-9 partner.
2. If the K-9 handler must leave his/her K-9 partner while off-duty the below practices shall apply.
- a. If left at the handler's place of residence, the K-9 officer shall be under the direct control of the handler's immediate family or kenneled.
 - b. The K-9 officer may be placed in a professional boarding kennel or other approved location with prior approval of the lieutenant coordinating the K-9 Unit.
- D. **Specialized Equipment:** K-9 handlers and K-9 vehicles will be equipped essentially the same as any other patrol officer and vehicle. In addition to the normal equipment, the K-9 vehicle or handler will be provided and maintain the following equipment.
- High visibility searching harness
 - Traffic leads
 - Protective sleeve
 - Any other specialized equipment provided to K-9 Team.
- E. **K-9 Unit Supervision:** The K-9 Unit is coordinated by a designated lieutenant that is responsible for the selection, training, maintenance, and scheduling of public relations services for K-9 Teams. K-9 Teams report to the on-duty patrol supervisor during normal duty hours.
- 1. Shift Assignment: K-9 Teams will be assigned duty hours determined by command staff. Shift assignments may not align to a specific patrol squad and hours may be flexed in order to achieve the primary objectives.
 - 2. Field Assignment: K-9 Teams working the patrol function should not be assigned a district. K-9 Teams will be expected to respond to calls for service when requested by a supervisor or when the handler anticipates the need for a K-9 officer. This expectation does not prohibit K-9 handlers from answering calls for service or from assisting his/her fellow officers.
- F. **K-9 Unit Objectives:**
- 1. Generalist K-9 Primary Objectives: The primary objectives of the Generalist K-9 teams are listed below.
 - Assist in apprehension of criminals
 - Conduct area searches
 - Conduct building searches
 - Provide educational and public relations services
 - 2. Narcotics K-9 Primary Objectives: The primary objectives of the Narcotic K-9 teams are listed below.
 - Assist patrol with vehicle searches incident to arrest
 - Assist CIS/SIU with warrant searches of buildings or vehicles
 - Proactively search for controlled substance related crimes

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- Provide education and public relations services

G. Guidelines for K-9 Team Operations:

1. General Practices:

- a. K-9 officers shall be kept under control in areas where the public has access.
- b. Only the K-9 handler may direct, command, or handle verbally or physically a K-9 officer unless:
 - i. The handler is unable to command the K-9 officer and there is an immediate need for the K-9 officer to be directed.
 - ii. The handler will not be ordered to utilize the dog if the handler believes it not to be appropriate, based on the situation at hand and the team's abilities. A lieutenant or commander may direct the handler *not* to utilize the dog.
- c. K-9 officers shall not be left in dog transports or vehicles in a manner that may cause the K-9 officer to have contact with the public.
- d. K-9 officers shall remain in the rear seat of the K-9 patrol vehicle when being transported in that vehicle.
- e. K-9 handlers will maintain a current Dog Log that will be made available to a Police Department representative upon request.
- f. K-9 officers will be exercised in a manner that does not create an anticipated danger to the public or the K-9 officer.
- g. K-9 officers will not be used for breeding, except with approval by a Deputy Chief.

2. Educational and Public Relations Programs: All educational and public relations presentations will be approved by the lieutenant coordinating the K-9 Unit prior to the presentation being provided. The approval will include authorization of manwork demonstrations.

H. Guidelines Specific to Generalist K-9 Teams:

1. Apprehension of Criminals: The following practices will be followed when using a K-9 Team to assist in the apprehension of a criminal.

- a. Type of Crimes For Deployment: The K-9 Team may assist in the apprehension of a suspect in any felony or other crime that meets the misdemeanor presence rule provided in RCW 10.31.100, excluding suspects sought only for DWLS violations.
 - i. On-Lead Requirements: When the apprehension includes a search, the K-9 handler will consider the nature of the crime and likelihood of unintended or incidental contact with by-standers when deciding whether to conduct the search on or off lead. An announcement will be made whenever there is a likelihood that the suspect being sought is hiding. An announcement need not be given in circumstance where doing so would endanger the safety of the K-9 Team.

b. Use of Force Considerations: All K-9 officer applications that result in the K-9 officer grabbing, biting, or any other type of physical contact by the mouth with a subject will be considered a less

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lethal use of force and will require a Use of Force Review. The K-9 handler shall determine if such force is appropriate *based on the force factors provided in 1.3.1 Use of Force*.

i. Post Force Procedures: Refer to Standards 1.3.5 Post Use of Force Practices.

2. Search Applications:

- a. Area Search for Evidence/Property: K-9 Teams may be used to search for evidence or other property.
- b. Area Search for Missing Persons: In critical missing persons investigations (*refer to 41.2.6 Missing Person Investigations*) a K-9 Team may be used to assist in the search for the missing person or leads. These searches shall be conducted on-lead.
- c. Building Searches: K-9 Teams may be used to search buildings or enclosed areas. Prior to conducting the search the handler will provide an announcement and wait for a reasonable period of time for a response. The announcement need not be given in circumstances where doing so would endanger the safety of the K-9 Team.
- d. Hazardous Materials Exposure: K-9 Teams should not be used in any search that may expose the team to known or suspected hazardous materials.

3. Other Applications:

- a. Crowd Control: K-9 Teams will not be used to perform crowd control functions during planned public gathering and/or demonstrations. When responding to civil disturbances the K-9 officer will not be released from the police vehicle, unless there exists an immediate threat to the handler or other person and the K-9 officer is deemed the appropriate use of force.

I. Guidelines Specific for Narcotic K-9 Team Operations:

1. Training Aids: In order to maintain the skills of the drug detector dogs and handler, *actual controlled substances are used in training*.
 - a. Handlers are responsible for the control, security, and inventory of all controlled substances issued to the team by the Property/Evidence Custodian.
 - b. Handlers are expected to store the aids securely in a safe, car trunk or locked office. Only the handlers know the combination to the safe and upon request, the Chief of Police will be provided with the combination.
 - c. Safes will be located in supervisor's office and mounted in the trunk of narcotics K-9 vehicle.
 - d. The following controlled substances are authorized for training (issuing amounts larger than those listed requires the approval of the K-9 Commander):
 - Heroin – 14 grams
 - Hashish – 14 grams
 - Cocaine – 1.5 oz.
 - Methamphetamine – 1 oz.
 - Marijuana – 56 grams

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- Crack Cocaine - .5 oz.

- e. The handler will maintain the training aids in the original packaging as released by the evidence custodian. The handler will then package the training aids in additional material to prevent damage to the original packaging.
- f. Audit: Semi-annually (or upon request of the unit supervisor and/or commander) all current training aids in use will be audited. The following steps will be followed to complete this process.
 - i. The handler will set up an appointment with the K-9 Commander to verify and consider the replacement of all training aids currently being used.
 - ii. The handler and commander will weigh each training aid. The weights will be compared to either the initially issued weight of the training aid or the weight from the last audit conducted.
 - iii. If the determination has been made the training aid(s) is no longer of value and needs to be destroyed it will be returned to the Evidence Custodian for destruction purposes.
 - iv. The audit results will be documented and maintained in a file by the K-9 Commander – these records can be maintained in either hard copy or electronic form. If a new commander is assigned to the K-9 Unit, the previous audit records will be transferred to the newly assigned commander to maintain continuity.

2. Loss of substance training aids:

- a. In the event that controlled substance training aids are lost, damaged, or destroyed while in the custody of the handler, the handler summons the on-duty supervisor to the scene of the incident to investigate the circumstance and to document it in a case report.
- b. Should the location of the loss be further than 15 miles from the City of Federal Way, the on-duty lieutenant, upon notification by the handler, may either respond to the incident or request the appropriate agency's supervisor to investigate the incident. The supervisor includes a written report or witness statement from the other agency's supervisor in the Federal Way case report documenting the incident.

K. **K-9 Handler Assignment and Benefits:** The K-9 Handler assignment is considered a specialty assignment within the Department. Benefits for a K-9 Handler assignment are addressed in the labor agreement between the City of Federal Way and the Federal Way Police Guild.

41.2 OPERATIONS

PHILOSOPHY: The provision of the patrol service requires officers be prepared to resolve a vast variety of problems. Federal Way Police Department employees are trusted to exercise their powers and discretion in a problem-solving manner while meeting the expectations of the community. As the community defines the expectations through legislation and case law, it is the Police Department's responsibility to create practices that conform. The principles and practices provided in this section are intended to assist employees in making difficult decisions and improve the quality of service delivery.

41.2.1 Operations of Police Vehicles

(Also Refer to 41.2.2 Vehicle Pursuits)

Definitions:

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- A. **Fully Marked Police Vehicle:** A fully marked police vehicle / motorcycle is equipped with an audible siren and readily visible emergency lights. These vehicles may engage in all authorized emergency vehicle operations and responses. Police motorcycles have limited use during pursuits (*refer to 41.2.2 Vehicle Pursuits*).
- B. **Limited Response Emergency Vehicle:** The following vehicles have limited emergency use.
1. Prisoner Transport Van: The Prisoner Transport Van may be used for an emergency (priority) response when there are no prisoners in the van and it is being operated by a commissioned police officer. This vehicle will not be used for the specific purpose of traffic enforcement with the exception of parking enforcement and/or abandoned vehicles.
 2. Auxiliary Police Vehicles: Such as the evidence collection vehicle, bomb disposal vehicle, dual-sport motorcycle, Animal Services truck(s) or special weapons and tactics vehicle are not to be used to respond to calls for service in an emergency fashion, unless the vehicle is equipped with emergency lights and a siren, and is being operated by a general commissioned police officer.
 3. Unmarked Vehicles: Primarily these vehicles are not equipped to respond in an emergency (priority) fashion to calls for service and shall not be operated in that capacity.
 - a. Visor Lights: The visor lights in the unmarked vehicle are intended for quick identification of police personnel upon arrival at crime scenes and for increased visibility. The visor lights will not be used for enforcement purposes.
 - b. Fully Equipped Unmarked Vehicles: If an unmarked vehicle is equipped with emergency lights and a siren then the vehicle may be operated in an emergency (priority) fashion when driven by a general commissioned police officer. These vehicles will not be used for general enforcement purposes.

Principle: RCW 46.61.035 and the Federal Way Revised Code govern the use of emergency vehicles and emergency equipment. Under these laws a police officer is not relieved of the responsibility to exercise due regard for the safety of all persons using the roadway. The speed of the police vehicle and its method of operation will be reasonable and prudent. The police officer must be cognizant of external factors such as weather, visibility, road conditions, traffic conditions and the type of area in which the response is occurring.

Practices: The below described modes of response will be used.

- A. **Routine Response:** A routine response consists of operating the patrol vehicle in adherence to all traffic regulations and speed limits. The use of emergency lights and siren during a routine response is not authorized.
1. Officers will respond without delay to routine calls for service. Except under the most extraordinary circumstances or when otherwise directed, no officer shall fail to answer any call for service directed to him/her.
- B. **Priority Response:** Is defined as responding to a call for police services with the continuous use of emergency equipment (lights and siren) while operating the police vehicle contrary to traffic regulations. ***Only police officers of the department will operate police vehicles during a priority response.***
1. When Priority Response is Authorized: Police officers are authorized to respond in a priority mode to the following incidents.

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- a. Officer needs assistance – Code 2 or Code 3. *Refer to 81.2.5 Communications Access to Necessary Resources for the definition of Code 2 and Code 3.*
 - b. Calls for service involving seriously injured persons or the imminent threat to life or serious bodily injury.
 - c. Traffic collisions involving probable report of a seriously injured person(s).
 - d. Felony crimes in progress.
 - e. When authorized by a supervisor to respond priority. Regardless of a supervisor's authorization, officers are responsible for the safe operation of their vehicles.
2. Vehicle Operation while in a Priority Response:
- a. Notification: When choosing to initiate a priority response, the police officer will, when practical, inform the field supervisor/dispatch of the following:
 - A unit identifier
 - Responding priority mode
 - Officer's current location
 - b. Intersections: When entering intersections against traffic control devices, police officers will slow to ensure the intersection is clear and all drivers are yielding the right of way.
 - c. Emergency Lights & Siren: During a priority response, emergency lights and siren shall be activated at all times when operating the police vehicle contrary to traffic laws. The police officer must remain cognizant of his/her personal safety and the safety of the general public.
 - d. Other Lighting Equipment: When responding in a priority mode:
 - Headlights: Shall be activated
 - Hazardous Warning Lights: **Shall not be** activated
 - Spotlight: **Shall not be** directed at the windshields or vision of oncoming traffic
 - e. Termination of Priority Response: As circumstances dictate, police officers shall terminate their priority response at the earliest possible time. When emergency warning devices are deactivated, the officer shall continue his/her response in a routine manner.
 - i. Emergency warning devices may be deactivated at a distance from the scene (at the discretion of the vehicle operator) so as to not alert suspects in criminal incidents to the proximity of the officer. The police officer shall continue his/her response in a routine manner.
3. Further Safety Concerns: Police officers are not compelled to continue a priority response when roadway or other conditions escalate to a degree which places the safety of the officer or others in extreme jeopardy. Conditions that must be continuously evaluated are:
- The capabilities of the officer to control the operation of the patrol vehicle
 - Vehicle speed in relation to road and weather conditions
 - The degree of emergency, urgency, or threat to others
 - When jurisdictional boundaries are reached due to area unfamiliarity

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- C. Emergency escorts of civilian vehicles: Refer to 61.3.3 Law Enforcement Escorts
- D. Supervisory Responsibility:
1. Supervisors have the authority and responsibility to increase or decrease the classification of response of any individual officer or all responding officers.

41.2.2 Vehicle Pursuits

Definitions: The following definitions apply for the purpose expressed in this standard.

- A. **Pursuit:** The active attempt by police officer(s) to stop a violator/suspect with the use of police vehicle emergency equipment and the suspect/violator appears to be aware of the attempt and refuses to stop and exceeds the speed limit or takes evasive action in an attempt to elude the officer(s).
- B. **Emergency Operation:** Emergency operation shall mean the act of driving a marked police vehicle with emergency lights and siren in operation while in pursuit of a violator in accordance with Washington Motor Vehicle Code RCW 46.61.035, or any applicable Federal Way Revised Code.
- C. **Primary Unit:** The police vehicle initiating the pursuit or the police vehicle that takes the lead position in the pursuit.
- D. **Secondary Unit:** Secondary units are other police vehicles that become involved in a pursuit.
- E. **Roadblock:** A roadblock is any method, restriction, or obstruction utilized or intended for the purpose of preventing free passage of motor vehicles in order to affect the apprehension of an actual or suspected violator in a motor vehicle.
- F. **Vehicle Disabling Device:** A department approved tire-deflating device or other device that disables the fleeing vehicle. Such devices must be deployed consistent with department training.
- G. **"Boxing in":** Placing patrol vehicles behind, in front of, and alongside the fleeing vehicle. The intent is for police vehicles in unison to gradually reduce their speed, until the suspect vehicle is stopped.
- H. **Overtaking:** Accelerating to catch up to a moving vehicle for the purpose of stopping that vehicle.

Principles: Vehicle pursuits require police officers to exercise critical and immediate judgment. Officers must compare the value of apprehending the driver (or other occupant) with the risks of the pursuit. Officers must consider the dangers to the public created by the pursuit and weigh that against the danger created if the pursued driver escapes apprehension. Police officers have the legal right (refer to RCW 46.61.035) and duty to pursue a fleeing suspect, but they also have the responsibility to exercise sound judgment and give due regard for the safety of others. Officers shall become familiar with the limitations provided in RCW 46.61.035.

- A. **Employees Authorized to Pursue:** Only general commission police officers may participate in a vehicle pursuit.
- B. **Authorized Pursuits:** The officer initiating the pursuit must have reasonable suspicion to believe that the driver or occupants of the suspect vehicle have committed or are about to commit a felony crime, or that the violator poses a threat of death or serious bodily injury to the public.
1. **Eluding:** The crime of eluding is not sufficient as the sole crime to authorize a pursuit.
- C. **Termination of the Pursuit:** Police officers must continually question whether the seriousness of the crime justifies continuing the pursuit. The termination of a pursuit, which includes **turning off emergency equipment and obeying**

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all the rules of the road, does not prohibit an officer from following a vehicle within the speed limit, or remaining in an area to reinstate a pursuit if the opportunity and conditions permit.

A pursuit **SHALL** be terminated under any of the following circumstances.

1. In the opinion of the primary officer, the field supervisor, or the patrol commander, there is an unreasonable danger to the officer or other users of the highway created by the pursuit. The danger of the pursuit outweighs the necessity of immediate apprehension.
2. The suspect's identity has been established to the point that later apprehension can be accomplished, and there is no longer a need for immediate apprehension.
3. The prevailing traffic, roadway, or environmental conditions indicate the futility of continued pursuit.
4. The pursued vehicle's location is no longer known.

D. Police Vehicles Authorized to Pursue:

1. All fully marked police vehicles *as defined in Standard 41.2.1*.
2. Police Motorcycles: May initiate pursuits, but will relinquish all involvement in the pursuit to a fully marked police vehicle as soon as possible (excludes dual-sport motorcycles... *see item 3 below*).
3. Police Vehicles NOT Authorized to Pursue: The below listed vehicles shall not initiate or become involved in a pursuit.
 - Prisoner Transport Van
 - Dual-Sport Motorcycles
 - Auxiliary Police Vehicles: Evidence Van, etc...
 - Animal Services truck(s)
 - Unmarked Vehicles
 - Any vehicle transporting a prisoner
 - Generally, officers that have a citizen ride-along (with signed waiver) should not pursue

E. Number of Police Vehicles Involved: Normally up to three police vehicles may be engaged in a pursuit. Additional police vehicles may be authorized based on the following criteria:

- The number of suspects
- Reasonable cause to believe the suspect(s) is armed
- The threat to life posed by the suspect(s)
- When PIT is authorized (*refer to 41.2.3 Pursuit Tactics*)

F. Emergency Lights and Siren: Emergency lights and siren shall be activated during the entire time any police vehicle is involved in a pursuit or operating in an emergency manner due to a pursuit.

Practices:

- A. Evaluating Circumstances:** When deciding whether to initiate a pursuit, a police officer will consider the following factors.
1. Initial Attempt to Stop: In order to diminish the likelihood of a pursuit, the officer intending to stop a vehicle should be within close proximity to the violator's vehicle before activating the emergency lights and

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attempting the stop. The preceding practice is an attempt to reduce the violator's temptation to evade police contact. Close proximity may be defined within the confines of a city block.

2. Additional Factors for Evaluation: Once it becomes apparent that a vehicle is attempting to elude the police, the primary officer must evaluate the circumstances and decide whether or not to pursue. If a pursuit is initiated, these factors must be continuously considered as the officer and supervisor evaluate whether or not to continue the pursuit. Factors include, but are not limited to the following:
 - Does the seriousness of the offense justify a pursuit at high speed?
 - Is the violator identified and is their later apprehension likely?
 - Are there other methods of apprehension available to the officer?
 - Where will the pursuit take place? What special hazards exist due to the locale?
 - What are the traffic conditions?
 - What are the weather and roadway conditions?
 - What are the operating capabilities of the police vehicle and the officer operating it?

B. Primary Unit's Responsibilities:

1. Information Required: Once a decision is made to initiate a pursuit, the primary officer shall, **in all cases**, notify the Communications Center as soon as reasonably possible of the below listed information. Failure to provide the listed information may be cause for a supervisor to order the termination of the pursuit.
 - a. The officer's unit identifier and that he/she is engaged in a pursuit.
 - b. The specific reason for the pursuit including the type of violation, which initiated the pursuit.
 - c. The location, speed, and direction of travel.
 - d. The description of the vehicle being pursued, including the license number, if known.
 - e. The number of occupants, if known.
 - f. Traffic and roadway conditions.
2. Continuous Radio communication: The primary unit may request the secondary unit to provide radio communications. This may enhance the primary officer's ability to operate the lead vehicle.
 - a. The primary unit, or the secondary if requested to provide communications, shall provide updated information concerning the direction of travel, speed and suspect's actions, as such information develops or changes.

C. Secondary Unit's Responsibilities:

1. Each secondary unit joining a pursuit shall immediately announce their involvement and police identifier on the police radio. If the primary unit is a one-person unit, the assisting unit may assume radio communications responsibility allowing the primary unit to devote full attention to driving.
2. The secondary unit will maintain a safe distance behind the primary unit to render back-up assistance if and when required.
3. Assisting units shall avoid intersecting the path of an oncoming vehicle. *Refer to the practices related to the use of roadblocks contained in this standard.*

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4. If the primary unit becomes disabled, the secondary unit will become the primary unit. The Communications Center will advise the field supervisor and other units that a new secondary unit is needed, and the next unit to join the pursuit will be designated the secondary unit.
 5. Other Units Responsibilities: Except for mission critical information, all other Federal Way Employees shall maintain radio silence on the involved radio frequency and allow the supervisor and primary officer to coordinate the pursuit. All other police units will remain aware of the direction and progress of the pursuit. Uninvolved officers shall not violate rules of the road in an effort to parallel the pursuit on adjacent streets. Additional units are permitted to clear intersections, attempt to deploy an authorized vehicle-disabling device, or respond to the area of the pursuit to assist with any subsequent post pursuit perimeters. Deploying a vehicle-disabling device is mission-critical information appropriate for the radio.
- D. **Dispatch/Communications Responsibilities:** Valley Communications Center will follow the Vehicle Pursuit guidelines as outlined in Valley Communications Standard Operating Procedures. Dispatchers will relay the following information:
- Activate Alert Tones
 - Close the air and remain on primary frequency
 - Notify surrounding agencies of the direction and reason for the pursuit
 - Repeat the pursuit transmissions only when necessary
 - Ensure all involved officers acknowledge termination of pursuit should the pursuit be terminated.
- E. **Supervisor's Responsibilities:** Police supervisors shall monitor the progress of all pursuits and will avoid becoming involved in the pursuit, unless the supervisor is the initiating unit. If a supervisor initiates a pursuit, he/she shall terminate active participation in the pursuit as soon as practical. Supervisors are responsible for the following:
1. Immediately acknowledging over the police radio that he/she is monitoring the pursuit, including:
 - a. Deciding whether to allow the pursuit to continue.
 - b. Controlling or limiting the number of units involved in the pursuit.
 - c. Controlling the types of police vehicles involved in the pursuit.
 2. Requesting additional support such as: K-9, air support, outside agency assistance, etc...
 3. Approving the use of alternative tactics within his/her authority.
 4. Terminating the pursuit if it creates an undue hazard to the public or the involved officers have not provided adequate information for evaluation. *Refer to Section H of this Standard.*
 5. Responding to the scene of termination when the vehicle has been stopped.
- F. **Interagency Pursuits:** Federal Way police officers shall adhere to the following guidelines for pursuits leaving Federal Way or outside agency pursuits entering Federal Way.
1. Inter-jurisdictional pursuits by other agencies:
 - a. When a police pursuit, originated by another jurisdiction, enters the City of Federal Way, **AND** that jurisdiction requests assistance, the FWPD supervisor will ask or verify the reason for the pursuit, what assistance is to be rendered, and make assignments accordingly. Assistance may be limited to the deployment of tire deflating devices or illuminating intersections to warn citizens.

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- b. Federal Way police officers will not continue pursuits outside of the city when the pursuit was initiated by another jurisdiction, unless directed by the FWPD supervisor.
 - c. Police officers will not take over pursuits by other agencies unless specifically requested by the other agency **AND** the FWPD supervisor approves the request.
2. Inter-jurisdictional pursuits by Federal Way Police Officers:
- a. When Federal Way police officers pursue a vehicle into other jurisdictions, the dispatcher will notify the respective jurisdiction.
 - b. Federal Way police officers pursuing vehicles into another jurisdiction shall maintain authority and responsibility for the pursuit, unless the Federal Way supervisor requests the appropriate jurisdiction to take over the pursuit.
 - c. When Federal Way police units continue a pursuit into another jurisdiction, responsibility for their continued involvement rests with the Federal Way supervisor.

G. Reporting and Administrative Review of Pursuits:

- 1. Police Reports: The supervisor will ensure that all reports are complete and contain the appropriate information.
- 2. Notification: A Significant Incident notification briefly describing the pursuit including the date, time, location of the pursuit, injuries if any, and reason for the pursuit, shall be completed by the supervisor. *Refer to Standard 12.1.2.*
- 3. Pursuit Review: The involved officer's supervisor will be responsible for completing a Pursuit Review with the officer. The review will include a discussion and documentation of the events resulting in the pursuit, the conditions (circumstances) of the pursuit, and applicable Police Department written directives. The Pursuit Review form will be used to document the review session. The session shall occur and the form properly routed within (10) ten calendar days of the incident.

H. Annual Pursuit Analysis: The Professional Standards Unit performs an annual documented analysis of pursuits conducted by the Federal Way Police Department in order to reveal patterns, trends, or the need for additional training or modifications to standards.

- 1. Included in this analysis shall be a review of pursuit policies and the associated procedures to ensure they are functioning correctly and continue to meet our needs as an organization.

41.2.3 Pursuit Tactics:

A/B. Circumstances and Implementation:

Practices:

- 1. Pursuit Immobilization Technique (PIT): PIT is the intentional and forced rotational contact of a suspect vehicle by a pursuing police vehicle in an effort to stop the suspect's flight or illegal activity. It is an option to control a police pursuit and is a method to reduce risks in bringing pursuits to a conclusion. This technique, when used at speeds under 40 MPH shall be available to officers who have successfully completed the prescribed training course in the use of the technique. It shall be used by officers at their discretion on fleeing vehicles during a pursuit. PIT is not a ramming technique and the resulting contact between vehicles

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will not be considered a collision for documentation purposes. The following factors should be considered before the application of PIT.

- a. Site Selection: The area selected for the PIT should be as level and free of roadside obstructions as practicable. The PIT may be performed on straight-aways, corners, or non-level roadways, but the exit path from the PIT shall be considered prior to its use.
 - b. Oncoming Traffic and Pedestrians: Every effort to control or limit oncoming traffic into the PIT site shall be made. The PIT should not be attempted in traffic situations where the suspect vehicle shall likely be pushed into oncoming traffic or areas containing pedestrians or occupied vehicles.
 - c. Vehicle Type: Due to the possibility of rollover, vehicles with "over-high" suspensions, oversized tires, and utility-type vehicles such as four wheel drives may have the PIT employed on them only after other methods of pursuit control have been considered.
 - d. Vehicles with Multiple Occupants: If a feeling a vehicle is occupied by more than just a driver, consideration must be given to the makeup of the other occupants before the PIT is employed.
 - e. Use of PIT over 40 MPH: The supervisor monitoring the pursuit must authorize the use of the PIT at speeds above 40 MPH. The PIT may be used when the totality of the circumstances requires immediate intervention to stop a fleeing suspect's vehicle.
 - f. PIT Decision: Officers shall not be disciplined for a decision against using the PIT in a pursuit situation.
2. Boxing-In: This tactic may be used if there is no reason to believe the person fleeing is armed with a firearm. The supervisor or patrol commander must specifically approve boxing-in. Officers shall make no attempts to intentionally cause contact between a police vehicle and the suspect vehicle.
 3. Tire Deflating Devices: These devices may be used with supervisor authorization. Every effort should be made to safely deploy the devices by notifying pursuing units of the deployed location.
 4. Forcible Stopping: During the course of the pursuit, the below listed actions by a police officer are prohibited unless specifically approved by the supervisor or patrol commander. ***Such actions shall only be taken in cases involving circumstances justifying the use of deadly force.***
 - a. Ramming or deliberate contact between the vehicles.
 - b. Forcing the pursued vehicle off the road or into parked cars or other obstacles
 - c. Discharging a firearm to disable the pursued vehicle.
 5. Roadblocks: Under certain circumstances, the blocking or barricading of a road by using police vehicles may become necessary. ***Such actions shall only be taken in cases involving circumstances justifying the use of deadly force*** and must be approved by a supervisor. If a physical roadblock is authorized, the following practices will be adhered to:
 - a. All personnel shall be away from the blocking vehicles at a safe distance.
 - b. The roadblock location shall be in an area where it can be seen by approaching traffic and high visibility will be maintained through the use of vehicle emergency lights, flares, cones, etc...

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- c. When approaching the roadblock, pursuing police vehicles will give the suspect room to slow down.
 - 6. Other Tactics:
 - a. Passing: There shall be no attempt by police officers to pass other police units involved in the pursuit unless the passing police officer receives specific permission from the primary unit or the supervisor.
 - b. Spacing: All units in the pursuit shall maintain adequate spacing to ensure proper braking and reaction time in the event of sudden slowing, stops, or turns.
 - c. Controlled access Highways: Police officers shall not pursue suspects the wrong way on interstate or other controlled access highways, or on any divided highway.
 - d. Traffic Control Devices: Extreme caution must be used whenever police officers disregard traffic signs or signals, even though statutes specifically permit such conduct. Officers will slow in order to ensure an intersection is safe to proceed through – only when approaching vehicles have yielded.
- C. **Training:** Federal Way Police Department conducts training in the use of roadblocks and other agency-authorized pursuit tactics on an as-needed basis.
- D. **Supervisory Responsibilities:** Refer to Item A/B (Circumstances and Implementation) above for each specific technique which details within the description what the supervisory responsibilities are appropriate to that particular tactic.
- E. **Reporting and Administrative Review of Pursuits:**
 - 1. Police Reports: The supervisor will ensure that all reports are complete and contain the appropriate information.
 - 2. Notification: A Significant Incident notification briefly describing the pursuit including the date, time, location of the pursuit, injuries if any, and reason for the pursuit, shall be completed by the supervisor. Refer to Standard 12.1.2.
 - 3. Pursuit Review: The involved officer's supervisor will be responsible for completing a Pursuit Review with the officer. The review will include a discussion and documentation of the events resulting in the pursuit, the conditions (circumstances) of the pursuit, and applicable Police Department written directives. The Pursuit Review form will be used to document the review session. The session shall occur and the form properly routed within (10) ten calendar days of the incident.

41.2.4 Notification Practice:

Principle: Often the functions of Federal Way Police Department members are interdependent on other agencies and city departments. In order to facilitate the cooperation with these other entities the following practices will apply.

Practices:

- A. **Medical Examiner:** Whenever a police officer is investigating a death, the King County Medical Examiners Officer will be notified. The following practices shall be followed during death investigations.

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1. Non-Suspicious Unattended Deaths: If the officer has reason to believe the victim was recently under the care of a physician, the officer will attempt to obtain the name of that physician and then notify the Medical Examiners Office. Once the physician has been contacted, the Medical Examiner may issue a release (NJA) number to the officer and select not to respond to the scene. The officer will complete a thorough report regarding the circumstances of the death and insure photographs are taken.
 2. Suspicious/Unattended Deaths and Homicides: The primary officer in these death cases will request the supervisor respond to the scene and that the Criminal Investigations Section (CIS) be notified *per Standard 42.1.1*. The Medical Examiner's Office should be notified as soon as possible, but will not be requested to respond until a CIS representative can be contacted so that a coordinated investigation may occur.
- B. Street/Public Works Departments:** Refer to Chapter 61 regarding instances when the Public Works Department would be notified.
- C. Public Utilities:** Officers should immediately notify their dispatcher when a situation is brought to their attention that presents a potential or actual safety hazard to a person(s) or property and is the responsibility of a public utility company. The dispatcher will then notify the appropriate public utility.
- D. Media Notification:**
1. Media advisories concerning accidents, road blockages, or other situations which might significantly affect traffic flows on state highways should be directed to the Washington State Patrol.
 2. Situations that are going to only affect local traffic flows, but are going to present a long term problem (more than a few hours) will be the responsibility of the Federal Way Police Department.
 - a. The on-duty supervisor may request a relay of information concerning major local traffic problems. The PIO(s) or on-duty commander would ensure the relay of the information.
 3. See also Chapter 54 on Public Information.

41.2.5 Missing Person Investigations

Principle: The Federal Way Police Department recognizes the stress and anxiety that family and/or friends experience when a person important to them is missing. In addition, the department recognizes that sometimes adults have voluntarily left their home due to personal reasons and do not desire to be found by the person reporting them to the police. For these reasons, missing person investigations are important tasks that require careful recording and investigation of factual circumstances surrounding the disappearance. The following guidelines will be adhered to during the investigation of missing persons.

Definition: A person is missing when his/her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans, or routines.

Practices: Reporting and Investigations

- A. Reporting:** There is no waiting period for reporting a missing person. Missing person reports shall be taken in person or by telephone in conformance to this Standard.
1. Reports Requiring a Police Officer to Respond and Investigate: The following types of missing person reports are considered critical and will be investigated by a police officer. **Refer to Section F of this standard for additional requirements.**
 - a. The person may be the victim of foul play.

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- b. Due to age (young or old) the person may be unable to properly safeguard or care for himself/herself.
 - c. The person suffers from diminished mental capacity or medical conditions that are potentially life threatening if left unattended.
 - d. The person has a history of mental illness and is considered dangerous to themselves or others.
 - e. The person has demonstrated a potential for suicide.
2. Reporting Requirements: Whenever a missing person is being investigated, all of the "Missing Person Information and Waivers" on the Incident Report will be completed. The investigating officer should also attempt to obtain a current photograph of the missing person to include in the report. The officer will perform questioning that may assist in locating the missing person and in determining any factors that may place the person in the critical missing category. All information gathered should be included in the narrative report.
- B. Dissemination of Information:** A copy of the report will be forwarded to CIS for review and possible assignment. CIS may further disseminate the information to:
- 1. Missing/Unidentified Persons Unit (WSP): If the missing person has not returned, been found or contacted after 30 days dental records will be forwarded to this unit.
- C. Entry/Removal of Information into WACIC and NCIC Files:** Criteria have been established by WACIC for entry of a missing person into WACIC and NCIC files. A missing person must meet one of the following criteria for entry:
- 1. A person is under proven physical/mental disability or is senile, thereby subjecting themselves or others to personal and immediate danger.
 - 2. A person has a past or present history of alcohol or drug abuse.
 - 3. Under Circumstances indicating that his/her physical safety may be in danger.
 - 4. Under circumstances indicating that the disappearance was not voluntary.
- D. Follow-up Contact with Reporting Parties:** Often a missing person will be located or return without police involvement. Reporting parties do not always notify the police of this information and consequently the missing person is not removed from WACIC/NCIC or documented as "found" in police records. The following processes will be used to facilitate follow-up contact.
- 1. During the First 30 Days: The Records Unit will be responsible for re-contacting the reporting party during the initial 30 days after a report has been taken. Contact may occur at varying intervals within this 30-day period and may be conducted by phone or by letter. If, during this contact, the reporting party indicates the missing person has been located, the Records Unit will ensure the case report and WACIC/NCIC are both updated. At the end of this 30-day period, if the missing person is still not "found," the Records Unit will send a letter to the reporting party requesting medical and/or dental records and forward the case report to CIS.
 - a. Supplemental Report: A supplemental report shall be included with the original case report each and every time contact is made or attempted – whether the contact (or attempted contact) is by phone or by letter. A copy of any letter(s) sent shall also be included with the original case report.
 - b. Monthly Compliance Report: The Records Unit will be responsible for processing the Monthly Compliance Report that is sent by the WSP Missing Persons Unit.

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2. After the First 30 Days: After the initial 30-day period and the missing person is still not "found," CIS becomes responsible for the missing persons case which is listed in Spillman as an active and open case.
 - a. CIS will be responsible for the collection and submission of DNA samples associated with missing persons cases.

Also reference RCW 68.50.320 which further details the investigating agency's responsibilities.

- E. Follow-up Investigation:** Lieutenants will review all missing person case reports and make the determination if it will be forwarded to CIS for review and possible assignment – the distribution for each case will be marked on the "tracking form" for the case report. If a CIS Lieutenant deems the missing persons report to be "critical" it shall be assigned for further investigation.

1. If, during the initial 30-day period in which the Records Unit re-contacts the reporting party, additional leads or suspicious circumstances develop a supplemental report containing this information will be forwarded to CIS for review and possible follow-up.

- F. Critical Missing Persons – Additional Considerations:** When the missing person meets the criteria to be considered "critical" and the primary officer believes that an immediate threat to life may exist, the on-duty patrol supervisor shall be notified of the situation. The supervisor may coordinate an immediate search for the person if deemed necessary. Additional resources may also be obtained to include:

- Notification of CIS and detective response
- Notification of PIOs to coordinate media assistance
- Notification of outside agencies and requests for assistance
- Search and rescue resources

1. Endangered Missing Person Advisory (EMPA): The EMPA is a program of voluntary cooperation among broadcasters; cable systems; local, state, and tribal law enforcement agencies; state agencies; and other participants to enhance the ability to recover a missing and endangered person. Some – but not all – of the AMBER Alert notification resources can be used.

- a. Activation Criteria: The EMPA is initiated using the below listed criteria.

- i. The person is missing under either:

1) Unexplained, involuntary, or suspicious circumstances; and the person is believed to be in danger because of age, health, mental or physical disability [as defined in RCW 71A.10.020(4)], in combination with adverse environment or weather conditions and/or is believed to be unable to return to safety without assistance.

2) Voluntary circumstances, only if a person, due to mental disability [as defined in RCW 71A.10.020(4)] is in danger because of age or health in combination with adverse environment or weather conditions and/or is believed to be unable to return to safety without assistance.

- ii. There is enough descriptive information that could assist in the safe recovery of the missing person. Include as much of the following as possible:

For missing person – photo; height; weight; age; hair and eye color; hair length; race; any distinguishing physical characteristics; clothing worn when last seen; vehicle, if any, to include color, make, model, license number, approximate year (older, newer); location last seen, etc.).

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For possible subjects/suspects – same descriptive information as above.

- iii. The incident has been reported to and investigated by a law enforcement agency.
- b. Activation Practices: The following steps will be taken when activating the EMPA (*refer to the Washington State Missing Person Advisory Plan for the **most current and up-to-date** information*).
- i. The initial investigating officer must verify the details relating to the endangered missing person and notify the on-duty patrol supervisor. Activation of the EMPA may only occur with the on-duty supervisor's approval.
 - ii. Prepare an "Endangered Missing Person Advisory" Administrative Message through ACCESS and write "Endangered Missing Person Advisory" in the title of the message.
 - iii. Contact the Washington State Patrol Missing and Unidentified Person Unit (MUPU) at 800-543-5678 to verify it received the advisory via WACIC.
 - iv. Enter the information into the WACIC and NCIC databases using the proper message key: Missing (MNP), Endangered (EME), or Involuntary (EMI).
 - v. Obtain a photograph of the missing person and/or suspect as soon as possible and enter it with the missing person record into WACIC and NCIC, then send an e-mail to the Washington State Patrol MUPU: MPU@wsp.wa.gov.
 - vi. Ensure the department is prepared for the possibility of a large influx of phone calls regarding the Advisory. The PIO (or CDO) will coordinate media involvement and utilize these resources to receive maximum exposure for the case.
 - vii. Utilization of the EMPA authorizes our use of the Law Enforcement AMBER Alert Portal (LEAP) to initiate, update, and cancel the EMPA as the case warrants. Upon request, Washington State Patrol may activate the LEAP system (send notifications to initiate, update, and cancel the advisory) on our behalf.
- NOTE: The EMPA may be issued on a local, regional, or statewide basis; however, the LEAP system allows for statewide activation only. Local or regional advisories need to be handled through traditional methods of contacting the media and/or other resources.
- viii. Additional resources may be available, if needed, through Washington State Patrol MUPU; *refer to the Washington State Endangered Missing Person Advisory Plan for further details and the **most current and up to date** information*.
 - ix. The National Center for Missing and Exploited Children (800-843-5678) should be notified if the missing person is 21 years or under.
- c. Cancellation: The EMPA must be canceled by sending another Administrative Message through ACCESS, noting the person has been located, etc. A cancellation advisory must also be sent through the LEAP system.

41.2.6 Juvenile Missing Persons

Principle: There is a special responsibility on the part of law enforcement when dealing with a missing child or juvenile runaway. An officer should always be aware that a missing juvenile/runaway report could be more than "just another runaway"

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report.” Reports of missing children can be among the most difficult, challenging, and emotionally charged cases a law enforcement agency will ever experience.

Definition: A child, youth, or juvenile is any unemancipated individual who is under the chronological age of 18.

A. Juvenile Missing Persons Reports: A missing juvenile/runaway report will be taken at any point the parent, guardian, or legal custodian chooses to make that report. The following legislation mandates the reporting of and entering of missing juvenile/runaway information:

RCW 13.32A.086 – Duty of law enforcement agencies to identify runaway children under RCW 43.43.510
RCW 13.60.020 – Entry of information on missing children into missing person computer network – ACCESS
National Child Search Assistance Act of 1990

1. *RCW 13.32A.050* authorizes an officer to take a juvenile into protective custody if the juvenile has been reported as missing. *RCW 13.32A.60* outlines procedures that police officers will take once a juvenile has been placed into protective custody.

a. When a runaway juvenile is located or returns, an officer will complete a Supplemental Report. An effort will be made to attempt to determine where the juvenile was while he/she was missing and why he/she ran away. Referrals to additional social services should be made to the family when applicable.

B/C. Supervisory Notification: See Item F of 41.2.5 (*Critical Missing Persons – Additional Considerations*) above – these same considerations apply to missing juvenile/runaway reports.

D. Amber Alert Activation:

Practices:

1. AMBER Alert Plan: The AMBER Alert Plan was established in 2002 to assist in the safe and swift return of abducted children by providing accurate information to the public and gaining their assistance in locating the child. The AMBER Alert Plan utilizes local radio and television media to notify the public.

a. Activation Criteria: All of the below listed elements should be satisfied, after considering all the facts and circumstances of the incident, for the incident to qualify as an AMBER Alert.

- i. Victim is under 18 years of age.
- ii. Victim is known to be abducted and is not a runaway or throw away from home.
- iii. A risk of serious bodily injury or death to the victim is present, in the judgment of the reporting law enforcement agency investigator.
- iv. The AMBER Alert activation should occur within 4 hours of the event qualifying under the criteria as an AMBER Alert, unless circumstances or the timeliness of the information warrant otherwise.
- v. There must be enough descriptive information available to believe that an AMBER Alert activation will assist in the recovery of the child. (Must include as much of the following information as possible.)

• Where the abduction took place;

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- A specific physical description of the child (can include clothing worn when last seen, height, weight, age, hair and eye color, hair length, and any additional distinguishing physical characteristics);
- Place last seen;
- Description of the vehicle (color, make, model, license number approximate year [older, newer]).

vi. The incident must be reported to and investigated by a law enforcement agency.

If the AMBER Alert criteria has not been met, refer to MOS 41.2.5(F) Critical Missing Persons – Additional Considerations for possibly initiating an Endangered Missing Person Advisory (non-AMBER).

b. Activation Practices: The following steps will be taken when activating the AMBER Alert (refer to the Washington State AMBER Alert Plan for the **most** current and up-to-date information).

i. The initial investigating officer must verify possible abduction details and notify the on-duty patrol supervisor. Activation of the AMBER Alert may only occur with the on-duty supervisor's approval.

ii. A completed AMBER Alert Data Entry Form will be sent to Washington State Patrol (AMBERAlertRequest@wsp.wa.gov) with the on-duty supervisor's approval.

NOTE: Washington State Patrol is the single point of contact/coordination for the activation of an AMBER Alert *in or from* another state.

iii. Notifying Washington State Patrol authorizes them to enter the Law Enforcement AMBER Alert Portal (LEAP) to initiate the dissemination of the AMBER Alert information, as well as the activation of the Emergency Alert System (EAS). This process will encompass notification of media, the Washington State Emergency Management Division, the National Center for Missing and Exploited Children, and other various agencies and outlets to spread the AMBER Alert information.

iv. Investigative updates will be provided to Washington State Patrol when the public information needs to be modified and they will be responsible for updates via the LEAP system.

v. When the juvenile is located and recovered Washington State Patrol will be notified as soon as possible.

vi. At the completion of an active AMBER Alert, an After Action Review of the incident will be completed and submitted to the AMBER Alert Advisory Committee for review (participation from Advisory Committee members can be requested for input). This helps with best practices and the required reporting to the Department of Justice. The Washington State AMBER Alert Plan also suggests a local review of the AMBER Alert be conducted with all AMBER Alert stakeholders.

E. Responsibilities:

1. **Call Takers:** Valley Communications' call receivers are trained to take calls regarding and deal with individuals reporting a missing juvenile /runaway. Basically, an incident will be created to which an officer will be dispatched. Refer to Valley Communications SOP's for further specifics.

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2. **First Responders:** A report is taken detailing the circumstances under which the child is missing. Clear details regarding the child's missing status can be critical in further determining how the case will be handled or investigated. An officer completes an Incident Report form which includes a report narrative as well as a description of the missing child; if possible, a photograph should be included with the report. The missing juvenile/runaway information should be provided to Records in a timely manner. Records will then ensure the missing juvenile/runaway record is entered into WACIC/NCIC with the information provided in the report.
3. **Supervisors:** If a missing juvenile/runaway meets the criteria to be considered "critical" and the primary officer believes that an immediate threat to life may exist, the on-duty patrol supervisor shall be notified of the situation. The supervisor may coordinate an immediate search for the juvenile if deemed necessary. Additional resources may also be obtained to include:
 - Notification of CIS and detective response
 - Notification of PIO(s) to coordinate media assistance
 - Notification of outside agencies and requests for assistance
 - Search and rescue resources

See Item D (AMBER Alert Practices) above for specific details regarding activation of the AMBER Alert Plan.

4. **Investigators:** If a missing juvenile/runaway report is assigned for further investigation it will be up to the detective to take the necessary investigative steps, which may include: a briefing from the primary officer who took the initial report, verifying details developed during the preliminary investigation, a history of recent family dynamics, and the gathering of additional facts and/or information which may have a bearing on the child's missing status. Investigators should be aware there are a many additional resources and specialized services available, such as the FBI, NCIC, Missing Children Clearinghouse (WSP), and the National Center for Missing and Exploited Children which provide further assistance or information regarding missing juvenile/runaway cases.

- F. **Follow-up Investigation:** All missing juvenile/runaway reports will be reviewed by a Patrol Lieutenant. Any report that is critical in nature will be forwarded to CIS for review and possible assignment to a detective. A CIS Lieutenant will review these reports and make the determination if it should be assigned for additional follow-up investigation. CIS may further disseminate the information to the following resources:

1. Missing Children Clearinghouse (WSP)
2. National Center for Missing and Exploited Children

41.2.7 Responding To Persons With Mental Illness

Principle: People with mental illnesses function in day-to-day life, often going without being noticed. The continued development of psychotropic medications has allowed many to be freed from some or all of the symptoms of mental illnesses. However, when a mental illness has gone undiagnosed or untreated, often law enforcement professionals become the first responder to people suffering a mental crisis or episode. This standard is intended to provide officers with guidelines to allow them to recognize and give appropriate service to individuals in these situations.

Practices:

- A. **Mental Illness Recognition:** Listed below are some of the symptoms for the mental illnesses that law enforcement officer most frequently confront in a first responder role. This information was gathered from the National Institute of Mental Health
1. Panic Disorder: People with panic disorder have feelings of terror that strike suddenly and repeatedly with no warning. Common physical symptoms are feeling sweaty, weak, faint, dizzy, tingling or numbness in the

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hands, feeling flushed or chilled, nausea, chest pains, or a smothering sensation. Panic attacks generally peak within 10 minutes, but may last much longer.

2. Obsessive-Compulsive Disorder (OCD): People with OCD experience anxious thoughts or rituals that they feel they can't control. The disturbing thoughts or images are called obsessions, and the rituals that are performed to try to prevent or get rid of them are called compulsions. There is no pleasure in carrying out the rituals, people are only trying to get temporary relief from the anxiety that grows if they don't perform them.
3. Post-Traumatic Stress Disorder (PTSD): PTSD is a debilitating condition that can develop following a terrifying event. People with PTSD often experience nightmares and disturbing recollections during the day. They may also experience sleep problems, feel numb or detached, be easily startled, or feel irritable.
4. Bipolar Disorder: People with Bipolar Disorder experience dramatic mood swings called episodes of mania and depression.
5. Symptoms of Mania: Increased energy, activity and restlessness; Excessively euphoric mood; Extreme irritability; Racing thoughts; Little sleep needed; Poor judgment; Spending sprees; Provocative, intrusive, or aggressive behavior; and Abuse of drugs and/or alcohol.
6. Symptoms of Depression: Lasting sad, anxious, or empty mood; Feelings of hopelessness or pessimism; Decreased energy, a feeling of fatigue; Difficulty concentrating, remembering, or making decision; Sleeping too much or unable to sleep; Unintended weight loss or gain; Chronic pain or other persistent bodily symptoms that are not caused by physical illness or injury; and Thoughts of suicide.
7. Schizophrenia: People with schizophrenia often suffer symptoms that include; distorted perceptions of reality, hallucinations and illusions, delusions, disordered thinking, neglect of basic hygiene, and a "blunted" emotional expression.
8. Psychosis: This is a severe or acute psychotic condition that leads to hallucinations and/or delusions. Psychosis may be a symptom of Bipolar Disorder or Schizophrenia.
9. Excited Delirium: This condition is most often associated with substance abuse or mental illness. In almost every case, police are called because a subject is behaving in a bizarre fashion and is unresponsive to verbal direction. As police move to take custody of the individual a violent struggle ensues and police use some form of restraint to try and maintain control. Individuals struggle against the restraints and then lapse into tranquility. When checked, they have been found not to be breathing and efforts at resuscitation are futile. Common behaviors related to Excited Delirium include:
 - Unbelievable strength and endurance
 - Imperviousness to pain
 - Ability to offer effective resistance against multiple officers
 - Removal of clothing, or subject presents partially clothed or naked
 - Bizarre and violent behavior
 - Aggression
 - Hyperactivity
 - Extreme Paranoia
 - Incoherent shouting
 - Grunting or animal-like sounds while struggling with officers

The following characteristics may also be present:

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- Perspiration, victims are often described as drenched in sweat. (Occasionally the subject will not be sweating at all. This is usually due to a documented side-effect with certain prescribed mental health medications.)
 - Foaming at the mouth
 - Drooling
 - Dilated pupils
- B. **Available Community Mental Health Resources:** Officers receive information about available community mental health resources during the mandated refresher training discussed in Section E of this section.
- C. **Dealing with the Mentally Ill:** The Police Executive Research Forum provided the information below.
1. **General Approach and Interaction:** In general officer should use the following practices when interacting with people who have a mental illness.
 - Remain calm and avoid overreacting
 - Be helpful and professional
 - Follow procedures indicated on medical alert bracelets or necklaces
 - Indicate a willingness to understand and help
 - Speak simply and briefly, and move slowly
 - Remove distractions, upsetting influences and disruptive people
 - Be aware that the uniform and equipment may frighten the person
 - Recognize that the a delusional or hallucinatory experience is real to the person
 - Announce actions before initiating them (*exception may be when taking combative person into custody*)
 - Do not force discussion
 - Do not maintain direct, continuous eye contact
 - Do not touch the person unless necessary for safety
 - Do not express anger, impatience or irritation
 - Assume the person that does not respond cannot hear
 - Do not mislead the person to believe that officers on scene think or feel the way the person does
 2. **Involuntary Custody Evaluation:** RCW 71.05.150(4) allows a peace officer to cause a person to be taken into custody and immediately delivered to an evaluation and treatment center or the emergency department of a local hospital.
 - a. **When:** Whenever an officer receives information that as a result of a mental disorder a person presents an imminent likelihood of serious harm or is in imminent danger because of being gravely disabled.
 - b. **Use of Force:** RCW 9A.16.020 states that any person may use force to prevent a mentally ill person from committing and act dangerous to any person, or in enforcing necessary restraint for the protection or restoration to health of the person, during such period only as is necessary to obtain legal authority for the restraint or custody of the person.
 - c. **Documentation:** Mental health professionals must have "specific facts" presented in the police report in order for them to proceed in the mental health evaluation process. Officers will be sure to include all facts to indicate why the person was an imminent danger and will include any information regarding repeated and escalating patterns of behavior.

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- i. If all the necessary information cannot be included on the Mental Hold form, the officer will complete a typed narrative as soon as practical after clearing the call and FAX the additional information to the mental health professional.
- d. Notification Requirement: Whenever an officer places a combative into custody for a mental evaluation the officer shall check the box on the Mental Hold form requesting the written results of the mental health professional's investigation per RCW 71.05.157.
- 3. Excited Delirium: If an officer is responding to a suspected case of Excited Delirium one of the most important steps they must take is to immediately request medics respond and stand-by until the individual is restrained. Once in custody and deemed a safe situation for medical personnel, then the subject should be checked out by the medics.
- 4. Practices for Interrogations: The Constitution requires that the Miranda warnings be comprehended, not simply administered. If an officer doubts a person's capacity to understand his or her rights, in order to make an informed decision about whether to initiate questioning, the officer should ask the person to explain each of the Miranda warnings in his or her own words, and make a record of the person's explanations.
- D. **Entry Level Training:** New officers receive training in dealing with persons that have mental illnesses. The Criminal Justice Training Commission provides the training during the Basic Academy.
- E. **Refresher Training:** The Federal Way Police Department provides refresher training at least every three years. This training includes the identification of available community mental health resources.

41.3 EQUIPMENT

PHILOSOPHY: The Federal Way Police Department recognizes that our dedication to high standards creates the need to provide equipment that supports the efforts of our members. It is also important to ensure efficiency and cost control through the care and maintenance of the equipment.

41.3.1 General Patrol Services – Vehicles

Principle: All vehicles used for general patrol services are equipped with emergency lights and a siren *in conformance with RCW 46.61.035 and 46.37.190*. In addition, each patrol vehicle is equipped with a minimum of one spotlight.

- A. Vehicle Markings: Vehicles used for the performance of routine patrol will be conspicuously marked to include the following:
 - Police vehicle number
 - Agency name
 - Emergency lights

41.3.2 Patrol Vehicle Equipment

Principle: The patrol vehicle is one of the Police Department's most valuable tools and most frequently used. In order to ensure the patrol vehicle is continuously available for deployment the following practices shall apply.

Equipment: *Please refer to Vehicle Equipment Table in the Appendix.*

Practices: Maintenance and Replenishment of Supplies

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- A. **Vehicle Inspections:** Each officer shall perform an inspection of their assigned vehicle prior to each shift and at the end of each shift. The inspections will include:
 - 1. Check equipment listed in the Vehicle Equipment Table (Appendix) and ensure that he/she has adequate supplies for the shift.
 - a. If an officer requires additional supplies they can be obtained from the Quartermaster's Vehicle Maintenance Storage room. This location is kept open and available to all personnel at all times and the Quartermaster will ensure it is kept well stocked.
 - 2. Check the interior of the vehicle and the trunk for contraband or personal property.
 - 3. Check the vehicle for damage.
 - 4. Ensure cleanliness by removing trash or debris.

- B. **Required Fuel Level:** No employee shall leave a vehicle at the end of his/her shift that has a fuel level below half a tank without supervisor approval.

- C. **Fuel Grade:** When refueling a vehicle it is mandatory that all personnel use the fuel grade level recommended by the vehicle manufacturer for any police department vehicle they operate. Rising fuel costs along with scrutiny of our fleet management demands that we constantly evaluate our practices and make modifications as necessary to maintain efficiency in conjunction with economy. Any questions regarding the required fuel grade for a particular Department vehicle may be directed to the Quartermaster for clarification.

- D. **Engine Preventive Maintenance:** Officers shall refrain from leaving the engine running on department vehicles for extended periods of time when parked in routine situations. Cones, barricades, and flares may be used as alternatives to extended use of vehicle emergency lighting equipment. Also, officers shall not leave the engine running on a department vehicle when the officer is not in a position to observe the vehicle regardless of whether the vehicle is locked.
 - 1. Exceptions:
 - a. A specific vehicle(s) may have either an engine feature or added equipment (e.g., the IdleRight device) that does not operate as required above. Officers shall operate the feature or equipment as specified within an issued Training Bulletin which explains the expectation for use.
 - b. As the weather necessitates, K-9 handlers will keep the K-9 patrol vehicle climate controlled in order to maintain a safe and comfortable environment for the K-9 officer.

- E. **Vehicle Maintenance / Repair:** The Quartermaster will coordinate the routine maintenance and any repairs of vehicles or vehicle equipment.
 - 1. Damage: Any member discovering damage to a department vehicle will immediately report the damage to their supervisor. The damage will also be noted in the vehicle damage book located in the appropriate division.

- F. **Spare Tires:** Spare tires will be provided in vehicles that have adequate space to accommodate their storage. If your assigned vehicle does not have a spare tire and you experience a flat, arrangements will be made to get a spare tire out to your location.
 - 1. If a vehicle without a spare tire is used to travel outside the city limits the option is available to carry a spare tire in the vehicle. Spare tires would be available through the Quartermaster.

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41.3.3 Vehicle Safety Restraints

Principle: *In compliance with state law and the City of Federal Way Employee Guidelines*, all members of the Police Department shall wear a seatbelt when operating any city-owned vehicle. In addition, members will follow the following guidelines:

- A. **Child Safety Restraint Seats:** Whenever a child that is legally required to be in a child restraint seat (*RCW 46.61.687*) is transported by a member of the Police Department in a city-owned vehicle, the child shall be properly secured in an approved child restraint seat. If the vehicle is equipped with front passenger air bags, the child restraint seat will not be secured in the front seat.
- B. **Prisoner Transports:** *Refer to Standard 70.1.1.*
- C. **All Other Passengers:** All passengers in any city-owned vehicle shall comply with state law and wear a seatbelt at all times the vehicle is being operated.

41.3.4 Authorized Personal Equipment and Apparel

Principle: All authorized equipment and apparel for officers *is listed in the Authorized Equipment and Apparel Table* which is maintained online via the City of Federal Way Document Management System (DMS) on the intranet. Only authorized equipment and/or apparel may be used. Officers are responsible for the maintenance and upkeep of all authorized equipment and apparel they use. Equipment and apparel are expected to be functional, clean, and worn or carried as authorized.

Practices: The following practices shall apply.

- A. All equipment/apparel that has been provided by the Police Department will be signed for by the employee upon issuance and shall remain the properties of the City of Federal Way. The employee will be responsible for the cost of issued gear that is not returned to the City at its request.
- B. **Replacement or Repair:**
 - 1. The Police Department will replace/repair equipment/apparel purchased by the Police Department when the item becomes worn, lost, or destroyed as a direct result of the performance of the employee's duties. *Refer to collective bargaining agreements for repair / replacement of personally owned equipment.*
 - a. **Negligent Conduct:** If a piece of equipment/apparel that the department issued to an employee is damaged, destroyed, or lost due to an employee's intentional, reckless, or negligent conduct the employee may be required to replace the item.
 - 2. The employee will complete a Quartermaster Issued Property Replacement/Repair Request form and obtain a supervisor's approval for the request. The request form will then be submitted to the Quartermaster for processing.
 - 3. No member shall alter, repair, or in any way change, add to, or remove any parts or accessories of any city owned property without permission from his/her immediate supervisor.
 - a. Alterations to authorized, personally owned equipment must be approved by the employee's commander.
- C. **Uniform Committee:** For any item of apparel or equipment to be authorized it must go through the Uniform Committee with final approval from the Chief of Police or his/her designee. A commander will be assigned the

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responsibility of overseeing the Uniform Committee and handling the associated duties. Suggestions or proposals for new equipment/apparel can be made directly to the commander responsible for the Uniform Committee.

1. Exception: Equipment and apparel for specialty units (SWAT, Bomb Disposal Unit, etc.) requires authorization from and final approval of the Commander for that particular unit.

41.3.5 Protective Vests

(CALEA Standard 41.3.6)

Principle: The Federal Way Police Department issues protective vests to all officers. The intent of the department is to reduce the risk of serious injury to its officers. Therefore it is mandatory for all personnel to wear the protective vest at all times when in uniform, to include in the police facility; the "dress uniform" is exempt from this requirement.

A. Non-uniformed Officers: The protective vest is optional when not in uniform, except in the following circumstances:

1. When serving a search and/or arrest warrant and there is a potential for violence.
2. When contacting a suspect associated with any crime of violence.
3. When directed by a supervisor.

41.3.7 Mobile Data Computer

Principle: The Federal Way Police Department's patrol vehicles have been equipped with Mobile Data Computers (MDC) that allow for transmission of electronic messages both terminal to terminal, multi-terminal, and between terminal and Valley Communication's Computer Aided Dispatch System (CAD).

The MDCs have been placed in the vehicles to enhance the efficiency of the officers on duty. They are intended for police operations and not as a personal communication tool. Users of the MDC shall be ACCESS certified and follow the rules and guidelines as set forth in this Standard.

Practices:

- A.** Members of the Federal Way Police Department may use the MDCs only for official business related purposes. The message sending capabilities shall not be used for transmission of information that promotes:
1. Discrimination on the basis of age, gender, marital status, race, creed, color, religion, national origin, sensory, mental or physical disability, or sexual preference.
 2. Sexual harassment.
 3. Personal political views.
 4. Any unlawful activity.
 5. Union business.
- B.** No one but trained, authorized members of the Police Department shall access or otherwise make use of the MDCs.
- C.** No member shall attempt, in any manner, to circumvent the security system of the MDC.
- D.** No member shall tamper with, or attempt to repair, any hardware component for which he/she has not been specifically trained and assigned to maintain and/or repair.

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- E. No member shall modify, reconfigure, add to, or delete from any software application, operating system or peripheral device unless specifically trained and assigned to do so.
- F. No member shall knowingly make a fictitious, unauthorized, anonymous, or inaccurate entry into the MDC data base and/or message handling system.
- G. No member shall knowingly make use of, turn off, or log off any computer terminal to which he/she is not logged on.
- H. No member shall make use of any other individual's security password as a means of security access to any computer.
- I. No member shall record, disseminate, or cause to be recorded and/or disseminated, any record or records of system security passwords or devices of other persons without the expressed written permission of the Deputy Chief or his/her designee.
- J. Any member who has cause to believe that the computer system security, security file and/or integrity has been violated, compromised, or jeopardized, shall immediately report the same to his/her supervisor or commander.

Responsibility:

- A. Members have no expectation of privacy when utilizing the MDC.
- B. Electronic messages cannot be protected against unauthorized access caused by:
 - 1. User's failure to maintain password security.
 - 2. Devices logged onto the system, but left unattended by users.
 - 3. Messages forwarded to others by recipient.
 - 4. Messages printed at locations where individuals other than the intended recipient may view.
 - 5. Messages directed to the wrong recipient.
 - 6. Messages saved/stored, but not cleared from the SAVE file, the stored message buffer and scratchpad features of the MDC by the member prior to logging off the system and/or leaving their terminal.
- C. It shall be the responsibility of the supervisors to enforce this policy and to monitor messages being sent by employees.
 - 1. As part of an investigation, a lieutenant or commander shall take action to gather facts and may review and/or monitor messages being sent.

41.3.8 Automatic Vehicle Locator (AVL)

Principle: The AVL provides an added layer of safety, as well as a higher level of efficiency for dispatching and assigning of resources. Utilization of the AVL system in our police vehicles is a desirable safety benefit, particularly in cases where an officer cannot be raised on the police radio. The AVL is a tool for supervisors and management to use at will for managing incidents and/or allocating resources. It is *not* meant to be used as a means to look for potential policy violations.

Practices: The AVL will show the physical location of each Tiburon-equipped vehicle. A GPS transmitter sends the vehicle location information to a map display visible to dispatchers and officers or supervisory units. The

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AVL system is designed to increase employee safety, increase dispatching effectiveness, and to facilitate the effective coordination, management and usage of patrol resources.

1. Supervisory staff will use the system to manage incidents and allocate resources. When there is reason to suspect an officer violated/is violating a department standard, supervisors/managers may also use the system for administrative investigation purposes. AVL data is not retained and is, therefore, not available for investigations.

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CRIMINAL INVESTIGATION

42.1. ADMINISTRATION

PHILOSOPHY: The Federal Way Police Department relies on the important partnership between the Field Operations Division and the Criminal Investigations Section (CIS) to identify, arrest, and support the successful prosecution of criminals. The overall quality of an investigation can be significantly impacted by those investigative steps taken during the initial police response and inquiries normally performed by the Patrol Section. Therefore officers are encouraged to perform thorough investigations in all circumstances. The transition of an investigation from the Field Operations Division to CIS is also critical and depends heavily on both verbal and written communications. When able, officers are encouraged to meet and discuss investigations with detectives. In addition, detectives are encouraged to contact officers to provide them with feedback regarding investigations.

42.1.1 Criminal Investigations Section: On-Call

Principle: The Patrol Section does not always have the staffing or the specialized skills to perform some large and/or complex felony investigations. For this reason it is important that the service capabilities of the Criminal Investigative Section are available on a 24 hour / 7 days a week basis to provide any necessary assistance to the Patrol Section.

Practice:

A. On-Call Schedule: Commissioned personnel selected for the Criminal Investigations Section (CIS) have agreed to assume an on-call status based on a rotational schedule. On-call status involves the following condition:

1. Ability to respond or call back within approximately one hour.

B. Notification to CIS: In order to assist the Field Operations Division and add continuity to follow-up investigations, it is required that CIS be notified when any of the below listed crimes occur.

- Homicide or a death requiring response from the King County Medical Examiner's Office.
- Assault 1st Degree.
- Rape – Adult & Child / 1st and 2nd Degree.
- Robbery 1st Degree: with suspect in-custody or identified.
- Burglary 1st Degree: with suspect in-custody or identified.
- Arson 1st or 2nd Degree.
- Kidnapping.
- Possession of Narcotics for Sale/Manufacturing.
- Any officer-involved shooting.
- Any other situation when the patrol commander deems it necessary to notify CIS.

C. CIS Call-out Practices:

1. The patrol commander or supervisor will contact the on-call CIS supervisor.

a. The CIS supervisor on-call schedule will be provided to the Records Unit and all Field Operations Division commanders and supervisors.

2. The CIS supervisor will determine if a detective(s) should be called to assist with the investigation.

3. When determining whether a detective(s) will be called out, consideration will be given to the complexity of the case, the seriousness and/or sensitivity of the crime, and available Patrol Section resources.

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42.1.2 Criminal Investigations Section: Case Screening System

Principle: Due to the large volume of felony investigations requiring additional follow-up from CIS it is imperative that the CIS supervisors and detectives prioritize the cases. The below described practices are meant to provide guidelines to the Police Department for the prioritizing of investigations.

Practice:

A. Case Review: CIS supervisors will review the below listed cases for possible assignment.

1. Felony investigations with an arrest made or where there is suspect information **AND** that meet the King County Prosecutor felony filing guidelines.
2. Critical missing person or runaway reports.
3. Cases referred by the Crime Analyst for being associated with an identified crime trend or modus operandi.
4. Any case when a patrol supervisor deems it necessary for CIS to review for possible assignment.

B. Case Assignment: CIS supervisors will determine if a case will be assigned for additional investigation. If a case is to be assigned, the CIS supervisor will determine which detective will receive the case and what priority level will be assigned. This information will be entered into the Spillman/Case Management table by the CIS Administrative Assistant.

1. Priority Levels:
 - Priority Four: Information only cases.
 - Priority Three: Cases with suspect information.
 - Priority Two: Cases with identified suspect.
 - Priority One: In-custody felony rush filing.

C. Case Investigation Suspension: Detectives will submit all requests to suspend an investigation to the appropriate CIS supervisor. The following factors should be considered when deciding on the suspension of an investigation:

- Exhaustion of leads
- Absence of information to make case sufficient for legal filing
- Additional investigation reveals the case should be closed.
- Availability of investigative resources

42.1.3 Criminal Investigations Section: Case File Management

Principle: An effective case management system is important to insure that all investigations are addressed in some manner. It is also a key aspect in communication allowing Police Department personnel to track a status and/or disposition of a case and provide the information to victims that may inquire.

Practice:

A. Case Status Control System: CIS utilizes the Spillman Records Management System to provide current information on case status. When a case is assigned by a CIS supervisor the below listed information is entered into the Case Management table.

- Priority level.

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- Type of investigation.
- Detective Assigned.
- Assigned date and due date.
- Case status.

When a detective completes the investigation of an assigned case, a Supplemental Report is submitted to the appropriate CIS supervisor for review and approval. The status of the case is then updated in the Case Management table.

- B. Case Status Designators:** The Spillman Records Management System provides case status information in the Clearance Entry of the Incident Table. National Incident Based Reporting System (NIBRS) data regarding cases cleared by arrest or unfounded is captured in the Disposition Entry of the Incident Table. The case status designators are listed below. *Refer to the Report Writing Manual for specific definitions and uses of each case status designator.*
1. Active: An open investigation is in progress.
 2. Filed: Indicates whether the case is a misdemeanor or felony; whether it was filed in adult or juvenile court; and whether the suspect was in-custody or at large.
 3. Closed: Indicates the case is closed and a specific reason for the closure.
 4. Inactive: Indicates the case is inactive and a specific reason for the case being placed in an inactive status.
- C. Maintenance of Investigative Case Files:** Cases assigned to a detective for additional investigation will include a copy of the entire case incident report that has been forwarded by the Records Unit. The detective will maintain the investigative case file until their investigation is concluded. All originals of additional reports, statements, etc...will be forwarded to the Records Unit as they are received. The detective will copy this additional information and maintain copies in the investigative case file. Detectives will also provide an up to date version of their investigation in the Spillman system. Updates will be made at a minimum of every two weeks.
1. Occasionally detectives are assigned sensitive cases or major investigations that should not be available on the Spillman system until the investigation has been concluded. In these instances, the detective must receive written permission for temporary noncompliance to practices for updating case files from a CIS supervisor. These cases will be maintained solely in CIS and will be available for review on a need to know basis. The Records Unit will be supplied an Incident Report with the minimum information necessary to create a master case file in the Records Unit.
- D. Accessibility to Files:** Internal access to investigative case files is available through the Spillman system. External access to investigative files will be determined by the Records Unit *based on guidelines set forth in Chapter 54 of this manual.*
- E. Purging of Files:** Upon conclusion of the investigation, the Records Unit will be notified of the change in status. *The Records Unit pursuant to Standard 82.1.3 will complete purging.*

42.1.4 Investigative Responsibility: Preliminary and Follow-up Investigations

Principle: The below described practices have been established to help define the partnership to occur between the Field Operations Division and CIS. In addition, the practices are meant to assist in establishing expectations to insure quality criminal investigations.

Practice:

- A. Preliminary Investigations:** The Field Operations Division will conduct most preliminary investigations and document the investigation in a report. Detectives will be called *pursuant to Standard 42.1.1* in the event of a major crime.

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1. The preliminary investigation will include the following minimum investigative steps:
 - Establish elements of crime and that it occurred in Federal Way.
 - Observe all conditions, events, and remarks.
 - Interview and obtain statements from involved parties and witnesses.
 - Inspect the scene and surrounding area for evidence and collect and/or photograph when applicable.
 - Attempt to locate and identify additional witness.
 - Attempt to locate and identify possible suspect(s).
 - Arrest suspects(s) when appropriate.

- B. **Follow-up Investigations:** A patrol supervisor reviewing the original police report will determine if additional investigation is necessary. Assignment for additional investigation will be made according to the guidelines provided below:
 1. Follow-up by Patrol Section: In general, misdemeanor crimes and felonies that do not meet King County Prosecution Guidelines will be investigated by the field operations officer who prepared the original police report or another patrol officer assigned to complete the investigation. If a follow-up investigation is going to require that an officer travel outside the city limits in order to conduct the investigation, the case may be forwarded to CIS for further investigation.
 - a. When follow-up is required it will be indicated in the "Activity" section of the Case Management Table of Spillman and will show:
 - The officer assigned.
 - The due date.
 - The actual date the follow-up was completed.
 2. Follow-up by CIS: In general, non-traffic related felony crimes that meet the assignment criteria for CIS will be completed by a detective. Also, CIS will conduct any necessary follow-up investigation on missing persons.
 3. Follow-up by Traffic Unit: In general, traffic related felony crimes will be completed by a traffic officer.

- C. **Missing Information (MI) Requests:** The following practices are meant to assist in establishing expectations to insure quality professional criminal investigations. These practices will apply when responding to and tracking MI Requests:
 1. Tracking: The CIS Administrative Assistant will track and distribute all requests associated with CIS, and the Patrol Administrative Assistant will track and distribute all requests associated with Patrol. The MI Requests will be logged in when received by the Administrative Assistants and then distributed to the officer, detective, and/or their lieutenant. The Administrative Assistants then update the Case Management screen in Spillman to reflect the MI Request has been assigned; lieutenants will make sure they are kept up-to-date as far as which officer or detective will be responsible for completing the request.
 2. Processing: The assigned officer or detective will be responsible for completing the MI Request in a timely manner. Once the supplemental information/investigation is completed it will be included with the original MI Request and turned back in to their lieutenant for approval. If necessary, the lieutenant will update the Administrative Assistant responsible for tracking the request and then submit the officer's/detective's report to the Records Unit who distributes the MI Request appropriately.

42.1.5 Habitual / Serious Offenders

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Principle: The Federal Way Police Department seeks to identify habitual and serious offenders. The proper identification of such offenders facilitates several tasks. First it enables officers to make better decisions regarding the custody status for persons arrested. Plus, it assists detectives in prioritizing a case. The identification of habitual/serious offenders also provides for a higher level of officer safety through the communication of potential risks associated with identified individuals.

Practice:

- A. Criteria:** The Department uses the identification of habitual/serious offenders as defined in RCW 9.94A, "Sentencing Reform Act of 1981", and RCW 46.65, "Washington Habitual Traffic Offenders Act." Cases which meet felony filing requirements will be forwarded to the King County Prosecutor's Office which coordinates all charging considerations as part of the court process.
1. Registered Sex Offenders: Washington State has several laws which address registered sex offenders and the responsibilities of law enforcement agencies associated with managing this process. The burden of administering the laws falls primarily on local agencies at the county and municipal level.
- B/C. Communicating Habitual/Serious Offender Status:** Officers will determine, based upon their investigation, when and if a criminal history computer check is performed, which will then be reviewed by the officer and/or forwarded to the Prosecutor's Office, as needed (*refer also to MOS 82.1.7 Criminal History Records*). A suspect's criminal history may assist the officer in determining the level at which the individual should be charged. Sentencing determination for all cases is handled in conjunction with the court process by the responsible Prosecutor's Office.

The Federal Way Police Department monitors RSOs in the following manner:

1. Address Verification: An RSO is required to register their address with the law enforcement agency for the County in which he/she resides. Currently the King County Sheriffs Department attempts to verify the RSO's address via certified mail on a yearly basis. However if King County is unable to verify an address by this method, the County will notify FWPD and detectives will then make reasonable attempts to verify the RSO's address. *Reference RCW 9A.44.130 and RCW 9A.44.135.*
 - a. Sexually Violent Predators: These RSOs have been deemed a higher risk to society and require address verification every 90 days.
 - b. Homeless RSOs: The King County Sheriffs Department is responsible for any RSO deemed to be homeless.
2. Failure to Register: If, through the address verification process, a detective determines that a sex offender has not followed proper procedure and is out of compliance, a case number will be drawn, a case report written, and the case forwarded to the Special Assault Unit of the King County Prosecutor's Office for filing of charges.
3. Community Notification: RCW 4.24.550 authorizes the release of information to the public regarding sex offenders and kidnapping offenders when a public agency determines that disclosure of the information is relevant and necessary to protect the public and counteract the danger created by the particular offender. The law provides guidelines for the release of information. Only CIS personnel may release this information and a CIS lieutenant must first approve all information released to the general public.

42.1.6 Criminal Intelligence

Principle: In today's world, each agency has a stake in the development and exchange of critical information which could possibly have broader implications beyond every day, ordinary criminal activity. In order to ensure the legality and integrity of the operations of the Criminal Intelligence function the practices described below shall be followed.

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- A. **Definition:** Organized crime as used in this Standard shall mean those activities which are conducted and carried on by members of an organized, disciplined association, engaged in supplying illegal goods and services and/or engaged in criminal activities in contravention of the laws of the United States (*RCW 43.43.852*).

Practices:

- A. **Function:** The Criminal Intelligence function entails the collection, handling, and dissemination of information relating to organized crime activity and/or "homeland security" issues. *See also 46.3.1 Homeland Security Liaison.*
- B. **Responsibilities:** Any member of the department that comes across information regarding suspicious criminal activity or encounters an individual(s) of a suspicious nature, either of which may relate to organized crime or possible terrorism activities, shall forward this information to the SIU Lieutenant. Department personnel can use a variety of means to pass along the information such as an Extra Patrol Request, forwarding a case report, or even simply transmitting information via e-mail. *See also MOS 46.3.2 Reporting Procedures.*
- C. **Training:** Training for all Department personnel regarding Criminal Intelligence will occur as needed – department-wide training will occur a minimum of at least every three years. A variety of tools can be used to accomplish training on an on-going basis including training bulletins, briefing training, or informational bulletins. The SIU Lieutenant will also disseminate information regarding suspicious criminal activity and information related to criminal intelligence to department members and/or other agencies, as needed.
- D. **File System / Security:** Information regarding possible organized crime activity will be reviewed and investigated based on Title 28 of the Code of Federal Regulations. The information will be reviewed for relevancy, reliability and validity. Based on the preliminary investigation conducted, the information will be classified as sensitive, confidential, restricted, or unclassified.
- E. **Information Content:** Information collected must be directly related to the investigation of criminal activities, and reasonable grounds exist to believe the individual or organization that is the subject of the information is, or may be, involved in criminal conduct.
- F. **Legal and Privacy Requirements:** Legal and privacy rights will be a consideration at all times when collecting, handling, and disseminating criminal intelligence information. *Refer to RCW 42.56.050 Invasion of Privacy.*
- G. **Documentation, Reporting, and Dissemination of Information:** All Criminal Intelligence files will be maintained in a locking filing cabinet located within SIU. *Refer to MOS 43.1.1 for procedures to accept, evaluate, and document information.*
- H. **Purging Information:** Criminal intelligence files shall be reviewed based on the State Records Retention Schedule. Information that meets any of the below listed criteria will be removed and destroyed. Destruction will be accomplished by shredding consistent with statutes relating to the destruction of public records.
- No longer useful and/or relevant.
 - Invalid and/or inaccurate.
 - Outdated.
 - Unverifiable
- I. **Annual Review:** Annually, the Chief of Police will designate an individual to be responsible for reviewing the procedures and processes involved in the Criminal Intelligence function.

42.2 OPERATIONS

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PHILOSOPHY: Criminal investigations must be conducted within the standards that have been determined by the law, the courts, and the community. The following principles and practices are meant to assist Police Department personnel in meeting those standards.

42.2.1 Criminal Investigations – Preliminary Investigative Steps

Principle: It is the intent of The Federal Way Police Department to conduct thorough investigations of all crimes. The preliminary investigation performed by the Patrol Division is essential to the successful conclusion of an investigation. Officers will complete the minimum preliminary investigative steps as outlined below.

Practice:

A. Preliminary Investigations: The Field Operations Division will conduct most preliminary investigations and document the investigation in a report. Detectives will be called *pursuant to Standard 42.1.1* in the event of a major crime.

1. The preliminary investigation will include the following minimum investigative steps:
 - When necessary, protect and maintain the integrity of the crime scene(s).
 - Establish elements of crime and that it occurred in Federal Way.
 - Observe all conditions, events, and remarks.
 - Interview and obtain statements from involved parties and witnesses.
 - Inspect the scene and surrounding area for evidence and collect and/or photograph when applicable.
 - Attempt to locate and identify additional witness.
 - Attempt to locate and identify possible suspect(s).
 - Arrest suspects(s) when appropriate.

42.2.2 Criminal Investigations – Follow-Up Investigative Steps

Principle: When additional follow-up is required on an investigation the following steps should be conducted as necessary.

- Review and analyze all related reports and associated department records;
- Conduct additional interviews and interrogations;
- Conduct victim/witness profiles;
- Gather additional information from available sources;
- Plan, organize, and conduct necessary searches for evidence to be collected;
- Submit evidence for further examination and review reports of results;
- Disseminate information to appropriate agencies and persons;
- Determine if suspects are involved in other crimes;
- Check criminal histories and prepare the case for presentation to the Prosecutor's Office;
- Apprehend suspects;
- Assist in the prosecution of persons charged with criminal offenses; and
- Victim/witness notification.

42.2.3 Criminal Investigations – Investigative Checklist

Principle: The various reporting forms combined with the narrative outline serve as investigative checklist in most instances. In addition, CIS uses a Major Case Management Case File that includes checklists for investigative steps in major cases.

42.2.4 Criminal Investigations – Patrol Briefing Attendance

Principle: In order to facilitate the maintenance of an effective exchange of information and continue to enhance the relationship with the Field Operations Division, detectives will periodically attend and present material at patrol briefings.

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42.2.5 Criminal Investigations – Investigative Task Force

Principle: Criminals are often active in several jurisdictions. The effective investigation of a serious crime pattern often necessitates more immediate and comprehensive communications between various jurisdictions than available through routine means. Therefore an Investigative Task Force may be created. An Investigative Task Force may consist of personnel from the various organizational components of the Federal Way Police Department, or it may involve personnel from various local, county, state or federal law enforcement agencies. Whenever the Police Department organizes an Investigative Task Force the Federal Way Chief of Police must approve its formation.

Practices:

- A. Criteria for Use:** The Investigative Task Force may undertake major investigative projects that are localized or have multi-jurisdictional characteristics. Investigative Task Forces may be formed in response to the following types of occurrences.
1. Criminal activity or police situations that are chronic in nature and a focal point of community concern.
 2. Chronic multi-jurisdictional criminal activity.
 3. A serious criminal event requiring additional staffing or expertise to resolve.
 4. A serious criminal event that appears to be one of a series involving a multi-jurisdictional pattern of transpired events in several jurisdictions.
 5. At the direction of the Chief of Police.
- B. Multi-Agency Written Agreement:** If an on-going, multi-agency task force is formed, the directors of the agencies involved shall sign a written agreement that contains the following information. The agreement (Inter-local) must be approved by the Federal Way City Council.
1. Purpose: Establishes the objectives and purpose of the task force.
 2. Defines Authority: Defines the authority, responsibilities, and written agreements that pertain to the task force.
 3. Evaluation: Establishes a process of evaluating task force results and an appraisal of the continued necessity of the task force.
- C. Internal Task Force:** If a task force consists of only Federal Way Police Department personnel, it will be under the control of an existing organizational unit that has functional responsibility for the law enforcement efforts. The commander of the existing unit will have command responsibility for the activities of the task force. Prior to the formulation of a task force, a proposal delineating the subjects identified in Section B of this Standard will be submitted via the chain of command to the Chief of Police for approval.

42.2.6 Criminal Investigations – Technical Aids for Detection of Deception

Principle: Often the use of a polygraph exam or a voice stress analyzer can assist in bringing successful conclusions to investigations. Guidelines have been developed to assist in the determination of when to use a polygraph exam or voice stress analysis.

- A. Voluntary:** These tools will only be used with a person who has voluntarily agreed to submit to the examination in writing, except when ordered by the Court.

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- B. **Preliminary Interviews and/or Interrogation:** The preliminary interviews and/or interrogations should allow the investigation to be narrowed to one or two individuals whose truthfulness is still in doubt. Preliminary interviews and/or interrogations should be conducted prior to using a technical aid for the detection of deception.
- C. **Individuals Charged with a Crime:** These tools will not be used with a person that has been formally charged with a crime, except when a stipulation and agreement is made between the prosecutorial authority and the defense counsel.

42.2.7 Controlled Informants

Principle: The purchase of drugs, property, information, and the employment of operators are fundamental elements in the function of effective law enforcement. The utilization of informants to accomplish departmental goals is essential. Informants will be utilized only to the extent that their assistance is necessary to accomplish the police tasks at hand. The following practices have been established to ensure the effective use of controlled informants.

Practices:

- A. **Master File:** The Special Investigations Unit will be the department's centralized location for the maintenance of the informant files. Patrol officers or detectives utilizing informants will enter the informants into the master file. Informants who will be included into the informant master file are those individuals who are or have been controlled informants and are actively seeking information on behalf of the department under departmental control. Individuals who are supplying information in a passive manner based upon their current knowledge are not to be entered into this system. Informants will only be developed with the approval of a supervisor.
- B. **Informant File:** The informant file will be assigned a code number and all written references to the informant will be by this number. The file will include the following information:
- A Confidential Informant Checklist.
 - A Confidential Informant Questionnaire.
 - An Informant Identification Record which includes biographical and background information.
 - Any criminal history information.
 - A WISN check.
 - A photograph of the informant and fingerprint cards.
 - A Confidential Informant Letter of Agreement.
 - A Special Consent form.
 - Information regarding informant contacts and productivity.
 - Informant expenditure records noting payments made to the informant.
 - An Unsatisfactory Informant Report (if necessary).
- C. **Maintenance and Security of Informant File:** The master file will be maintained in the Special Investigations Unit in a locked filing cabinet. Only the Special Investigations Lieutenant or designee may access the files. A master file log will be maintained and an entry made each time the master file is accessed. The officer or detective actually working with the confidential informant is responsible for maintaining the individual informant file.
- D. **Protection of Confidential Informant Identity:** In addition to the guidelines already provided regarding security and the use of codes, the following guidelines are provided to assist in protecting the identity of a confidential informant.
1. Generally, the informant should not see or meet officers other than his controlling officer and that officer's partner or witness.
 2. Informants shall not be given officer's home addresses or telephone numbers for routine contacts as the possession of the number may compromise the informants.

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3. Generally, informants should not report to the Federal Way Police Department. Contacts should be conducted by two officers and arranged at inconspicuous, private locations that will not attract unnecessary attention.

E. Paying Informants:

1. No money shall be paid to any informant, unless the following conditions are satisfied:
 - a. A receipt for same is signed in informant's true name.
 - b. The officer making payment is accompanied by another police officer/witness.
 - c. Prior approval has been obtained by a CIS supervisor and there is an existing police report with an assigned case number.
2. The receipt form will be the "Buy Fund Expense Record" and must be signed by a CIS supervisor. The officer will record all monies paid to an informant on a payment log in the informant file. Monies shall not be paid to any informant prior to the completion of his/her services, unless other arrangements were made at the start of the investigations. Officers are discouraged from promising an informant a fixed sum of money. Prior discussion with a CIS supervisor regarding payments to informants is required.
3. Any purchase of drugs or non-drug contraband must be approved by a CIS lieutenant and discussed with the CIS Commander.

F. General Precautions:

1. Informants of the Opposite Sex: Personal contact with informants of the opposite sex shall be accomplished with two officers present.
2. Pending Cases: Although it is sometimes necessary to exchange consideration in pending cases for informant services, this practice will require careful scrutiny. The following guidelines are applicable in those instances.
 - a. A CIS supervisor approves the informant contract.
 - b. The agency with the pending case must be notified and approve the informant contract.
 - c. The informant is not on probationary or parole status. Such informants will only be used in special circumstances with approval of probation or parole and the CIS Commander.
 - d. The terms of any "deal" must be established jointly with the Prosecutor and made known to all parties involved, including the informant and his/her attorney if applicable.
 - i. Care should be taken in contacting any possible informant who has a pending case and who is presently represented by counsel so that the informant's right to representation is not infringed upon.
3. New Cases: Known involvement in a new criminal offense shall result in termination of that informant's use. A CIS supervisor shall be apprised of any such occurrence.

- G. Special Precaution with Juvenile Informants:** Situations may arise which require a juvenile to be utilized as an informant. The following guidelines will apply.

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1. The use of juvenile informants will generally be avoided. Juveniles will only be used with prior authorization from the Chief of Police or his/her designee.
2. Parental permission shall be required, or that of the legal guardian in the parent's absence.
3. Authorization and consultation shall occur with the Prosecutor's Office.

42.2.8 Identity Theft

Principle: The Federal Way Police Department recognizes the significant impact identity theft crimes can have upon citizens' lives and on society as a whole. Identity theft has been one of the fastest growing crime trends across the nation during recent times. Criminals do not always use sawed off shotguns or ski masks when perpetrating a crime – the theft of social security numbers, bank account information, or credit card numbers can wreak havoc for the individual who has been victimized by the theft of this very personal information.

Practices:

A/B. Reports: Identity theft case reports without suspect information can be taken as a non-priority report (see *also Standard 82.2.5*); an officer may be required to take an identity theft report with suspect information. Special forms are not required to take an identity theft report – when an identity theft report is taken it will be documented on an Incident Report form or through direct-entry of a report into Spillman. Online reports are filled out by the victim who may be contacted for further clarification or information, if necessary, to complete the report and issue a case report number. An identity theft report requires the following information:

1. All pertinent personal information from the victim(s) to include social security number(s) and verification of the victim's identity.
2. Any documentation showing fraudulent activity and/or usage of the victim's identity or financial information (e.g., credit card statements, bank account statements, etc.)
3. A signed Affidavit of Forgery.
4. If possible, a statement from the victim that includes some type of wording along the lines of "I did not open the account nor did I give anyone permission to open the account or use my name."

C Identity Theft Victims: Identity theft and/or fraud are crimes that often cross jurisdictional lines and It may be difficult to determine where the crime originated. When an identity theft report is taken RCW 9.35.020 should be referenced to determine if any element of the crime occurred within the city. Victims of identity theft can also be referred to the Federal Trade Commission (www.ftc.gov) which provides free information to help consumers exercise their rights and to spot and avoid fraud and deception, and to file a complaint regarding fraud or identity theft.

D. Coordination of Investigations: Just like any other case report, an identity theft report will be reviewed by a lieutenant who makes the determination as to which reports are distributed to CIS. The CIS lieutenant then reviews the case reports and makes the determination as to which identity theft reports will be assigned to a detective for further investigation. Detectives assigned to investigate identity theft reports will collaborate and coordinate with other agencies as the need arises during the process of the investigation. Identity theft reports that are made online are, typically, informational only and no further investigations occurs – these online reports are simply a tool which can assist the victim in dealing with the consequences of identity theft/fraudulent activity.

Two examples of organizations which department members may participate in or use as additional resources in the fight against identity theft are listed.

1. King County "ID Tip" Task Force: This task force was designed to share investigative information that allows police and prosecutors to identify and target King County's top 12 identity thieves.

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2. Law Enforcement Group Against Identity Theft (LEGIT): A statewide collection of investigators focused on identity theft prevention, education, and legislative reform.
- E. **Identity Theft Prevention**: The Crime Analysis/Prevention Unit provides information to the public on preventing identity theft through the contacts they make with various community groups, such as Neighborhood Watch, as well as other avenues such as the Citizen's Academy, community events, press releases, etc. Also, the information can be specifically geared towards the audience being presented to (e.g. a senior citizen group, businesses, etc.).

42.2.9 Cold Case Files

Principle: Over time the technology and forensic sciences related to criminal investigations continues to develop and improve. In addition, persons associated with past crimes may have their positions change or other factors may influence them differently. For these reasons, it is important for major inactive cases to be reviewed periodically to see if new leads may now be developed. The King County Prosecutors Office has created a Cold Case Unit to assist police agencies in this review process.

A. **Cold Case Definition:** The King County Prosecutors Office is willing to review any major case over 12 months old. The Federal Way Police Department defines a cold case as:

1. A major case involving a crime (or possible crime) against a person.
2. The case is over 12 months old.
3. The case has not been actively investigated for the prior 6 months.

B. **Cold Case Evaluation Criteria:** The below listed criteria should be evaluated when considering if a cold case should be activated:

1. The seriousness of the crime and whether it was part of a larger pattern or MO
2. The possibility that evidence exists that could contain "Touch DNA"
3. Accessibility to individuals involved or associated to the crime

C. **Reactivation of Cold Case:** A cold case may be reviewed by the Cold Case Unit of the King County Prosecutors Office prior to being reactivated, unless new information is developed that would require reactivating the case. If the Cold Case Unit finds information or evidence that might be valuable to further investigate, that information will be communicated to the assigned detective. The Federal Way Police Department will determine if the case will be reactivated. Documentation of the review shall be maintained in the case file.

42.2.10 Utilization of Interview Rooms

Principle: The intent of this standard is to establish safe conditions for the various situations that officers may encounter when conducting interviews or interrogations in the police facility.

Definitions:

- A. **Secure Rooms:** Refers to the interview rooms adjacent to the Temporary Detention Area and in the Criminal Investigations Section.
- B. **Non-Secure Rooms:** Refers to the rooms located off the police lobby and the police training room.

Practices:

- A. **Weapons Control:** All firearms shall be secured in a lock box prior to entering the Temporary Detention Area whenever a prisoner is present. Personnel conducting interviews in the secure rooms shall secure their weapon in the provided lock box prior to entering the Temporary Detention Area and/or conducting an interview in a secure room.

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- B. Security Concerns:**
1. Secure Rooms: an ankle cuff to the floor eyebolt shall secure Subjects that are in-custody at all times during an interview.
 2. Non-Secure Rooms: No subject that is in-custody may be interviewed in a non-secure room. In addition, officers shall always advise Valley Communications (dispatch) of their location when interviewing a suspect in a non-secure room.
- C. Personnel Guidelines:** The number of officers present for participating or observing an interview will be governed by the nature of the crime and the threat level presented by the suspect. In general, when interviewing a suspect that is not in custody, but may be taken into custody at some point during or concluding the interview, two officers should be present. Refer to MOS 1.2.3 for constitutional considerations.
- D. Panic Alarms:**
1. Secure Rooms: These rooms are equipped with clearly marked panic alarms. The alarms sounds in the Records Unit and a Record Specialist will be responsible for immediately dispatching the alarm to officers.
 2. Non-Secure Rooms: Officers conducting interviews of suspects in non-secure rooms shall be equipped with their portable police radio at all times. If it becomes necessary to summon assistance the officer(s) may broadcast the request or activate the emergency button on their portable police radio.
- E. Secure Room Equipment:** These rooms shall at all times be equipped with an ankle cuff secured to an eye-bolt in the floor.
1. Officers must use care not to leave items that can be used against them in the room with a suspect while the suspect is unattended. (e.g.; pens, paper-clips, spiral note-pads, etc...)
- F. Other Considerations:** Subjects being interviewed should be provided access to restrooms, water, and interview breaks as deemed necessary. Subjects in-custody will remain in the Temporary Detention Area for restroom and other breaks. Suspect being interviewed in a non-secure area shall use public facilities for restroom and other necessary breaks.

42.2.11 Physical Lineups and Photo Montages

Principle: The identification of a suspect by an eyewitness is a vital tool in the apprehension and prosecution of criminals. It is critical that the identification process is handled with integrity, professionalism, and careful attention to detail. The intent is that the identification process be clear of reproach if, ultimately, it becomes scrutinized within a courtroom setting.

Practices: Both physical lineups and photo montages are available as investigative tools to assist in trying to identify a suspect(s). If it is determined that a physical lineup is to be used in the investigative process it shall be coordinated through the Criminal Investigations Section. Any photographs which are used in a photo montage shall be from a credible and verifiable source.

The following practices will apply to both the physical lineup and photo montage identification procedures.

- A. Composition:** Officers shall ensure that a minimum of five fillers (non-suspects) are used in either a physical lineup or a photo montage. Select fillers that generally fit the witness' description of the suspect and share any kind of an unusual identifying mark noted by the witness (e.g., facial hair, age range, etc.). If there is a limited/inadequate description then fillers should resemble the suspect in significant features. When showing a new suspect, avoid reusing the same fillers which have already been shown to the same witness.

1. Multiple Suspects: If it is deemed necessary to include more than one suspect, then the number of fillers included should be increased to a minimum of five per suspect. By keeping the proportion of fillers to suspects constant, the reliability of the identification remains constant.
 2. Format: Current recommendations are to utilize the traditional "6-pack" montage format (six pictures placed onto one page). Please contact the Prosecutor's Office to confirm their latest recommendation for which format should be used when presenting a montage to a potential witness.
- B. Video and/or Audio Recording**: Typically, the identification procedure will not be either video and/or audio recorded. Either option is available, if deemed necessary.
- C. Multiple Eyewitnesses**: If there are multiple witnesses that can identify the suspect(s) they should be kept separate and should not be allowed to confer with one another before, during, or after the identification procedure. Also, each witness should be given instructions regarding the identification procedure without the other witnesses present.
1. Lineups: Place suspects in different positions in each lineup when there are multiple witnesses in the same case and position all other members of the lineup randomly. Placement in this way eliminates the possibility that a second or third witness picks someone based on the position number communicated to them by the first witness.
- D. Instructing Witnesses**: The administrator should avoid saying anything to the witness that may influence the witness's selection.
1. Physical Lineups: An "Instructions for Witnesses Viewing Line-Ups" form is available from CIS which contains very specific instructions for witnesses participating in a lineup process.
 - a. A "Line-Up Information Sheet" will be used to document the physical lineup process. This form allows the details of the process to be documented, such as the identification of who is present, the subjects used in the physical lineup and their particulars (height, weight, etc.), as well as any phrases and/or actions used in the physical lineup process.
 - b. Always lead lineups with a filler. Research suggests that witnesses are reluctant to identify someone in the first position and if it happens to be the culprit, it could contribute to a missed identification.
 2. Photo Montage: A "Photo Montage Instructions" form will be used for each witness during each photo identification process. This form contains a set of instructions that each witness must read and sign prior to beginning the procedure.
 - a. A "double blind" should be utilized when presenting the photo montage to the witness. A "double blind" means the individual conducting the photo montage should not know the identity of the suspect(s).
 - b. Each photograph used in a photo montage will be individually numbered.
 - c. Ensure no writings or information concerning previous arrests or previous identification results are visible to the witness.
 - d. A legible copy of the photos used in the photo montage as well as a copy of the completed "Photo Montage Instructions" form shall be included in the case report. The original photos and completed form shall be booked into Property/Evidence as evidence under the corresponding case number.

Witnesses should be shown all photos/individuals, even if they make identification during the presentation.

- E. **Witness Certainty:** Witnesses should be asked to give feedback in their own words about their confidence in the identification they have made. Ask the witness, after they have made the pick, to state in their own words how certain they are and document this response.
- F. **Administrator Feedback:** Administrators shall not give witnesses any feedback regarding the individual he/she has selected or comment on the outcome of the identification procedure in any way. Administrators should avoid making any comments during the selection procedure and should be aware that witnesses can perceive such things as unintentional voice inflection or prolonged eye contact as messages regarding their selection.
- G. **Documentation:** The administrator should document their name, the procedure employed, the number of photos or individuals shown, sources of all photos used, names of persons present during the procedure, number of times the lineup/montage is viewed and the results of the procedure, including the witness's own words regarding how certain he/she is of any identification. Any specific words, conduct or gestures required of lineup participants should also be documented. Documentation should include the date, time, and location of the procedure.

42.2.12 Show-ups

Principle: Eyewitness identification of a suspect can be a key component to a successful investigation. Show-ups provide for immediacy appropriate to very particular situations. Officers conducting a show-up must ensure this process is handled so that it further enhances the investigative process – a professional and consistent approach provides for the best results.

Practices: The following practices will apply to show-up procedures.

- A. **When Do Show-Ups Occur:** Show-ups should only be used when circumstances require the prompt display of a suspect to a witness (e.g., there is no probable cause for detention long enough to construct a proper lineup or there are public safety concerns).
- B. **Transportation to Show-Ups:** If practical, transport the witness to the location of the detained suspect to limit the legal impact of the suspect's detention.
- C. **Multiple Eye-Witnesses:** Show-ups should not be conducted with more than one witness present at a time. If there are multiple witnesses and one witness makes identification during a show-up, the remaining witnesses can be reserved for another identification procedure.
- D. **Instructing Witnesses:** Witnesses should be given a cautionary instruction that the individual may not be the perpetrator and that the investigation will continue regardless of the result.
 1. A description of the perpetrator should be documented prior to the show-up.
- E. **Witness Certainty:** Witnesses should be asked to give feedback in their own words about their confidence in the identification they have made. Ask the witness, after the identity of the suspect was verified during the show-up, to state in their own words how certain they are and document this response.
- F. **Administrator Feedback:** Administrators shall not give the witness any feedback before, during or after the identification procedure and shall not comment upon the outcome of the procedure. Words or conduct of any type that may suggest to the witness that the individual is or may be the perpetrator should be carefully avoided.
- G. **Documenting Results:** The results of the identification process shall be documented, including how certain the witness is of the identification and the witness's own words used to describe how certain he/she is of any identification, all individuals present, and the date, time and location of the procedure.

VICE, DRUGS, AND ORGANIZED CRIME

43.1 ADMINISTRATION AND OPERATIONS

PHILOSOPHY: Vice, narcotics, and the organized criminal groups operating in these and other criminal activity often are related to many types of crime that may seem random. Therefore, in the attempt to take a stand against crime the Federal Way Police Department must address vice, narcotics, and organized crime. The Police Department has created the Special Investigations Unit (SIU) to focus on this type of criminal behavior.

43.1.1 Narcotics, Vice, and Organized Crime Complaints

Principle: The Federal Way Police Department recognizes that valuable information regarding vice, narcotics, and/or organized crime may come from diverse sources. The following practices have been developed to ensure that these activities are investigated to the fullest extent possible.

A. Receiving and Processing Complaints: Reports of vice, narcotic, or organized crime activity can be reported using a variety of methods [REDACTED] It's important that this type of information or a complaint(s) is routed through to the SIU Lieutenant for review. The patrol section can certainly be of assistance in determining the nature of the problem through extra patrols and observation, as well. The SIU Lieutenant will review any information or complaints received and, if necessary, assign an SIU member for further investigation.

- 1. Preliminary Investigation: Develop reliable information by reviewing and taking the necessary steps to verify the original complaint. This may involve conducting neighborhood checks, contacting other agencies, or interviewing parties who may have privileged information.
 - a. When it is deemed appropriate, surveillance techniques may be employed to gather information
- 2. Follow-up Investigation: If the preliminary investigation provides reliable information that vice, narcotic, or organized criminal activity is occurring a follow-up investigation will be conducted. This investigation will be conducted to substantiate criminal charges against involved parties.
 - a. The Criminal Investigations Sections (CIS) Commander shall be notified of any follow-up investigations that will be conducted.

B. Records of Complaints Received: Narcotic, vice, and organized crime complaints which become viable leads for further investigation will be assigned a case number and be maintained in a separate intelligence file within SIU. The Spillman Records Management System will reflect that the case number is assigned to SIU for investigation with no additional information. Information collected in the course of the investigation will remain in the SIU files and be purged according to Washington State guidelines.

- 1. Complaints will be forwarded to the Records Section for data entry and storage at the conclusion of the investigation.

C. Outside Agency Contacts: Only members of SIU or the CIS Commander will disseminate information from active SIU files to outside agencies. SIU will maintain a log of all the information disseminated to outside agencies.

D. Advisement to Chief of Police: The SIU Lieutenant will regularly meet with the CIS Commander to provide updates on all current operations and significant activities. The CIS Commander will be responsible for ensuring that the Deputy Chief and Chief are advised of any significant activity regarding SIU investigations. The CIS Commander will

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include significant SIU activities in quarterly reports which are submitted to the Chief of Police via the chain of command. The report will include any major narcotic, vice, and organized crime investigations undertaken by SIU during that quarter. The CIS Commander may also discuss noteworthy activities undertaken by SIU at the weekly command staff meetings, as necessary.

43.1.2 File Maintenance and Security

Principle: All records and reports of active undercover investigations shall be kept secured in a locking file cabinet in SIU. When a member of the unit is not present, the files shall remain locked. When an internal inquiry pertaining to any of the suspects listed in the reports is received, it shall be handled by the detective assigned to the investigation. In the event the assigned detective is not present, the SIU Lieutenant shall review the request on a "need to know" basis before disseminating the information.

43.1.3 Confidential Funds

Principle: The Federal Way Police Department will budget for and maintain a special investigative fund for the purpose of payment of investigative expenses incurred in narcotics, organized crime and vice investigations. The maintenance of the fund will be the responsibility of the SIU Lieutenant, who will maintain the required recordkeeping system. *Practices for control of this fund are outlined in Standard 17.4.2.*

43.1.4 Surveillance/Undercover Equipment

Principle: The Federal Way Police Department balances an individual's right to privacy with the necessity of conducting thorough criminal investigations. Therefore, whenever specialized surveillance or undercover equipment is used, the CIS Commander or his/her designee must first approve an Operations Plan (*refer to Standard 43.1.5*) for the applicable investigation. In addition, the following practices shall be followed when using listening and/or recording devices.

Practices:

A. Listening and Recording Devices: RCW 9.73 establishes laws to protect the privacy of private communications. RCW 9.73.030(1) prohibits the recording or divulging of private communications with only one party consent. The following provisions have been established.

- 1. RCW 9.73.030(2): Allows for one party recording to occur in specific situations. Refer to the law for the specific situations.
- 2. RCW 9.73.040: Provides for court orders permitting interception of communications.
- 3. RCW 9.73.090: Grants certain exemptions for emergency response personnel.
- 4. RCW 9.73.230: Grants authority to chief law enforcement officer to authorize the interception, transmission, or recording of a conversation or communication concerning controlled substances.

B. Equipment: All surveillance and/or undercover equipment [REDACTED] will be maintained within the locked storage inside the SIU offices. The log will be filled out each time a piece of equipment is removed from storage and maintained in the same location the equipment is stored. The use of surveillance and/or undercover equipment will also be included within all Operations Plans, as required.

43.1.5 Special Operations Practices

Principle: In general, only members of CIS will conduct or participate in the below listed special operations. The Special Weapons and Tactics team may provide assistance when approved by a Deputy Chief. All special operations must have

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a written plan approved by the CIS Commander or his/her designee prior to the execution of a special operation. If department members are assisting other agencies conducting similar operations, they will familiarize themselves with the objectives and details of the operation. PLEASE NOTE: Patrol may also conduct special operations (plainclothes) with approval from a commander and a written plan which details the operation. See also MOS 46.2.8 Event Deconfliction regarding practices to ensure special operations do not potentially encroach upon another agency's current or ongoing investigation.

Practices:

A. Surveillance: Members will obtain prior approval of the CIS Commander or his/her designee through the appropriate chain of command when planning or participating in a surveillance operation. At times, surveillance operations may arise quickly eliminating the opportunity to obtain prior approval. In these instances, notification will be made to the CIS Commander or his/her designee as soon as practical. This does not include routine surveillance conducted by police officers in uniform and marked patrol vehicles.

1. Operations Plan: The case detective is responsible for completing the Operations Plan and obtaining supervisory approval for the operation.

a. Staffing: [REDACTED]

b. Plan Content: [REDACTED]

2. Operations Briefing: Prior to conducting planned surveillance operations, the case detective will conduct an operations briefing that includes all involved law enforcement personnel and reviews the operations plan.

3. Communication: [REDACTED]

a. The case detective is responsible for coordinating all communication prior to and during the surveillance operation. It will be the responsibility of the case detective [REDACTED]

- 4. After Action Report: The case detective will be responsible for completing an After Action Report which summarizes what occurred, actions taken, the results, any lessons learned, etc. The completed report will be forwarded to the CIS Commander via the chain of command.

Nothing in this Standard shall restrict an officer's ability to conduct routine observation of suspicious individuals or circumstances while on routine patrol.

B. Raid Operations: The Valley Special Weapons and Tactics team (SWAT) should be utilized to conduct all raids or execute search warrants when a significant threat has been determined to exist. Recognizing that the Valley SWAT team has established practices and procedures for conducted raids, the following practices are to be utilized by members of the Federal Way Police Department in operations where the Valley SWAT team is not utilized.

- 1. Staffing: In determining the number of members that will be utilized to conduct a raid in a safe and effective manner the following may be considered:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

- 2. Operations Plan: A threat assessment and an operations plan will be completed by the case detective and reviewed by the CIS Commander or his/her designee prior to execution of the plan.

a. Plan Content: The written operations plan will include the below listed information.

- [Redacted]

- 3. Operations Briefing: Prior to conducting any raid operation a briefing will be conducted. Only those members attending the briefing will participate in the raid. The CIS Commander and/or Lieutenant will attend all raid briefings and be at the scene off all raids.

- 4. Communications: The CIS Commander or his/her designee is responsible [Redacted] during the operation. It will be the responsibility of the CIS Commander or his/her designee to [Redacted] at the completion of the surveillance operation and to make certain all law enforcement members are accounted for and notified of the operations completion.

- 5. Additional Requirements: [Redacted]

- [REDACTED]
- [REDACTED]
- [REDACTED]

6. After Action Report: The case detective will be responsible for completing an After Action Report which summarizes what occurred, actions taken, the results, any lessons learned, etc. The completed report will be forwarded to the CIS Commander via the chain of command.

C. **Decoy Operations**: Members will obtain prior approval of the CIS Commander or his/her designee when planning a decoy operation. The lieutenant responsible for organizing the decoy operation will prepare a written plan.

1. Operations Plan: The written operations plan will include the below listed information when applicable.

- [REDACTED]

2. Operations Briefing: Prior to conducting any decoy operation, a briefing will be conducted by the CIS Lieutenant. All members involved in the operation are required to attend the briefing. Members that do not attend the briefing will not be allowed to participate in the operation.

3. Surveillance Teams: [REDACTED]
[REDACTED]
b [REDACTED]
[REDACTED]

4. Arrests Teams: [REDACTED]
[REDACTED]
[REDACTED]

5. Decoys: [REDACTED]
[REDACTED]
[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

- [REDACTED]
- [REDACTED]

6. After Action Report: The lieutenant responsible for organizing the decoy operation will be responsible for completing an After Action Report which summarizes what occurred, actions taken, the results, any lessons learned, etc. The completed report will be forwarded to the CIS Commander via the chain of command.

D. **Under Cover Operations**: Only those department members that have successfully completed the WSCJTC Undercover Operations Course (or similar course) will be allowed to operate in an undercover capacity. Any member conducting an undercover operation whereas the criteria [REDACTED]

[REDACTED] Members will obtain approval of the CIS Commander or his/her designee prior to conducting an undercover operation. The case detective is responsible for completing the operations plan and obtaining supervisory approval for the operation.

1. Operations Plan: The written operations plan will include the below listed information when applicable.

- [REDACTED]

2. Operations Briefing: Prior to conducting any undercover operation, members will conduct an operations briefing that includes the review of the operations plan. All participants of an undercover operation including the undercover member will be required to attend the operations briefing prior to participating in any undercover operation.

3. Communications: It will be the responsibility of the case detective to [REDACTED]

a. The case detective is responsible for coordinating all communication prior to and during the undercover operation. It will be the responsibility of the case detective [REDACTED]

4. Debriefing: An Undercover debriefing will follow all undercover operations. The case detective will meet with each member who participated in the operation in order to determine the member's actions and if that member will be required to submit a written report related to the investigation.

5. After Action Report: The case detective will be responsible for completing an After Action Report which summarizes what occurred, actions taken, the results, any lessons learned, etc. The completed report will be forwarded to the CIS Commander via the chain of command.

43.1.6

[Redacted]

[Redacted]

A.

[Redacted]

1.

[Redacted]

B.

[Redacted]

1.

[Redacted]

2.

[Redacted]

C.

[Redacted]

[Redacted]

1.

[Redacted]

JUVENILE OPERATIONS

44.1 ADMINISTRATION

PHILOSOPHY: The Federal Way Police Department is committed to the development, implementation, and perpetuation of programs that are directed toward the prevention and control of juvenile delinquency. The effort to prevent and control juvenile delinquency is decentralized throughout the department. It is the responsibility of all department employees to support the agency's juvenile functions and to adhere to all written directives regarding juvenile matters. Officers should maintain a working knowledge of the Revised Code of Washington as it pertains to juveniles.

44.1.1 Juvenile Function

Principle: Programs currently in place are described below.

- A. **School Resource Officer:** Each high school, as negotiated by contract with the Federal Way School District, has a police officer assigned to it. The officer works closely with school administration, security, and other staff to address concerns related to security and criminal activity on and around the campus. Officers may instruct various classes to provide students with information about the criminal justice system, law enforcement's role in society, and the ethical issues and consequences of criminal activity. The officers assist school staff in discipline issues by providing non-professional counseling to students and acting as mentors to students.
- B. **Explorer Scout Program:** The department operates this program to provide an alternative for youth in the community. It introduces youth to a work environment and prepares them to meet future job expectations. The program introduces the youth to the profession of law enforcement and helps them to be successful in any future career.

44.1.2 Input on Juvenile Programs

Principle: The Federal Way Police Department encourages and receives input on juvenile programs and policies from outside or support agencies in contact with this department.

- A. **Criminal Investigations:** Detectives work closely with representatives of the King County Juvenile Justice System to include the juvenile prosecutor's office and the juvenile probation department. Detectives may attend weekly meetings with probation department and school security representatives to discuss juvenile offenders and quickly identify those that may be escalating their involvement in criminal activity.

44.1.3 Annual Program Review

Principle: It is the responsibility of Commanders with a juvenile enforcement and/or delinquency prevention program within their division to annually review these programs. Recommendations regarding these programs will be submitted to the Office of the Chief to determine if they should be continued, updated or eliminated, and whether they meet the needs of the community.

44.2 OPERATIONS

PHILOSOPHY: Juveniles are afforded additional considerations under various state and case laws. It is important for Federal Way Police Department employees to protect the rights and welfare of juveniles, while proactively enforcing laws. The guidelines provided in this section have been provided to assist employees in balancing these two functions.

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44.2.1 Juvenile Criminal Offender Contact

Principle: It is the principle of the Federal Way Police Department to handle juvenile offenders in accordance with RCW 13.40.040 and in a manner least coercive among reasonable alternatives while consistent with the preservation of public safety, order, and individual liberty. Officers should consider the age of the offender and RCW 9A.04.050 when selecting an alternative for the disposition of a juvenile offender. Officers may utilize the following alternatives.

- A. **Release / No Further Action:** When a minor offense is involved, the officer may elect to provide a verbal warning, complete a Field Interview Card, leave corrective action to the juvenile's parents, or any combination of alternatives. When an individual has been a victim of a criminal offense committed by a juvenile, he/she should be consulted before the officer selects an alternative that results in no further action.
- B. **Referrals to Juvenile Court:** An officer may select to release a juvenile from custody at the time of the criminal investigation and refer the case to the Juvenile Court for further action. Refer to Standard 44.2.2 regarding practices related to juveniles in custody.
- C. **Detention:** A juvenile offender may be referred to the King County Youth Center for detention in accordance with RCW 13.40.040 and the King County Department of Youth Services Detention Criteria provided to law enforcement agencies. Refer to Standard 44.2.2 regarding practices related to juveniles in custody. The following juvenile offenders shall be transported to the King County Youth Center for detention.
- Domestic violence crimes
 - Violent crimes involving a weapon
 - Aggravated assaults
 - Crimes committed by juveniles currently on probation
 - When the juvenile's identity is in doubt

44.2.2 Juvenile Custody Practices

Principle: The Federal Way Police Department takes juveniles into custody for a variety of reasons other than criminal violations. In all instances it shall be the priority of department personnel to ensure the welfare and protect the constitutional rights of juveniles.

- A. **Status Offenders / RCW 43.185C.260:** A law enforcement officer is mandated to take a juvenile into protective custody in several situations outlined in RCW 13.32A.050:
1. A reported runaway
 2. Per court order
 3. When an officer reasonably believes, considering the child's age, the location, and the time of day, that a child is in circumstances which constitute a danger to the child's safety or the child is violating a local curfew law.
 - a. Procedures: RCW 13.32A.050 and 13.32A.060 govern the procedures that an officer will adhere to when taking a juvenile into protective custody for a status offense.
 - i. When a juvenile is to be returned to his/her parents (guardian), the officer should make an effort to determine if abuse and/or neglect in the home is the cause of the juvenile's absence. If the officer has reason to believe abuse is occurring, the child may be placed with the Department of Social and Health Services (DSHS).

- ii. Status offenders and juveniles charged with a civil infraction or a crime that would not be a crime if he/she were an adult shall not be secured within a temporary holding room.
- B. **Juvenile At Risk / RCW 26.44.050:** A law enforcement officer may take a juvenile into protective custody without a court order when the officer has probable cause to believe the juvenile is abused or neglected AND the child would be injured or could not be taken into custody if it were necessary to first obtain a court order.
- 1. Practice: An officer taking a juvenile into custody *per RCW 26.44.050* will immediately arrange for the juvenile to be transported to a DSHS facility or designated location, unless immediate medical attention is required.
 - a. Photographs of the juvenile's physical condition should be taken for documentary evidence.
 - b. If the parent (guardian) is not present when the juvenile is taken into protective custody, a Notification of Removal of Children form will be completed and a copy left at the residence.
- C. **Mental Illness / RCW 71.05.150:** A law enforcement officer may take a person into protective custody when:
- He/she is a danger to himself/herself or others
 - He/she is in imminent danger because they are gravely disabled
- 1. Practice: A parent or guardian will be notified as soon as possible. *Also refer to MOS 41.2.7 in this manual.*
- D. **Criminal Violators:** When a juvenile offender is arrested the following practices will apply.
- 1. Notification to Parent(s): An officer will notify a parent (guardian) as soon as practical and inform them of the reason for the arrest and the disposition of the juvenile.
 - a. Release to Parent: If an officer determines that the juvenile will be released *per Standard 44.2.1*, every effort will be made to release the juvenile to a parent or another responsible adult unless the juvenile satisfies the conditions set forth in section "b".
 - b. Release on Own Recognizance: Juveniles ages 15 to 17 may be released on their own recognizance provided they have transportation home and qualify for release *per Standard 44.2.1 and Standard 1.2.6*.
 - 2. Custodial Processing:
 - a. Prior to Youth Center Detention:
 - i. Juveniles requiring medical attention or under the influence of drugs and/or alcohol will receive a medical examination with parental consent. In non-emergency situations, if a parent or guardian cannot be contacted, the juvenile will be transported to Harborview Medical Center where an administrative procedure will be followed by the hospital to administer medical treatment.
 - ii. All juveniles being transported to the King County Youth Center for detention on gross misdemeanor or felony charges shall be photographed for the Spillman Records Management System.
 - iii. Youth Center intake screeners will be contacted prior to transport.

- b. Other Criminal Violators: Any juvenile that has committed a felony or gross misdemeanor and will be released from custody shall be transported to the Federal Way Police Department or sub-station for photographing and fingerprinting *per 1.2.5 Arrest Practices*.
- i. Confinement: Juvenile violators will not be transported with adult violators unless placed in separate compartments in the Prisoner Transport Van. Juveniles will not be placed in the same temporary detention room with an adult violator.
3. Practices for Contacting Juvenile Suspects at School: Officers shall notify the school administration prior to contacting a juvenile on a school campus. The officer will advise the school administrator of the general purpose of the contact since the school is responsible for the child during school hours. Upon completing contact with a suspect, the officer will advise the school administrator of the suspect's disposition.
- a. If a school resource officer is available, he/she should be utilized to make arrangements for the suspect contact.
- E. **Reports**: Whenever a juvenile is placed into custody or arrested in accordance with this Standard, an officer shall complete a police report describing the circumstances leading to the juvenile being taken into custody and the disposition of the juvenile.

44.2.3 Juvenile Custodial Interrogation

Principle: *Standard 1.2.3 provides guidelines for custodial interrogations.* Custodial interrogation of juveniles creates additional considerations addressed as follows.

Practices:

- A. **Notification / Presence of Parent(s)**: In most cases, the investigating officer will confer with the juvenile and parents / guardians prior to the interrogation to explain agency and juvenile justice system procedures and advise of the reason for the interrogation. It is not required that a parent be present during the interrogation, although the parent's presence may be helpful at times. If a parent insists that he/she be present during an interrogation, a supervisor shall be contacted prior to the interrogation. The supervisor will consider the following factors when deciding whether or not to allow the parent to be present.
- The crime being investigated
 - The age of the violator and ability to understand his/her constitutional rights per Miranda
 - The desire of the juvenile to have his/her parent present
1. Children Under 12: Only a parent (guardian) may waive a child's constitutional rights when the child is under 12 years of age.
- B. **Interrogation:**
1. Duration of Interrogation: The duration should be limited to a reasonable amount of time and should not be of such length or conducted in such a manner as to cause undue stress for the juvenile being questioned.
2. Number of Officers: The number of officers involved in the interrogation should be limited to two (2).

44.2.4 School Resource (Liaison) Program

Principle: Each high school, as negotiated by contract with the Federal Way School District, has a police officer assigned it. The officer works closely with school administration, security, and other staff to address concerns related to security and criminal activity on and around the campus. Officers instruct various classes to provide students with information about the criminal justice system, law enforcement's role in society, and the ethical issues and consequences of criminal activity. Officers assist school staff in discipline issues by providing non-professional counseling to students and acting as mentors to students.

CRIME PREVENTION AND COMMUNITY INVOLVEMENT

45.1 CRIME PREVENTION

PHILOSOPHY: The Federal Way Police Department is committed to the development and perpetuation of proactive community crime prevention programs in partnership with citizens to reduce crime. Crime prevention requires a coordinated department-wide effort to anticipate and appraise crime risks, then initiate a positive action to remove or reduce the risk.

45.1.1 Crime Prevention

Principle: The Police Department's Crime Prevention function is in the Civilian Operations Section that operates within the Support Services Division. Crime Prevention personnel conduct the below described minimum functions.

- A. **Programs Based on Crime Type and Geographic Area:** Crime trends involving crime type and/or geographic area are identified through the combined efforts of the Field Operations Division, the Criminal Investigations Section (CIS), and Crime Prevention personnel. Crime trends exhibiting the greatest severity will receive priority for preliminary evaluation by the Crime Analysis/Prevention personnel. Once the preliminary evaluation is completed, Crime Analysis/Prevention personnel will communicate with the affected operational units and develop a coordinated response by the Police Department.
 - 1. Crimereports.com: Crimereports.com provides map-based crime data. Spillman provides the current crime data which allows for the up to date, current crime statistics to be visually displayed on a map. Access is provided via a link on the City of Federal Way website.
- B. **Addressing Community Perceptions:** One of the major concerns of any police department is the creation of a community climate that continues to foster a sense of safety and well-being for its citizens. Citizen attitudes concerning public safety are based on their individual perception of crime. Community perceptions concerning crime will be identified and crime prevention programs will be targeted to alleviate these concerns. When community misperceptions of crime are identified, public education programs directed at informing the community and removing the misperception will be implemented.
- C. **Evaluating Program Effectiveness:** The effectiveness of all crime prevention programs will be evaluated every three years. The evaluation will include assessing program accomplishments and using Citizen feedback to measure the impact and value within the community as a whole, as well as input from Crime Prevention personnel regarding the program's effectiveness. The evaluation with recommendations will be forwarded via the chain of command to the Chief of Police for a determination whether to redirect the efforts of the unit or to continue with the existing programs currently in place.

45.1.2 Crime Prevention Groups

Principle: The Crime Prevention personnel work in cooperation with other members of the Police Department, local government, individual citizens, civic organizations, and other government agencies in designing, implementing, evaluating, and maintaining effective crime prevention programs. The purpose of these activities is to provide education and to cultivate positive communication, cooperation, and citizen motivation towards a common goal of decreasing preventable crimes.

- A. **Residential, Multi-Housing and Commercial Neighborhoods:** Crime Prevention personnel assist residential and/or multi-housing communities in developing neighborhood groups for crime prevention purposes. The Crime Prevention

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personnel also assist specific types of businesses to form crime prevention groups to address crime trends directed towards particular types of businesses and/or locales.

1. Safe City: SafecityFW.com is an additional tool administered by the Crime Analysis/Prevention Unit to be utilized for developing online collaboration with various groups, such as Retail, Financial, Commercial Property, etc.

45.1.3 Interdepartmental Crime Prevention Input

Principle: Various Police Department units and sections cooperate with other City of Federal Way departments by providing crime prevention input into the development and/or revision of building codes, building permits, business licenses and other areas when the law enforcement perspective is desired.

45.2 COMMUNITY INVOLVEMENT

PHILOSOPHY: The Federal Way Police Department encourages and relies on community involvement to identify community priorities, initiate problem oriented policing solutions, and provide essential feedback. The development and maintenance of this valuable relationship is the responsibility of each member of the Police Department.

45.2.1 Community Involvement

Principle: Crime Prevention personnel coordinate the department’s efforts by performing the following functions and practices.

Practices:

A. Facilitating Community Involvement: Crime Prevention personnel facilitate community involvement by establishing liaison with existing community organizations or establishing community groups where they are needed. Some of the programs developed include:

1. Neighborhood Block Watch Groups: Developed to provide an organized format in which the department can share information, teach crime prevention methods, address concerns, and gather feedback.
2. Multi-Housing Crime Prevention Programs: Developed to assist landlords in creating effective partnerships in a neighborhood environment, and fostering a safe and healthy place to live.
3. Business Crime Prevention Programs: Developed to provide the business community members with specific information on crime prevention methods. Programs also allow similar business operators an opportunity to keep current on trends within their businesses and share information that will assist the efficient operations of their businesses.
4. Citizen's Academy: Citizen's Academy is provided to citizens living or working in Federal Way as a means to better understand the policies and procedures of the police department. Participants learn about the men and women protecting their community, why they make the decisions they do, and become familiar with many of the specialized units, such as SWAT or Detectives. The class will typically meet one night a week over a period of 10 weeks. This class is managed by the Crime Prevention personnel.
5. Safe City: Safe City is a web-based initiative uniting businesses, neighborhoods, city officials, and law enforcement through a platform that provides private and public-sector information sharing mechanisms. By working together to address relevant issues Federal Way becomes a safer place to live, work, and shop.

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Safe City provides a network of security cameras, as well as online communities (e.g., school security, retail, an individual neighborhood, etc.) for sharing and exchanging information, which helps fight and prevent crime throughout all sectors within our community. Safe City is administered by the Crime Analyst / Prevention Coordinator.

B. Developing Community Involvement Policies: Community involvement is an important component to the overall success of the department and a means to elicit public support. Citizen input can be a catalyst for change within the department; a citizen complaint may provide the opportunity to review involved standards and/or policies, survey results could prompt a change to programs or services provided, or Crime Prevention personnel might identify community concerns and communicate these appropriately within the department. The department provides several avenues for community input as well as encourages command staff to participate in community events, meetings, and committees; examples include:

- the City website allows citizens to communicate via electronic mail with questions and concerns;
- social media provides an easily accessible outlet for citizens to post comments or ask questions;
- citizens can call or come into the station to communicate directly with department personnel;
- police personnel often participate in Neighborhood Block Watch meetings or events such as National Night Out;
- SafetyFW.com provides a contemporary, online outlet for citizens to provide and receive information.

Crime Prevention can respond to community input through a variety of means, such as posts on Facebook or the City website which address a particular subject, participating in a public forum to inform citizens about a current issue, and/or developing programs appropriate to identified needs. Crime Prevention is one component of the department's presence within the community – they act as a representative for the department in our community as well as work to successfully focus the department's efforts within the community.

C. Publicizing Department Objectives and Success: Crime Prevention personnel work closely with the department's Public Information Officer, as needed. This collaboration serves to enable personnel to easily communicate Police Department objectives and outcomes to the public via the media, as well as through established crime prevention groups or social media (e.g., Facebook or Twitter).

D. Transmitting Information: Department members are encouraged to seek input at every opportunity and direct that input as necessary to create action. Information received, directly or indirectly, from citizens may be communicated to the department by various means, including:

- Confirmed crime trends through Crime Analysis Bulletins.
- Neighborhood concerns related to specific crime concerns through Extra Patrol Requests which are managed electronically (via either the City's website or the Safe City program).
- Crime Prevention personnel may attend patrol briefings or unit meetings to communicate directly with other department personnel.
- General concerns about department standards or effectiveness through the Quarterly Report (see 45.2.3).

E. Improving Agency Practices: Information regarding concerns about department practices shall be reviewed in order to determine if the department can improve performance through changes to standards and practices or through additional training provided to department members. The department's annual Leadership Retreat provides an opportunity to share and discuss crime prevention initiatives. Information regarding department practices is also gathered by the Professional Standards Unit as described in *Chapter 52 of this manual*.

F. Developing Community Policing Strategies: Community input helps insure agency policies accurately reflect the needs of the community. Department philosophy embraces problem oriented policing as a means to partner with the community in developing effective strategies to resolve community issues and concerns as they arise. Department practice also enhances our community response by assigning patrol officers to work a sector for the year they have bid

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into a particular squad allowing them to get to know the assigned area, to get to know the problems within the assigned area, and to develop effective problem oriented solutions.

45.2.2 Quarterly Reports

Principle: Crime Prevention personnel prepare a quarterly report via chain of command to submit to the Chief of Police and for distribution to all command staff. The report shall include, at a minimum:

- A. A description of current concerns voiced by the community.
- B. A description of potential problems that have a bearing on law enforcement activities within the community.
- C. A statement of recommended actions that address previously identified concerns and problems.
- D. A statement of progress made toward addressing previously identified concerns and problems.

45.2.3 Information Related to Crime Prevention

Principle: In general, Crime Prevention personnel are the main focus within the department for coordination of community involvement efforts. In order to accomplish this task and ensure responsiveness to community feedback, the unit must receive information from all department members regarding community involvement – getting information to Crime Prevention personnel can strengthen departmental efforts for the most impact within the community. Command staff can play an important role in this process by effectively channeling information to Crime Prevention personnel to further assist in accomplishing this task.

Practices: The following practices will help facilitate this communication.

- A. **Department Direction:** Personnel at all levels within the department have contact with the public in a variety of ways and are encouraged to share their community dealings by passing on information to appropriate resources within the department (e.g., posting information to Safe City or initiating an Extra Patrol Request), directing citizens appropriately to needed resources, or using the chain of command to ensure the issue/concern is suitably addressed. Chain of command can be an effective tool to direct pertinent information to Crime Prevention personnel. Command staff will help ensure information is shared by including relevant information in quarterly reports, bringing forth issues to command staff meetings, or communicating directly with Crime Prevention personnel.
 - 1. **Safe City:** The Safe City Dash Board format provides immediate accessibility to information via a department-wide e-mail/website system. The Dash Board is accessed through the Safe City website (www.SafecityFW.com), administered by the Crime Analysis/Prevention Unit, and strictly limited to law enforcement personnel only. Officers, Crime Analysis/Prevention personnel, and others, as needed, will utilize the Dash Board format to disseminate relevant, current, and necessary information for immediate access by all personnel.
- B. **Individual Community Feedback:** There are several alternatives available that allow community members to provide feedback directly to the Department. Personnel can direct citizens to any of the below-listed resources to accommodate their specific needs.
 - 1. The City of Federal Way website (www.cityoffederalway.com) provides a “comment form” located on the Police Department’s front page which can be filled out and submitted online.
 - 2. Social media provides a venue for citizens to contact personnel on a more informal basis. For example, questions or comments can be posted on the Department’s Facebook page and appropriate information can

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be shared back and forth. Social media oversight is provided through the Public Information Officer who has the ability to provide access rights to department personnel, as needed.

3. Safe City is a more structured opportunity for citizens to provide feedback. Safe City is a program administered by the Crime Analysis/Prevention Unit where citizens can sign up for and participate in an online Neighborhood Watch-type program, allowing for information sharing and giving feedback.

45.2.4 Citizen Surveys

Principle: The Crime Analyst and Prevention Program Coordinator will survey the citizen attitudes and opinions every three years. The survey shall at the minimum address:

- A. Overall department performance.
- B. Overall delivery of services by department employees.
- C. Employees' attitudes and behavior toward citizens.
- D. Community concern over safety and security within the agency's service area as a whole.
- E. Recommendations and suggestions for improvements.

45.2.5 Survey Results

Principle: Survey results will be compiled and a written summary provided to the Chief of Police or his/her designee. The information gathered through the survey is an effective means to assess the quality of services provided to the community and allows the opportunity to learn as an organization.

UNUSUAL OCCURRENCES AND SPECIAL OPERATIONS

46.1 UNUSUAL OCCURRENCES

PHILOSOPHY: The occurrences described in this chapter are infrequent, but can be devastating if and when they occur. Police agencies and individuals must prepare to address such occurrences locally and regionally. Clearly identified plans, tasks, and resources help to alleviate stress and confusion during an event and bring it under control as effectively as possible. All police personnel receive National Incident Management Systems (NIMS) training as recommended by rank.

46.1.1 Unusual Occurrences Coordination

Principle: The Deputy Chief(s) shall be responsible for coordinating the planning function for response to unusual occurrences and ensure the Federal Way Police Department is prepared to respond to the unusual occurrences as described in this chapter.

46.1.2 All Hazard Plan

Principle: In the event of an unusual occurrence or critical incident, the planned response by Federal Way Police Department personnel is imperative. To facilitate the organization of the department's response, the following principles and practices shall apply to the below listed unusual occurrences. Additional information is provided in the standards referenced.

Definitions

A. Incident Command Post (CP): Refers to a location designated for the function of coordinating incident management to include; identification of needs, procurement of resources, utilization of personnel, establishment of priorities, and coordination of operations.

- 1. **Incident Commander:** [REDACTED]

B. Emergency Operations Center (EOC): Refers to a predetermined location specially equipped to provide coordination of Phase III Mobilization events/occurrences. [REDACTED]

Practices:

Emergency Mobilization Phases

A. Phase I Mobilization: Phase I mobilization is an incident requiring the use of only on-duty personnel. The Incident Commander may declare this phase when additional on-duty personnel from department-wide resources will be required. This does not include the assistance provided by the Criminal Investigations Section or Traffic Unit to investigate major crimes and traffic collisions. Requires notification per Standard 12.1.2.

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B. Phase II Mobilization: Phase II mobilization is an incident requiring the call-in of off-duty personnel or a request for mutual aid from other law enforcement agencies for the specific purpose of providing normal patrol services or to bring an incident to closure. The Incident Commander may declare this phase. Requires notification per Standard 12.1.2. This does not include the assistance provided by the Criminal Investigations Section or Traffic Unit to investigate major crimes and traffic collisions. This also does not include assistance from the Public Works Department in accordance to Chapter 61 of this manual, or requests for K-9 assistance from neighboring agencies.

1. Written Documentation: A Significant Incident notification will be prepared for any incident requiring Phase II Mobilization.

C. Phase III Mobilization: Phase III mobilization is an incident requiring multiple City of Federal Way Departments and/or emergency service agencies become mobilized for an incident and the EOC is activated. Phase III mobilization may require the cancellation of vacations and days off for Police Department personnel. The Chief of Police or his/her designee may initiate steps to activate the EOC.

1. Emergency Mobilization: In instances of major catastrophes the ability to call personnel back to work is often compromised. Therefore the following practice shall apply when major catastrophes occur and impact Federal Way:

a. [Redacted]

b. [Redacted]

Mobilization Practices

A. Primary and Alternate Assembly Areas:

1. [Redacted] I and Phase II Mobilization: [Redacted]

[Redacted]

a. Alternate Location: If the Police facility has sustained damage that makes it unusable, personnel shall respond to [Redacted]

B. Communications: [Redacted]

1. [Redacted]

2. [Redacted]

3. [Redacted]

[Redacted]

C. Equipment Distribution: Phase II and Phase III mobilizations may require special distribution of equipment. Personnel shall ensure all assigned equipment is immediately available and shall not take any additional equipment (flashlights, cones, spare radios, etc.) without authorization from a designated supervisor.

1. [Redacted]

2. [Redacted]

a. [Redacted]

D. Management Control Measures: In the event of emergency mobilization, the Incident Commander may:

1. [Redacted]

2. [Redacted]

Response to Natural and Manmade Disasters: It is the intent of the Federal Way Police Department to be prepared to assist the community in providing protection to persons and property in the event of a natural or manmade disaster. The City of Federal Way has prepared an emergency plan designed to assist in the coordination of disaster functions with other emergency service agencies, affected private persons, corporations, and organizations. This Standard shall govern police operations within the City Emergency Plan.

Practices:

A. Police Functions: The nature and scope of the disaster will impact the ability to provide all or any of the below listed functions. The Federal Way Police Department will attempt to provide the following functions.

1. [Redacted]

2. [Redacted]

3. [Redacted]

4. [Redacted]

B. Initial Response:

1. Specific Scenes: Disasters such as fires, explosions, aircraft crashes, allow for the scene to be contained in most instances. In these instances the following practices should apply.

a. Initial Officer(s) On-Scene: [Redacted]

i. [Redacted]

ii. [Redacted]

iii. [Redacted]

iv. [Redacted]

b. First Supervisor On-Scene: [Redacted]

i. [Redacted]

c. Patrol Commander: [Redacted]

2. General Scenes: Disasters such as floods, volcanic eruption, and earthquakes do not allow for normal police responses or scene containment due to the scope of impact. When disasters have a widespread impact, officers shall adhere to the following practices.

a. Patrol Officers: [Redacted]

i. [Redacted]

ii. [Redacted]

iii. [Redacted]

b. Supervisors: [Redacted]

c. Patrol Commander: [Redacted]

C. Other Considerations:

- 1. State of Emergency: Only the Governor may proclaim a state of emergency. Requests for the Governor's assistance shall be made through the EOC. During a state of emergency certain acts can be prohibited and restrictions imposed. Refer to RCW Chapter 43.06.
 - a. Local Proclamation of a Disaster: The EOC manager will be responsible for coordinating the proclamation of a disaster. He/she shall contact the designated City of Federal Way elected official who will provide the official endorsement for the written proclamation. The written proclamation will be forwarded to the Governor's office.
- 2. Restricted Access: RCW 38.52.400 permits a Chief of Police to restrict access to a specific search and rescue area. Access shall be restricted only for the period of time necessary to accomplish the search and rescue mission.

See also 46.1.10 for Specific Incidents (Civil Disturbance, Mass Arrests, etc.).

The Greater Federal Way Community Emergency Operations Center (EOC) Plan will be implemented for all Phase III Mobilizations. This plan is maintained by assigned members of the Police Department and is available to all in the Records Unit. This plan is in compliance with CALEA Standards 46.1.3 thru 46.1.7.

46.1.8 Specialized Equipment (Refer to 46.2.3)

46.1.9 Annual Training

Principle: The Federal Way Police Department will conduct or participate in annual training on the All Hazard plan. The training may include all agency personnel or may be limited to effected agency personnel. The training may consist of field or table-top training exercises.

46.1.10 Specific Incidents

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Principle: The Federal Way Police Department is prepared to respond to various large scale incidents that are specifically police related matters. These types of incidents require varied planning and response. The information included below should provide guidance for unusual critical police incidents.

Practices:

Civil Disturbance: A civil disturbance may erupt from various forms of legal public gatherings or may be sparked and quickly escalate from a single, high profile incident. The manner in which the Federal Way Police Department responds to a civil disturbance has direct bearing on the ability to control and defuse the incident and contain property damage, injury or loss of life. Police officers confronting civil disturbance and those called upon to assist in these incidents shall [REDACTED]

- A. **Definition:** Civil Disturbance is an unlawful assembly that constitutes a breach of the peace or any assembly of persons where there is imminent danger of collective violence, destruction of property or other unlawful acts.
- B. **Prevention:** Extensive planning and preparation on behalf of the Police Department may prevent legal public gatherings and demonstrations from escalating into a civil disturbance. The Federal Way Police Department is committed to providing assistance to organizations and citizens wishing to peacefully demonstrate and exercise the rights guaranteed by the United States Constitution. A representative of the Police Department shall attempt to contact leaders of groups planning to demonstrate and offer to work with the group in the planning of the demonstration in order to ensure the safety and protection for the demonstrators as well as the general public.

Response Practices:

A. **Initial Officer(s):**

- 1. [REDACTED]
- 2. [REDACTED]
- 3. [REDACTED]

B. **Supervisor:** [REDACTED]

- 1. [REDACTED]
- 2. [REDACTED]
- 3. [REDACTED]

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4. [Redacted]

5. [Redacted]

[Redacted]

C. Patrol Commander: The patrol commander will determine the necessary mobilization phase for the incident, take steps to activate the necessary mobilization, and respond to the CP and assume incident command. When adequate personnel and resources are in place the Incident Commander will implement one or more of the following options.

1. [Redacted]

a. [Redacted]

b. [Redacted]

c. Request the crowd disperse in an orderly fashion.

2. [Redacted]

a. [Redacted]

b. [Redacted]

c. [Redacted]

d. See below for Mass Arrest Practices.

3. [Redacted]

a. [Redacted]

b. [Redacted]

Mass Arrests: It is impossible to anticipate all situations that mass arrests (more than ten arrests) may become necessary. Therefore, the practices surrounding mass arrests must remain flexible and be adapted to the variables that may exist. However, it is vital some practices remain consistent and all the listed mass arrest considerations are addressed in the planning phase of implementing mass arrests.

A. **Arrest Practices:** When mass arrests become necessary the following practices shall be followed:

1. [Redacted]
2. [Redacted]
3. [Redacted]
4. [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

B. **Juvenile Offenders:** Arrested juveniles shall be separated from adult offenders as soon as possible. Juvenile offenders will be transported to a separate detention facility.

C. [Redacted]
[Redacted]

D. [Redacted]
[Redacted]
[Redacted]
[Redacted]

E. [Redacted]
[Redacted]
[Redacted]
[Redacted]

F. [Redacted]
[Redacted]

G. [Redacted]
[Redacted]

H. **Defense Counsel Visits:** Arrested persons have the right to legal counsel, however, that counsel will not be provided on-site at the scene of a civil disturbance requiring mass arrests. Arrestees will be allowed consultation with counsel at the permanent incarceration facility in accordance with that facility's policies and procedures.

1. If arrested persons are going to be detained for more than three (3) hours at a temporary detention area, arrangements should be made to provide defense counsel access.

I. **Court / Prosecutorial Liaison:** The impacted courts and prosecutor offices shall be notified in advance of any mass arrests to be conducted.

J. [Redacted]

K. [Redacted]

Hostage / Barricaded Person Situations: In hostage/barricaded subject situations, it is the philosophy of the Federal Way Police Department to consider the lives of the hostages, civilians, and officers involved to be of the utmost importance. Whenever reasonably possible, a peaceful resolution will be sought. The practices provided in this Standard will apply in all hostage and/or barricaded subject situations.

A. Definitions:

1. Hostage Situation: Any situation where an individual is being held by another against his/her will by force or threat of force, expressed or implied.
2. Barricaded Subject Situation: A criminal suspect or emotionally disturbed person is within a definable space, is armed with a weapon or has direct access to a deadly weapon, and they are not complying with police communication.

Response Practices:

A. [Redacted]

1. [Redacted]

2. [Redacted]

B. Incident Command: The first arriving police officer becomes the incident commander until relieved by a higher ranking officer. The field supervisor shall respond to the incident and assume command. The incident commander shall ensure the following:

1. [Redacted]

2. [Redacted]

3. [Redacted]

a. [Redacted]

4. [Redacted]

a. [Redacted]

5. [Redacted]

6. [Redacted]

7. [Redacted]

C. **Notification:** The commander shall determine if any or all of the following notifications need to be made, determine if a Phase II or III Mobilization is necessary, and then respond to the scene to assume Incident Command responsibilities.

1. [Redacted]

2. [Redacted]

3. [Redacted]

4. [Redacted]

a. [Redacted]

D. **Evacuation:** As soon as reasonably possible, residences and businesses within the outer perimeter should be evacuated. [Redacted] If evacuation is impossible due to hazards, occupants should be contacted and advised of steps to be taken to provide additional protection within their residence or business.

1. [Redacted]

E. [Redacted]

Bomb Emergencies: The Federal Way Police Department is responsible for coordinating the removal and disposal of explosives. These incidents can be extremely dangerous for all personnel and citizens if not handled in an expedient, safe, and coordinated effort. Therefore, to ensure the safety of all, the following practices have been established.

Bomb Threat Practices: Whenever the department is notified of a bomb threat the following practices shall apply.

A. Primary Officer Response: The police officer assigned to the call shall:

1. [Redacted]
2. [Redacted]
3. [Redacted]
4. [Redacted]

B. Supervisor Response: When available, a patrol supervisor should respond to the scene using the same practice provided above in Section A2.

C. Evacuation: Evacuation of the scene shall be left to the judgment of the person in charge of the scene/building. In the event an evacuation takes place the following practices shall apply.

1. [Redacted]
2. [Redacted]
3. [Redacted]
4. [Redacted]

D. Building Search: In some situations a search will not be prudent. If a search is conducted the following practices shall apply.

1. [Redacted]
2. [Redacted]
3. [Redacted]
4. [Redacted]
5. [Redacted]

Bomb Practices: Whenever an explosive device or suspected explosive device is located, the on-duty supervisor shall be notified immediately. The supervisor shall determine if any emergency mobilization is required and notify the Bomb Disposal Unit Leader or designee. Refer to Standard 12.1.2 for additional required notifications.

A. **Disposal:** [Redacted]

1. [Redacted]

B. **Investigation:** [Redacted]

1. [Redacted]

Hazardous Materials: A hazardous materials incident occurs whenever any substance or material in any form or quantity is mishandled, spilled, leaking, or improperly disposed of and becomes an unreasonable risk to the safety and health of persons or creates immediate danger to property.

Hazardous material incidents create several additional response requirements. Although the Fire Department and their Hazardous Materials Response Team will have scene management and command authority, it is the Federal Way Police Department's intent to provide all necessary assistance in order to protect the community. Therefore the following practices will apply during hazardous materials incidents.

Response Practices:

A. **Police Functions:** [Redacted]

1. [Redacted]

2. [Redacted]

3. [Redacted]

4. [Redacted]

B. **Initial Response:** Often the police will be the first responders to hazardous materials incidents. Officers arriving on the scene shall adhere to the following practices:

- 1. [Redacted]
 - [Redacted]

- [Redacted]

2. Scene Precautions:

- [Redacted]

3. Material Identification:

- [Redacted]

C. Patrol Supervisor Response: [Redacted]

1. [Redacted]
 - a. [Redacted]

Clandestine Drug Laboratory Practices: Clandestine drug labs present not only hazardous material concerns, but also specialized investigative and disposal requirements. Therefore upon discovery of a suspected clandestine drug lab the following practices shall apply.

A. [Redacted]

1. [Redacted]

B. [Redacted]

C. [Redacted]

1. [Redacted]

D. [Redacted]

46.1.11 Active Assaults (CALEA 46.1.10)

Principle: The core function of law enforcement is to protect people from violent predators. National experience reveals that every setting where multiple people live, work, or assemble is a possible target for a rapid, mass murder incident. An active shooter or mass casualty incident could occur nearly anywhere and at any time. Federal Way police officers must be prepared to respond effectively and with tactical efficiency to any populated location and structure in the city. It is critical that we

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plan and train for active killer situations.

This type of scene is initially chaotic, turbulent, rapidly unfolding, and subject to sudden change. Often multiple witnesses and/or victims call 911 to report their observations. Initial, raw information coming from multiple sources will be partial and may be conflicting. On-scene variables (i.e., suspect information, victim needs, and public safety resources) will change as the scene develops. The nature and scope of the incident will determine the priority and use of procedures and tasks outlined below. All are subject to adjustment as circumstances change.

Response Practices: When an active shooter or similar mass casualty incident is dispatched, commissioned personnel will respond (see *Phase I Mobilization as outlined under MOS 46.1.2 All Hazard Plan*).

A. Initial Response: [Redacted]

1. [Redacted]

- [Redacted]

Dispatchers are trained to dispatch appropriate additional resources, such as aid units, medics, and the fire department, in response to this type of incident.

2. [Redacted]

[Redacted]

[Redacted]

c. [Redacted]

3. Field Supervisor: [Redacted]

[Redacted]

a. [Redacted]

i. [Redacted]

b. [Redacted]

i. [Redacted]

B. Other Considerations: As more public safety resources become available other needs will be addressed. These additional considerations should be addressed in the order most relevant at the time. These tasks should be coordinated through the CP.

1. [Redacted]

[Redacted]

2. [Redacted]

3. [Redacted]

a. [Redacted]

4. [Redacted]

a. [Redacted]

4. [Redacted]

5. [Redacted]

[Redacted]

6. [Redacted]

7. [Redacted]

C. **Notification:** An active assault situation will create a need for the response of additional resources beyond the police. The on-duty patrol commander or CDO shall determine if any or all of the following notifications need to be made and then respond to the scene to assume Incident Command responsibilities.

1. [Redacted]

2. [Redacted]

3. [Redacted]

D. [Redacted]

1. [Redacted]

2. [Redacted]

3. [Redacted]

E. **Training:** Refresher training on the practices contained within this standard will occur every calendar year for supervisors. Active threat reality-based training (RBT) scenarios will be conducted every other year for all

commissioned police officers. The training for both supervisors and officers may involve whatever type of training will best meet the needs of the department (e.g., training bulletins, tabletop exercise, etc.) and the frequency of such training could change, based upon recommendations of the annual review (see below).

1. **Review:** Annually, a police commander will conduct and document a review of both this policy and the department's training needs associated with this policy. The review will determine whether the policy and training are meeting the Department's needs. The commander's report will be forwarded via the chain of command to the Chief of Police. The policy and/or training needs may be revised based on the commander's recommendations.
 - a. The supervisor of the force training team (or his/her lead instructor) will periodically survey national trends and/or contact other regional agencies to determine whether our proposed training doctrine or scenarios are within best practices. This survey may satisfy the annual review requirement, or it could be incorporated into the review process, as determined by the Commander.

46.2 SPECIAL OPERATIONS

PHILOSOPHY: The resolution of critical incidents may often require assistance from specialized trained units. The Federal Way Police Department participates in several regional specialized units; Bomb Disposal, Special Weapons and Tactics (SWAT), and the Civil Disturbance Unit (CDU). The full regional unit/team or portions of the units may be activated to assist patrol with the resolution of critical incidents.

46.2.1 Special Operations Activities

Principle: Patrol officers act as first responders to many critical incidents that may involve specialized units/teams at a later time. The coordination involved in deploying specialized units/teams may be important to the successful resolution of an incident. The practices below will assist in the coordination required between the patrol officers on scene and responding specialized unit/teams.

Practices:

- A. [Redacted]
- B. [Redacted]
- C. [Redacted]

46.2.2 SWAT Selection

Principle: The Federal Way Police Department selects police officers for assignment to SWAT using the below described process.

Practice:

- A. Refer to Standard 16.2.2 regarding selection process.

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B. **Specific Requirements:** The below listed tests and examinations shall be successfully completed by applicants for the Tactical Team.

- 1. Physical Assessment
- 2. Shooting Qualification
- 3. Prior to selection, a review by the Chief of the pre-employment psychological

46.2.3 Specialized Equipment (Also CALEA Standard 46.1.8)

Principle: The Federal Way Police Department maintains specialized equipment to be used during unusual occurrences. The equipment is assigned to SWAT and will be maintained by the assigned commander or his/her designee. An inspection of the equipment shall occur at least quarterly to ensure operational readiness.

46.2.4 Crisis Communications Unit Selection

Principle: The Federal Way Police Department selects police officers for assignment to the Crisis Communications Unit using the below described process.

- A. Refer to Standard 16.2.2 regarding selection process.
- B. **Specific Requirements:** The below listed tests and examinations shall be successfully completed by applicants for the Crisis Communications Unit.
 - 1. Prior to selection, a review by the Chief of the pre-employment psychological

46.2.5 Search and Rescue

Principle: Pursuant to RCW 38.52.400, the Federal Way Police Department shall coordinate search and rescue efforts conducted within the City of Federal Way. The scope of the effort shall vary and the emergency mobilization phases shall apply. Search and rescue operations requiring specialized equipment and/or training will be conducted by the South King County Fire and Rescue or the King County Search and Rescue Association, an affiliate of the King County Sheriff's Department. Additional or different resources may be utilized, with the approval of the on-duty supervisor.

Practices: Officers who are assigned to calls for service where a person is missing and/or trapped, and the use of search and rescue may be appropriate (e.g., an elderly person lost in a wooded area when the weather is very cold) shall notify the on-duty supervisor of the nature of the call; see also Standard 41.2.5 Missing Persons Investigation. If the efforts to locate the individual are beyond the scope of the abilities of the officers who are on-duty then the following will occur:

- A. [Redacted]
- B. [Redacted]
- C. [Redacted]
- D. [Redacted]

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46.2.6 V.I.P. Security

Principle: In the event a Very Important Person (VIP) or dignitary visits or stays within the City of Federal Way, the Federal Way Police Department may participate in security upon request.

Practice: When assistance is requested, the Police Department shall prepare a Special Order to include, at the minimum, the following provisions.

- A. [Redacted]
- 1. [Redacted]
- B. [Redacted]
- 1. [Redacted]
- C. [Redacted]

After-Action Report: An after-action report shall be completed by the designated individual evaluating the provision of police services during the event.

46.2.7 Special Events

Principle: The Federal Way Police Department strives to ensure public safety by providing adequate and appropriate police services for special events. Special events include parades, street fairs, public demonstrations, labor strike activity, athletic events, and other activity that impacts traffic and crowd control. Refer to Standard 46.2.6 for specific practice related to dignitary and VIP security.

Practice: The various events will require special planning specific for that event. Therefore each special event shall have a Special Order prepared for the event by a designated commander. The Special Order shall include the following information at a minimum.

- A. [Redacted]
- B. [Redacted]
- 1. [Redacted]
- 2. [Redacted]
- C. [Redacted]
- D. [Redacted]

After-Action Report: The designated individual shall complete an after-action report evaluating the provision of police services during the event.

46.2.8 Event Deconfliction: Event deconfliction is the process of determining when law enforcement personnel are conducting events in close proximity to one another or investigating the same people or the same problem at the same

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time. By notifying a central location of a planned event prior to its execution, officers will not unknowingly target or conflict with another law enforcement officer or compromise another investigation. It becomes especially critical when operating in concurrent or contiguous jurisdictions that are involved in high risk activities such as undercover operations, surveillance, fugitive apprehension, etc. Event deconfliction, along with the sharing of event and investigative information with other law enforcement agencies, and proper case activation procedures enhance officer safety and the efficiency of criminal investigations.

A. Deconfliction Process: [Redacted]

The following steps and/or considerations will apply to the use of a deconfliction system.

1. [Redacted]
2. [Redacted]
3. [Redacted]

4. Training and Access: All personnel with assignments that may require them to perform event deconfliction shall receive training enabling them to obtain appropriate security access and to navigate through the event deconfliction system. [REDACTED]

B. **Target and Investigative Information Deconfliction**: Event deconfliction applies to geographical conflicts that occur at the same time and in the same proximity. Target and investigative activity deconfliction applies to subjects, gangs, locations, telephone numbers, vehicles, and other investigative information about criminal activity.

1. [REDACTED]

46.2.9 Tactical Operations: Outside Our Jurisdiction

Principle: The law enforcement agency with primary territorial jurisdiction needs to be notified of all preplanned tactical operations that occur at addresses within their jurisdiction. All agencies should continue to require their officers/units to make courtesy notifications to the agency with primary jurisdiction whenever they are conducting other law enforcement type activities (i.e., surveillance, buy-bust operations and arrests) at locations outside of their own agency's territorial jurisdiction.

Definitions:

A. **Command Level Officer (internal)**: An individual with the official rank and title of Commander (or of Acting Commander), the Deputy Chief, and Chief of Police.

B. **Command Level Officer (external)**: In terms of whom we should contact at another jurisdiction, it will be either a person with the official rank and title of Commander or, in agencies with a rank structure that includes Sergeant, our contact will then be at the Lieutenant rank or higher.

C. **Agency with Primary Jurisdiction**: The agency with the responsibility to provide routine police services at a given address is the agency having primary jurisdiction.

D. **Preplanned Tactical Operation**: Any situation not including fresh pursuit in which Federal Way police officers or detectives deploy with the intent to arrest an offender or serve a search warrant at a known location. This does not include typical or mainstream crimes being investigated by Federal Way officers/detectives occurring exclusively within the territorial boundaries of the city of Federal Way.

Practice: The below practices will apply in the event that Federal Way Police Department (including SWAT or any other valley or combined unit) has reason to conduct a preplanned tactical operation at an address that is outside their primary jurisdiction.

A. [REDACTED]

• [REDACTED]

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46.3.4 Hazardous Materials Awareness Training

Principle: A hazardous materials response may result from various forms of incidents. The manner in which the Federal Way Police Department responds will have a direct bearing on the ability to control and defuse the incident as well as to control and contain property damage, injury, or loss of life.

Also reference 46.1.10 Hazardous Materials which outlines a detailed response to a hazardous materials incident. .

Practices – Prevention: Through high visibility patrol and proactive enforcement activities officers may be able to reduce the threat of the intentional use of hazardous materials in a criminal act within our community. They can not, however, eliminate accidents involving the legitimate, routine transportation and use of those materials on our roadways and in the community. Training in recognition, response procedures, and personal protective equipment will allow personnel to respond to a hazardous materials incident in a safe manner while reducing the threat to responders, the community and the environment. Responder training shall occur on an as needed basis in accordance with State and Federal guidelines for the number of hours, competency and content.

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PROFESSIONAL STANDARDS

52.1 ADMINISTRATION AND OPERATIONS

PHILOSOPHY: Community trust and the credibility of the Federal Way Police Department are critical aspects of the mission of the Police Department. The Federal Way community should have full confidence in the ethics and integrity of the individuals they employ and entrust with their safety. The feedback provided through the professional standards function of the agency allows for the constant evaluation of the abilities of the department and the individual employees to ensure improvement and the highest levels of service.

52.1.1 Professional Standards Investigations

Principle: All complaints, to include anonymous complaints, against the department and its members shall be investigated. Citizens, fellow criminal justice professionals, or City of Federal Way employees may initiate complaints. Complaints can be taken in person, over the telephone, in writing or online. Complainants making allegations that rise to the level of a Standards or Criminal Investigation should be strongly encouraged to meet personally with the investigator and provide a written complaint and sign the complaint form with a penalty of perjury statement. If a complainant is reluctant to sign the form, furnish their name, or otherwise cooperate in the matter, every effort shall be made to obtain the facts in order to resolve the complaint. The complainant shall be told that their refusal to provide pertinent information may impede or prevent the Police Department from investigating the complaint.

Types of Investigations:

- A. **Service Delivery Investigation:** This investigation involves a complaint made regarding the quality of service delivery. These complaints vary in degrees from complaints regarding an employee's demeanor, complaints related to customer service, or the nature of a department practice.
- B. **Administrative Review:** Administrative Reviews are conducted whenever designated police practices or incidents occur. The review ensures compliance to department standards. Administrative Reviews shall be conducted on incidents involving use of force and incidents involving vehicle pursuits. If an initial review of the above-described practices indicates a possible violation of department standards, the review will be re-classified as a Standards Investigation.
- C. **Collision Reviews:** *Collisions involving a Police Department vehicle or on-duty members will be investigated as prescribed in Standard 61.2.1.* The involved member's supervisor will review the collision documentation and provide any necessary additional documentation. The involved member's supervisor may conduct additional investigation if an indication exists that a department standard and/or written directive has been violated.
- D. **Inquiry:** This process involves a less formal supervisory request for additional information or general clarification from an employee following a complaint to better identify the type and/or path of investigation.
- E. **Standards Investigation:** This investigation involves a complaint of a possible violation of department standards or other written directive.
- F. **Criminal Investigation:** The need to conduct a criminal investigation may occur in connection with a Standards Investigation. The Criminal Investigation is an independent investigation.

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52.1.2 Records

Principle: The Office of the Chief is responsible for maintaining records of all documentation pertaining to Administrative Reviews and Standards Investigations. The following practices shall apply in regards to these records.

- A. All reviews and/or investigations (except Service Delivery Investigations) will be maintained in a numbered and orderly fashion in a secured area of the Office of the Chief.
- B. A tracking number is assigned to each review and/or investigation to include the year (e.g., 2000-001, 2000-002 etc).
- C. The files maintained by the Office of the Chief shall be considered confidential in nature and will be maintained in a locked cabinet. These files are not to be viewed or discussed apart from official department business and the Administrative Commander or his/her designee must approve any viewing of files, with the exception of the Chief of Police or Deputy Chief(s). The files will be retained for a period of six years.

52.1.3 Authority of the Professional Standards Unit

Principle: The Administrative Commander reports to a Deputy Chief, but has direct access to the Chief of Police regarding all professional standards matters, and manages the Professional Standards Unit. Inspections and audits initiated by the Professional Standards Unit may be either announced or unannounced.

- A. Personnel conducting Inquiries, Standards Investigations or Criminal Investigations report directly to the Chief of Police or the Administrative Commander to be determined by the nature of the investigation.

52.1.4 Process for Registering Public Feedback

Principle: The Federal Way Police Department website provides information to the public regarding how to provide positive and negative feedback to the Federal Way Police Department. In addition, multiple communication outlets are available for citizens to contact our agency for the purpose of providing feedback: through social media, participation in community forums, by telephone, or dropping by the station in person.

52.1.5 Professional Standards Annual Report

Principle: Information gathered by the Federal Way Police Department in regards to professional standards investigations will be compiled, analyzed, and made available to employees and the community.

Practices: The following practices shall be followed in regards to annual reporting:

- A. An annual report shall be compiled by the Professional Standards Unit.
- B. This report will compile and analyze the data and content of the internal affairs investigations conducted each year. The report shall contain the following information.
 - Numbers and types of investigations;
 - Types of findings and any discipline issued;
 - Indications of trends or patterns of investigations and findings;
 - Training accomplished or recommended; and,
 A review of all associated policies and procedures to ensure they adequately meet our needs and are up to date.
- C. **Dissemination of Annual Reports**
 1. **Internal:** The Office of the Chief will be responsible for disseminating the quarterly and/or annual report(s), which contains statistical summaries for Professional Standards.

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2. **External:** An annual statistical summary for Professional Standards will be posted on the Federal Way Police Department's website.

52.2 COMPLAINT PROCEDURES

PHILOSOPHY: It is important that, as a Police Department, complaints are handled in a reasonable and responsible manner, and all parties involved are kept informed in a timely manner. It is vital that citizens, as well as members of the police department, have a clear understanding of what to expect during a complaint or investigative process.

52.2.1 Investigative Process and Responsibilities

Practices: It is important to not increase a complainant's dissatisfaction by not providing accurate information or giving the impression their concerns are not important. Therefore, any employee may receive information regarding a complaint. Employees will gather sufficient information to identify the involved employee(s) or Police Department function if the complaint does not involve a specific employee(s). The employee receiving the information will notify the complainant that their concerns will be forwarded to a supervisor and that a supervisor will re-contact the complainant by the end of the current shift. The employee will be sure to obtain contact telephone numbers for the complainant where they may be reached over the next several hours. The complaint information will then be forwarded to the appropriate supervisor if he/she is on-duty. If the appropriate supervisor is not on-duty, the complaint information will be forwarded to the on-duty patrol supervisor. The supervisor receiving the complaint information shall return the call by the end of his/her shift. The supervisor returning the call will determine what type of complaint is being lodged and then take the appropriate actions.

A. Service Delivery Investigation:

- 1. **Who Investigates:** Normally the involved employee(s) supervisor or the supervisor for the applicable function will investigate these complaints. If the involved employee(s) supervisor is not available to conduct the investigation in the prescribed time lines, refer to Standard 52.2.3, then the supervisor's commander/manager will conduct the investigation.
- 2. **Guidelines:** Normally the investigating supervisor should attempt to gain the employee(s) perspective prior to contacting the complainant. Often times these complaints are due to a lack of knowledge by citizens regarding police practices and the information gathered prior to contact with the complainant will allow concerns to be easily addressed.
 - a. **Complainant Involvement:** Many complaints may be easily and most effectively resolved by bringing the involved citizens and employees to one table for a discussion of what occurred and why. These meetings serve to educate all involved parties and provide an opportunity for each person to express their concerns. Supervisors and commanders should consider this option when dealing with complaints that are easily resolved and/or minor in nature.
- 3. **Documentation:** If there are no possible violations of a written directive or law, then the information shall be documented in the involved employee(s) Bureau File. If the complaint concerns only a department practice, then a short memo or e-mail will be forwarded to the Professional Standards Unit. If a supervisor has identified a pattern (determined by frequency and type) of inappropriate behavior, a violation of a written directive, or a possible violation of law involving a specific employee then he/she shall follow the practices outlined under the Standards Investigations and or Criminal Investigations.

B. Administrative Reviews:

- 1. **Who Reviews:** All instances involving use of force or pursuits shall be reviewed by an on-duty supervisor. If the involved employee(s) supervisor is on-duty, he/she will conduct the review.

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2. Guidelines: The review will consist of the supervisor and each involved employee completing the required form together as they discuss and review the incident.

3. Documentation: The associated standards are listed below with the applicable form. All Administrative Reviews will be forwarded through the chain of command and Professional Standards to the Chief of Police for approval. The Chief will forward all approved Administrative Reviews to the Executive Assistant to the Office of the Chief for retention.
 - Use of Force Standard 1.3.6 Use of Force Review form
 - Pursuit Standard 41.2.2 Pursuit Review form
 - Discharge of a Firearm* Standard 1.3.6 Discharge of a Firearm form

*This form will be used when a firearm is discharged by a police officer: on-duty (except for personal practice and/or police training); off-duty under color of law (any action(s) taken as a police officer); off-duty with a FWPD weapon/ammunition (except for personal practice and/or organized competition). See also Standard 1.3.1 Use of Force for all definitions relating to "use of force."

C. Collision Reviews:

Definitions:

Collision: Means any contact between a motor vehicle and another vehicle, object, or person. Collisions involving Federal Way Police Department employees that occur while the employee is the driver and on duty, or in a city-owned vehicle while driven by a police department employee or volunteer, are subject to the collision review process (see below). All collisions require a Significant Incident report to be issued.

Intentional: An intentional collision is one in which a police officer uses their vehicle as a force response or similar enforcement technique or tactic and contact occurs; i.e., a PIT maneuver to end a vehicle pursuit. In cases of intentional collisions the officer's actions that contributed to the collision will be reviewed by another process – either a Pursuit Review or a Use of Force Review (refer to Administrative Reviews as outlined in this Standard). Therefore, a collision review is not done for intentional collisions. The Use of Force Review/Pursuit Review should determine whether a Standards Investigation is advisable regarding the collision portion of the incident.

Preventable: Means the employee failed to drive defensively, did not use reasonable precautions, and/or alternative courses of action to avoid collision(s) or maximize safe driving.

Unpreventable: Means the employee drove defensively and could not reasonably have taken action that might have avoided the collision.

1. Minimal Collisions: A collision which is deemed **minimal** must meet the following criteria:
 - the collision is non-injury
 - there is no party involved other than a city vehicle and/or city property
 - the total damage is less than the currently approved amount designated under WAC 446-85-010

For collisions that are minimal only a Bureau File entry is required. If an employee is involved in more than one collision in a calendar year each subsequent collision (including any that are minimal) will be reviewed in the same manner as the remainder of this collision review process (see below).

2. Collision Review Process for All Other Collisions: Refer to Standard 61.2.1 for information regarding the actual collision investigation. All other collisions shall be reviewed by the employee's supervisor. The supervisor will ensure that the collision investigation packet includes:

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- A Federal Way Police Department case number
 - A Collision Review form
 - A State Accident Report form or a Traffic Incident Report form (or a completed SECTOR report)
 - A diagram
 - Photographs of the damage and description of any injuries
 - Estimate of cost for repairs
 - Collisions involving significant damage or serious injury shall include witness statements, follow up reports from other officers, and other documents appropriate for this type of collision
- a. Collision Findings: When the collision investigation is complete the supervisor will select one of these options as their finding on the Collision Review form: **preventable** or **unpreventable**. The supervisor then reviews the collision with the employee/volunteer and discusses the supervisor's finding.
- i. Agreement with Findings: If the employee/volunteer concurs with the finding the supervisor will forward the packet (the investigation and the review) to their commander within ten (10) days of the collision. A preventable finding may result in discipline for the involved employee.
- ii. Disagreement with Findings: If there is disagreement on the finding between the supervisor and employee/volunteer the supervisor will forward the packet directly to the Traffic Lieutenant within 10 days of the collision. (Extensions to these 10 day requirements may be granted by the Chief of Police.)
- b. Routing of Findings: If the commander concurs with the lieutenant's finding the commander will sign and forward the packet to the Deputy Chief. If the Deputy Chief concurs with the finding he/she will sign and forward the packet to the Chief of Police. If the Chief concurs with the finding the Chief will sign and forward the packet to Professional Standards for processing. If the collision was found preventable Professional Standards will review the circumstances of the collision and make a recommendation to the Chief of Police for appropriate discipline. Professional Standards will route necessary paperwork to Risk Management.
- c. Additional Routing/Notification: The supervisor shall also forward an Employee/Supervisor Report of Incident or a copy of the collision report form to Professional Standards within 24 hours. Professional Standards will forward a copy to Risk Management on or before the next business day.
- d. Collision Review Board: Any person in the review chain, including the involved officer, can request a review by the Collision Review Board. The purpose of the review board is to have a group of police employees determine whether the collision was preventable or unpreventable. The Traffic Lieutenant, or another Field Operations lieutenant in his/her absence, will serve as the Chairperson of the Collision Review Board. The board is also made up of:
- a collision investigator from the Traffic Unit (assigned by the Traffic Lieutenant); and
 - a Patrol Commander (assigned by the Chief of Police or his/her designee).

The Collision Review Board will convene within 14 days of the Traffic Lieutenant receiving a copy of the completed investigation and a request for a board. After reviewing and discussing the case as a board, board members vote confidentially between the two options (preventable or unpreventable). A majority vote establishes the finding of the board. The chairperson will enter the board's finding on the Collision Review form and return the packet to the supervisory or command person who requested the board. That person will sign the review form and route the packet up the chain of command, then to Professional Standards.

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Within 48 hours of convening the board, the Traffic Lieutenant will forward the board's finding via police department electronic mail to the Office of the Chief, Professional Standards, and the involved employee. If the collision was deemed preventable, Professional Standards will follow procedures for a Standards Investigation *as outlined within this Standard*. If the collision was deemed unpreventable the case goes up the chain of command, then to file.

D. Inquiry:

1. Who Investigates: Normally the involved employee(s) commander/manager will conduct the inquiry. The Office of the Chief will provide an oversight function for these inquiries. The Professional Standards Unit must be notified of inquiries for tracking purposes. Refer to the documentation section.
2. Guidelines: The inquiry process shall last no longer than is necessary to verify or dispel a complaint and to determine the type of investigation, if any, that will be conducted. The inquiry process must be the least intrusive means available to effectuate the purpose. The goal of an inquiry is to better clarify through interviews, memorandums, reports, and/or statements, the type and/or path of investigation to be conducted. The reasonableness of the inquiry will depend upon the facts presented in each complaint. In evaluating the validity of the inquiry, you must consider the totality of the circumstances. If and when it is reasonable to believe a particular investigation / review should be initiated, the guidelines under the identified investigation/ review will be followed.
3. Documentation: Once allegations are reviewed by the Chief and an inquiry is initiated, Professional Standards will assign a tracking number and the commander/manager/supervisor conducting the inquiry will keep command staff informed of the developments and progress of the inquiry. Once a determination can be made as to the type and path of the investigation, the identified investigative guidelines will be followed. At the completion of the inquiry, Professional Standards will be notified of the outcome for tracking purposes.

E. Standards Investigation:

1. Who Investigates: Normally the involved employee(s) commander/manager will investigate any possible violation of standards. The Professional Standards Unit will provide an oversight function for these investigations and therefore must be notified of them for tracking. Refer to the documentation section.
2. Guidelines: Investigations of this nature may result in discipline and therefore shall adhere to guidelines established in the remainder of this chapter, the collective bargaining agreements, case law, and any other applicable laws. Supervisors and commanders have received training in the mentioned guidelines.
3. Documentation: The nature of the complaint will be documented and forwarded to the Administrative Commander for review, assignment, and to have a tracking number assigned to the investigation. The assigned investigator will keep command staff personnel informed of the developments and progress of the investigation. The City Attorney's Office will be consulted on investigations that may result in suspension or termination of the employee. Once the investigation is completed, the investigation will be forwarded to the Chief of Police through the chain of command for review and approval. Approved investigations will be forwarded to the Professional Standards Unit for a recommendation on discipline, the execution of any discipline, notification to complainants, and storage.
 - a. Written Reprimands: Supervisors administering a written reprimand will verify with Professional Standards that this level of discipline is appropriate and consistent with past practices prior to any discipline being administered.

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- b. Professional Standards Unit Review: The unit will review these investigations for content of allegations and potential overlaps with other on-going complaints. The unit will also provide the investigator a summary of investigation history of the involved employee(s) and any other pertinent findings or information.

F. **Criminal Investigation**: If the possibility of criminal actions by a department member arises the Chief of Police shall be notified immediately (*refer to Standard 12.1.2*) and a criminal investigation initiated. The Chief of Police shall designate the investigator in all criminal investigations. If the Chief selects to request investigative assistance from an allied agency, he/she will consult with the Federal Way City Attorney's Office prior to selecting an agency.

52.2.2 Chief of Police Notification

Principle: It is important that the Chief of Police be promptly notified of allegations of misconduct against the department or its personnel, of any suspected policy (MOS) violations. *Refer to Standard 12.1.2 for criteria related to immediate notification.*

Practices:

- A. **Administrative Reviews**: The supervisor may provide notification through the use of a "Significant Incident" report to be completed by the end of the shift during which the incident occurred.
- B. **All Other**:
1. All complaints/incidents that could potentially rise to the level of a Standards Investigation shall be routed to the Office of the Chief and Professional Standards by the supervisor/commander who initially receives the information or complaint. This notification should take place within 24 hours of receipt of this information/complaint.
 2. All Inquiries shall be routed to the Office of the Chief and Professional Standards Unit by the supervisor/commander preparing the Inquiry.

52.2.3 Investigation Time Limits

Principle: All investigations shall be taken seriously and completed without delay. The time limits should be long enough to ensure a thorough investigation is completed.

- A. **Service Delivery Investigations**: Normally these investigations will be completed within five (5) calendar days of the supervisor receiving the information.
- B. **Administrative Reviews**: Normally these investigations will be completed within ten (10) calendar days of the date of the incident.
1. Critical Incident: The Chief of Police or his/her designee will determine when and if a critical incident (i.e., a use of force or response to resistance resulting in serious injury or death) requires an Administrative Review. The Administrative Review of a critical incident should be completed within thirty calendar days of the date it was assigned for investigation.
 2. Extensions may be granted with the approval of the Chief of Police or his/her designee.
- C. **Inquiry**: Normally, these inquiries will require additional collection of information. Therefore, these inquiries will be completed a maximum of ten (10) days from the assignment of a tracking number by the Professional Standards Unit.
1. Extensions may be granted with the approval of the Chief of Police or his/her designee.

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- i. A request for an extension and the reason(s) associated with that request shall be documented within the investigation.
- D. **Standards Investigations:** These investigations are often more time consuming and require the collection of more information. Therefore these investigations will be completed a maximum of 30 days from the assignment of a tracking number by the Professional Standards Unit.
 - 1. Extensions may be granted with the approval of the Chief of Police or his/her designee.
 - i. A request for an extension and the reason(s) associated with that request shall be documented within the investigation.

52.2.4 Complainant Notification

Principle: To ensure an open and credible complaint investigation process, the complainant(s) in Standards Investigations shall be notified of the status of the investigation. It shall be the responsibility of the Professional Standards Unit to ensure that this communication with the complainant takes place. In reference to Inquiries, the assigned Commander shall be responsible for notifying the complainant of the investigative outcome. This notification shall be documented in the Inquiry. If the Inquiry leads to a Standards Investigation standard complainant notifications will apply. The following information shall be provided to the complainant regarding the status of their complaint.

- A. In the event that the complaint was received via telephone, letter, or e-mail, the complainant, if known, shall receive an update advising receipt of the complaint, explaining the investigative time lines, and the process to be followed. It is acceptable that the complainant is updated informally, such as through a phone call or e-mail.
- B. If the investigation is delayed beyond a month (30 days) the complainant, if known, shall be advised of the delay by letter, telephone contact, or e-mail. *Refer to Standard 52.2.3.*
- C. At the conclusion of the investigation, the complainant, if known, shall be informed of the investigative findings.

52.2.5 Employee Notification

Principle: It is the purpose of this section to ensure that employees who are the subject of a Standard Investigation are notified as soon as is practical.

Practice:

- A. Affected employees shall be notified in writing when they have become the subject of a Standards Investigation. This notification shall occur as soon as practical depending on the nature of the investigation.

52.2.6 Special Practices

Principle: When there is reason to believe the below listed information or process is necessary during the course of a Standard Investigation, the Chief of Police may require an employee to submit to the following:

- A. Medical examination (fitness for duty).
- B. Employee (department) photograph.
- C. Employees are not required to participate in a line-up/show-up. Fingerprinting of an employee may be ordered if sufficient prints are not on file.

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- D. Employees are not compelled to provide statements of financial disclosure but may do so voluntarily.
- E. Participate in a **voluntary** interview using an instrument for detection of deception. These instruments **will not** be used per the current Collective Bargaining Agreements unless they are voluntary. *See the Federal Way Police Guild contract, Article 13; Federal Way Police Lieutenant's Association contract, Article 13; and the Federal Way Police Support Services Association contract, Section 17.*
- F. Whenever a supervisor has reasonable suspicion to believe an employee is under the influence of alcohol or illegal drugs, he/she may invoke alcohol or drug testing procedures concerning an employee *in compliance with the Federal Way Police Guild contract, Article 16; Federal Way Police Lieutenant's Association contract, Article 13; and the Federal Way Police Support Services Association contract, Article 20.*
- G. Property belonging to the City of Federal Way is subject to inspection where the employer has a reasonable suspicion that evidence of work-related misconduct will be found therein. Property includes, but is not limited to, vehicles, desks, computers, files and storage lockers. *Refer to the City of Federal Way Employee Guidelines.*
- H. An officer may voluntarily request a breath test, blood, urine, or other medical examination, as a part of the investigation.

52.2.7 Relief From Duty

Principle: *Pursuant to the authority granted by Federal Way Revised Code 2.25.030, the Chief of Police shall be in direct command of the Police Department. The Chief of Police grants the deputy chief (s) and commanders the authority to temporarily relieve an employee from duty with pay under the following circumstances:*

- A. The employee is unfit for duty due to physical or psychological reasons (i.e., under the influence of drugs, intoxicated, extreme emotional distress, etc.).
- B. The employee refuses to follow lawful orders or directions (insubordination).
- C. An employee is being disruptive to the workplace
- D. The employee has been accused of serious misconduct.

Practice:

- A. If a commander relieves an employee from duty, the Chief of Police shall be notified through the chain of command. The commander shall then complete a memorandum to the Chief of Police explaining the circumstances and action taken. The memorandum and any associated reports shall be completed by the next morning at 0900 hrs.
- B. The employee relieved of duty shall report to the Deputy Chief(s), or designee, at 1000 hours the next normal business day. Relief from duty may then be extended with the approval of the Chief of Police.

52.2.8 Investigative Conclusions

Principle: All allegations of misconduct contained in a Standards Investigation shall be concluded with one of the following findings of fact.

- A. **Exonerated:** The incident did occur but the conduct or performance of the employee was found to be lawful and proper.
- B. **Sustained:** The allegation is supported by sufficient evidence to justify a reasonable conclusion that the alleged misconduct occurred.

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- C. **Not-Sustained:** There is insufficient evidence to either prove or disprove the allegation(s).
- D. **Unfounded:** The investigation revealed that the incident or allegation(s) did not occur.
- E. **Other Misconduct:** Other allegations arose during the course of the investigation that were supported by sufficient evidence to warrant a sustained finding.
- F. **Standard Failure:** Standard followed, but resulted in undesired results.

INSPECTIONAL SERVICES

53.1 LINE INSPECTIONS

PHILOSOPHY: The Federal Way Police Department conducts line inspections to determine the condition of facilities, equipment, uniforms, and daily operational procedures. Line inspections ensure employees are acting in accordance with department standards.

53.1.1 Line Inspections

Principle: Police Department supervisors are responsible for the completion of line inspections in their respective units or squads. Formal line inspections as described in this section will not relieve a supervisor from conducting daily visual inspections of their personnel and environment in order to identify any unsatisfactory conditions.

Practices:

- A. **Procedure:** The inspections listed in Section B of this Standard may be unannounced or announced inspections. Supervisors and/or commanders will be thorough when conducting the inspections. Inspections will ensure that authorized equipment is present as required by standards and that facilities are maintained in a neat and orderly manner, and with the required limited access being enforced.
- B. **Frequency:**
1. Inspections listed below shall be conducted periodically
 - Authorized uniform and equipment – as worn on date of inspection
 - Vehicles – maintenance and assigned equipment
 - Offices / Storage Rooms – Patrol Section supervisors will be responsible for briefing room, report area, BAC room and temporary holding rooms.
 - Substations – The Contract Services Commander (or his/her designee) will be responsible for all substation facilities.
 - All authorized uniforms and equipment for individual employees.
 - All specialized equipment assigned to the section, unit and/or squad (team).
- C. **Corrections:** The inspecting supervisor shall cause any identified deficiencies to be corrected immediately. If for some reason the deficiency is unable to be corrected at the time of the inspections, the supervisor should make any documentation he/she feels is appropriate, and be sure to schedule a follow-up inspection. The supervisor will also notify his/her commander of the deficiency.
- D. **Written Report:** Inspections can be documented on the briefing sheets completed by the supervisor or via another form of written documentation (e.g., electronic mail or memo). If a supervisor conducts an inspection with either a positive or a negative outcome it may also be documented in an individual employee's Bureau File as an observation report (see also *MOS 35.1.10 Bureau Files*).
- E. **Follow-up Inspections:** If a deficiency is not corrected immediately, the supervisor will schedule a follow-up inspection and make any necessary arrangements to have the deficiency corrected.

PUBLIC INFORMATION

54.1 PUBLIC INFORMATION

PHILOSOPHY: The Federal Way Police Department recognizes the public's right to know what the department does in fulfilling its responsibilities. It is the belief of the department that maintaining a cooperative relationship with the media is an important asset to all. This relationship is a key aspect of providing the public with information and building community trust and support. In order to fulfill this function, the Public Information Officer operates out of the Support Services Division and has been designated to coordinate media relations and the release of information to the media. When the Public Information Officer position is filled by a sworn officer it is considered a specialized position and will require a selection process (see also *MOS 16.2.2*).

Definition: The term "Public Information Officer" or "PIO" will identify the individual assigned responsibility for this function. This function may be filled either by a sworn officer, as staffing resources allow, or by a member of the command staff, as assigned by the Chief. The responsibilities and expectations as noted within this chapter will apply to this function, whether filled by a sworn officer or a member of the command staff.

54.1.1 Public Information – Activities

Principle: The release of information to the media or other entities must meet investigative, legal, and ethical expectations. For those reasons, it is important that Federal Way Police Department employees that have received specialized training in these areas release information. The practices provided below will assist in assuring that accurate and emergent information is released appropriately.

A. Assisting the Media at Incident Scenes: It is the responsibility of all department members to maintain professional relations with those who gather to report the news at an incident scene. The following practices will be used to facilitate the corresponding responsibilities of the police and the media.

1. **Notification:** Any department member that becomes aware of the media's presence at an incident scene will immediately inform the on-scene supervisor. The on-scene supervisor will contact the Public Information Officer to coordinate a response to the media presence or media queries: either the Public Information Officer will respond directly to the scene to address the media or will disseminate information and/or contact the media directly through other outlets, such as a phone call or through social media. The on-scene supervisor will be responsible for ensuring media stays informed by letting them know what kind of response they can expect from the Public Information Officer.
 - a. If the on-scene supervisor determines that important information exists which should be released immediately to ensure either the public's welfare or assist in the apprehension of a suspect(s), the scene supervisor should arrange for immediate release. *Refer to Section D of this Standard regarding the type of information that may be released.*
 - b. Patrol supervisors should anticipate the response of the media during major incidents and may request a Public Information Officer immediately.
2. **Access to Scene:** *Refer to Standard 54.1.3.*
3. **Information Briefing:** The scene supervisor will coordinate a briefing for the Public Information Officer once he/she arrives at the incident scene or consult with them via phone. This briefing should occur as soon as practical. Updates should be provided as needed to keep the Public Information Officer abreast of significant information.

B. Preparing and Distributing Media Releases:

1. Definition: A "Media Release," as used in this chapter, is a formal written statement from the department in regard to a specific event, incident, or topic.
2. Preparing Media Releases: A Public Information Officer generally prepares media releases. If the Public Information Officer is unavailable, the on duty patrol commander will prepare any necessary media releases. If the release concerns an ongoing investigation, it should be prepared with the assistance of the appropriate investigative supervisor.
3. Approval of Media Releases: Media releases will be reviewed and approved by the Public Information Officer, a patrol commander, or the Criminal Investigations Section (CIS) Commander when the release concerns an ongoing investigation being conducted by CIS. If the PIO or a commander is not available then a lieutenant may approve a media release.
 - a. The approval of the Chief of Police or his/her designee will be necessary for any media release concerning an allegation of misconduct or a criminal act committed by a department member.
 - b. The City of Federal Way Mayor's Office and/or Law Department should be consulted if there is a potential of future civil litigation.
4. Distribution of Media Releases: The Public Information Officer or commander that prepares the media release is responsible for its immediate distribution. In today's business world, most communication typically occurs electronically, including the distribution of a media release, and is an accepted business practice.
 - a. Internal Distribution: Distribution may be accomplished via either electronic mail or hard copies, as necessary. The Public Information Officer will determine the most appropriate distribution internally, which may include: Chief of Police, Deputy Chief(s), Office of the Mayor, Command Staff, Lieutenants/Supervisors, Records Unit, and/or a copy for the case file.
 - b. External Distribution: A media release will be distributed electronically to media representatives on a list that is maintained by the Public Information Officer. This list will be made available, as needed, to patrol commanders or others that may need to distribute a media release.

C. Media Conferences: A Media Conference, as referred to in this section, is a pre-planned meeting with representatives of two or more media agencies. All requests for media conferences regarding an event or incident involving the Federal Way Police Department shall be arranged through the Public Information Officer. No media conferences will be conducted without the approval of the Chief of Police or his/her designee. The Public Information Officer will assist in facilitating any press conference. *Refer to Section F of this Standard for Media Conference involving other agencies or city departments.*

D. Information to be Released: The training necessary for the Public Information Officer position, whether on the job or more formalized, will encompass the type of specific information that may be released by the Public Information Officer.

1. In general, information **will not** be released:
 - a. When prohibited by legal or constitutional restraints.
 - b. When the information to be revealed is critical to the successful conclusion of a criminal investigation.

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- c. When the information would disclose police strategy essential to criminal apprehension.
 - d. When the information would reveal sources of information that require anonymity.
 - e. When personnel information is requested.
 - i. This information is released at the discretion of the Chief of Police.
 - f. When the city or department is involved in civil litigation regarding a case.
 - i. This information is released at the discretion of the Law Department.
 - g. Opinions regarding a subject's character, guilt, or innocence or other information pertinent to the case.
2. Victims: The identity of victims of homicide or attempted homicides will not be released until the next-of-kin have been notified *per Standard 55.2.6*. The names of other victims of violent crimes and sex crimes should not be released routinely and only per legal requirements and the restrictions set forth in *Section D1 of this Standard*.
 3. Witness/Suspects: The release of names of witnesses and suspects will be released per applicable laws and *Section D1 of this Standard*.
 - a. Photographs (video) of a suspect may only be released with the approval of a commander. If the photograph is of a suspect involved in an ongoing criminal investigation, the CIS Commander or designee must approve the release of the photograph.
 - b. No suspect in police custody will be deliberately posed for representatives of the media.
- E. Confidential Investigations and Operations:** Media inquiries regarding confidential investigations or operations will be directed to the Administrative Commander or his/her designee. The commander will then consult with the impacted division commander regarding any information to be released. A decision regarding the release of information will be made with approval of the Chief of Police or his/her designee.
- F. Coordination for Multiple Agency/Department Events:** The Public Information Officer will act as a liaison to other agencies and/or other departments when other jurisdictions are involved in an incident. The Public Information Officer's role will be to assist in the coordination of the release of information regarding the incident.
1. Activation of the Federal Way Emergency Operations Center: In matters when the Emergency Operations Center has been activated, all media contact should be coordinated through the Emergency Management Coordinator.
 2. The Chief of Police or his/her designee may assume responsibility for media activity when multiple agencies or departments are involved.
- G. Other Media Contacts:**
1. Press Board: The Press Board is maintained to facilitate the release of routine information to the media. Any member of the department may release information contained on the Press Board on a 24 hour, 7 days a week basis.
 - a. Information Available on Press Board:

- i. The Computer Aided Dispatch (CAD) summary report of the previous 24-hour period. This will not include specific incident CAD reports.
 - ii. Copies of statistical reports and other documents of public interest that have been approved by the Chief of Police or his/her designee.
 - b. Maintenance of Press Board: Information on the Press Board will be maintained for one week. The Records Unit will purge information from the board on a weekly basis.
 - c. Accessibility of Press Board: The Press Board will be located at the front counter of the Federal Way Police Department. It will be available to any media representative upon the presentation of proper identification during normal business hours for the Police Department Main Lobby.
2. Social Media: The Department endorses the secure use of social media as described within this policy to enhance community engagement, information distribution, and neighborhood safety.
 - a. Definition: Social media refers to digital communication platforms that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, microblogging sites, photo and video sharing sites, wikis, blogs, and news sites (i.e., Facebook, Twitter, Instagram, YouTube, Reddit, Tumblr, etc.)
 - b. Responsibility: The Public Information Officer will be responsible for all Police Department social media sites or feeds. The Public Information Officer may assign or designate specific individuals within the department either long-term or short-term responsibility for one or more of these sites. The Public Information Officer provides oversight for and determines the suitability of content to be posted on social media and may add or remove any content as needed.
 - i. As technology evolves and processes move away from paper or hardcopies, e-mail and social media sites play a much larger role in media relations than ever before. A very large portion of media relations and/or the dissemination of information occurs via e-mail and/or through websites. This is considered normal business practice and is an acceptable form of communication. Any new technology or websites or other possible forms of communication (with the public or media) must be approved by and will be the responsibility of the Public Information Officer.
 - c. Investigative Purposes: A non-official social media account may be used for investigative purposes with written permission of the Chief of Police or his/her designee.
3. Other Interviews:
 - a. Media Requests for Interviews: When a media representative requests an interview and/or a ride-a-long with any member of the Federal Way Police Department (other than the Public Information Officer) in relation to their position with the department, the request shall be forwarded to the Deputy Chief through the chain of command. The interview and/or ride-a-long will only take place with prior approval from the Deputy Chief.
 - b. Employee Requests for Interviews: Employee requests for interviews or release of information regarding internal grievance issues are not to occur without prior review by the Chief of Police or his/her designee.

Other Requests For Information: The Federal Way Police Department receives numerous requests for information from various sources *besides the media industry*. In order to ensure the effective and legal dispersal of requested information, the

appropriate releasing authority for the department must review these requests. The following types of information requests will be forwarded to the appropriate authority as outlined below.

- A. **Statistical, Crime Rate, Budgetary, Planning or Policy:** All requests will be forwarded to the Office of the Chief of Police or to a designated representative. All requests pertaining to these topics will require the approval of the Chief of Police prior to issuance.
 - 1. Crime statistics related to a specific neighborhood or apartment complex will be maintained on the City's website.
- B. **Training and Personnel Programs:** All requests will be forwarded to the Administrative Commander.
- C. **Dispatch Records:** Requests for information regarding dispatch services will be forwarded to the Civilian Operations Manager or his/her designee for review. When appropriate, he/she will coordinate the release of the requested information with Valley Communications.
- D. **Criminal Records or Police Reports:** All requests will be forwarded to the Civilian Operations Manager or his/her designee who will determine information to be released in accordance with the *Law Enforcement Information and Release Association (LEIRA) guidelines*.
- E. **On-going Criminal Investigations:** All requests will be forwarded to the CIS Commander.
- F. **Field Operations Activities:** All requests regarding the general activities of the Field Operations Division will be forwarded to the appropriate Patrol Commander.
- G. **Personnel Files or Complaint Investigations:** All requests regarding information contained in personnel files or related to the investigation of complaints will be forwarded to the Administration Commander.
- H. **Other Information:** All requests directed towards information stored in other department files and not otherwise addressed in this Standard will be forwarded to the Civilian Operations Manager.

54.1.2 Policy Input

Principle: In order to establish a relationship of mutual understanding and cooperation, representatives of the media will be encouraged to provide input during the creation or revision of present and future policies concerning the activities centered on that relationship. The Administrative Commander or his/her designee typically coordinates the manner in which input from the media will be collected.

54.1.3 Media Access

Principle: Representatives of the media, including photographers, will be allowed access at locations where such access will not interfere with law enforcement operations.

- A. **EXCEPTIONS SHALL BE:**
 - 1. When the presence of media representatives jeopardizes the safety of others.
 - 2. When on private property and the owner does not grant permission for media access.
 - 3. When the presence of media representatives unreasonably interferes with or obstructs the responsibilities of Police Department personnel.

- B. In the case of announced major events such as demonstrations; the department will designate a specific on-scene site for media. The Public Information Officer or the on-scene supervisor, as necessary, will be available at that site to answer questions.
- C. Media representatives will not be permitted to accompany the police into private residences (or any area where there is a recognized expectation of privacy) without the consent of the owner.
- D. Officers shall not prevent media representatives from conducting interviews of person(s) not in police custody. However police interviews with witnesses and/or victims will take precedence.

VICTIM / WITNESS ASSISTANCE

55.1 ADMINISTRATION

PHILOSOPHY: The Federal Way Police Department's commitment to its vision of eliminating crime in the community is based on the foundation of protecting the citizens from victimization. It is from this foundation that the Police Department realizes the importance of supporting the victims of crime while they recover from the experience and become exposed to the criminal justice system. The Police Department collaborates with several victim assistance providers, including the City of Federal Way Domestic Violence Victim's Advocate.

55.1.1 Rights of Victims

Principle: It is the policy of the Federal Way Police Department to uphold the rights of victims and witnesses as stated in the Revised Code of Washington, Chapter 7.69 and as presented in the Revised Code of Washington, Chapter 10.99. Department members shall treat victims and witnesses with dignity, respect, courtesy, and sensitivity. The Federal Way Police Department is committed to the development, implementation, and continuance of appropriate victim/witness assistance programs and activities.

55.1.2 [Reserved]

55.1.3 Victim Assistance

Principle: The success of victim assistance programs depends heavily on the ability for the victim to receive needed information and the ability to be supported throughout their experience with the criminal justice system. The Federal Way Police Department strives to contribute to the efforts of victim assistance agencies by ensuring that information is provided to victims and by supporting the efforts of these agencies.

Practices:

- A/D. **Department Coordination:** Coordination with the DV Victim's Advocate will occur on an as-needed basis. Individual officers/detectives/supervisors are encouraged to contact the DV Victim's Advocate directly to communicate information or concerns, coordinate efforts on a particular case, or find out more information about how to meet the needs of victims/witnesses. The Chief of Police or his/her designee(s) participates in local and/or regional domestic violence committees which help facilitate the coordination of local efforts for victims of domestic violence in cooperation with the police department.
- B. **Confidentiality:** The confidentiality of victims/witnesses and their roles in the case development to the extent consistent with applicable law. Confidentiality should always be a concern/consideration for officers and/or detectives when handling a case.
- C. **Public Outreach:** The DV Victim's Advocate develops public education efforts directed at developing information used to inform the public about local resources available to assist them with their needs. These efforts may include: informational reports in department publications which are distributed to the public; public service announcements in the local media; providing information on the City of Federal Way website; presentations made to local civic groups; and informational brochures for distribution to the public.

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55.2 OPERATIONS

PHILOSOPHY: The manner in which our department treats a victim and/or witness will leave an indelible impression with that individual and forever impact, negatively or positively, our ability to serve our community. Members of the Police Department should endeavor to make a victim's/witness's contact with the police a positive experience.

55.2.1 Victim / Witness – Information Provided

Principle: Victims/witnesses can often be overwhelmed by their experiences and be dealing with feelings, situations, or circumstances which they have never gone through before. The minimum levels of victim/witness assistance service provided by the department shall include the following.

- A. Crisis Intervention information and referral services shall be provided 24 hours a day, seven days a week by calling (253) 835-6700.
- B. Written information notifying victims of their *rights in accordance with Revised Code of Washington Chapter 7.69 and Revised Code of Washington Chapter 10.99*, by providing to each victim contacted a copy of an informational pamphlet delineating these rights and additional information.

55.2.2 Victims of Intimidation

Principle: When a victim/witness has been threatened or there is reason to believe the victim/witness may be a target of future intimidation or victimization by the suspect(s) or the suspect(s) family, the investigating officer will refer or transport the victim/witness to a safe location and advise the victim/witness about what to do if the suspect or suspect's companions or family threatens or otherwise intimidates him or her.

- A. When the facts of the investigation indicate that the suspect poses a potential danger to the victim, if released from custody, the arresting officer will enter notations on the Superform: Objection to Release section advising the releasing authority of the dangers.
- B. The officer will make available information to the victim(s)/witness(es) regarding programs which can assist in monitoring the custody status of an offender. Listed below are two examples of programs currently in place which can provide that type of assistance:
 1. King County Victim Information & Notification Everyday (VINE) Service: The King County VINE service only includes inmates in the King County Jail. This tool provides information regarding an inmate's status and allows the opportunity to leave a phone number to be called automatically when that inmate is released, transferred, or escapes.
 2. Statewide Automated Victim Information & Notification (SAVIN): Washington SAVIN is a free and anonymous telephone and/or web service which provides victims of crime information regarding custody status. Also, individuals may choose to register for notification when a change in custody status occurs.

55.2.3 Preliminary Investigations – Services Provided

Principle: The officer(s) conducting the preliminary investigation may be the victim's first contact with the criminal justice system and often is the most important link for the victim. Therefore it is important that the below listed responsibilities are conducted during the preliminary investigations of violent and/or sex crimes.

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Practices:

- A. Provide the victim/witness with written information concerning their rights under Washington statutes.
 - 1. Refer victims or witnesses to appropriate agencies, i.e. counseling, medical attention, victim compensation or emergency financial assistance, if any, and victim advocacy.
- B. Advise victim/witness about what to do if the suspect or suspect's companions or family threatens or otherwise intimidates him or her.
- C. Inform victims/witnesses about case numbers, if known, and subsequent steps in the processing of the case.
- D. Provide a telephone number that the victim/witness may call to report additional information about the case.

55.2.4 Follow-up Investigations – Services Provided

Principle: When a case is assigned to an officer or detective for additional follow-up investigation the officer/detective will ensure that the victim/witness receives the below listed services as a minimum.

Practice:

- A. When, in the opinion of an officer or his/her supervisor, the impact of a crime has been unusually severe for a victim/witness the assigned detective will notify the Federal Way / King County Prosecutor's Office and coordinate to ensure that the victim/witness receives additional contact from the DV Victim's Advocate.
- B. Explain to the victim the procedures involved in the prosecution of the case and their role in that process. If not an endangerment to the successful prosecution of the case, keep the victim reasonably informed of the case status or refer the victim/witness to the prosecutor's office if he/she seeks detailed information.
- C. If feasible, schedule line-ups, interviews, and other required investigative appointments at the convenience of the victim/witness and, at the option of the Federal Way Police Department, provide transportation.
- D. If feasible, return promptly any victim/witness property taken as evidence (except for contraband, disputed property, and weapons used in the course of the crime), where permitted by law or rules of evidence.
- E. The DV Victim's Advocate will maintain contact with victims of domestic violence throughout the court process.

55.2.5 Arrest / Post Arrest – Service Provided

Principle: Officers provide victims with a brochure describing their basic rights and available services at the time the police report is taken. The following services are then made available and a victim or witness can choose to take advantage of any or all programs which may help meet their needs.

- A. **Domestic Violence Advocate Program:** The City of Federal Way Law Department provides this program. The DV Victim's Advocate provides support to victims of domestic violence as the criminal case proceeds through the justice system.
- B. **Prosecutor's Office:** Once a suspect is arrested and charged with a felony crime, the King County Prosecutor's Office will coordinate court appearances and other aspects of prosecution with the victims.

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- C. **Victim/Witness Notification Programs:** VINE and SAVIN are two programs available which can assist either a victim or witness to receive further information/notification regarding a suspect's custody status. *See also Standard 55.2.2 Victims of Intimidation for a more detailed description of these programs and the services they offer.*

55.2.6 Next –of-Kin Notification

Principle: Notification of next-of-kin of the death or serious injury of a family member is a difficult task even for experienced officers. The King County Medical Examiner's Office and area hospital staffs have members that receive specific training in these types of notification. For this reason, it is preferable to allow one of these resources to make any necessary notifications. There are three instances when notifications will become necessary. The following steps should be taken depending on the type of situation.

Practice:

- A. **Notification Immediately Necessary:** The on-scene supervisor, the investigating officer, or the investigating detective may do the notification when it must occur immediately. Normally this is necessary when the next-of-kin is at the scene or arrives at the scene during an investigation or the notification must occur immediately for investigative reasons. Once the notification has been made, the next-of-kin will be advised of the availability of resources for further support.
1. When notification is performed by the Police Department, the Medical Examiner's Office or the appropriate hospital will be provided with the information (name, address, and telephone number) of the next-of-kin notified.
- B. **Outside Agency Requests for Notification:** Occasionally another law enforcement agency or medical examiner's office will request that our agency conduct a death or serious injury notification. This request should be in writing (teletype) and will be given to the patrol supervisor who will assign an officer to provide the notification.
- C. **All Other Notifications:**
1. Death Notifications: Will be completed by the King County Medical Examiner's Office.
 2. Serious Injury Notifications: Will be completed by the staff at the hospital where the victim/witness is taken.

Notification Practices: When it becomes necessary for members of the Federal Way Police Department to notify next-of-kin of a death or serious injury to a family member, the following guidelines should be followed:

- A. Positively identify next-of-kin for notification. For purposes of this standard, relatives considered next-of-kin are listed below and in the order to be notified when possible:
1. Spouse
 2. Parents
 3. Brothers/Sisters
 4. Children
- B. Prior to notifying the next-of-kin, the person providing the notification will gather and familiarize themselves with essential details concerning the deceased, to include full name, age, race and home address, as well as the nature of the death, location of the body/personal effects and other information.
- C. Notifications shall be delivered in person unless the exigency of circumstances demands telephonic notification.

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- D. Personal effects of the deceased shall not be delivered to survivors at the time of notification.
- E. Whenever reasonably possible, avoid using the name of the deceased over the police radio.

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TRAFFIC

61.1 TRAFFIC ENFORCEMENT

PHILOSOPHY: The enforcement of traffic laws is one of the most common contacts that the community has with its law enforcement agency. It is important that this type of enforcement is conducted in a fair and professional manner. The guidelines provided in this section are intended to assist police officers in providing consistent, lawful, and exemplary enforcement of the traffic laws.

61.1.1 Directed Traffic Enforcement

Principle: Directed traffic enforcement is an activity assigned to the Traffic Unit and the Patrol Section. The goal of directed traffic enforcement is to reduce traffic collisions and traffic violations that contribute to collisions. Directed traffic enforcement functions include the following practices.

Practices:

A/B/C. Compilation, Review, and Comparison: On a semi-annual basis (approximately mid-year and at the end of the year, as priorities allow) the Crime Analysis/Prevention Unit will provide traffic collision data to the Traffic Lieutenant. This information will be used/reviewed by the Traffic Lieutenant to perform the following requirements:

1. Compile and review traffic collision data
2. Compile and review traffic enforcement activities
3. Compare collision data and enforcement activities data

Traffic complaints received and citations written during this period will be reviewed to determine if adequate enforcement is being applied to the identified/designated directed enforcement locations. As part of this process, a comparison of enforcement activity vs. traffic collision data will also be made. Once the information has been compiled, compared, and reviewed, it can assist the Traffic Lieutenant in determining the most effective use of Traffic Unit personnel. This process can also serve as a tool for determining the effectiveness of traffic enforcement activities, as well as outlining the means to address other traffic-related concerns which may arise. The ultimate goal of directed traffic enforcement is to reduce traffic collisions, which save lives, and to make a positive impact upon the community through increased police presence which assists in the safe and efficient movement of vehicular and pedestrian traffic.

D. Implementation of Selective Enforcement Techniques and Procedures: Selective enforcement techniques and procedures will be undertaken in those areas where compilation and review indicates that special attention is needed. Directed enforcement may also be driven by other means, such as repeated or urgent citizen complaints, in conjunction with the Traffic Engineering Division, or due to specific projects (e.g., Photo Enforcement). Patterns of causes and/or sudden increases in the number and severity of collisions or violations are reasons for selected enforcement techniques and procedures at a given location. When the Traffic Engineering Division or the Police Department becomes aware of a particular problem that may or may not be reflected in collision report data, communication between the two departments will occur and steps will be taken to correct the problem.

E. Deployment: Deployment of Traffic and/or Patrol officers to address traffic-related issues within the community may be based on the analysis of collision data and traffic enforcement activities, feedback and complaints from the community, areas of concern identified by the Traffic Engineering Division, or other means which may provide input towards deploying personnel in an efficient, effective manner.

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F. **Evaluation:** The appropriate supervisory personnel that have been involved in and/or directing the selective enforcement activity will evaluate the effectiveness of those selective enforcement techniques and procedures used to address the particular issue. The results of the activity along with any recommendations regarding additional selective enforcement procedures in the future will be included within the evaluation. The evaluation of selective enforcement activity will occur as necessary.

61.1.2 Traffic Enforcement – Practices

Principle: Police officers should take appropriate enforcement action for each violation of traffic law witnessed or reported to them. All enforcement action will be accomplished in a fair, impartial and courteous manner, using one of the following three methods.

Practices:

A. **Physical Arrest:** The Notice of Infraction (NOI) and criminal citation is used in lieu of physical arrest for violations of the traffic codes. Physical arrest may occur when:

- 1. Authorized by 10.31.100 RCW and per Standard 1.2.5 and 1.2.6.

B. **Issuance of Citations:** The issuance of a traffic citation/infraction is applicable, in most cases, for those violators who commit minor misdemeanor/infraction traffic offenses that jeopardize the safe and efficient flow of vehicular and pedestrian traffic.

- 1. Criminal Citations: Shall be issued *in accordance with Standard 1.2.5 and 1.2.6.* An individual who is detained for a traffic law violation punishable as a misdemeanor is not required to sign a notice of written promise to appear in court in order to secure his/her release (*see below for Procedures to follow*).

- 2. Notice of Infractions (NOI): The NOI may be issued for non-traffic and traffic related infractions. Traffic and non-traffic infractions **shall not** be combined on the same NOI. All issued NOIs should be complete and legible. An individual cited for a traffic or other civil infraction or citation is not required to sign the notice of infraction (*see below for Procedures to follow*).

- 3. Procedures: A person who receives a statement of his/her options and the procedures for responding to a notice of civil infraction, and thereafter fails to exercise those options in a timely manner will be punished by suspension of their driver’s license.

a. Infractions: The officer will complete the infraction notice and simply provide the defendant his/her copy of the notice, and ensure the following:

- advise the defendant that failure to exercise an option in a timely manner will result in the suspension of their driver’s license; and
- check the box on the front of the notice “Served on Violator.”

b. Traffic Misdemeanor Citations: If an officer selects to release the defendant, the officer will complete the citation and simply provide the defendant his/her copy, and ensure the following:

- issue a court date and advise the defendant that he/she is responsible to appear on that date; and
- check the box on the front of the citation “Served on Violator.”

c. Identification: Because the violator does not sign the citation, it is important for officers to take the necessary steps to positively identify defendants prior to issuing infraction notices and criminal citations. Officers should consider noting prominent scars, marks, and/or tattoos on the back of the

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notice/citation to assist in future identification of the defendant if it becomes necessary. When identity is in doubt, the police retain the right to detain the person until identified *under RCW 46.61.021*. Good ways to ensure identification are to include the offender’s thumbprint on the citation or take a digital photo; the photo can then be attached to the report on the back of the citation.

- C. **Verbal Warnings:** A verbal warning is a proper alternative for police officers in response to minor traffic infractions committed in those areas where traffic collision potential is minimal. The intent behind the warning is educational rather than punitive.

61.1.3 Special Processing Requirements

Principle: Contained within this Standard are methods of handling particular situations that by legislative mandate require a law enforcement response of a different nature than would be required under normal circumstances.

- A. **Nonresident Traffic Violator:** Police officers will follow the same enforcement practices *provided in Standard 61.1.2 of this Chapter* for residents of any other U.S. state. No immunity provision applies.

- B. **Juveniles:** Juveniles 16 years of age or older will be cited into the Federal Way Municipal Court for traffic infractions. Juveniles under age 16 will be cited into the Juvenile Court system for either court or diversion adjudication. All felonies, traffic or otherwise, committed by juveniles will be referred to Juvenile Court. *Refer to Chapter 44, Section 2 for additional Juvenile Practices.*

- C. **State Legislators:** *The Washington State Constitution, Article II, Section 16 states "Members of the legislature shall be privileged from arrest in all cases except treason, felony and breach of the peace, they shall not be subject to any civil process during the session of the legislature, nor for fifteen days before the commencement of each session."*

D. Foreign Diplomats/Consular Officials:

1. Foreign diplomat/consular immunity is covered by federal law in the Diplomatic Relations Act of 1978. The US Department of State provides procedures and guidelines relating to diplomatic and consular officers, their employees, and their families.
2. Diplomatic and consular officers shall be afforded their respective privileges, rights and immunities as directed by international law and federal statute. These officials should be treated with the courtesy and respect that befits their distinguished positions.
3. Ambassadors and Ministers are the highest-ranking diplomatic representatives of a foreign government. Other diplomatic titles are Minister Counselor, counselor, First Secretary, Second Secretary, Third Secretary, and Attaché. Diplomatic officers, their families, official staff, and servants are protected by immunity from arrest, detention, or prosecution with respect to traffic related civil or criminal offense(s).
4. Career consular officials can be identified by credentials issued from the State Department. The State Department credential bears its seal, the name of the officer, title, and the signatures of the State Department officials.
5. Honorary consular officials do not receive identification cards from the State Department, but may exhibit reduced-sized copies of the diplomatic note evidencing recognition by the United States government. These individuals are not immune from arrest or detention. Family members of a consular officer cannot claim immunity.

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- E. **Military Personnel:** Exceptions to enforcement of military personnel are covered in RCW 46.20.025 and 46.20.27. This covers Armed Forces personnel who are regular members of the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, and reservist who are on active duty.
 - 1. When it is determined that Armed Forces personnel are involved in a traffic collision and are either killed or injured to the extent they require hospitalization, the on-duty patrol supervisor will make the appropriate notification to the nearest military facility. This also applies to civilian employees of the armed forces while they are acting within the scope of their employment.
 - 2. The appropriate governmental agency shall be notified in any situation in which US government equipment is seized, towed, or confiscated.

61.1.4 Information Relative to Charges

Principle: The City of Federal Way uses the Washington Uniform Court Docket and SECTOR for all infraction and criminal citations. The violator’s copy of the citation contains the following information:

- A. Information relating to court appearances.
- B. Information regarding the optional or mandatory nature of court appearances.
- C. Information regarding payment of fines.
- D. The officer will advise the violator to read the information entirely and respond within fifteen (15) days.

In addition to the information provided on the citation, officers will provide traffic violators with a Traffic School Brochure/Application. The brochure explains the option of traffic school for eligible traffic violators in the City of Federal Way.

61.1.5 Uniform Enforcement for Traffic Violations

Principle: The manner in which traffic violations are enforced is normally left up to the police officer observing the violation(s). However, in an effort to achieve consistency, fairness, and voluntary compliance with the traffic laws and regulations, the following guidelines have been adopted.

- A. **Driving Under the Influence of Alcohol/Drugs:** Violations involving driving while under the influence of alcohol and/or drugs will be actively enforced. Violators will normally be arrested based on the officer’s observations of the vehicle’s operation on the roadways and/or involvement in a collision, field sobriety tests, blood alcohol tests, and any other factors relating to the elements of this violation. *Violators will be advised of the Implied Consent Law as required by RCW 46.20.308.*
- B. **Suspended or Revoked Drivers License:** When a police officer becomes aware of a driver operating a motor vehicle on a public highway/roadway with a suspended or revoked drivers license status the officer should issue the appropriate criminal citation. *A physical arrest may be made in accordance with Standard 1.2.5.*
 - 1. The violator's vehicle will be towed *as authorized by Federal Way Revised Municipal Code Chapter 8.15 and in compliance with Standard 61.4.3.*
 - 2. The Records Unit will request a “certified transcript or abstract of the driving record” for the violator from the Washington State Department of Licensing. The officer shall include the certified transcript has been requested in the narrative of the police report.
- C. **Speed Violations:** Speeding violations can be determined by use of a speed-measuring device or by pacing. Speed measuring devices shall only be used by police officers that have received training in the operation of the device they

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intend to use. Refer to Standard 61.1.9 of this Chapter. Speeding violations may be enforced by verbal warnings or by notice of infractions.

- D. **Hazardous Violations:** Hazardous violations that are not misdemeanors may be enforced by verbal warnings or by the issuance of a notice of infraction. Hazardous violations deemed to be misdemeanors will be enforced by criminal citation in accordance with Standard 1.2.5.
- E. **Off-road Vehicle Violations:** The laws governing the licensing, registration, and operation of off-road vehicles are primarily contained in Title 46.09 of the RCW. Violations may be enforced by verbal warning, notice of infraction, or criminal citations depending on the actual violation.
- F. **Equipment Violations:** When a vehicle is found to be in violation of several equipment requirements, a notice of infraction should usually be issued for the most serious violation. This action should be taken even when each violation independently is worthy of only a warning. For single, non-hazardous equipment violations, a verbal warning may be given.
- G. **Commercial Carriers:** Commercial carriers must comply with additional safety laws contained in the Title 46 of the RCW. Police officers with training or experience enforcing these specific laws may enforce the laws in Federal Way. In general, violations by commercial carriers will be enforced in the same manner as the general motor vehicle enforcement.
- H. **Non-Hazardous Violations:** Minor traffic infractions may be resolved by a verbal warning. Subsequent violations may warrant the issuance of an NOI.
- I. **Multiple Violations:** Infractions and criminal traffic charges shall not be cited on the same citation form. No more than two violations will be charged on any one criminal citation, and no more than three on any one NOI citation.
- J. **Newly Enacted Laws:** Police officers should make an effort to issue warnings for a period of 30 days after a new traffic law becomes effective (in lieu of special orders to the contrary) in order to assist in educating the community and to develop a greater public awareness regarding the new law. And, because traffic laws can change often, an effort will be made, as needed, to keep officers aware of new traffic laws when they come into effect.
- K. **Traffic Collisions:** In all cases where the investigating police officer has reason to believe that a violation or violations of the law have caused or contributed to the traffic collision, appropriate enforcement actions will be taken.
 1. Officers may elect to not issue citations or infraction notices at the collision scene. Officers will later complete the appropriate citation or NOI, mark "To Be Mailed" on the violator signature line, and forward it to the prosecutor.
 2. Officers will list all witnesses on the reverse side of the first (court) copy of the citation or infraction, to insure they are subpoenaed to court.
- L. **Pedestrian/Bicycle Enforcement:** Enforcement action involving violations by pedestrians and bicyclists should receive enforcement emphasis equal to that of regular traffic enforcement.

61.1.6 Traffic Enforcement Practices

Principle: The primary mission of traffic law enforcement is to reduce the frequency of collisions. Therefore, it is important for the Federal Way Police Department to maintain visibility on and near the roadways to encourage compliance and enforce violations.

Practices:

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- A. **Visible Traffic Patrol:** Traffic officers will emphasize enforcement of collision-causing violations during high collision hours and locations. Directed enforcement action by the Patrol Section will be taken when appropriate. All uniformed police officers should practice random enforcement action against violators as a matter of routine. All police officers must strive to maintain high visibility while working general enforcement and at high accident locations.
 - 1. Speed Trailer: This program can be used as a tool to increase speed awareness in the community, increase the visibility of the Federal Way Police Department in specific areas experiencing speed-related violations, and verify the severity of actual violations.
- B. **General Practices:** Traffic enforcement can certainly happen in many ways whether it occurs as part of a patrol officer's daily routine or as the result of a special emphasis or as a matter of course during a typical day for officers assigned to the Traffic Unit. Following are the general practices to be followed regarding traffic enforcement.
 - 1. Stationary Observation: In those areas where fixed-post observation is necessary to maximize the effectiveness of a selective enforcement effort, officers will park in such a manner that traffic flow is not impeded.
 - 2. Covert: Traffic enforcement conducted while in an unmarked vehicle or in plainclothes will require the approval of a supervisor.
 - 3. Overt: Officers in uniform or marked vehicles conducting traffic enforcement will not completely conceal their location.
- C. **Use of Unmarked Vehicles:** Police officers shall utilize either **marked** patrol cars or **marked** police motorcycles when working routine traffic enforcement. Enforcement vehicles shall be equipped with emergency lights and siren. Unmarked vehicles will not be used for routine traffic enforcement.
- D. **Roadside Safety Checks:** The Traffic Unit may conduct commercial vehicle roadside safety checks in accordance with Title 46 of the RCW and in conjunction with the Washington State Patrol. Any use of roadside safety checks will be pre-planned. The safety check area will be well marked and will not impact the normal flow of vehicular traffic.

61.1.7 Motorist Stop Practices

Principle: Motorist stops are a function of law enforcement. In order to provide for the safety of police officers and citizens, Federal Way Police Department police officers shall adhere to the following guidelines when conducting motorist stops.

- A/B. **Low / Unknown Risk Motorist Stops:** Stops that are conducted for traffic violations and low risk criminal violations.
 - 1. Radio Practices: Prior to conducting a low / unknown risk stop, the officer shall provide dispatch with the violator's vehicle license plate and the location in which the stop will occur. After the stop, if the location that was provided to dispatch is incorrect, the officer shall update dispatch with the correct location prior to approaching the vehicle.
 - 2. Location of Motorist Stops: Officers should attempt to select the safest location possible for the motorist stop. Consideration should be given to traffic flow/density, available roadway shoulder space, visibility, and available light when appropriate.
 - 3. Vehicle Positioning: Officers should attempt to position their vehicle approximately 10 to 15 feet from the rear of the violator's vehicle. The police vehicle should be offset 2 to 3 feet to the side of the violator's vehicle. This offset should be to the side on which traffic will be passing (normally the left) and is intended to provide the officer with a "safe lane" in which to approach the vehicle.

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- 4. Emergency Lights: When the police vehicle or violator's vehicle is obstructing any portion of the roadway the emergency lights on the police vehicle will be activated. If both vehicles are entirely off the roadway then the emergency lights may be deactivated.
 - 5. Approach of Violator's Vehicle: Officers should approach a vehicle as soon as possible after the motorist stop has been made. Officers should approach in a cautious manner and be aware of suspicious movements made by the driver and/or passengers. If the officer feels his/her safety is in jeopardy, the officer should give the vehicle occupants verbal instructions to reduce the risk or retreat to the police vehicle and request additional police assistance before approaching the violator vehicle.
 - a. Light: When appropriate, officers will use spotlights and flashlights to assist in providing light during the motorist stop. Spotlights will not normally be activated until the violator's vehicle has come to a stop.
 - 6. Violator Vehicle Occupants: If an officer has reasonable suspicion to believe their safety may be at risk the officer may request that the occupants of the vehicle either remain in the vehicle or exit the vehicle. Officers should avoid having multiple occupants exit the vehicle without additional police assistance.
 - 7. Violator Vehicle Observation: Officers will maintain constant observation of the violator vehicle and the occupants during the entire vehicle stop.
 - 8. Conclusion of Motorist Stop: **Officers should allow the violator to re-enter the roadway first at the conclusion of the motorist stop. Once the officer has cleared the motorist stop, he/she will advise dispatch.**
- C. **High Risk Stops**: When a police officer has reasonable suspicion to believe that an occupant of a vehicle may be armed, a high-risk stop should be conducted. High-risk stops should only be conducted when two or more police vehicles (officers) are in position to participate in the stop.
- 1. Radio Practices: Prior to conducting a high-risk stop, the officer shall provide dispatch with the violator's vehicle license plate, a short description of the vehicle and the occupants, and the location in which the stop will occur. After the stop, if the location that was provided to dispatch is incorrect, the officer will update dispatch as soon as possible.
 - 2. Location of Motorist Stops: Officers should attempt to select the safest location possible for a high-risk stop. Consideration should be given to traffic flow/density, available roadway shoulder space, visibility, surrounding area, and available light when appropriate.
 - a. Traffic Control: Additional police officers should be requested to stop or divert vehicle and/or pedestrian traffic when necessary in order to limit exposure to the line of fire.
 - 3. Vehicle Positioning: Officers should attempt to position the police vehicles approximately 20 to 30 feet from the rear of the violator's vehicle. The police vehicles should be positioned in a manner to provide cover and concealment from the violator's vehicle. Officers should be aware of crossfire when positioning their vehicles. Officers should also consider other positions of cover and/or concealment in order to reduce crossfire and increase their ability to observe the vehicle and its occupants. Officers should not leave their positions of cover until they believe all the occupants have been removed from the vehicle.
 - 4. Emergency Lights: The use of emergency lights should be limited to one or two police vehicles in order to reduce distractions and impact to sight.
 - 5. Verbal Instructions: Only one officer at a time will provide verbal instructions to the occupants, unless an additional cover officer must give emergency instructions. Occupants will be instructed to exit the vehicle

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one at a time upon command and in a manner that provides the most consistent observation of hands. Occupants will be given verbal instructions regarding a visual search of the person prior to being directed to move toward the handcuffing officers.

- 6. Handcuffing of Occupants: Each occupant will be handcuffed and detained in a safe place until the investigation is completed. Officers will handcuff occupants from positions of cover and concealment from the violator's vehicle. A pat-down search of each occupant will be conducted prior to placing the occupant in a safe location.
- 7. Violator Vehicle Check: Once officers believe the violator's vehicle is no longer occupied, a team of two officers will conduct a check of the vehicle.
- 8. Conclusion of High Risk Stop: Once the officers have determined all occupants have been safely detained, steps should be taken to return to normal traffic patterns as soon as possible.

61.1.8 Conduct Toward Traffic Violators

Principle: Traffic law enforcement is one of the frequent tasks performed by a police officer. Police officers should strive to make each contact educational, and leave the violator with the impression the officer has performed a necessary task in a professional manner. Officers should:

- Greet traffic violators in a courteous manner.
- Advise the citizen of the reason for the stop or detention.
- Explain the citation judicial process.
- Attempt to calm violators who display signs of emotional distress as a result of the contact.

61.1.9 Speed Measuring Devices (SMD)

Principle: The Federal Way Police Department uses radar and lidar devices in order to determine speed. The following guidelines shall apply to the use of an SMD.

Practices:

- A. **Equipment Specifications:** Only a department approved SMD will be used. All SMD equipment will comply with all local, state, and federal regulations.
- B. **Operational Practices:** Only police officers that have received training on a specific SMD may use that device for speed enforcement purposes. The Administrative Commander maintains training outlines for any in-house training that occurs.
- C. **Care and Upkeep:** Each operator shall test the SMD prior to and after use. If the SMD does not test correctly, or if the operator discovers a defect, the operator shall discontinue use and return the device to the Quartermaster. Operators will use appropriate care with the SMD and attempt to avoid dropping the device or excessive sliding of the device causing contact with other objects during the operation of the police vehicle.
- D. **Maintenance and Calibration:** The Traffic Lieutenant or his/her designee shall ensure that the devices receive routine maintenance and will make arrangements for necessary repair. The Traffic Lieutenant or his/her designee shall maintain records of maintenance and calibration. The Quartermaster may assist with any or all of these tasks, which is coordinated with the Traffic Lieutenant, as needed.
- E. **Operator Training:** The Traffic Unit or another agency/provider may conduct operator training. The Administrative Commander will maintain training outlines for any in-house training and operator certification records.

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61.1.10 Driving Under the Influence (DUI) Enforcement

Principle: Police officers will actively enforce DUI laws. Police officers will assist in education, enforcement, adjudication, and will participate in periodic DUI emphasis programs. Emphasis locations and/or times will be identified via analysis of alcohol/drug-related accidents, violations, and sightings. The Washington State Liquor Control Board will be utilized when circumstances permit to assist in both education and enforcement of DUI-related programs. Notice of planned DUI emphasis programs will be utilized as a deterrent effort.

61.1.11 DUI-Arrest Practices

Principle: The Implied Consent Law, RCW 46.20.308, requires several practices when a person is arrested for DUI. The Washington State Patrol DUI Arrest Report shall be completed for all DUI arrests.

Practices:

- A. Breath Test Procedures:** Persons placed under arrest for DUI shall be provided the opportunity to take a breath test in order to determine the degree of intoxication. Procedures for administering a breath test are as follows:
1. In traffic cases, the suspect shall be advised of both their "Miranda" rights and their rights under RCW 46.20.308.
 2. Operation of the breath test instrument shall be restricted to employees who have been trained in its use and hold a current breath test instrument operator permit card.
 - a. Officers shall attach a copy of their BAC card to the police report whenever the breath test instrument was used.
 3. When breath tests are administered, all applicable reports shall be completed.
 4. In traffic cases, justification for the arrest normally is based on observations of driving, general demeanor, the results of the physical tests, and the statements of witnesses. Results of the breath test shall be used for additional evidence to support the case.
 5. Pursuant to National Safety Council recommendations, a second breath test shall be offered if either breath sample in the first breath test is .25 percent or higher. If the suspect agrees to a second test, it shall be administered after a 30 minute waiting period. Whenever either breath sample in the second test results in a higher reading, the subject shall be afforded the opportunity to obtain medical attention.
 6. If a subject is wearing jewelry or ornamentation pierced through their tongue, lips, cheek, or other soft tissues in the oral cavity, they will be required to remove items prior to conducting the breath test. If the subject declines, they will be deemed to have a physical limitation rendering them incapable of providing a valid breath sample and will be asked to provide a blood sample, refer to the *"Implied Consent Warning for Blood," on the DUI Arrest Report*.
- B. Blood Samples – Without Consent:** The taking of blood samples will occur under the following circumstances (*refer to the "Special Evidence Warning" in the DUI Arrest Report*):
1. If the driver is unconscious and the officer has reasonable grounds to believe the person had been driving or was in actual physical control of a motor vehicle while under the influence of intoxicating liquor or any drug or was in violation of RCW 46.61.503.
 2. If the driver is under arrest for vehicular homicide.

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3. If the driver is under arrest for vehicular assault.
 4. If the driver is under arrest for DUI resulting from a collision in which another person has been seriously injured.
- C. **Blood Sample – Consent:** A blood sample *may be taken with consent* when the following circumstances exist.
- A blood sample may be taken to determine alcohol concentration or the presence of any drug from an Incapacitated or an injured person; a person being treated in a hospital, clinic, emergency vehicle, or similar location where a breath test instrument is not present; or where the officer has reasonable grounds to believe the person is under the influence of drugs, *if after being read the "Implied Consent warning for Blood," the person consents to a blood test* (see "Implied Consent Warning for Blood" in the DUI Arrest Report).
- D. **Blood Sample Retrieval:** The following procedures will be followed when obtaining blood samples:
1. Blood must be drawn in the presence of an officer by a physician, registered nurse, or qualified technician. The officer shall record the name, position, address and telephone number of the person performing the blood draw.
 2. An officer having personal knowledge of the facts creating probable cause for an arrest that is *contained in Section B1-4 of this Standard* shall be present during the blood draw. If this is not feasible, the officer who is present must be advised probable cause exists to take the blood sample. A person having direct, personal knowledge of the probable cause must communicate all elements of probable cause. If this does not occur, the officer present during the blood draw must independently determine probable cause prior to the blood draw.
 3. Prior to a blood draw without consent, the suspect **MUST BE PLACED UNDER ARREST**, whether unconscious or not, for one of the crimes *contained in Section B1-4 of this Standard* (refer to "Special Evidence Warnings"). **DO NOT** advise them of their Implied Consent Warnings. Under these conditions, they do not have the right to refuse to give a sample.
 - a. If you are requesting a blood sample **based on consent** you must read the suspect the "Implied Consent Warning for Blood" portion of the DUI Arrest Report and obtain the suspect's consent.
 4. Verbally identify yourself to the person, giving your rank, name, and agency. Read the "Special Evidence Warnings" exactly as they are written on the form, including the rights to additional tests. Read these out loud, regardless of the level of consciousness of the suspect. If the suspect cannot sign the forms or otherwise acknowledge they were read, record the response in the appropriate space.
 5. Blood must be placed into the gray-topped vials as provided by the State Toxicology Office. These vials are available in the Evidence/Property Processing Room.
- E. **Vehicle Impound:** A vehicle driven by a person arrested for DUI *or* physical control will be subject to a mandatory 12-hour impound *per RCW 46.55.360* (*RCW 46.55.113* has also been amended to remove officer discretion under these circumstances). This act is meant to safeguard the public from an individual that may potentially continue to operate a vehicle under the influence of alcohol or drugs.

61.1.12 Driver's License Reexamination Referrals

Principle: Upon suspecting a violator/licensed driver suffers from incompetence, physical or mental disability, disease, or other condition that might prevent a person from exercising reasonable or normal care in the operation of a motor vehicle, police officers shall submit the subject's name for driver license reexamination to the Washington State Department of Licensing

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(DOL). Such submission shall be on a DOL Driver Evaluation Request form (available online: www.dol.wa.gov/forms) and will be sent through department channels to the address listed on the form within five days of receipt of knowledge or suspicion.

- A. **SECTOR:** If a driver has been involved in a serious injury collision, SECTOR can be utilized to provide notification to DOL for their reevaluation. When completing the collision report within SECTOR, choose "Serious Injury" from the drop-down menu for "Injury Class:". An officer will then need to include a statement in the collision narrative explaining why they think this individual needs to have a driver reevaluation completed. In this instance the hardcopy form does not need to be completed as these steps will provide sufficient notification to DOL for a driver reevaluation.

61.1.13 Parking Enforcement

Principle: The Federal Way Police Department will enforce existing state and local parking regulations. Enforcement action will generally be initiated when complaints are received, where a traffic hazard exists, or at locations of continued violations.

Practices:

- A. Enforcement actions will be taken only on violations upon the city streets. Exceptions to this policy are violations of RCW 46.16.381 regarding the unauthorized use of a disabled parking space and violations of properly marked fire lanes. Refer to Standard 61.4.3 regarding Fire Lane enforcement.
- B. Enforcement of parking violations can be handled in three manners:
 - Written notice of infraction;
 - Written notice of 24 hour impound;
 - Verbal Warning.

61.1.14 Photo Enforcement

Principle: The Federal Way Police Department recognizes the significance and the importance of vehicular and pedestrian safety throughout the City. The decision to use Photo Enforcement within the community of Federal Way was well thought out and backed by thorough research of the issue, and began with a pilot red light photo enforcement project for two intersections. Photo Enforcement has been developed and used nationwide in a variety of situations, such as red light photo enforcement at intersections which can sometimes pose special difficulties or hazards to police, or school zone enforcement which can provide a safer environment for school children. Also, cameras work around the clock and free up police to focus on other enforcement needs. The Federal Way Police Department has partnered with a photo enforcement provider and this standard will clarify some of the responsibilities associated with this program. A detailed description is contained in the contract/agreement between the City of Federal Way and the provider.

- A. The Traffic Lieutenant will designate specific police officers to be trained to access, review, and confirm suspected traffic violations using the data provided by the photo enforcement provider (as outlined within the contract/agreement) under the following criteria:
 - Through the secure website, determine whether a traffic violation has occurred based upon a review of the supplied still images and video segments for each recorded event.
 - Through the secure website, select those recorded events which constitute a traffic violation and identify for the photo enforcement provider that an infraction should be sent.
 - Receive the invoices from the photo enforcement provider and route them to the City's Finance Department.

61.2 TRAFFIC COLLISION INVESTIGATION

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PHILOSOPHY: Traffic collision investigations can be resource intensive and complicated investigations requiring special knowledge and training. Successful investigations rely on many of the same concepts and practices used by the Criminal Investigations Section. Traffic collision investigations can result in serious criminal charges and must be conducted in a manner to support those charges. To ensure that traffic collision investigations are completed in a safe, consistent, and thorough fashion the following guidelines have been established.

61.2.1 Traffic Collision Reporting and Investigation

Principle: Collision reporting and investigation will be the primary responsibility of the Traffic Unit. Should traffic officers not be available, patrol officers will handle this responsibility. Reporting and investigation practices and responsibilities are as follows.

Practices:

- A. **Death or Serious Injury:** If a collision results in any death or a serious injury that may cause death at a later time, the MAIT Lieutenant will be notified by the on-duty patrol supervisor. The MAIT Lieutenant will determine the level of response by his/her unit. The Traffic Unit will assume responsibility for the investigation and any necessary follow-up investigation.
- B. **Property Damage or Minor Injury:** If a collision results in minor injuries, complaint of pain, or property damage in excess of the currently approved amount designated under WAC 446-85-010 to any vehicle, a report and investigation will be conducted. A traffic officer or patrol officer will perform this investigation based on availability.
 - 1. If a report is taken a Traffic Incident Report form will be used when the traffic collision involves damage less than the currently approved amount designated under WAC 446-85-010, is non-injury, and is not alcohol related.
- C. **Hit and Run:** A traffic officer should conduct all hit and run investigations and the necessary follow-up. If a traffic officer is not available, a patrol officer will conduct the investigation and the necessary follow-up. The Traffic Unit will conduct any necessary follow-up investigation for felony hit and run reports. A hit and run with no suspect information may also be referred to the non-priority reporting options (*see also Standard 82.2.5 Non-Priority Police Reports*).
- D. **DUI Related Collisions:** General commissioned officers will conduct investigations of DUI related collisions according to severity as *outlined in Sections A-C of this Standard*. *Practices provided in Standard 61.1.11 will be followed*.
- E. **Hazardous Materials:** If a collision involves hazardous materials, South King Fire & Rescue (SKF&R) shall be notified to respond and contain any spills and evaluate possible exposure danger. Once the collision scene is contained and determined to be safe by SKF&R, a traffic officer will conduct an investigation into the collision. If a traffic officer is not on-duty, the Traffic Unit Lieutenant will be notified of the collision and he/she will determine if a response by the Traffic Unit is appropriate.
- F. **Private Property:** The Police Department does not investigate non-injury collisions that occur on private property. All other private property collisions will be investigated *as outlined in this Standard*; these types of reports may be referred to the non-priority reporting options (*see also Standard 82.2.5 Non-Priority Police Reports*) if a report is necessary for insurance purposes.
- G. **City Vehicle Involved:** The reporting and investigation of collisions involving City of Federal Way vehicles will be performed *as outlined in Sections A-E of this Standard*.
- H. **Police Department Vehicle Involved:** If a Federal Way Police Department vehicle is involved in a traffic collision, the operator of the vehicle shall immediately notify the on-duty patrol supervisor who will respond to the scene of the collision. A traffic officer should conduct the investigation. If no traffic officer is on-duty, the CDO will be contacted and

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determine if a traffic officer will respond to conduct the investigation. Also refer to Standard 12.1.2 for possible additional notification requirements. A collision review will also be completed by the operator's supervisor to be forwarded through the chain of command and handled as outlined in Chapter 52 (see Collision Review practices).

1. Serious Injury / Death: If the collision involves a serious injury or death the Chief of Police may request an outside agency to assist in the investigation.
2. Outside Federal Way Jurisdiction: If the collision occurs outside the City of Federal Way, the operator shall immediately notify the police agency with jurisdiction and the Federal Way Police Department on-duty patrol supervisor. If the collision is serious in nature the on-duty supervisor will respond or make arrangements for another department supervisor to respond. Also refer to Standard 12.1.2 for possible additional notification requirements. A collision review will also be completed by the operator's supervisor to be forwarded through the chain of command and handled as outlined in Chapter 52 (see Collision Review practices).

61.2.2 Traffic Collision Response:

Principle: The Federal Way Police Department will respond to the reported traffic collisions identified in Standard 61.2.1 except as provided in Section A of this Standard. The below listed collisions shall receive priority position for service response.

- Death or serious injury.
 - Hit and run collisions that have just occurred.
 - DUI related collisions
 - Damage to public vehicles or property.
 - Hazardous materials involved.
 - Disturbance between principal operators.
 - Major traffic congestion as result of the collision.
 - Damage to vehicles to the extent towing is required and the vehicles are blocking the roadway.
- Officers should refer to Standard 41.2.1 regarding the actual driving response that is authorized.

- A. Suspension of Collision Response: Some circumstances may require response to minor injury/complaint of pain or property damage-only collisions be suspended for a period of time. Examples of circumstances that would require such a suspension of response may include extreme weather conditions (snow) or other major incidents requiring substantial department response. The Patrol Commander shall approve a suspension of collision response and will notify Valley Communications. Persons reporting these collisions during a suspension of response shall be instructed to exchange information.

61.2.3 Collision Scene Responsibilities

Principle: The management of a collision scene and the corresponding investigation often requires the effective completion of several responsibilities. The first police officer on the scene may or may not be the actual collision investigator, but he/she will play a key role in the successful management of the scene and the investigation of the collision. In all instances, the first police officer on the scene shall ensure for the safety and care of any injured persons. Scene responsibilities and guidelines for assuring that each is completed are listed below.

- A. **Scene Management and Reporting:** The first officer to arrive at the scene of a collision is responsible for determining what additional resources are necessary and if additional personnel will be required. Once the initial assessment of the scene has been completed and addressed, additional responsibilities fall to the officer assigned to the investigation. *This will be determined by Standard 61.2.1.*
- B. **Assessment of Injuries:** The first officer on scene shall assess whether any of the involved persons have been injured. If there are any injuries, the officer shall determine if medical aid is necessary and if so, request it. The officer will provide care and assistance if necessary.

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- C. **Assessment of Hazards:** The first officer on scene shall assess whether there are any immediate life-threatening hazards. Hazards may include; those created by additional traffic and the lack of warning to drivers, those created by fire or the potential of fire, those created by hazardous material spills or potential spills. The officer shall request resources necessary to eliminate or reduce these and other hazards. *For specific information regarding incidents involving hazardous materials refer to Standard 46.1.10.*
- D. **Collecting Information:** The investigating officer will collect all the necessary information and statements from involved parties and witnesses. If more than one officer will be completing this responsibility, it should be coordinated by the investigating officer. If there is the possibility of felony criminal charges being brought against one or more parties, written statements shall be obtained if possible.
- E. **Protecting the Collision Scene:** The first officer on scene shall ensure the necessary steps are taken to protect the collision scene from hazards and preserve evidence. If additional equipment or personnel is needed to perform this responsibility, he/she will request the necessary assistance.
1. **Death or Serious Injury Collision Investigations:** In most collisions of this nature, a roadway or portion of it will have to be closed for the investigation. This should be accomplished as soon as possible in order to preserve evidence. Consideration should be given to the entry and exit paths for other emergency vehicles in order to preserve evidence and efficiently manage ingress and egress from the scene.
 - a. **Roadway Closures:** When a roadway is closed, consideration should be given to the use of alternate routes. The Public Works Department may be requested to assist in major roadway closures or the implementation of alternative routes. The Patrol Commander or his/her designee shall approve the request for assistance from the Public Works Department
- F. **Property of Collision Victims:** The investigating officer will ensure that property belonging to a collision victim is protected from theft or pilferage. The officer shall determine if there is any property of value (in excess of \$20 dollars) in an involved vehicle when the owner is unable to protect it due to injuries. Property of apparent value or removable locked containers that are located will be protected in the following manner:
1. **Release to Approved Individual:** If the owner is able to communicate and wishes the property to be released to a subject at the scene of the collision, the officer will release the property to this person and document their identity and the property released to him/her.
 2. **Impound/Inventory of Vehicles:** Prior to a vehicle being impounded based on police authority, a complete inventory of the vehicle and its contents outside of locked containers will be conducted. The inventory list on the back of the Vehicle Report shall be completed. Property that is valued at approximately \$20 dollars or more shall be left in the vehicle and recorded in the "other" area of the inventory form. *If, during an inventory of the vehicle, an officer discovers any possible evidence to a crime, the officer shall immediately terminate the inventory and proceed with a search authorized in Standard 1.2.4.*

61.2.4 Collision Follow-up Investigations

Principle: The collection of off-scene information/data will be the responsibility of the investigating police officer on a case-by-case evaluation. It can include, but is not limited to; medical records, intoxication test results, contacting witnesses not on-scene at the time of police arrival, and information regarding operator physical disabilities or limitations. In addition, there may be investigations that require more technical follow-up investigations such as accident reconstruction, vehicle mechanical inspections, and laboratory requests for physical evidence. In such instances, the Traffic Unit will conduct or direct these investigative tasks.

61.3 TRAFFIC DIRECTION AND CONTROL

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PHILOSOPHY: The smooth and efficient flow of traffic is a continuous concern of the City of Federal Way and the Police Department. Often situations requiring employees of the Police Department to provide some type of traffic control and/or direction can be dangerous to the officer and motorist. The guidelines provided in this section are intended to facilitate the flow of traffic and assist officers in conducting traffic control and/or direction in a safe manner.

61.3.1 Activities Related to Traffic Engineering

Principle: The Federal Way Police Department seeks to reduce and/or remedy the hazards related to traffic collisions and congestion by cooperating closely with the City of Federal Way traffic engineers. Representatives from the Traffic Unit meet regularly with traffic engineers regarding specific identified issues and for a routine exchange of information. Specific activities are listed below.

Practice:

- A. **Exchange of Complaint Information:** Complaints or suggestions regarding traffic conditions may be received by either Department. If a complaint is received by the Police Department it will be forwarded to the Traffic Unit. The Traffic Unit Lieutenant will assign an officer to verify the nature of the complaint. Complaints that may be solved by traffic education and enforcement will be handled internally by the Police Department. The Traffic Unit Lieutenant will forward complaints that may require analysis by the traffic engineers to them.
- B. **Transmission of Enforcement and Collision Data:** The summaries completed by the Traffic Unit Lieutenant regarding collision and enforcement data will be forwarded to the Traffic Engineering Division of the Public Works Department. Whenever a collision which results in a death or serious injury occurs, a copy of the collision report will be forwarded to the Traffic Engineering Division by the Records Unit.

61.3.2 Traffic Direction and Control Practices

Principle: In order to provide for the safety of personnel directing or controlling traffic and the safety of motorists, the following practices will be used when directing or controlling traffic.

Practices:

- A. **Traffic Collisions:** The first police officer on the scene will assess the need for traffic control and direction. The officer may request additional assistance if necessary to ensure the safety of persons at the scene, protect the scene, and provide adequate control/direction to other motorists and pedestrians. The use of flares, cones, and other emergency equipment should be considered and deployed when necessary.
- B. **Uniform Hand Signals and Gestures:** Police officers are taught to use the "point and control" method instructed by the Washington State Criminal Justice Training Center and provided in the Uniform Traffic Control Manual.
- C. **Critical Incidents:** If requested, Police Department personnel will provide traffic control assistance at the scenes of critical incidents, fires, or other incidents requiring numerous apparatuses to respond.
- D. **Adverse Weather Conditions:** Police Department personnel will monitor the status of roadways during adverse weather conditions. Standing water, icy and snow related hazards, and wires down across roadways are examples of hazards to be aware of during adverse weather conditions. If a uniformed officer discovers a roadway condition which creates an extreme hazard they should perform any necessary traffic control and directions and report the problem immediately. The patrol supervisor may make arrangements for additional resources to respond if necessary.
- E. **Signal Malfunctions:** Police personnel may provide traffic control and direction at large intersections when there is a signal malfunction or power outage.

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- 1. Requests for assistance during planned maintenance or repair of traffic control signals should be routed to the on-duty supervisor.

F. **Temporary Traffic Control Devices:** When the need for traffic control and direction is going to be prolonged for several hours and/or days, the use of temporary traffic control devices should be considered. The on-duty patrol supervisor will approve the request for deployment of these devices.

G. **Reflective Clothing:** In order to increase the visibility of personnel conducting traffic direction or control each officer is issued an ANSI-certified safety vest as standard equipment. Police personnel directing or controlling traffic, or at the scene of a collision shall wear the safety vest while in the roadway for more than 2-5 minutes.

- 1. Personnel should also consider the use of flashlights, flares, and cones with reflective strips to further increase visibility.

61.3.3 Law Enforcement Escorts

Principle: The Federal Way Police Department recognizes there are legitimate requests for law enforcement escorts. In order to ensure escorts are performed in a safe manner, the following practices will apply.

A. **Scheduled Escorts:** Scheduled escorts may include motorcades, movement of unusual or oversized cargo, or parades. All entities requesting an escort must have a Right of Way Permit. The only exception is for a funeral procession or for a military/police parade. All requests for scheduled escorts will be forwarded to the Traffic Unit Lieutenant. The lieutenant will contact the requesting agency or party and determine the nature of the escort

- 1. Escort Procedures: Adequate police staffing will be necessary to ensure that the police have control of an intersection prior to the procession/escort entering the intersection.

B. **Emergency Medical Escorts:** No officer of the Police Department shall provide an emergency escort to another non-emergency vehicle. Medical assistance should be summoned to the officer's location.

61.4 ANCILLARY SERVICES

PHILOSOPHY: The services that are normally considered secondary by law enforcement agencies, may be the most important service or enforcement that we provide when individual citizens are queried. The police officer that stopped to help a stranded motorist or towed a person's vehicle leaves a significant impression on those individuals. Therefore, it is important to provide guidelines to assist insuring that we perform these tasks with the same dedication that we have when performing others.

61.4.1 Stranded Motorist Assistance

Principle: The Federal Way Police Department provides assistance to motorists to include the following activities.

A. **General Assistance:** The Police Department should stop and provide assistance to stranded motorists whenever possible. If they are unable to stop due to a call for service, because they are transporting a prisoner, or because they are operating an unmarked vehicle, dispatch should be notified so that another officer may be sent when available.

- 1. Citizen Transports: When it is necessary to transport a citizen, the officer will first notify dispatch of the point of origin and the destination. Beginning and ending mileage will also be provided. If it is necessary to transport outside the city limits, the on-duty supervisor shall be contacted for approval.

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- B. **Mechanical Assistance and Towing Services:** When reasonable, officers are encouraged to assist disabled motorists in changing tires, obtaining fuel, or making minor repairs of which they are knowledgeable. Officers should not become so involved in such activities that they become unavailable to respond to emergencies.
 - 1. Towing Services: If a stranded motorist requests a tow truck, the officer will communicate this request to dispatch. Should the motorist have a preference of tow companies, the preferred company will be contacted. If the motorist has no preference, or the preferred company is not a reasonable option, a standard rotation tow will be contacted.

- C. **Protection of Stranded Motorist:** Uniformed police officers are expected to assist stranded motorists and ensure for their safety in a reasonable manner. In order to accomplish this expectation officers will perform the following activities.
 - 1. Disabled Vehicles in the Roadway: Officers will remove disabled vehicles from the roadway whenever possible. The patrol vehicles with push-bars will be used to accomplish this task. Officers are not expected to manually push vehicles from the roadway. If a disabled vehicle cannot be pushed from the roadway, a tow company will be requested and the officer will remain with the disabled vehicle to provide traffic control and direction until the vehicle can be removed.
 - a. In areas of light traffic congestion and when a disabled vehicle is clearly visible to approaching traffic, an officer may set out traffic flares to provide traffic control and direction. In these instances, once a tow company is responding, an officer may leave the disabled vehicle if the owner/driver is present and the officer determines the location and conditions to be safe.
 - 2. Transportation of Vehicle Occupants: Officers will ensure that the motorist and vehicle occupants obtain transportation or are driven to a safe location. This includes passengers of vehicles that are being towed by police authority.

- D. **Emergency Assistance:**
 - 1. Medical Emergencies: Officers responding to medical emergencies occurring on the roadway will provide emergency medical treatment and request medical aid. Officers may also need to request additional assistance for traffic control/direction.
 - 2. Vehicle Fires: The patrol vehicles are equipped with fire extinguishers that may be used on small vehicle fires. Officers shall request a response from the Fire Department even if they believe they have extinguished the fire.

61.4.2 Hazardous Roadway Conditions

Principle: Roadway hazards, roadway defects, debris in the roadway, defective lighting equipment, abandoned vehicles, and damaged or missing street/traffic signs can all become conditions that lead to collisions or vehicle damage.

Officers observing debris in the roadway should attempt to clear it to the shoulder. When an officer observes other roadway or roadside hazards, he/she will contact the Records Unit and advise them of the situation. The Records Unit will notify the Public Works Department. Situations that create an immediate hazard may result in the Public Works Department being called out immediately with the approval of the patrol commander or his/her designee. In these situations, an officer should remain at the location of the hazard to provide necessary traffic control/direction.

61.4.3 Vehicle Impoundments

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Principle: The purpose of this Standard is to guide the proper exercise of authority regarding the towing and/or impoundment of vehicles. Whenever a motor vehicle is removed/towed at the direction of a Federal Way Police Department employee, such removal will comply with law and a written record (case report) shall be made.

Practices:

A. Abandoned Vehicles:

1. Unauthorized Vehicles: RCW 46.55.085 provides for the removal of unauthorized vehicles left in the highway right of way that are not an immediate hazard. RCW 46.55.085 establishes a procedure for removing these vehicles and the Federal Way Police Department has adopted this procedure.
2. Junk Vehicles: RCW 46.55.230 provides for the removal of unauthorized vehicles left in the highway right of way that are not an immediate hazard. RCW 46.55.230 establishes a procedure for removing these vehicles and the Federal Way Police Department has adopted this procedure.

B. Removal and Towing from Public and Private Property:

1. Public Property: Federal Way Revised Code (FWRC) Chapter 8.05 adopted by reference RCW 46.55.113 which provides authority to police officers to remove vehicles in several types of situations. In addition to the situations outlined in FWRC 8.05 and RCW 46.55.113, a police officer may impound a vehicle in the following situations.
 - a. Evidence: When an officer has probable cause to believe that the vehicle may contain evidence related to a crime or is itself evidence related to a crime, a search warrant for the vehicle will be sought. ***This impoundment may only occur with prior approval from the on-duty patrol supervisor.***
 - b. Unsafe Vehicle: RCW 46.32.060 provides authority to police officers to remove from a highway any vehicle which he/she determines to be so mechanically defective as to be unsafe for operation on the highways.
 - c. Vehicle in a Fire Lane: FWRC Chapter 8.55 details fire lane violations and the removal of any vehicle obstructing a designated fire lane. This law requires specific markings and signs at property entrances and at the fire lanes. A police impoundment should not occur unless such signs and markings exist. An exception will occur when a vehicle in a fire lane obstructs fire apparatus responding to an emergency.
 - d. Driver Arrested for DUI or Physical Control: RCW 46.55.360 mandates a 12-hour impound for vehicles driven by persons arrested for DUI or physical control; RCW 46.55.113 has also been amended to remove officer discretion under these circumstances.
2. Private Property: Vehicles may be left on private property belonging to the driver or registered owner of the vehicle, or with the permission of the owner of the property.
 - a. When a vehicle is to be impounded for the purpose of collecting evidence and is located on private property, ***a search warrant may be necessary*** to enter that property and remove the vehicle. If it is unclear whether a search warrant is required, the on-call CIS supervisor will be contacted.

C. Impoundment Practices:

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1. Case Law: Washington courts require police impoundments, performed per authority granted in RCW 46.55.113, meet a general reasonableness inquiry. Police officers shall document in their report any factors supporting the decision to impound. Factors may include:

- Driver refuses to sign impound waiver or was not authorized to sign
- No licensed driver promptly available to take charge of vehicle
- Vehicle itself not licensed or legally insured to travel on public roadways
- Vehicle could not be secured
- Adverse weather conditions would make the vehicle a hazard if left on the roadway
- Vehicle abandoned or junked
- Vehicle itself unsafe
- Vehicle a hazard to traffic, police, or public convenience
- Vehicle at risk of vandalism or theft

Factors which support a decision not to impound may include:

- Licensed driver promptly available and authorized by the registered owner (RO) to take charge of vehicle
- Vehicle safely parked on RO's property or property where RO has permission to leave the vehicle
- Concerns for safety or health of driver or passengers exist if vehicle was impounded
- Concerns for liability of City if vehicle was impounded

2. Impound Waiver Statement: Whenever a police officer elects to allow the driver to waive impoundment, the officer must have the driver review the "Impound Waiver Statement" on the back of the Vehicle Report form and have the driver sign it.

3. Inventory of Vehicles: Prior to a vehicle being impounded based on police authority, a complete inventory of the vehicle and its contents outside of locked containers will be conducted. The inventory list on the back of the Vehicle Report shall be completed. Property that is valued at approximately \$20.00 dollars or more shall be left in the vehicle and recorded in the "other" area of the inventory form. ***If, during an inventory of the vehicle, an officer discovers any possible evidence to a crime, the officer shall immediately terminate the inventory and proceed with a search authorized by Standard 1.2.4.***

- a. Location of Inventory: The inventory should be conducted at the location where the impound is occurring, unless limited by reasons of officer safety. To address officer safety issues, the vehicle will be removed to a place of safety and the inventory immediately conducted.
- b. Scope: The inventory may extend to all areas of the passenger compartment where personal property or hazardous materials may be found. Closed containers and/or trunks will not be opened for inventory purposes, unless the employee can articulate a "manifest necessity" based on public safety. The presence and description of closed containers will be documented on the inventory list.
- c. Stolen Vehicles: When the owner of a stolen vehicle responds to take possession of the vehicle, an inventory will be completed in their presence prior to the vehicle's release.
- d. Evidence Exception: If a vehicle is being impounded per Section B1 (a) of this Standard ***an inventory shall not be initiated*** prior to the removal of the vehicle. The officer should ensure the vehicle and its contents are disturbed as little as possible. The officer will seal the vehicle at each entrance to the vehicle, including the hood and trunk.
- i. Notification of CIS: Whenever a vehicle is impounded in order to collect evidence of a crime, a CIS Lieutenant shall be notified within 24 hours.

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4. Written Record: A Vehicle Report shall be completed whenever a vehicle is impounded or a stolen vehicle is recovered. The officer responsible for the impoundment or stolen vehicle recovery shall also immediately notify the Records Unit of the vehicle's status. Where a driver is charged with Driving With License Suspended, the officer should indicate in a written report or probable cause statement whether the vehicle was impounded or not and what the reasons were that supported the impoundment or release of the vehicle.

61.4.4 Traffic Safety Educational Materials

Principle: The Traffic Unit maintains a supply of traffic safety educational materials. The Traffic Unit continually seeks updated material and obtains material that meets the needs and interests of the community. The materials can be used as handouts to be made available to the public in the main lobby of the Federal Way Police Department, distributed at Crime Prevention events or the High School Driver's Education classes, as well as to citizens attending Traffic School.

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DETAINEE TRANSPORTATION

70.1 TRANSPORT OPERATIONS

PHILOSOPHY: The transportation of detainees is a potentially dangerous function. The use of precautions can effectively decrease the potential of harm to the involved officers, the public, and the person in custody. Police officers are also responsible for the well being of a detainee during transport. The principles and practices in this section will assist in ensuring the safe and expeditious transport of detainees.

70.1.1 Detainee Transportation Practices

(Also CALEA Standard 70.2.1)

Principle: In order to ensure the safe transport of detainees as well as care for the needs of diverse detainees, the following practices shall apply.

Practices:

- A. Handcuffing:** All persons in custody shall be handcuffed during any transportation. Officers will secure the person's hands by using handcuffs, flex-cuffs, or another approved department restraint device and method.
1. Normally the person's hands will be secured behind their back with their palms facing out. Exceptions may occur due to medical reasons, age, or other circumstances. In these instances a supervisor shall be notified.
 2. Other considerations: Police officers shall also ensure the following practices are applied when handcuffing subjects. Exceptions may be made for combative detainees.
 - a. The handcuffs will be reasonably snug and always double-locked.
 - b. Police officers will avoid placing handcuffs over clothing or jewelry.
- B. Searching Detainees:** All persons in custody shall be searched prior to each transport. When a person is being lawfully detained and it becomes necessary to transport the person, a pat-down search shall be conducted. *Refer to Standard 1.2.4 regarding the scope of the search.*
1. Visual Inspection of Pockets: In order to prevent inadvertent contact with items that may expose an officer to communicable diseases, a visual search of pockets should occur prior to an officer removing items from a pocket.
 2. Opposite Sex Searches: Unless immediate officer safety considerations prohibit waiting for a second officer, an officer shall have another officer present to witness the search of a person of the opposite sex.
- C. Transporting:** The following practices shall apply during the transportation of persons in custody or lawfully detained.
1. Information Provided to Dispatch: Prior to transport a police officer shall provide the dispatcher with the below listed information.
 - Unit call sign
 - Number and sex of detainee(s)
 - Destination
 - Mileage (also provide ending mileage when arriving at destination)

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2. Use of Seatbelt: The seatbelt not only helps to prevent injury to the person being transported, but it also reduces a person's ability to slip the handcuffs to the front during transport. Therefore all persons being transported shall be secured by a seatbelt. An exception may be made when the Prisoner Transport Van is being utilized or a detainee is combative.
3. Use of Leg Restraints: It may become necessary to apply leg restraints to combative persons who are in custody. Leg restraints shall only be applied by police officers that have received the department training on the use of leg restraints.
 - a. *In no circumstances shall a person be restrained in a manner (4 point restraint) where their legs are pulled up behind them and secured to the handcuffs or other object in their waist area at a distance less than two (2) feet.*
 - b. *If a four (4) point restraint is utilized, the person shall not be placed or transported in a prone (face down) position. The distance between their hands/wrists area and feet shall be a distance greater than two (2) feet. Aid/Medical personnel shall be summoned following the application of a 4-point restraint.*
 - c. A police supervisor shall be notified whenever leg restraints have been applied or a 4-point restraint has been utilized.
 - d. It may be necessary when leg restraints have been applied and the person is still combative, to have two police officers conduct any necessary transport. The patrol supervisor will approve the use of two police officers.
 - e. Transportation of a person in a 4-point restraint shall be made via ambulance.
4. Transport Ratio: Generally it should be a five to one ratio of detainees to police officer for transportation. If the ratio is to exceed this limit, a supervisor will be advised.
5. Involuntary Mental Evaluation Holds: Whenever a person is placed on an involuntary mental evaluation hold, an ambulance will be contacted for the transportation. A police officer may be required to follow the ambulance to its destination for investigative reasons or when the person is being combative.
6. Juvenile Transports: Known juveniles will be transported separately from adults. A Prisoner Transport Van may be utilized to transport juveniles with adults only when juvenile detainees remain in separate detainee compartments from adults.
 - a. A supervisor may permit a juvenile and adult be transported together in a patrol vehicle when it is deemed necessary due to staffing. In these instances the juvenile detainee will be transported to a holding facility prior to any adult detainee.
7. Female Transports: When a Prisoner Transport Van is utilized to transport males with females, female detainees shall remain in separate detainee compartments from males.
8. Unattended Detainees: Except in emergency circumstances, *refer to Standard 70.1.4*, no person in custody or being lawfully detained shall be left unattended in a police vehicle.
 - a. A detainee shall be deemed to be unattended when the officer can no longer maintain continuous visual observation of the detainee.

- i. Exception may be made when the vehicle is to be left within a secure holding facility's grounds.

70.1.2 Vehicle Inspections

Principle: In order to ensure a vehicle used for transportation of a person in-custody is free from contraband and/or weapons, an officer shall conduct a search of the area where the detainee will be seated prior to and after each transport. *Also refer to Standard 41.3.2 regarding daily inspections of the vehicles.*

70.1.3 Officer Positioning During Transport

Principle: The patrol vehicles and transport van(s) are equipped with safety barriers. Therefore police officers will always place detainees in the secured area of the vehicle for transport. No officers will accompany detainees in the secured area during transport. An unmarked vehicle may not be equipped with a safety barrier. The lack of the safety barriers creates additional safety concerns for an officer transporting a detainee. Therefore if an unmarked vehicle is to be used to conduct a transport of a person in-custody or being lawfully detained, police officers shall adhere to the below described practices.

Practice:

- A. **One Person:** Two police officers will be present during the transport. The person in-custody shall be seated in the back passenger seat. The second police officer will be seated in the rear seat behind the police officer driving the vehicle.
- B. **Two Person:** If it becomes necessary to transport two persons, a vehicle with a safety barrier shall be utilized.

70.1.4 Interrupting a Detainee Transport

Principle: Police officers shall proceed directly to the destination provided to dispatch unless they provide dispatch with a new destination and their current location. Police officers shall not interrupt detainee transports unless they witness a situation and/or crime in which failure to act would risk death or serious bodily injury to another. If a police officer must interrupt a detainee transport, he/she shall immediately notify communications of the location, the reason for the interruption, and request assistance. The police officer will resume the transport as soon as reasonably possible.

70.1.5 Detainee Communications During Transport

Principle: Safety aspects of the transportation function require that the detainee's rights to communicate with attorneys, clergy, family and/or others will not normally be exercised during transportation. Should a special circumstance arise which would necessitate an exception to this standard, the transporting police officer will monitor the communication, with the detainee's knowledge. The term "readied for transport" shall mean as the detainee is being placed in the vehicle, secured, and waiting in the vehicle for transport.

70.1.6 Transport Destination Practices

Principle: A police officer transporting a detainee to another facility will comply with the rules of that facility. The transporting police officer shall:

- A. Secure firearms in a gun locker or in the trunk of the police vehicle before the detainee exits the vehicle;
- B. Leave restraints on the detainee unless otherwise directed by the receiving officer;
- C. Provide the necessary completed documentation to the receiving officer;
- D. Provide any special information to the receiving officer concerning any potential medical or security risks; and

- E. Obtain a signature from the receiving officer for the detainee and the detainee's property.
 - 1. It is not necessary to obtain a copy of that signature for Police Department records.

When a police officer transports a person in custody or lawfully detained to the Federal Way Police Department, the practices provided in *Standard 71.3.3* shall apply

70.1.7 Detainee Escape

Principle: The escape of a detainee requires immediate action, but should never unnecessarily jeopardize the safety of an officer. The following practices will apply to assist in the apprehension of the detainee and the documentation of the escape.

Practice:

- A. **Notification:** An officer shall immediately notify dispatch and the patrol supervisor of the escape. The officer should provide the location of the escape and the last known direction of travel of the detainee, as well as any other information that may assist in the capture of the escapee. If in another jurisdiction, the officer shall ensure the jurisdiction is notified of the escape and assist that jurisdiction in any way authorized. Police officers shall take immediate steps to arrest the escapee, if possible.
- B. **Report:** The involved officer shall complete a police report documenting the escape.
- C. **Prosecution:** The police report regarding the incident shall be forwarded to CIS and the assigned detective will ensure that the escape charges are filed in the appropriate court.

70.1.8 Unusual Security Risk

Principle: The transporting police officer shall notify the presiding judge, respective bailiff, or the corrections shift supervisor any time a transported detainee is deemed a risk. The judge may allow or direct the use of restraining devices inside the courtroom. The transporting police officer may request additional personnel for assistance or security.

70.2 RESTRAINING DEVICES

PHILOSOPHY: Restraining devices are an important tool to assist police officers with controlling the movements of suspects and detainees. Although restraining devices greatly enhance a police officer's ability to increase safety for themselves and others, the devices can cause and/or contribute to bodily injury and should be used with care.

70.2.1 Authorized Restraining Devices and Methods

Principle: *Standard 70.1.1* specifies the various authorized restraining devices and methods. In addition, the Court Transportation Officer uses waist chains and/or leg chains when transporting multiple detainees from jail to court for appearances. These restraints may also be used when transporting persons in custody or legally detained that require alternative restraints due to medical reasons, size, or special security considerations.

70.3 SPECIAL TRANSPORT SITUATIONS

PHILOSOPHY: It may become necessary to provide transportation to detainees that are sick or injured. In order to ensure for their welfare the following practices shall apply.

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08-25-02
04-27-07

70.3.1 Transporting Sick, Injured, or Disabled Detainees

Practice: Police officers shall adhere to the following practices when transporting sick, injured, or disabled detainees.

- A. **Medical Attention:** Whenever a person in police custody requests medical attention it shall be provided as soon as possible to them by qualified medical personnel. A police officer may provide transportation to a medical facility or request a medical response to the officer's location at their discretion and depending on the nature of the complaint. Detainees shall remain restrained during any transportation the Federal Way Police Department conducts.
 - 1. **Transport by Aid Car:** A police officer shall follow an aid car whenever the aid car is transporting a person in custody. In the event that it becomes necessary for a police officer to ride in the aid car, they will first get approval from his/her supervisor.
- B. **Disabled Persons:** Persons with physical and/or mental disabilities shall be transported *according to Standards 70.1.1 and 70.2.1.*

70.3.2 Medical Attention

Principle: Police officers shall adhere to the following practices whenever it becomes necessary for a person in custody to receive medical attention.

Practices:

- A. **Security:**
 - 1. **Location Other than Medical Facility:** Any person in custody shall remain in restraints unless the attending medical personnel specifically ask for the restraints to be removed. The police officer shall remain in constant observation and close proximity of the person in custody.
 - 2. **Medical Facility:** Any person in custody shall remain in restraints unless the attending medical personnel specifically ask for the restraints to be removed. The police officer shall remain in constant observation and close proximity of the person in-custody, except as specified below.
 - a. **Extended Care:** If the person in custody is going to require extended treatment and does not present a threat to medical personnel he/she may be left unattended during this treatment with prior authorization from a police supervisor. Medical facility staff may notify the Police Department when the person is ready for transport.
 - b. **Person In-Custody Admitted:** The Police Department is responsible for security whenever a person in custody is admitted to a medical facility and must remain in police custody. The County does not become responsible for security until the King County Prosecutor's Office has formally charged the person in custody with a felony crime. Whenever a person in custody is going to be admitted to a medical facility, a police supervisor shall be contacted and advised. When appropriate the supervisor may select an authorized alternative to continued physical custody. *Refer to Standard 1.2.6.*
- B. **Medical Release:** If the person is to be booked, the medical facility must provide a signed medical release form that will be provided to the jail facility at the time of booking. The police officer performing the detainee transport will retain a copy of the medical release for inclusion in the case report.

70.3.3 Special Situations

Principle: Federal Way Police Department officers shall not transport detainees to funerals, to visit the ill, attend a will reading, or any other personal function. The court of jurisdiction may issue a temporary release for detainees, if appropriate.

70.4 TRANSPORT EQUIPMENT

PHILOSOPHY: The Federal Way Police Department attempts to mitigate the risks created by detainee transportation by providing specialized equipment and vehicle modifications.

70.4.1 Safety Barriers

Principle: The Federal Way Police Department has equipped all of its patrol vehicles with safety barriers between the front and rear seats of the vehicle. The safety barriers do permit communication between an officer and a detainee. The Prisoner Transport Van(s) is also equipped with a safety barrier. The safety barrier permits observation of the detainees in the rear portion of the van and permits communication between the driver and detainees.

70.4.2 Vehicle Modification

Principle: Patrol vehicles and the Prisoner Transport Van(s) have been modified to minimize detainee escape. Window controls and door handles have been removed or made inoperable in the rear portion of the vehicles. The safety barriers prevent access to the controls located in the front portion of the vehicles.

70.5. DOCUMENTATION

PHILOSOPHY: Whenever a Federal Way Police Department police officer is transporting a detainee from a jail facility to another location it is important to ensure proper documentation accompanies the detainee in order to positively identify the detainee and communicate from one entity to the next any special concerns or considerations. Therefore the below listed practices shall apply.

70.5.1 Required Documentation

Practice:

- A. Verify Identification:** The transporting police officer is responsible for verifying the detainee's identity before accepting custody. Police officers shall confirm the detainee's identity by: Checking the identification bracelet or card, matching physical description of detainee to jail records, or any other method assuring the correct identity of the transported detainee.
- B. Accompanying Documentation:** The following documentation shall accompany a detainee being transported to another facility:
 - Commitment papers
 - Warrants or information on warrants
 - Medical records or information including unusual illness
 - Personal property
- 1. Court Transportation:** Documentation is not needed for a detainee transported to the court of local jurisdiction. The court is responsible for providing a list of detainees to the Police Department and the appropriate jail facility for court appearances.

- C. **Additional Information:** Additional documentation concerning a detainee's risk of suicide, escape, or other potential security risks shall accompany the detainee.

PROCESSING AND TEMPORARY DETENTION

71.1 TEMPORARY DETENTION

PHILOSOPHY: The Federal Way Police Department provides for the temporary detention of detainees and suspects at the Police facility in order to complete the necessary processing prior to booking or release. The temporary detention rooms at the Police facility are intended for this use and detainees should not be detained at the Police facility for longer than necessary to process them and/or arrange for additional transportation. In addition, the introduction of a suspect or detainee into the Police facility creates many safety risks. The principles and practices provided in this section are intended to reduce risks and ensure the efficient use of the temporary detention rooms.

71.1.1 Temporary Detention Practices

Principle: The Federal Way Police Department has temporary detention rooms. These rooms are located at the police facility and are intended for temporary detention only. These detention rooms are used for short term holding of adults and juveniles in police custody prior to release or booking. Detainees shall not be detained in any other room unless being interviewed at the time.

Practices:

- A. **Authorization of Use:** Each police officer that will be transporting a detainee to the Federal Way Police Department shall notify their supervisor and obtain approval prior to transport.
 - 1. Detainees that have been physically combative towards the police should not be transported to the Federal Way Police Department facility.

71.2 TRAINING

PHILOSOPHY: The Federal Way Police Department strives to ensure police officers maintain a level of expertise and proficiency in the use of the temporary detention rooms. This is important to the safety and well-being of both officers and detainees.

71.2.1 Temporary Detention Training

Principle: Every police officer newly hired with the department will receive training in the use of and policies regarding temporary detention rooms through the Field Training program. Ongoing training to refresh all police officers in the use of temporary detention rooms and the practices provided in *Chapter 71 of this Manual* will occur at least every three years.

71.3 DETAINEE PROCESSING AND CONTROL

PHILOSOPHY: The Federal Way Police Department understands the need to provide for the legal and reasonable treatment of detainees brought into the police facility for processing. It is important that detainees are processed in a timely manner while preserving safety within the Police facility.

71.3.1 Temporary Detention Room Practices

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06-03-09
09-14-12

Principle: The Federal Way Police Department is committed to ensuring the safety of detainees, as well as police officers, during the necessary steps to process detainees for arrest and booking.

Practices:

A. **Documentation:** A Temporary Detention and Property Inventory form will be filled out for each detainee that is brought into the police facility and held in a temporary detention room. This form documents general information pertaining to the detainee and their processing such as the date and time in and time out, charges, actions taken, jail, fingerprints/photographs, property, property status, etc. It is not typical that meals would be provided since the facility is not set up to serve meals and detention length should not go any longer than what is necessary to process the individual and either book or release them (*see below – Detention Length*).

B. **Supervision and Accountability:**

1. **Supervision:** All detainees will be under continuous supervision while in police custody. Supervision requires that a police officer is within constant proximity to a detainee to respond to verbal requests and that an officer performs periodic visual checks of the detainee's welfare. The visual checks shall occur at a minimum of every thirty (30) minutes.

a. **Detention Length:** Detainees will only be held for the period of time necessary to accomplish the below listed practices:

- i. Perform an interrogation.
- ii. Prepare necessary documentation for booking or release.
- iii. Provide for transportation to a holding facility when necessary.

Police officers will make every effort to ensure detainees are not held for more than two hours while waiting for interrogations and/or preparation of documentation or after the completion of these activities.

b. **Telephone Calls:** If a detainee is held in excess of four hours, he/she will be provided two local telephone calls as soon as practical after the four hours has elapsed.

2. **Accountability:** Each police officer is accountable for the detainee they bring in. Responsibility for the detainee may be transferred to another police officer by mutual agreement of both officers.

a. **Search of Detainee:** Each police officer will be responsible for ensuring detainees are searched prior to being placed in a temporary detention room. The police officer shall remove all property from the detainee and complete a Temporary Detention and Property Inventory form. The detainee's belt and shoes shall also be removed.

C. **Securing/Monitoring Detainees Within Locked Spaces:** The area containing the temporary detention rooms is a secure area only accessible via a computer-controlled key pad with the use of a proximity card. Each individual temporary detention room does have a door which is normally left open for visual observation of detainees. Police officers may close the door of an individual temporary detention room, but will need to ensure they get up and visually monitor detainees secured behind the closed door as required; *see also 71.3.3 Security Concerns - Visual Observation*.

- a. Sally Port or BAC Room: Detainees within either the sally port or the BAC room shall be kept under constant supervision. Constant supervision, as used within this standard, is the direct, personal supervision and control of a detainee by the attending police officer who can immediately intervene on behalf of the agency or the detainee. (Also CALEA 71.5.1 A)
- b. Juvenile Temporary Detention: A juvenile which is secured within a juvenile temporary detention room shall not be left unattended.
- D. **Temporary Restraint of Detainees**: All detainees shall be secured to the fixed bench in the temporary detention room whenever in the room. Refer to Standard 71.3.2 Approved Methods of Securing Detainees for additional practices regarding the use of restraints.
1. Use of Restraints: Whenever a detainee is being escorted through any portion of the Police facility, the detainee shall be handcuffed in an approved manner. Refer to 1.2.5 Arrest Practices.
- a. Temporary Detention Room: A police officer may use discretion in continuing the use of handcuffs while the detainee is in a temporary detention room. **All detainees, EXCEPT for juvenile status offenders, shall be secured to the fixed bench in a temporary detention room and BAC room at all times while detained in the room.** Refer to Standard 71.3.2 for approved methods of securing detainees.
- b. Interviews: A police officer may use discretion in continuing the use of handcuffs during an interview. A police officer shall follow the practices provided in 71.3.2 Approved Methods of Securing Detainees.
- c. Other considerations: A police officer may remove handcuffs in other areas of the police facility in order to accomplish specific tasks that require the detainees to use their hands.
2. Overhead lighting will remain **on** at all times when a detainee is in a temporary detention room.
- E. **Required Separation**: The following detainees shall remain separated while at the Police facility.
1. Juvenile Detainees: Shall remain separated from adult detainees at all times. Refer also to 44.2.2 Juvenile Custody Practices.
2. Female Detainees: Shall remain separated from male detainees at all times.
- F. **Maximum Detainees**: No temporary detention room may hold more than three (3) detainees. When maximum occupancy in the temporary detention rooms is reached all other persons being detained will be held in police vehicles until space becomes available. While held inside a police vehicle detainees will be under continuous supervision (see also MOS 71.3.1 B Supervision and Accountability).

71.3.2 Temporary Detention Room Benches

Principle: These benches are specifically designed to allow the detainee to be secured in numerous manners. The benches are immovable. The CIS hard interview rooms and the breathalyzer room also have been equipped so that detainees can be secured to immovable objects. Detainees shall not be secured to any other items within the police facility.

Practice:

- A. **Approved Methods of Securing Detainees**: Police officers should consider a detainee's level of cooperation, level of intoxication, and indicators of prior violent behavior when selecting a method of securing the detainee.

- Handcuffs removed / Ankle cuff applied
- Handcuffed to bench / Ankle cuff optional
- Handcuffed / Ankle cuff applied
- Handcuffed and additional cuffs securing hands to bench / Ankle cuff optional

71.3.3 Security Concerns

Principle: The temporary detention rooms used by the Federal Way Police Department are not designed to be secure facilities. A subject placed in a temporary detention room should be less of a risk in terms of escape or officer safety than subjects transported directly to a jail facility. In order to reduce the risk to officers or of escape, the following practices shall apply.

Practices:

- A. Weapons Control:** All police officers will practice good weapon security tactics whenever contacting a person being detained or when a detainee is being moved through the police facility.
1. Securing Weapons in Lock-Box: Whenever a police officer is securing or contacting a detainee in a temporary holding room or area, conducting a Breathalyzer exam, or fingerprinting a detainee, the officer's weapon shall be secured in a lock-box. (Also CALEA 71.5.1 B)
- B. Panic/Duress Alarms:** The adult temporary detention area, sally port, and BAC room are each equipped with panic alarms which can be activated by depressing the alarm button. When activated, the alarm will sound in the Report Writing area and in the Records Unit. The video surveillance system will immediately switch to the area where the panic alarm has been activated and will remain fixed and recording on the area until the alarm is reset. If no police officer is in the Report Writing area, the Records Unit personnel will broadcast the alarm on the primary channel of the police radio. (Also CALEA 71.5.1 C)
1. Juvenile Temporary Detention Rooms: Police officers shall have a police radio with them at all times when contacting a detainee in these rooms. In case of an emergency, the officer shall broadcast a request for assistance or depress the "emergency button" on the police radio.
- C. Access to Area and Detainee:** Only authorized persons have access to the area containing the temporary detention rooms.
1. Visitors: Detainees shall not be allowed visitors while being detained at the police facility.
 - a. Legal Counsel: It may become necessary to provide legal counsel access to a detainee while he/she is still in police custody. This shall only occur with approval from the on-duty supervisor.
- D. Escape Prevention:** Detainees shall be secured to the fixed bench while in the temporary detention room or the BAC room and continually supervised by a police officer, *per Standard 71.3.2 Approved Methods of Securing Detainees.* (Also CALEA 71.5.1 D)
- E. Visual Observation:** Police officers shall conduct a face-to-face visual check of the detainee in a temporary detention room at a minimum of every thirty (30) minutes.
- F. Video Monitoring:** Personnel in the Records Section have the ability to monitor detainees in the adult temporary detention rooms. If a police officer must step away from an adult detainee for a period of time in excess of five (5) minutes a request should be made to Records personnel to observe the detainee. Records staff shall not be asked to

monitor a detainee for more than short periods and the responsible police officer shall not leave the building during this period.

71.4 TEMPORARY DETENTION CONDITIONS

PHILOSOPHY: The following measures will ensure the temporary detention rooms remain a safe environment which provides the necessary facilities to allow for a detainee's welfare.

71.4.1 Access to Essentials

Principle: The temporary detention rooms at the police facility have restrooms in close proximity and readily available for use. Water is also available throughout the facility. Detainees will be allowed to use the restroom and provided water in a timely manner upon request.

71.4.2 Emergency Plan – Fire

Principle: The following practices help protect against fire as a result of temporary detention and assist in safe evacuation attempts if a fire occurs.

Practices:

A. Fire Prevention:

1. Confiscation of Property: Any lighters and/or matches are removed from detainees prior to placing them in a temporary detention room.
2. Visual Observation: A police officer shall conduct periodic visual checks of detainees in temporary detention rooms *per Standard 71.3.3 Security Concerns – Visual Observation*.

B. Fire Suppression: Fire extinguishers are located in near proximity to the temporary detention rooms and are easily accessible.

C. Fire Evacuation: Police officers are responsible for the detainees they have secured in a temporary detention room. In the event of a fire, the individual officer is responsible for the evacuation of his/her detainee. Officers present at the police facility during an evacuation due to fire or other emergency shall assist in ensuring all detainees are evacuated to a place of safety. The police facility has properly displayed exit signs to assist with prompt evacuation in the case of fire.

71.4.3 Inspection and Review

Principle: It is important that the temporary detention facilities are maintained as well as evaluated to ensure they continue meeting the needs of the department. Equipment may deteriorate, technologies may change, and our department may grow – it is vital that the function of the temporary detention area continues to perform adequately.

A. Security Inspection: Each police officer shall inspect the temporary detention room before placing a detainee in the room and after the detainee has been removed from the room for transportation or release.

B. Administrative Review: At least every three years the Chief will assign a Commander to conduct an administrative review which ensures department policies and procedures governing temporary detention are being followed and that the original intent for authorization and use of the facility continues to be adequate for the department's needs.

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LEGAL PROCESS

74.1 RECORDS

PHILOSOPHY: The Federal Way Police Department is responsible for the service and documentation of several types of court orders. Proper records indicating actions taken by the Police Department with such orders are important to demonstrate a good faith attempt to serve as well as actual service of orders. The following guidelines provide the specific information required.

74.1.1 Legal Process Records

Principle: The Federal Way Police Department shall only serve court ordered documents, civil and/or criminal. Both criminal and civil court orders are entered and tracked in Spillman. Each court ordered document received by the Police Department shall have the below listed information recorded.

- A. Date / time received
- B. Type of legal process
- C. Nature of document
- D. Source of document
- E. Name of defendant / respondent
- F. Officer assigned for service (*Refer to Standards 74.2.1 and 74.3.1*)
- G. Date of assignment (*Refer to Standards 74.2.1 and 74.3.1*)
- H. Court docket number
- I. Date service due

74.1.2 Records of Execution of Attempted Service of Legal Process Documents

Principle: Whenever a Federal Way Police Department police officer serves or attempts to serve a court ordered legal process document the following information shall be recorded by that officer. *Refer to Standards 74.2.1 and 74.3.1 for specific information regarding service practices.*

- A. Date and time service was executed or attempted.
- B. Name of officer(s) executing or attempting service.
- C. Name of person on whom legal process was served or executed.
- D. Method of service or reason for non-service.
- E. Address of service or attempt.

74.1.3 Warrant/Wanted Persons File

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Principle: An active warrants file is maintained in the Records Unit. The following practices will be followed in the maintenance of the warrant file.

Practices:

- A. Warrants will be entered into WACIC in a timely manner in accordance with ACCESS policies and procedures.
- B. Computer "hits" received on warrant entries from another jurisdiction shall be verified by phone and/or electronically before an arrest is made on that warrant.
- C. After being entered into WACIC, active warrants will be filed alphabetically in the warrant file.
- D. Upon receiving an inquiry about a warrant entered into the system, the warrant shall be pulled from the file and "in hand" before being confirmed.
 - 1. Upon request, a fax of the warrant or a teletyped copy of the warrant will be sent. If Federal Way Police Department is requesting a hold be placed on a subject then the WACIC entry will be updated with a Detainer.
- E. Once a person has been arrested by any agency on a Federal Way warrant, the entry will be cleared from WACIC and all original paperwork forwarded to the appropriate Court.
 - 1. Once the warrant has been confirmed and a Locate received for a subject being held at another facility on a Federal Way warrant, all original paperwork is returned to the appropriate Court.
 - 2. If there is a Detainer noted on the WACIC entry for a Federal Way warrant this indicates an active pending warrant and every reasonable effort should be made to take the subject into custody by Federal Way Police Department. The on-duty supervisor will determine if the subject can be booked into the current facility or make arrangements to pick up the subject.
- F. The Records Unit maintains a record system for criminal warrants, which permits 24-hour access.
 - 1. All Federal Way misdemeanor warrants issued are entered into WACIC for statewide retrieval.
 - a. A 24-hour agency number is put in the miscellaneous field of the WACIC entry.
 - b. Warrants are filed in alphabetical order, with 24-hour availability for Federal Way and/or other law enforcement agencies.
 - c. Warrants are maintained as active for twelve (12) years unless served or recalled prior to that time.

74.2 CIVIL PROCESS

PHILOSOPHY: Law enforcement agencies and the courts work together to ensure some civil court orders are served in an efficient and safe manner. The service of specific types of civil orders is important to attempt to ensure the safety of citizens and the successful prosecution of violators. The guidelines provided below are meant to assist in defining the Federal Way Police Department's commitment to civil process.

74.2.1 Service of Civil Process Documents

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Principle: The Federal Way Police Department provides assistance to the functions of courts by attempting to provide effective service of court ordered civil process documents. The King County Sheriff’s Office or civilian process servers serve many of the civil process documents. When a Federal Way Police Department officer is serving a civil process order the following practices shall apply.

Practices:

A. Civil Process Documents To Be served:

1. Subpoenas: Service of subpoenas stemming from Federal Way Police Department cases and at the court or prosecutor’s request.
2. Protection Orders: The orders listed in this section have been limited to orders issued under the below listed RCW sections. These orders will be served by a police officer when the party to be served resides or works within the city boundaries of Federal Way.
 - a. RCW 26.50 / Domestic Violence Protection Orders
 - b. RCW 10.14 / Anti-Harassment Orders
 - c. RCW 7.90 / Sexual Assault Protection Orders
3. Mental Health Commitments: Commitments of a person to mental health facilities as provided for under RCW 71.05.150.
4. Court orders issued by courts of jurisdiction specifically directing a police action.
 - a. Exception: Eviction processes are handled by the King County Sheriff’s Office.

B. Domestic Violence Orders Service Practices:

1. Distribution: The Records Unit shall complete and attach a Service Order form to a pocket folder, determine the service district where the respondent is located, and place all relevant forms into the pocket folder. The pocket folder is then placed in the appropriate district bin in the Briefing Room.
2. Attempts to Serve: Patrol Lieutenants will ensure the orders are distributed at the beginning of each shift to the officer(s) assigned to the appropriate district. Officers shall make a reasonable effort to serve the orders during their shift.
 - a. Time Restraints: Officers shall not attempt to serve court orders from 2300 hours to 0500 hours, unless indicators are present at the service locations that cause the officer to believe the residents/occupants are awake.
 - b. Documentation: Officers shall record each service attempt on the Service Order form. If the order is successfully served, the officer shall complete the court Return of Service form and submit it to the Records Unit.
 - c. Civil Order: Upon receipt of the Protection Order, Anti-Harassment Order, or Restraining Order, the officer shall review the order and the Law Enforcement Information Sheet for officer safety and directions provided by the court.

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- i. When serving the order, the officer shall confirm the identity of the respondent, and all orders must be served personally on the respondent named.
 - ii. The officer shall not give the respondent the Law Enforcement Information Sheet or the Service Order.
 - iii. Immediately following service and enforcement of the order, the officer shall contact the Records Unit to inform them of the service.
3. Enforcement of Orders at Time of Service: Police officers that are able to personally serve an order upon a respondent will take reasonable steps to ensure that the respondent is in compliance with the order at the time of service. The following guidelines will apply:
- a. Civil stand-bys will be limited to a reasonable amount of time based on other calls for service.
 - b. Civil orders do not automatically give an officer the right to enter a private residence.
 - c. If an officer believes an arrest may be justified at the time of service, the on-duty police supervisor will be notified and respond to the scene.
- C. **Other Civil Orders:** Officers shall serve all other civil court orders listed in Section A as specified by the order. The officer shall complete and return court papers called for in the service request. If the police actions taken normally require an incident report be completed, then the officer shall complete the appropriate incident report. *Refer to Standard 82.2.2.*
- D. **Questions:** Any questions concerning jurisdiction of the Police Department in civil matters should be referred to the on duty patrol commander.

74.3 CRIMINAL PROCESS

PHILOSOPHY: The execution of criminal court orders (warrants) is an essential part of investigative follow through and successful prosecution. The primary goal is to gain compliance from those that are listed in a criminal court order and the Federal Way Police Department is proactive in attempting to gain such cooperation.

74.3.1 Execution of Criminal Process Documents

Principle: Federal Way Police Department personnel shall adhere to state law, case law, and court practices when obtaining and executing criminal court orders. In addition, the following practices shall apply.

Practices:

- A. **Search Warrants:** Normally the Criminal Investigations Section (CIS) will respond to assist with the preparation of search warrants, obtaining a judicial signature, and service of the warrant. Simple warrants (non-occupied property and records) may be obtained by officers assigned to other units or sections when those officers have previous experience in King County search warrant procedures. All search warrants require:
 - Notification to the patrol commander or designee of intent to obtain a search warrant
- 1. Search Warrant Territorial Limits:
 - a. King County Superior Court: Warrants issued by Superior Court are valid throughout the state.

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- b. District Court: A warrant issued by a District Court is valid only in the county of issuance.
 - c. Federal Way Municipal Court: A warrant issued by the Federal Way Municipal Court is valid only within the city limits of Federal Way.
2. Search Warrant Time Limits: Each warrant will have a time requirement for service articulated on it.
- B. Arrest Warrants**: In accordance with state and local laws and practices, a citation or summons can be issued to a subject charging them with either a misdemeanor or gross misdemeanor when enough probable cause exists to issue it. This is the more customary way of charging someone. Arrest warrants are only obtained directly by Federal Way officers when there exists an immediate need to take someone into custody.
1. Arrest Warrant Territorial Limits:
- a. Felony Arrest Warrants: Felony arrest warrants issued by Superior Courts are valid within the United States.
 - b. Misdemeanor Arrest Warrants: Misdemeanor arrest warrants issued through district or municipal courts are valid statewide.
2. Arrest Warrant Expiration Dates: Each warrant will have an expiration date on it if applicable.
3. Execution of Federal Way Arrest Warrants:
- a. Patrol Section: Officers must receive the approval of their supervisor if they wish to coordinate an effort to serve Federal Way warrants during their normal work shift. The below listed practices shall be followed whenever officers attempt the service of arrest warrants.
 - i. Procedures: All warrant execution attempts shall have two officers present. The officer shall check the warrant in WACIC to ensure it is still active prior to any attempt to execute it. Officers shall not attempt to execute warrants at residences from 2300 hours to 0500 hours, unless indicators are present at the service location that cause the officer to believe the residents/occupants are awake or a supervisor approves the attempt. If the warrant is executed, then the required incident report shall be completed. *Refer to Standard 82.2.2.*
 - b. Other Jurisdiction Misdemeanor Warrants: When an officer comes into contact with a subject that has a misdemeanor warrant out of this state or any other state the officer shall confirm the warrant, take that person into custody, and transfer custody to the law enforcement agency actually holding the warrant. If the agency holding the warrant refuses to extradite or accept custody, the subject may be released if there are no local charges. *Refer to Standard 1.2.6.*
 - c. Felony: The King County Fugitive Section is responsible for the execution of felony warrants. When an officer comes into contact with a subject that has a felony warrant from this state or any other state, the officer shall confirm the warrant, take that person into custody, and book the person into a King County Jail Facility. The officer shall complete the necessary incident report for the arrest.
 - d. Arrest and Release: *Refer to Standard 1.2.6 (C) Outstanding Warrants for details regarding the "arrest and release" option for some warrants.*

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- e. SafecityFW.com: The Safe City dashboard is a readily available tool that can be used to disseminate information to personnel (see *Standard 40.3.1 SafecityFW.com for details*). Priority warrants will be posted on the SafecityFW.com website for information purposes only – officers must still follow all applicable procedures when processing a warrant subject contacted due to information found on the dashboard.
 - i. Volunteers may be used, as needed, to add or update warrant information on the dashboard.
- f. Warrant Project: Volunteers may be utilized to attempt phone contact with specific warrant subjects for the purposes of promoting the opportunity for the warrant subject to come in, on their own, and handle their warrant(s). These efforts will be coordinated by and under the direction of the Civilian Operations Manager or his/her designee.

74.3.2 Execution by Sworn Personnel

Principle: Only general authority commissioned police officers may execute arrest warrants. Refer to *Standard 2.1.3 regarding notification to other jurisdictions when executing warrants outside the city limits of Federal Way.*

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COMMUNICATIONS

81.1 ADMINISTRATION

PHILOSOPHY: The Federal Way Police Department has teamed with allied law enforcement agencies and the Valley Communications Center to provide cost-effective police dispatching. The Valley Communications Center is a nationally accredited dispatch center.

81.1.1 Shared Communications / Multi-Jurisdictional Agreements

Principle: The Federal Way Police Department has an inter-local agreement with Valley Communications Center (Valley Comm), a multi-jurisdictional communications agency. The inter-local agreement provides for both an administrative board and an operations board that govern Valley Comm. The Valley Communications Standard Operating Procedures are maintained online through the City's computer system (accessed from K:/Valley Communications Center SOP's) and are available for viewing by all department members.

81.1.2 Federal Communications Commission (FCC) Requirements

Principle: Valley Comm and the Federal Way Police Department conduct radio operations in accordance to FCC requirements. *Refer to Valley Comm Standard Operating Procedures (SOPs).*

81.2 OPERATIONS

PHILOSOPHY: The communication link between the police and the community is critical to providing effective and safe police services. It is important that the roles of dispatch and law enforcement professionals are clearly defined in an effort to reduce confusion in communication. The standards provided in this section attempt to delineate responsibilities.

81.2.1 Telephone Access

Principle: The Federal Way Police Department maintains 24-hour, toll-free voice and TDY telephone access through Valley Comm.

- A. **Valley Comm:** Citizens have 24-hour, toll-free voice and TDY telephone access via the countywide 911 emergency telephone number.
- B. **Non-Emergency:** For non-emergency requests for police assistance citizens are asked to call 253-852-2121, which is another recorded line at Valley Comm.
- C. **Other:** Citizens also have the option to report occurred-prior crimes online.

81.2.2 Two-Way Radio Capability

Principle: The Federal Way Police Department provides portable radios to each officer and equips all the police vehicles with the capability for mobile radio communications.

- A. **Computer Aided Dispatch (CAD):** The Federal Way Police Department and Valley Comm use CAD to supplement the two-way radio capabilities. CAD permits non-emergency dispatching to occur over computers that are in each patrol vehicle and frees radio airtime for emergency and/or priority communications. *Refer to Valley Comm SOPs*

81.2.3 Calls For Service Information Records

Principle: Valley Comm generates and/or collects the below listed information for each call for police services. The information is entered into the CAD system and may be accessed immediately or at a later time.

- A. Control number (CAD incident number)
- B. Date and time of request
- C. Name and address of complainant when provided
- D. Type of incident reported
- E. Location of incident reported
- F. Identification of officer assigned and a backup officer when applicable
- G. Time of dispatch
- H. Time of officer arrival
- I. Time of officer return to service
- J. Disposition or status of reported incident

81.2.4 Radio Communications

Principle: The Federal Way Police Department conducts radio communications between field personnel and Valley Comm pursuant to the SOPs established by Valley Comm. The basic protocols for radio communications are taught to all new student officers during FTO. Police Department personnel operating in the field shall conduct communications pursuant to the Valley Communications SOPs and the practices provided below.

Practices:

- A. **Circumstances Requiring Communication:** Uniformed personnel shall notify Valley Comm of all activity other than routine patrol. The Mobile Data Computer (MDC) and/or radio communication may be used when arriving at a non-priority call for service, clearing any call for service, or other administrative functions. Officers shall announce their self-initiated activity (such as traffic stops or pedestrian contacts) over the radio, even when they conduct other details of that activity on the MDC.
- B. **Status and Availability:** Maintaining current information regarding the location and status of officers and their availability is critical for officer safety as well as the effective and efficient use of personnel. Therefore, field personnel will advise Valley Comm when no additional assistance is required at a call for service (Code 4). After clearing an activity, field personnel shall advise Valley Comm as soon as possible. All field personnel shall advise Valley Comm whenever he/she is unavailable for dispatch or is out of service. *See also MOS 41.3.8 Automatic Vehicle Locator.*
- C. **Radio Call Signs:** Valley Comm has designated a radio call sign procedure in order to identify field personnel during communications. *Refer to Valley Comm SOP.*
- D. **Interagency Communications:** Valley Comm is able to coordinate radio communications with other law enforcement agencies. Federal Way personnel are able to monitor radio communications in most of the surrounding agencies. In addition, Federal Way personnel are able to communicate with most surrounding agencies via the MDC.

- E. **Incident Response Assignment Criteria:** The CAD system is programmed to recognize multi-officer response situations based on standard variables. The following situations generally mandate a multi-officer response. Valley Comm may also inquire with the handling officer or patrol supervisor regarding the appropriate response.
- Officers requesting help
 - Disturbances / Disorderly persons
 - Domestic violence
 - Mental subjects
 - Felony crimes in progress
 - Death investigations
 - Calls involving weapons
1. Supervisor Authority: The patrol supervisor or the watch commander may override the CAD system and dispatch officers based on the following factors.
- Type of call
 - Prior history of premise and/or persons
 - Current staffing levels
 - Other intervening factors
- F. **Supervisor Response:** The CAD system is also programmed to request a supervisor for certain calls and circumstances. A Patrol supervisor shall respond for the purpose of assuming command of the incident to the below listed incidents.
- Homicide
 - Fatal traffic accidents
 - Other deaths
 - Unusual occurrence incidents (*Refer to Chapter 46 of this Manual*)
 - Officer-involved shootings
 - Officer-involved collisions
 - On-duty injury to personnel
 - Abductions or missing persons that will require a coordinated search
 - Incidents requiring CIS notification
 - Incidents involving the reportable use of force (*Refer to Standard 1.3.5 of this Manual*)
1. Multiple Incidents: If multiple incidents requiring a supervisor response are occurring simultaneously and no patrol supervisor is available, the primary officer dispatched to the call is in charge, unless other officers on scene agree that another present officer should take the lead. The patrol supervisor may designate a lead officer to assume command of an incident.
- G. **Emergency Alarm Activation:** Valley Comm will immediately attempt to raise an officer via the radio when an emergency alarm from a radio or MDC is received. If the officer does not respond, another officer(s) should immediately be dispatched to check on the officer at his/her last known location and the checking officer may drive in a priority mode to conduct this area check. If the location of the officer broadcasting the alarm is unknown, the supervisor shall be advised of the situation and will coordinate a search for the officer.

81.2.5 Communications Access to Necessary Resources

Principle: Valley Comm staff have immediate access to the below listed information and resources.

- A. **Supervisors:** Patrol supervisors log onto the CAD system at the beginning of each shift.

- B. **Duty Roster:** All personnel working in the field shall log onto the CAD system when going in service to allow Valley Comm to have a roster of the personnel in the field.
 - 1. Assignments: A list of all Police Department personnel and their current assignments, days and hours of work, and telephone numbers within the department is maintained within the Records Unit. If necessary, Valley Comm has 24-hour telephone access to the Records Unit to retrieve this information.
- C. **Personnel Roster:** A roster with the home address and telephone number of each Police Department employee is maintained in the Police Department, Records Unit.
 - 1. Call Outs: Normally the team leader (supervisor) of a specialty unit calls in additional personnel for specialty team callouts. Records Unit personnel may also be utilized to assist with the call out process.
- D. **Maps:** Valley Comm, as needed, has access to digital maps of all service areas, which include outlines of sectors and reporting districts.
- E. **Officer Status Indicators:** The CAD system includes status display screens showing those units and incidents controlled by the dispatcher.
- F. **Emergency Plans and Resources:** Valley Comm maintains an index of emergency telephone numbers for various emergency services providers.
- G. **Tactical Dispatching Plans:** Valley Comm SOPs include procedures for several incidents requiring tactical dispatching and coordination of responders.
 - 1. Vehicle pursuits
 - 2. Bomb Incidents
 - 3. Emergency alerts
 - 4. Officer needs assistance
 - a. Code 1: Requested when an officer needs a non-emergency response from one additional officer.
 - b. Code 2: Requested when an officer needs a priority response from two additional officers.
 - c. Code 3: Requested when an officer needs a priority response from additional officers, often when on-scene human life (including the officer's life) is in peril.

81.2.6 Request for Services

(Also CALEA 81.2.7)

Principle: Valley Comm is often the first point of contact for victims/witnesses that are unsure of the level or type of services needed. Valley Comm's SOPs describe the procedures to be used by Valley Comm call receivers in determining the appropriate level of services in the following manners.

Practices:

- A. **Police/Medical Response:** Evaluate the information being provided to determine if an immediate police or medical aid response is necessary and prioritize the response depending on the nature of the incident.
- B. **Alternatives:** Not all calls will require an actual police/medical response. Valley Comm call receivers do explain the various alternatives available in order to receive necessary services, including a direct police response, the option to make a criminal report online through the City website or make a report by telephone, or the ability to make telephone

contact directly with the police department for additional referrals. Valley Comm staff also have access to a list of referral services available when direct police involvement is not necessary. See also MOS 82.2.5 Non-Priority Police Reports.

81.2.7 Victim/Witness Requests for Information

(Refer to MOS 81.2.6)

81.2.8 Communication Recordings

Principle: Valley Communications records all 911 calls and radio communications and can immediately play back these recordings while continuing to record. This is accomplished by use of a recording system that interfaces with their phone and radio.

Practices:

A. Recording Retention:

1. On-Line Retention: CAD incident histories are maintained for one year and recordings are maintained for 90 days by Valley Communications, unless the Police Department requests a hold on the information.
2. Off-Line Retention: All off-line incident and unit histories are retained for three (3) years. All other off-line records will be retained in accordance with accreditation and/or the applicable Washington State Retention Schedule, as necessary.

B. Storage: Back-up files are established for the information stored in the CAD system. The Federal Way Police Department relies upon Valley Communications, as an accredited communications center, to utilize current technology along with best industry practices for ensuring recordings are securely handled and stored.

C. Review of Recordings:

1. Immediate Review: Valley Comm personnel may immediately review recordings when communications in emergency situations is garbled or too quick for immediate understanding. It may also become necessary for a police supervisor to have immediate access to review a recording in order to ensure appropriate police action is taken during an incident. Valley Comm personnel will facilitate this when necessary.
2. Investigative Review: Police personnel may submit a written request for a copy of a call.
 - a. Request Process: Follow the listed steps when making a request through Valley Comm for any audio recordings.
 - o BEFORE making a request, check Spillman to see if there is already one associated with that case report (good idea to check *both* the online as well as physical file).
 - o If there is already a recording for that case report, check it out from Records to make a copy, if needed (the original recording shall be maintained in the case report file).
 - o If there is no copy of the recording associated with that case report, then order one using the Agency Request for Inspection or Disclosure of Public Record form.
 - o The person who receives the original recording will complete a Supplemental Report in Spillman to document it was received and is stored in Records.
 - o If the recording is sent by electronic mail instead of a physical media, because this version (via e-mail) is digitally smaller in size, a copy can be burned onto physical media (e.g., a CD) or uploaded directly into the case report in Spillman. A Supplemental Report is still required, with either option, to document receipt of the recording.

81.2.9 Criminal Justice Information Systems Access

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Principle: The Federal Way Police Department, independently and/or through Valley Comm, has access to the below listed criminal justice information systems.

A. Local Systems:

- Discus / Scomis (FWPD only): Information regarding case status in district and superior courts.

B. State Systems:

- Washington Central Computerized Enforcement Services System (ACCESS)
- Department of Licensing (DOL)/DAPS
- Department of Corrections (DOC)
- Washington Criminal Information Center (WACIC)
- Washington State Identification and Criminal History System (WASIS)
- LYNX: State-wide law enforcement records database.

C. National System:

- National Criminal Information Center (NCIC)

81.2.10 Alternative Communications Criteria and Procedures (cellular telephones, voice-over internet protocol, or other emerging technologies) (Refer to City of Federal Way Employee Guidelines 9.7 – Office Equipment Use Guidelines and Procedures)

81.2.11 Emergency Messages

Principle: Valley Comm receives and delivers emergency messages, from citizens or other law enforcement agencies, as calls for service. Each message is evaluated to determine its priority level. Refer to Valley Comm SOPs.

81.2.12 Misdirected Emergency Calls

Principle: Valley Comm occasionally receives emergency calls intended for another agency. Valley Comm call receivers will determine the nature of the incident, the location of the incident and caller, and then route the call to the appropriate agency.

- A. Emergency Calls Received by FWPD:** When a member of the Police Department receives an emergency call he/she will determine the nature of the incident, the location of the incident and caller, and then transfer the caller directly to Valley Comm or the appropriate agency.

81.2.13 Private Security Alarms

Principle: The Federal Way Police Department coordinates a False Alarm Program in accordance with Chapter 12.50 of the Federal Way Revised Code.

Practices:

- A. Monitoring:** Valley Comm and the Federal Way Police Department do not monitor private security alarms. Valley Comm receives telephone calls from private alarm companies and/or citizens reporting audible alarms. These calls are handled as calls for service.
- B. Police Response:** The Police Department responds to all alarms unless the alarm has been designated as a “no response” alarm pursuant to Chapter 12.50 of the Federal Way Revised Code.

1. Excessive False Alarm Service Charge: The Police Department in cooperation with the City Clerk's Office may impose a service charge for excessive false alarms *pursuant to Section 12.50.030 of the Federal Way Revised Code*.
2. No Response Designation: After the sixth false alarm in a registration year an alarm may be designated as a "no response" alarm *pursuant to Section 12.50.040 of the Federal Way Revised Code*.
 - a. Notification to Valley Comm: Once an alarm has been designated as a "no response" alarm, the Records Unit shall flag the address in the CAD system in order to notify Valley Comm.

81.2.14 Emergency First Aid Instruction

Principle: Valley Comm does authorize dispatchers to provide emergency first aid instructions.

- A. Federal Way Police Department personnel do not provide emergency first aid instructions. Emergency calls received by the Police Department are directed to Valley Comm.

81.3 FACILITIES AND EQUIPMENT

PHILOSOPHY: Valley Communications became a nationally accredited dispatch agency to ensure it provides a quality service to its partners in law enforcement. The Federal Way Police Department supports Valley Communication in its accomplishments and continued dedication to quality.

81.3.1 Security Measures

Principle: Valley Comm has implemented the following security measures to maintain communications during emergencies.

- A. **Limited Access:** The public does not have access to the Valley Comm building. Access is limited to authorized personnel only. Surveillance cameras monitor all incoming and outgoing persons.
- B. **Equipment Protection:** Sites where critical equipment is located are protected by fencing, locks, and/or security alarms.
- C. **Backup Resources:** An alternate power source is located on-site, if necessary. This ensures continuous emergency communications and operations in case of disruption of primary power. The emergency power begins within ten seconds of power failure, following the National Electrical Code (NEC). If the entire facility becomes completely incapacitated there are provisions in place for an alternate backup communications center.
- D. **Security for Transmission Lines:** *Refer to Section B.*

81.3.2 Alternate Power Source

Principle: The alternate power source has weekly, auto self-start, testing capability. The Valley Comm shift supervisor notes in the supervisor's log that the test was performed.

81.3.3 Emergency / Non-Emergency Call Differentiation

Principle: The telephone system at Valley Comm discriminates between calls coming in on 911 lines and non-emergency lines by providing a distinct ring for each.

81.3.4 Multi-channel Mobile and Portable Radios

Principle: The Federal Way Police Department mobile and portable radios provide approximately 48 channels for communications. Police personnel are able to communicate with the fire department, other police agencies, and other government agencies. Such communication is coordinated through Valley Comm.

CENTRAL RECORDS

82.1 ADMINISTRATION

PHILOSOPHY: Law enforcement records contain various types of sensitive and confidential information. The central records also contain vast amounts of information essential to private citizens and the community in general. The goal of the Federal Way Police Department is to balance the need to protect some types of information with the need to disseminate other information in a timely and efficient manner. The standards provided in this section are intended to assist the Records Unit in the achievement of this goal.

82.1.1 Records Administration

Principle: The Records Unit is responsible for the paper and electronic storage of incidents and investigations. The Federal Way Police Department uses the Spillman System to facilitate the collection and distribution of information. In addition, the Statewide Electronic Collision & Ticket Online Records (SECTOR), an automated data collection system, is now utilized as an added option for traffic collisions and citations. *The section adopted the Privacy and Security Provisions as mandated by state statute: RCW 10.97, Washington State Criminal Records Act; RCW 13.50 Juvenile Records Access; RCW 40.14, Preservation and Destruction of Public Records; RCW 42.56 Disclosure of Public Records and RCW 46.52.080, Confidentiality of Reports*

Practices:

- A. Security of and Access to Agency Files:** Access to the Records Unit is limited to authorized FWPD personnel only. No files shall be removed from the section. Personnel who need to review a case can request a copy of the case from a Record Specialist. The Civilian Operations Manager or his/her designee may make exceptions to this practice for highly sensitive and/or large files. These cases may be checked out for a period not to exceed 48 hours.
1. **SECTOR:** The SECTOR online services provided by the Washington State Patrol are for the exclusive use of law enforcement and approved agencies in the State of Washington. Unauthorized access is prohibited. Usage will be monitored.
 2. **Criminal History Information:** The Criminal Justice Information Center places a high level of responsibility onto the shoulders of agencies for the privilege of viewing criminal history information. Therefore, all department personnel have a responsibility to ensure criminal history information is handled in such a manner that it remains secure and is not viewed or handled by unauthorized individuals. This means if there are non-law enforcement people around, it will be removed from sight (e.g., when tour groups come through the station) or if the criminal history information is disposed of, it shall be placed into a designated, secure shred bin. At all times and under all circumstances this information MUST remain secure and protected from mishandling or unauthorized viewing.
- B. Accessibility to Operations Personnel:** Information contained in the Records Unit files and computerized files (including SECTOR) is available and can be accessed by all authorized law enforcement personnel on a 24-hour basis.
- C. Release of Records:** *RCW 10.97, RCW 42.56, RCW 13.50, and RCW 46.52 mandate the procedures and criteria for the release of agency records.* The Records Unit will review all requests and determine what will be released according to state and federal law, and the City of Federal Way guidelines (*see the City's Public Disclosure policy, page 4, for exemptions*).
1. Requests for records must be made via electronic mail, by letter or fax, in person, or by phone.
 2. Appropriate fees will be assessed, if applicable.

82.1.2 Juvenile Criminal Records:

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Principle: The Records Unit will maintain separate records and criminal history files for adults and juveniles. *Files are separated as mandated by state statutes RCW 40.14, Preservation and Destruction of Public Records; RCW 13.50 Juvenile Records Access; and RCW 10.97, Washington State Criminal Records Privacy Act.* Copies of all state statutes are maintained in the section.

- A. Identifying Juvenile Records:** Juvenile arrest records are identified with a "J" in the Spillman Law Incident Table and are filed numerically with all other cases.
- B. Juvenile Identification Information:**
1. Collection: Refer to Standard 1.2.5 regarding the practice for photographing and fingerprinting juvenile offenders.
 2. Dissemination:
 - a. Fingerprints of juveniles are electronically transmitted via livescan to King County AFIS and Washington State Patrol; based on the level of the offense for which the individual was arrested WSP may further transmit the fingerprints to the FBI.
 - b. Photographs of juvenile suspects are maintained in the Spillman System and are readily identifiable as juveniles.
 - c. Only authorized law enforcement agencies or entitled social service agencies will be allowed access to these items. Reference RCW 13.50.
 3. Retention: Juvenile photographs within the Spillman System will be maintained for the purpose of criminal investigations.
- C. Security of and Access to Juvenile Information:** Juvenile records and information will be handled in the same manner as all other criminal records maintained by the Records Unit (see 82.1.1). Records personnel are specifically trained to handle juvenile records when, or if, different processing/handling is required.
- D. Disposition - After Adult Age Reached:** All arrest records are maintained within the Spillman System. Juvenile arrest records are maintained in the same manner after adult age is reached as they were when the individual was a juvenile. Juvenile arrests can be differentiated within the system when viewing an individual's record – the Spillman involvements screen shows "date of occurrence" and the arrest incident screen shows "age at arrest" which easily identifies it as an adult or juvenile record.
- E. Expungement:** Materials of identification will be expunged on order of a competent court and/or state law. Reference RCW 13.50.

82.1.3 Records Retention Schedule

Principle: *The Records Retention Schedule is in compliance with the applicable state statutes, RCW 10.97, Washington State Criminal Records Privacy Act; and RCW 40.14, Preservation and Destruction of Public Records.* The Records Retention Schedule, which lists the retention requirements for specific types of records and information, is available upon request from the Civilian Operations Manager or his/her designee (or check online at <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>).

82.1.4 Crime Data Collection

Principle: The Federal Way Police Department compiles and submits crime data monthly and annually. The reports are forwarded to the Washington Association of Sheriffs and Police Chiefs (WASPC), Olympia, Washington.

- A.** The reports will be forwarded to the Chief of Police for review.

82.1.5 Report Status

Principle: Case numbers are assigned accordingly by the Computer Aided Dispatch (CAD) system when requested by an officer. The Records Unit has the responsibility of maintaining all report documentation (case report files) in files with the corresponding case number – either electronically or hardcopy, as is appropriate. The records specialists will ensure the correct case number for the incident is properly noted on any associated documents (electronic or hardcopy). The case number is listed in a computerized master file once issued and the corresponding CAD data is downloaded into Spillman.

- A. An assigned specialist will do a periodic (at least once a month) inventory of all outstanding reports to assure they are submitted in a timely fashion. If a report is still showing as not received (or outstanding), then notice is sent to the Supervisors indicating which report is missing and who is responsible for that report. Supervisors are to ensure that officers turn in the completed reports in a timely manner.

82.1.6 Central Records Computer Systems Security

Principle: The Federal Way Police Department ensures adequate security is present to maintain the integrity of the system. The Federal Way Police Department ensures information stored in department computer systems is backed-up according to record retention laws and a set schedule. *See also 11.4.4 Computer Software and Disks for additional security considerations.*

A/B. **Central Records Management System Data Backup and Storage:**

1. Spillman System: The IT Supervisor or his/her designee monitors the automatic backup of the Spillman System which occurs once a day. The IT Division oversees storage of the backup tapes which may be on-site inside a secure, fire-proof safe or in a secure area, off-site.
2. Individual Computer Drives: The City IT Division is responsible for ensuring backup files are established and stored for shared and individual computer drives on a 24-hour basis.
3. Computer Aided Dispatch (CAD): Valley Communications is responsible for ensuring backup files are established for the information stored in the CAD system. Valley Communications uses a “mirroring” system that automatically and immediately creates a backup file. The “mirrored” information is then downloaded to a disk every fourteen (14) days and retained for three years in a fireproof cabinet on-site.
4. SECTOR: SECTOR is fully supported by the Governor and more than six participating State Agencies. Those agencies are dedicated to the upkeep, program advancement, and permanent system support. The Business/Technical Managers Team functions as the primary lead for all issues regarding the implementation, maintenance, update, and enhancement of eTRIP/SECTOR throughout Washington State.

C/D. **Access Security and Password Audits of Automated Records System:** The Federal Way Police Department conducts annual audits of the Spillman System to ensure adequate security is present to maintain the integrity of the system. The Civilian Operations Manager or his/her designee, in cooperation with the City IT Division, conducts the audit. An audit verifies:

- Passwords meet CJIS requirements (*see also 82.1.8*)
- Access level
- User ID's are current/updated

82.1.7 Criminal History Records

Definitions:

- A. **Unique Identifier:** A numerical identifier (e.g., officer's badge number or an employee number) that is a unique number permanently assigned to *one* individual.

- B. **Terminal Agency Coordinator (TAC):** This role is assigned to an individual within the department by the Chief of Police. The TAC has the primary responsibility of ensuring that our Department is in compliance with training, policy, and security needs, as required by ACCESS, and maintains an open line of communication with Washington State Patrol to stay up to date with all necessary changes or revisions to these requirements.

Principle: Criminal history records contain conviction and arrest data, and may only be accessed and used by criminal justice agencies for criminal justice purposes. Criminal histories shall only be accessed through the Spillman System or an authorized ACCESS terminal (e.g., Omnixx). The Civilian Operations Manager or his/her designee (the TAC) restricts access to the criminal history function. The Spillman System automatically logs the below listed information each time a criminal history request is made:

- Date and Time
- Identity of person making request
- Purpose code
- Reason (ATTN field)
- Subject's identifying information (date of birth, social security number, etc.)

Users **must** comply with ACCESS requirements by completing the ATTN and PURPOSE CODE fields for each inquiry. The ATTN field must contain: 1) the first initial and last name *OR* a unique identifier for who is conducting the inquiry; 2) the first initial and last name *OR* a unique identifier for whom the inquiry is for; and 3) the reason. A valid reason would be case number, the type of crime being investigated (rape, burglary, etc.) and/or purpose for running the name (warrant entry, criminal justice employment, etc.) – do not use a general or vague reason, such as "gangs" or "intel." **NO ABBREVIATIONS**, of any kind, shall be used within the criminal history request unless an approved abbreviation list is currently in use. For any questions regarding purpose codes refer to the WSP ACCESS Ready Reference guide, which is kept in the Records Unit or check with the Records Administrator.

- A. **Dissemination:** Criminal history information may be disseminated to other criminal justice agencies such as the Prosecutor's Office, Courts, Police Departments, Sheriff's Offices, and Correction Facilities (see "Secondary Dissemination" below). Some examples of agencies that are not a part of a criminal justice agency would be Fire Departments, Defense Attorneys/Public Defenders, and Security Guards. The information captured by Spillman, as noted above, acts as the criminal history log required by ACCESS. Also, *Title 28, United States Code, Section 534* contains provisions calling for the cancellation of access rights by criminal justice agencies if the dissemination of criminal history information occurs outside the receiving department or a related agency.

1. **Secondary Dissemination:** If secondary dissemination of criminal history information occurs ACCESS requires the following information be recorded: date of release, name of recipient and their agency. An example of this would be when a suspect's criminal history is included with a felony filing which is sent to the Prosecutor's Office. The filing form includes who it was sent to and the date it was sent – this form is kept as part of the case report and acts as a record of secondary dissemination.

- B. **Law Enforcement Information Exchange (LInX):** LInX is an electronic criminal justice information sharing system containing crime and incident data from various Federal, State, and Local Law Enforcement Agencies. This system is limited to use by authorized law enforcement employees as part of official law enforcement investigations – you **MUST** be trained prior to accessing the LInX database. All CJIS security, usage, and misuse policies/expectations will be applicable to usage of the LInX database and/or any associated LInX data.

1. **Administrators:** LInX Administrators will be assigned by the Civilian Operations Manager, who will ensure they each have a clear understanding of their assigned responsibility(s). The LInX Administrator(s) will be responsible for all training and audits associated with LInX, as well as for immediately disabling an account for any user who is under criminal investigation, retires, resigns, is terminated or leaves the agency for any reason.

If there is *any* doubt about the release of criminal history information consult with the Records Administrator or contact ACCESS directly.

The release of criminal history information is governed by state law (RCW Chapter 10.97) and Title 28, United States Code, Section 534.

82.1.8 Criminal Justice Information Systems (CJIS) Requirements:

Principle: CJIS, a branch of the FBI, ultimately oversees a law enforcement agency's access to and handling of criminal justice information. Misuse of this responsibility by any employee could jeopardize the entire department's ability to access this information

Definitions:

- A. **ACCESS:** A Central Computerized Enforcement Service System which is administered by Washington State Patrol that provides an online gateway to multiple systems with access to criminal justice information
- B. **Misuse:** To obtain information from any of the systems available through ACCESS for *non*-criminal justice purposes.

Practices: In order to access criminal justice information an employee must be ACCESS Certified. The Civilian Operations Manager or his/her designee will facilitate the process to ensure all department employees maintain their required certification level. Information obtained from any of the systems available through ACCESS shall be used for law enforcement purposes only.

- A. **Deactivation:** User ID's that allow access to criminal justice information for persons no longer employed by the department will be deactivated immediately. The Civilian Operations Manager or his/her designee will ensure the IT Division and Valley Communications are notified when separation from employment with the department occurs to ensure the user ID is deactivated.
- B. **Password Requirements:** Spillman passwords must meet strict CJIS requirements (*refer to the "Spillman Password Requirements" guideline maintained by the IT Division*). The Civilian Operations Manager or his/her designee will work closely with the IT Division to ensure compliance and that all systems are configured to meet these requirements.
- C. **Misuse Policy:** Any misuse which occurs must be reported to ACCESS. An ACCESS Violation Incident Report will be completed by the Civilian Operations Manager or his/her designee and returned to ACCESS; this shall occur in conjunction with the Office of Professional Standards. *Refer to Chapter 52 Professional Standards for further details.*
- D. **Reinvestigation:** Per ACCESS guidelines the Federal Way Police Department will conduct a reinvestigation of each employee's criminal history at least every five (5) years. At that time, an employee's criminal history will be queried and any negative findings will be forwarded to the Office of Professional Standards.

82.1.9 Media Protection Policy: The intent of this policy is to ensure the protection of all Criminal Justice Information (CJI) until such time as the information is either released to the public via authorized dissemination (e.g., within a court system or when presented in crime reports data), or is purged or destroyed in accordance with applicable record retention rules. This Media Protection Policy was developed using the FBI's CJIS Security Policy. The Federal Way Police Department may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment or increase the standards, but shall not detract from the CJIS Security Policy standards.

Definitions:

- A. **Electronic Media:** Includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, CDs or DVDs, tape cartridges, external hard drives, digital memory card, or other similar items used to process or store classified and/or sensitive data.
- B. **Physical Media:** Includes printed documents and imagery that contain CJI.

- C. **Criminal Justice Information (CJI):** Criminal Justice Information is the abstract term used to refer to all of the FBI CJIS provided data necessary for law enforcement agencies to perform their mission and enforce the laws, including but not limited to: biometric, identity history, person, organization, property (when accompanied by any personally identifiable information), and case/incident history data. The following type of data are exempt from the protection levels required for CJI: transaction control type numbers (e.g., ORI, etc.) when not accompanied by information that reveals CJI.

Practice: The scope of this policy applies to any electronic or physical media containing unencrypted FBI CJI while being stored, accessed or physically moved from a secure location. This policy applies to any authorized law enforcement person who accesses, stores, and/or transports electronic or physical media. Transporting unencrypted CJI outside the agency's assigned physically secure area must comply with all requirements as outlined within this policy.

Authorized FWPDP personnel shall protect and control electronic and physical CJI while at rest and in transit. The Federal Way Police Department is responsible for providing safeguards to protect CJI and limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate CJI disclosure and/or use will be reported to the Civilian Operations manager or his/her designee.

A. **Media Storage and Access:**

To protect CJI, Federal Way Police Department personnel shall handle all CJI in accordance with the following guidelines:

1. Securely store electronic and physical media within a physically secure or controlled area. A secured location would include a locked drawer, cabinet, or room.
2. Restrict access to all CJI (electronic or physical media) to authorized individuals only.
3. Do not scan or keep as part of a paperless filing system any FBI CJI information. Only criminal history certification documents are to be scanned as a part of the prosecution's criminal paperless file.
4. CJI disseminated to any outside personnel MUST comply with MOS 82.1.7A – Dissemination (*please refer to 82.1.7 for the complete policy*).
5. All CJI should be securely protected until media end of life. End of life CJI is destroyed or sanitized using approved equipment, techniques and procedures.
6. Do not use a personally owned information system to access, process, store, or transmit CJI unless the Federal Way Police Department has established and documented the specific terms and conditions for personally owned information system usage (*see also MOS 11.4.4*).
7. Do not utilize publicly accessible computers to access, process, store, or transmit CJI. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
8. Take appropriate action when in possession of CJI while not in a secure area:
 - a. CJI must not leave the employee's immediate control. CJI printouts cannot be left unsupervised while physical controls are not in place.
 - b. Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts. For electronic devices like laptops, use session lock and /or privacy screens. CJI shall not be left in plain public view. CJI shall never be electronically transmitted by the Federal Way Police Department.

9. Visitors within FWPD secure facilities must ask permission prior to taking any photographs to protect against inadvertent CJI disclosure.
- B. **Media Transport:** Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use.
- C. **Electronic Media Sanitization and Disposal:** The City's IT Department will be responsible for the sanitization of all city-owned hardware. Any inoperable electronic media shall be destroyed (cut up, shredded, etc.). Agency personnel will ensure the sanitization or destruction is witnessed or carried out by authorized personnel.
 1. Electronic systems or equipment that have processed, stored, or transmitted sensitive and/or classified information shall not be released from the City's control until the equipment has been sanitized and all stored information has been cleared properly by the IT Department.
- D. **Physical Media Disposal:** Physical media shall be securely disposed of when no longer required. All physical media shall be disposed of by placing the item(s) into one of the secure shred bins located throughout the department for proper destruction by the City's authorized agent (e.g., Iron Mountain).
- E. **Roles and Responsibilities:** If CJI is improperly disclosed, lost, or reported as not received, the following procedures must be immediately followed:
 1. Federal Way Police Department personnel shall notify his/her supervisor and an incident report must be completed and submitted within 24 business hours of discovery of the incident. The submitted report is to contain a detailed account of the incident, events leading to the incident, and steps taken/to be taken in response to the incident.
 2. The supervisor will communicate the incident to the Civilian Operations Manager or his/her designee, as well as the IT Manager.
 3. The Civilian Operations Manager or his/her designee will be responsible for promptly reporting the incident to ACCESS.
- F. **Violations:** A violation of the requirements for handling CJI by any authorized personnel will be referred to the Professional Standards Unit for review and may include possible disciplinary action, as appropriate to the circumstances and in accordance with the results of any investigations. *Refer to Chapter 52 Professional Standards for further details.*
- G. **Security Awareness:** All individuals, besides Police Department personnel, that have passed the necessary requirements (see *MOS 22.2.7(B)(1)(d) Criminal Justice Information System (CJIS) Access Requirements*) to gain access to FWPD facilities will also be informed of the requirements contained within the Media Protection Policy and made aware of the necessary security expectations when inside police facilities. All FWPD personnel, both employees and volunteers, will also be trained in security requirements regarding the Media Protection Policy and kept informed of any updates and/or changes as they may occur. The Records Administrator or his/her designee will ensure this occurs, as needed.

82.2 FIELD REPORTING AND MANAGEMENT

PHILOSOPHY: The accurate and complete documentation of police activity is a fundamental base of providing quality service to the community. The reports completed serve as justification to initiate additional investigation, prosecution, conviction, as well as a host of civil processes. Employees of the Federal Way Police Department are expected to adhere to the reporting guidelines provided in this section.

82.2.1 Field Reporting Systems

Principle: A Field Reporting System is essential to insuring the effectiveness of generating the necessary documentation of police activities in a timely manner.

Practices:

- A. **Generating Incident Reports:** Refer to Standard 82.2.2 of this Manual of Standards.
- B. **Field Reporting Forms:** Refer to Appendix, Reporting Forms Guidelines Table.
- C. **Required Information:** All Incident Reports submitted for review are expected to be complete. All necessary information will be completed and filled out, whether a report is submitted electronically, via hardcopy, or utilizing paper forms.
1. **Report Narrative:** The narrative for criminal reports must contain all applicable information relating to the preliminary investigation that is required by Standard 42.1.4 of this Manual of Standards.
- D. **Completing Reports:** Officers will make every effort to complete all reports during the work shift in which the incident is reported. If an officer is unable to complete a report prior to the end of the work shift, then he/she will advise the on-duty supervisor and either have the report placed "on hold" or have overtime authorized for the completion of the report. Some reports have been deemed to have a higher priority for completion.
1. **Priority One:** The below listed reports are considered a high priority for completion and must be completed by the end of the work shift in which the incident was reported. This includes supplemental reports from officers assisting the primary officer investigating the incident. Officers shall ensure all Priority One reports are appropriately routed to a supervisor utilizing either the electronic queuing system within Spillman or via hardcopy: all paper forms or hardcopies of Priority One reports will be placed in the priority one bin located in the Records Unit.
 - A suspect is booked into a county jail, city jail, or youth detention center
 - A criminal citation has been signed by a defendant
 - A homicide or suspicious death investigation
 - Whenever a vehicle is impounded per police authority
 - An involuntary mental health hold
 - When a supervisor deems it necessary
 2. **Records Notification:** An officer will notify the Records Unit whenever a WACIC/NCIC entry is necessary (missing persons, runaway, stolen and recovered vehicle, impounds, or stolen firearms) prior to clearing the involved call. The officer will provide all the necessary information for WACIC/NCIC entry.
- E. **Submitting Reports:** Officers will submit all Incident Reports and Supplemental Reports electronically from within Spillman for approval. The supervisor for each squad shall provide clear direction, as needed, to their personnel for submitting reports, whether electronic, hardcopies, and/or paper forms. Supervisors have the responsibility to review their personnel's reports, in all forms, on a regular basis to ensure they are processed/submitted in a timely manner. A Case Tracking Form will be attached to any hardcopies and/or paper forms and placed within the appropriate supervisor's bin (or into the Priority One bin –see item (D)(1) above). Priority One cases, upon completion, will also be submitted utilizing the electronic queuing system within Spillman – all on-duty patrol supervisors are responsible for checking the Spillman message center on a regular basis to ensure priority one reports are processed promptly.
1. **Supervisor Review:** Supervisors should be constantly reviewing reports within the Spillman message center throughout their work shift. The supervisor will review the case and make the following determinations:
 - a. **Case Corrections Required:** When corrections must be made to the case the supervisor shall assign the case to an officer for corrections with a due date. The supervisor shall also determine if the case is suitable

for distribution. The supervisor will electronically route the case report back to the officer that submitted the report originally with a description of the corrections required and an electronic notification is then routed to the officer's queue. All case corrections are to be completed by the officer submitting a Supplemental Report with the necessary corrections and/or information and resubmitting this report for a supervisor's approval.

- b. Follow Up Required: The supervisor will determine if the case should be forwarded to a specialized section/unit for additional follow up investigation. Generally the primary patrol officer investigating the case will perform the follow up on misdemeanor and expedited felony cases. If the case is assigned to a patrol officer for additional follow up then the same practices as described in section "a" (Case Corrections) will apply.
2. Specialized Sections/Units: When initiating original Incident Reports (acting as the primary investigator) officers assigned to specialized sections/units will adhere to the practices described above.
 - a. Supplemental Reports: Officers assigned to specialized sections/unit complete supplemental reports directly into the Spillman System. Except with supervisor approval these narratives shall be entered by detectives in a timely manner as the investigation proceeds. It is the intent to allow any employee access to the investigation and get current information. Detectives will print all relevant supplemental reports when closing a case and the hardcopies will be forwarded to the Records Unit or the reports may be submitted electronically from within Spillman. *Also refer to Section 42.1.3 of this Manual of Standards.*

82.2.2 Incident Reporting

Principle: Officers are expected to complete truthful, accurate, and thorough reports. No officer shall knowingly enter or cause to be entered any inaccurate, false, or improper information. Incident reports shall not contain the personal opinions of officers. All the necessary forms shall be complete and narrative shall be prepared using approved narrative format provided in the Reporting Forms Guidelines Table. The narrative will include all investigative actions taken by the involved officers; *refer to Standard 42.1.4 of this Manual of Standards*. Officers shall review their written reports and dictated narratives prior to submission for approval. Officers shall complete a police report detailing the incident when any of the following circumstances exist.

- A. A citizen report of a crime or an officer makes an arrest and/or issues a criminal citation.
- B. Reports of domestic disputes.
- C. Missing persons and juvenile runaway reports.
- D. Traffic collisions and vehicle impounds *as required by Standard 61.2.1 and 61.4.3* (typically, SECTOR will be utilized to process these reports).
- E. An incident involves unusual or suspicious activity that is likely to be associated with criminal activity at a later date.
- F. Any time a reported incident does not meet the above criteria, but the officer believes that a report will properly document an incident that is in the best interests of the City of Federal Way and/or the Police Department.
- G. At the direction of a supervisor.

CAD Incident Reports: Incidents that result in an officer being dispatched or assigned but do not require a report be prepared will be captured by the Computer Aided Dispatch (CAD) system. These records remain available on line from Valley Communications for one year from date of dispatch.

- A. Any incident which generates a case number dumps directly into (populates) the Spillman System.

82.2.3 Report Numbering

Principle: The CAD system assigns case report numbers. All numbers are issued in numerical sequence beginning with the last two digits of the current year followed by a digit number.

82.2.4. Report Distribution

Principle: Internal divisions and external agencies depend on timely distribution of complete and accurate police reports. It is the intent of the Federal Way Police Department to ensure the efficient dissemination of reports.

- A. The electronic queuing system within Spillman allows for the electronic routing of completed and reviewed reports. If an Officer taking a report has specific directions for distribution, this information must be included when submitted for review into the electronic queue. Supervisors are responsible for ensuring proper distribution for the report is noted within the queue once the report has been reviewed and approved. The Case Tracking form, which provides a checklist for necessary distribution, will only be utilized if the electronic queuing system is unavailable or is necessary to process/route a hardcopy or paper form. The approving supervisor is expected to determine appropriate distribution. Once approved, reports will be routed to the Records Unit queue (or bin for hardcopies/paper forms) for distribution/processing.

82.2.5 Non-Priority Police Reports

Principle: It is the intent of the Federal Way Police Department to provide the most efficient and effective law enforcement service possible to the community. In many instances the achievement of this goal requires patrol officers to remain available for priority responses, while some reports are taken by telephone or other means. If a citizen insists on a response by a police officer, a police officer will be dispatched when one becomes available.

Practice: A non-priority report is considered either 1) a criminal report with no suspect information *or* very little/no viable suspect information, or 2) a non-criminal report of a minor nature or that is necessary for documentation purposes (i.e., a vehicle prowler). Record Specialists are trained and will be responsible for handling all non-priority reports made via the online reporting system. A Record Specialist(s) may be assigned responsibility for ensuring these online reports are processed in a timely manner, but all Specialists can assist with making sure these reports are handled. If a citizen that has called or walked into the station to make a non-priority report chooses not to make that report online they will be referred to the non-emergency number (dispatch) so a patrol officer can take the report. Following are the types of non-priority reports that can be reported online and will be handled by the Records Unit:

- Telephone Harassment
- Hit & Run Traffic Accident
- Theft
- Malicious Mischief
- Identity Theft
- Theft from Vehicle
- Lost Property
- Found Property
- Abandoned Vehicles
- Soliciting Complaint
- Parking Complaint
- Follow-Up Report
- Other

82.3 RECORDS

82.3.1 Master Name Index

Principle: The Records Unit maintains a computerized name index that can be accessed alphabetically. The system contains names of persons obtained from the various field reports. Names placed into the Master Names Index shall include but not be limited to:

- Victims
- Reporting Parties
- Witnesses
- Suspects
- Persons arrested
- Persons issued criminal and/or traffic citations
- Traffic collisions; related drivers, registered owners, and victims

82.3.2 Index Files

Principle: The Records Unit and/or CAD maintains computerized files that contain information gathered by the various reports. The computerized files allow for the retrieval of information based on the below listed criteria.

- A. Incidents by crime type.
- B. Incidents by location, date, and/or time.
- C. Property types to include; stolen property, found property, pawned property, recovered property, and property of evidentiary rule.

82.3.3 Traffic Records System

Principle: The Records Unit, SECTOR, and/or CAD maintain readily accessible traffic records information.

- A. **Traffic Collision Data:** The Records Unit maintains traffic collision data in the computerized system. Data summary statistics include collision dates, locations, enforcement actions, investigations, and dispositions. This information is used by the Traffic Unit to prepare compilation and review *Refer to Standard 61.1.1.*
 1. SECTOR-generated collision report information is provided via queries available in the SECTOR back office website.
- B. **Traffic Enforcement Data:** The Records Unit maintains traffic enforcement data in the computerized system. Data summary statistics include collision dates, times, locations, enforcement actions. This information is used by the Traffic Unit to prepare analysis. *Refer to Standard 61.1.1.*
 1. SECTOR-generated ticket information is provided via queries available in the SECTOR back office website.
- C. **Roadway Hazards:** Roadway hazards are reported to the appropriate department or entity that is responsible for correction of the hazardous condition. *Refer to Standard 61.4.2.*

82.3.4 Traffic Citation Maintenance

Principle: Washington Uniform Notice and Docket Citations are issued in units of twenty-five (25) citations each. The following practices apply.

Practice:

- A. **Issuing Citations:** Upon issuance, traffic citation and infraction books will be recorded in the citation logbook with the following information:
- Officer's name.
 - Date issued and by whom.
 - The first citation/infraction number of the book.
- B. **Accountability:** Accountability for issued citations/infractions is the employee's responsibility. Each officer upon obtaining a book of citations shall complete the attached "Receipt of Citations" top sheet. The receipt page is completed and turned into the Records Unit.
1. **Voiding Citations:** When a violator has not received a copy of the citation, it may be voided. A Void Request form will be completed by the officer and approved by the supervisor or commander. The form will then be submitted with the citation to the Records Unit. The following citations may be voided.
 - To void lost or stolen citations.
 - For citations damaged by the elements (rain, snow, etc.).
 - If it appears that the citation/infraction was improperly or inappropriately issued.
 2. **Amending Citations:** If a correction must be made to a citation after the violator has received a copy of the citation, a written request must be sent to the court requesting the citation be amended with the correct charge or information. A patrol supervisor must approve the request.
 3. **Dissemination of Paper Citations:** Once the officer completes the citation, the remaining copies are forwarded to the Records Unit for dissemination to the appropriate court. The department copy of the citation is retained and filed in numerical order by year. Records Unit staff shall enter all traffic citations into the Spillman System.
 4. **Audits:** The Washington State Auditor, the Chief of Police, or his/her designee, directs the completion of audits for accountability of citations.
- C. **Storage of Citations:** The citations are stored in a locking filing cabinet in the Records Unit and may only be accessed by approved personnel.
- D. **SECTOR:** SECTOR provides an automated, fully electronic process in place of current paper-based processes for issuing tickets and collision reports. The software is installed on computers and laptops for officers that will be writing tickets and collision reports, or performing report reviewing and approvals. Officers 'download' ticket numbers as needed right to their computer instead of being issued paper ticket books. SECTOR-generated ticket and collision report information is provided via queries available in the SECTOR back office website. This website also provides ticket number inventory for state auditing requirements.
1. **Voiding SECTOR Tickets:** A SECTOR ticket can be voided easily *if* it has not been transmitted yet – it is simply a matter of choosing the "void" option and providing a reason. If the ticket has already been transmitted, a written request must be sent to the court requesting to void the ticket. A patrol supervisor must approve this request.
 2. **Amending SECTOR Tickets:** If a correction must be made to a SECTOR ticket that has been transmitted, a written request must be sent to the court requesting the citation be amended with the correct charge or information. A patrol supervisor must approve the request.

82.3.5 Operational Records Maintenance

Principle: The Records Unit has primary responsibility for maintaining the current case file for all police reports. New information regarding open/active cases will be forwarded to the Records Unit in a timely manner through the supplemental reporting system. *Refer Standard 42.1.3 for an exception for sensitive or complex investigation being conducted by the Criminal Investigation Section. This same exception would apply for the Traffic Unit.*

82.3.6 Criminal History File

Principle: When a person is arrested, the Records Unit enters the information regarding the arrest into the Spillman System. Each person is automatically assigned a number by the system and additional arrests and/or other police contacts are recorded under this number. No actual file is maintained. Information regarding other arrests and convictions are available through county, state, and national computer files.

COLLECTION AND PRESERVATION OF EVIDENCE

83.1 ADMINISTRATION

PHILOSOPHY: The Federal Way Police Department recognizes that collection and preservation of evidence requires skills and knowledge that range from basic recovery of latent fingerprints to the complex and thorough processing of a major crime scene. It has developed programs and provides the necessary training in order to prepare for the various situations that may require the collection and preservation of evidence.

83.1.1 Scene Processing Capabilities – 24 Hour Basis

Principle: All police officers employed by the Federal Way Police Department have received basic training in crime scene processing. Police officers perform crime scene processing for routine investigations. Other selected personnel receive specialized training in the collection and packaging of evidence, and are available for more complex investigations.

- A. **Major Crime Scenes:** The Criminal Investigations Section (CIS) is available on an on-call basis seven days a week and 24 hours a day. CIS shall be *notified according to Standard 42.1.1* and shall be responsible for the processing of major crime scenes.
- B. **Major Accident Investigation Team (MAIT):** MAIT is available on an on-call basis seven days a week and 24 hours a day. MAIT shall be notified of any collision that results in a fatality, or an injury that may result in a fatality, or when there is possible liability for the City. MAIT shall be responsible for the processing of major traffic collision scenes.
- C. **Total Station:** Total Station is available on an on-call basis seven days a week and 24 hours a day. Total Station is meant as an additional resource to both detectives and traffic investigators (CIS and MAIT) and will generally be used for very large or complex scenes to ensure as much detail as possible is captured for investigative purposes. Typically Total Station simply documents the scene and does not investigate or process and/or collect evidence.

83.2 OPERATIONS

PHILOSOPHY: Crime scene processing is a time consuming and resource intensive aspect of criminal investigation. It may also serve as the key to identifying and prosecuting a criminal. Therefore, the Federal Way Police Department has committed to providing quality crime scene processing in criminal investigations conducted by police personnel. In an effort to ensure fulfillment of this commitment the standards in this section will apply.

83.2.1 Crime Scene Processing

Principle – Crime Scene Processing Considerations: The investigating police officer shall be responsible for the collection of evidence and the recording of conditions at the crime scene. When a major crime is involved (*refer to Standard 42.1.1*) CIS shall be notified and respond to assume the investigation and responsibility for the crime scene processing. All officers shall ensure the following crime scene processing steps are performed as necessary.

Practices:

- A. **Crime Scene Protection:** As soon as practical, the first officer to arrive on scene shall take steps to protect the crime scene.

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- B. Crime Scene Search:** The investigating officer shall ensure the crime scene area is searched for any physical evidence. The search should not be confined to the immediate area of the crime. The approach to the crime scene as well as the exit from the scene also requires a search. *The search shall be in accordance to Standard 1.2.4.*
1. Documentation of Search: The method used to search the scene, the officer(s) conducting the search, and the extent of the search shall be included in the police report.
- C. Crime Scene Photography:** Photographs of the scene, individual, or item enhance the credibility of the evidence found and serve to support testimony. *Refer to Standard 83.2.2 for specifics regarding the photography and/or videotaping of a crime scene.*
- D. Crime Scene Sketching:** When appropriate, a sketch will be made to depict the location of all evidence. Sketches will be made prior to actual collection. Officers will use one method for all measurements.
1. Total Station: Use of the Total Station should be considered for documentation of major crime scenes and traffic collisions.
- E. Evidence Collection:** The investigating officer shall ensure that all physical evidence that will aid in the prosecution of a subject or the identification of a suspect shall be collected from the crime scene area.
1. The appropriate prosecutor's office has stipulated in some instances that photographs of physical evidence will suffice for prosecution. In these instances the investigating officer shall ensure the physical evidence is photographed for prosecution prior to the evidence being released or destroyed. The following items are examples:
 - Retail items taken in a shoplift and recovered
 - Hypodermic syringes/needles (possession cases only)
 - Alcoholic beverages (possession cases only)
 - Spray paint cans and marking tools (possession of graffiti tools)
- F. Property and/or Evidence Transfers:** Property/Evidence personnel shall insure that the property and/or evidence placed in temporary storage located in both the Police Station and Property/Evidence Building is transferred to the permanent Property/Evidence Storage Building on a regular basis to ensure the availability of lockers.
1. Security Precautions: When transferring any item that may constitute an increased security risk from the Police Station facility Property/Evidence personnel shall utilize the secure parking area. Property/Evidence personnel shall then utilize the drive in, secure garage at the Property/Evidence Building to complete the transfer within a secured environment. Items requiring this type of security precaution would include any narcotic seized for charges of possession for sales, any firearm, or a large sum of currency. *(CALEA 84.1.1e)*
 2. Property and/or Evidence Transfer: Once an officer collects property and/or evidence, any transfer of such property shall be documented. Various methods exist for documenting transfers.
 - a. Transfer in the Field: If the officer collecting property and/or evidence transfers the property while still in the field to another officer for any reason, the transfer shall be recorded in the incident report narrative. The documentation shall include the below listed information.
 - Person receiving property
 - Date/time of transfer
 - Reason for transfer

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03-01-05

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- b. Transfer to Property/Evidence Storage Building: Whenever a person submits property to any Property/Evidence Temporary Storage Locker they shall complete an entry in the Spillman property screen for each item submitted. This entry serves as documentation of the transfer.
- c. Transfer from Property/Evidence Storage Building: Whenever property is released from the Property/Evidence Storage Building one of the below listed forms will be used to document transfer of custody and shall include the signature of the person receiving the property. This form will then be uploaded and attached to the associated case report in Spillman.
- Spillman Release of Evidence/Property (chain of custody)
 - Laboratory form(s)
 - Removal Request form

When an officer transfers the custody of property a Removal Request form will be completed and the "white" original will be returned to the Evidence Custodian.

Principle – Specific Evidence Handling Requirements: Some types of evidence require special handling requirements that have been provided below.

Practices:

- A. **Blood:** Personnel shall adhere to the principles and practices provided in *Standard 40.2.2, Communicable Disease* whenever handling blood or bloody items.
1. Collected from Person: Blood collected from a person shall be drawn only by a physician, registered nurse, or qualified technician.
 - a. In addition to the information *required in Standard 84.1.1*; blood specimen container must be sealed with tape or label that displays the following information:
 - Name of person blood was drawn from
 - Date, time, and location of collection
 - Name and position of person drawing the sample
 - b. All samples collected shall be submitted for storage in the following manner.
 - i. Gray Top Vials: This blood is collected in relation to DUI investigations. It does not require immediate refrigeration. Officers shall place the gray top vials into an evidence locker *per the practices in Standard 84.1.1*.
 - ii. Purple Top Vials: This blood is collected in relation to other criminal investigations. It does require refrigeration. Officers shall contact a supervisor and advise them of the need to collect and store blood prior to collecting the sample. If the supervisor approves the blood draw, an evidence custodian or technician will have to be contacted in order to provide refrigeration for the sample.
 - c. Refrigeration: The refrigerator storage temperature shall be maintained at less than or equal to 38 degrees Fahrenheit. The Evidence Custodian or Technician shall monitor the storage temperature at least once each working day.
 2. Other Blood Samples: When bloody items or blood samples from an alternative source are collected the following practices shall be followed.

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- a. **Bloody Items:** All items collected that have blood on them shall be completely dry prior to being packaged for submission into the Property/Evidence Storage Building. If an item must be dried, it shall be placed in a drying locker. Prior to placing an item in the drying locker, the officer will vacuum the locker to prevent cross-contamination and then use the cleaning spray provided. Butcher paper shall be placed beneath the drying item(s) in order to collect trace evidence. The employee will keep possession of the key for the drying locker and once the items are dry will package the items for submission into the Property/Evidence Storage Building. The officer will spray and wipe down the locker after their use. Item(s) left inside a drying locker shall be checked on a weekly basis so space can be freed up and evidence processed in a timely manner. Notification regarding items which have been left in the drying locker overly long will be sent directly to the responsible employee via electronic mail, as well as cc'd to the supervisor/lieutenants contact list to make them aware it must be addressed. Supervisors will ensure employees handle the matter in a timely fashion.
- i. **Packaging:** Once dry, bloody items shall be packaged individually in the butcher or other paper packaging and marked with BioHazard labels.
- ii. When all the drying lockers are full or an item is too large for a drying locker, it shall be secured inside the Property/Evidence Building Processing Room and cordoned off using yellow crime scene tape with a sign indicating "EVIDENCE – DO NOT TOUCH."
- b. **Blood Samples from Alternative Sources:** When an officer collects a blood sample from a source other than a person, the following practices shall apply.
- Collect as much of a sample as possible and/or necessary
 - If the sample is wet, allow it to air dry prior to packaging
 - Ensure each sample is carefully labeled with the location where it was collected
- B. **Other Bodily Fluids:** Personnel shall adhere to the principles and practices provided in *Standard 40.2.2, Communicable Disease* whenever handling items contaminated with bodily fluids. An officer shall collect samples of other bodily fluids when necessary and in compliance with search and seizure rules and case law. These samples shall be collected and handled as described in *Section (A) of this Standard, Blood Samples*.
- C. **Firearms:** Firearms shall be unloaded as soon as possible and always prior to submission to the Property/Evidence Storage Building. All firearms shall be submitted in a manner that ensures the action or cylinder remains open. The position of live and expended rounds in revolvers shall be documented in relation to the firing pin prior to unloading the weapon.
1. **Ammunition:** Ammunition collected from the firearm shall be packaged separately from the firearm. Bullets and cartridges shall not be marked in any way in order to allow for future submission to the National Integrated Ballistics Identification Network (NIBIN).
2. **Found Firearms:** All "found" firearms should be treated as if they were used in a crime. An initial investigation should be completed, the firearm packaged appropriately and preserved for possible DNA evidence, and the case then forwarded to CIS where a detective will ensure further tests and/or queries are completed, as necessary. All "found" firearms will be entered into Spillman with the code "EVM" or "EVF"; do NOT use "04-Found (Unknown Owner)" – CIS will update Spillman, if needed, *after* the additional tests and/or queries have been run.
- D. **Wet Items:** If an item must be dried, it shall be placed in a drying locker which is located within the Property/Evidence Building Processing Room. *Refer to Section (A) of this Standard for specific practices to follow.*

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- E. Narcotics:** Employees shall wear latex gloves when handling narcotics. All narcotics shall be separated from other evidence. Narcotics shall be weighed, counted, and sealed prior to being submitted into the Property/Evidence Storage Building.
1. Marijuana will be packaged in paper and other solid form narcotics will be packaged in plastic so as to prevent spillage.
 2. Liquid narcotics will be packaged in a bottle, which is placed inside a metal container that has been filled with cat litter and then tightly sealed.
 3. When employees have completed packaging any kind of narcotics, the employee shall clean the surface used to package the narcotics with the solution provided for communicable disease decontamination.
- F. Currency:** Whenever any U.S. currency is being submitted to the Property/Evidence Storage Building, the officer submitting the currency shall complete a Currency Inventory Report and place the currency in a heat-sealed plastic package. All monies will be deposited within 24 business hours, unless the officer submitting the evidence indicates the money is not suitable for deposit, which would include: biohazard contamination, dye-pack markers, coin collections, further laboratory analysis is required or for other evidentiary purposes (as noted by booking personnel).
1. Exception: Monies under \$25 will not be deposited until there is a final disposition for the case.
- G. Volatile Fluids:** When a sample of a volatile fluid is collected for evidentiary value, it must be placed in a tightly sealed metal container. Volatile fluids not of evidentiary value shall not be submitted to the Property/Evidence Room.
- H. Other Dangerous Items:** The below listed items shall not be submitted into the Property/Evidence Storage Building. A police supervisor shall contact an appropriate agency to ensure proper disposal of these items. The items shall be photographed prior to disposal.
- Explosives
 - Dangerous chemicals
 - Nuclear material
 - Ammunition greater than .50 caliber
1. Fireworks: Officers may seize fireworks for destruction. Fireworks shall be placed in the appropriate container designed for their storage. The officer documents the seized item(s) in the narrative of the report and does not complete a Property/Evidence Report form.
- I. Poisons:** Any amount of a poisonous material shall be placed in a metal container and clearly labeled as "Poison". Poisons not of evidentiary value shall not be submitted to the Property/Evidence Storage Building.
- J. Syringes and Razor Blades:** Normally these items will not be submitted to the Property/Evidence Storage Building. These items shall be photographed when necessary for prosecution and disposed of in an authorized sharps container. If a syringe and/or razor blade must be taken as evidence, a supervisor shall approve this, the item shall be placed in a puncture-proof container.
- K. Knives and Sharp-Edged or Sharp-Pointed Items:** Each knife, sharp-edged or sharp-pointed object shall be packaged individually with the blades or sharp edges/points wrapped in paper or cardboard prior to the item being packaged. A pocket knife will be packaged with the blade taped closed to avoid opening. **These items must be made safe for Property/Evidence personnel to handle!**
- L. Food/Perishable Items:** Normally these items will not be submitted into the Property/Evidence Storage Building. These items shall be photographed when necessary for prosecution and disposed. If food/perishable items must be

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taken as evidence, a supervisor shall approve this and it will be submitted directly to the Property/Evidence Storage Building.

- M. Marijuana and Items with Strong Odors:** These items will only be submitted to the Property/Evidence Building – do not submit to the Police Station Facility which does not have the proper ventilation to support any product with an odor to it.
- N. Large or Bulky Items:** Items too large to fit into lockers will only be submitted at the Property/Evidence Building – no property will be left in the Police Station Processing Room which does not fit inside a locker.
1. **“Center Roll Up Door” Storage:** Large items of property, including vehicles, that require processing may be secured within the Center Roll Up Door Storage located in the Property/Evidence Building. The officer needing to use this storage location will check out the one proximity card which allows access from the Records Unit. The Records Unit will maintain a log (the Evidence Roll Up Door Log) which tracks:
- Case #
 - Officer
 - In/Out Times (with Officer initials)
- Any subsequent entry after the initial storage shall be authorized by a supervisor. It is the officer's responsibility to immediately return the proximity card to the Records Unit – failure to return the proximity card will result in immediate card deactivation. The officer shall advise the CIS Lieutenant and Property/Evidence personnel via electronic mail of the status of the secured property.
- O. Other Items:** An officer shall refer to the Washington State Patrol Crime Laboratory (WSPCL) Physical Evidence Handbook when packaging any other items in order to ensure compliance with the Crime Lab standards. The handbook is located in both Property/Evidence Processing Rooms.

83.2.2 Photographing / Videotaping Crime/Collision Scenes

Principle: It is the responsibility of the lead investigating officer of an incident to ensure the necessary photographs or videotaping is accomplished.

Practices:

- A. Videotaping:** It is preferred that MAIT or CIS personnel with videotape/photography or crime scene training handle this function. The reality is that any officer or detective utilized to assist on scene could be assigned the responsibility to videotape, if needed. A supervisor or the lead investigating officer will assign the individual(s) responsible for completing this task and ensure the individual understands what is required.
- B. Photographs:** Whenever an officer deems photographs are necessary the following practices will apply:
1. When the exact size of an item being photographed is required, a scale (or, if a scale is unavailable, an object which provides scale) will be placed next to the item to add dimension and aid in development for “life size” prints.
 2. A CIS Lieutenant or his/her designee will determine if a 35mm camera is used to photograph at a crime scene. Only an individual with training or experience in using the 35mm camera equipment will handle this responsibility. Typically, film (exposed 35mm) will be submitted to the Property/Evidence Storage Building for development of negatives and storage. Photographs will not be printed until requested.
 3. Digital photographs shall be downloaded to the Spillman Records Management System under the appropriate case number where automatic encryption is performed. No digital photographs related to

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criminal offenses will be stored on any network drive. Temporary movement through a network may occur to facilitate the transfer to the Spillman System.

4. Officers should be encouraged to document crime scenes through photography and/or video. However, any and all photographs and/or video captured by any police employee by any means must be made part of the official police record or (if poor quality) immediately deleted. Crime scene photographs and/or video are not permitted to be stored privately or transmitted to any other non-Federal Way Police Department recipient.
 - a. Any use of a crime scene photograph outside of the case report must be approved by the Chief of Police or his/her designee.

83.2.3 Fingerprinting

Principle: The following practices will apply when processing a crime scene for latent fingerprints and submitting latent fingerprints as evidence.

Practices:

- A. **Photographing:** An officer should consider photographing a latent fingerprint developed prior to attempting to lift the print when the surface containing the print may not allow for an adequate lift.
- B. **Latent Fingerprint Cards:** All lifted latent fingerprints shall be placed on a latent print card and the card shall be completely filled out. It is important the officer carefully and accurately reflect the specific location from which the latent fingerprint was lifted, to include a sketch of the location on the latent print card. This information shall also be included in the officer's incident report.
- C. **Submission to Evidence:** Latent fingerprint cards must be placed in an envelope, sealed, and marked *according to Standard 84.1.1* prior to being submitted to the Property/Evidence Storage Building. An officer shall complete an AFIS Request in the Ingress AFIS ALERT system for possible suspect identification and print the AFIS Chain of Custody form for Property/Evidence personnel.
 1. Known Suspect Comparison Requests: When requesting a comparison of latent fingerprints and there is a known suspect, inked fingerprints from the suspect shall be submitted, if available, along with the latent fingerprints.

83.2.4 Crime Scene Resources

Principle: The Federal Way Police Department provides access to personnel, equipment, and supplies to be used in the processing of crime scenes for the below listed evidence.

- Latent fingerprints
- Photographs / Videotaping
- Scene sketches / diagrams
- Other physical evidence

Practices:

- A. **Personnel:** *Refer to Standard 83.1.1.*
- B. **Equipment:**
 1. Patrol Vehicles: Patrol vehicles shall be equipped with basic evidence collection and packaging equipment to include:

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- Latent fingerprint kit
 - Sterile swabs
 - Paper envelopes/bags of various sizes
2. Digital Cameras: Each officer is issued a digital camera as standard equipment and is responsible for maintaining it in working condition. There are several workstations with the capability to download digital photographs located throughout the department.
 3. Packaging Materials: Additional packaging materials, evidence labels, and necessary forms are available in the Property/Evidence Processing Rooms.
 4. Crime Scene Van: The Crime Scene Van is maintained by CIS and is available for the processing of major crime scenes or collision scenes.
 5. Additional Equipment: Equipment requiring specialized training to operate or use is maintained by both CIS and the Traffic Unit.
- C. **Supplies**: CIS and the Traffic Unit shall be responsible for the maintenance, accountability, and re-stocking of supplies for any equipment assigned to their respective section/unit. The Quartermaster shall maintain all other supplies for the collection and packaging of evidence.
1. When an employee finds supplies and/or equipment in the patrol vehicles or the Property/Evidence Processing Rooms need to be replenished, that employee shall restock those items from the general department supplies maintained by the Quartermaster. If an employee finds the department supplies are low (or they've taken the last of something) they shall notify the Quartermaster so that it can be replenished.

83.2.5 Computer Equipment

Principle: Seizing computers or computer equipment for evidentiary reasons involves many complex legal issues and therefore shall only be done pursuant to a warrant or with written consent from all parties that use/access the computer/computer equipment. Computers/computer equipment is inclusive of any device capable of storing data in an electronic format (e.g., laptops, PDA's, cellular telephones, etc.) ***No computer or computer equipment may be seized without prior notification and approval by a CIS supervisor.*** Whenever a computer or computer equipment is seized as evidence the following practices shall apply.

Practices:

A. Processing the Scene:

1. Accessing Computer Files: Computers can be easily set up with a trap that will destroy programs if it is activated. Therefore personnel not specifically trained in computer forensics shall not perform any function with the computer while seizing it.
2. Photographing: Prior to touching the computer or any of its components photograph the entire computer set-up, to include:
 - Anything displayed on the monitor
 - The wiring (also diagram)
 - Any documents/manuals related to computer operations
3. Preparing Computer for Transport:
 - a. Never turn on/off a computer.

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- b. Do not unplug from the power source. If something must be unplugged then pull the connection at the rear of the computer, printer, etc...
 - c. If storage media (CD, DVD, etc.) is in a drive, do not touch it. Seal the drive with tape to prevent removal of the storage media.
 - d. Only disassemble to facilitate transport. When disconnecting wires, always mark both ends to indicate how the wires were connected.
 - e. Tag all the computer components and record identification number/information.
 - f. Cover the keyboard with cardboard to protect the keys.
 - g. Collect any indicia of ownership.
4. Transportation: Do not transport components near radio antennas or power supplies. Keep storage media away from electromagnetic fields.

83.2.6 Crime / Collision Scene Report

Principle: An accurate record of events that transpire at the scene of a crime/collision in connection with the investigation is required at the time of prosecution. It shall be the responsibility of each officer involved in the processing of a scene to submit a supplement to the incident report describing their observations of the scene and their actions at the scene. It shall be the responsibility of the scene supervisor to ensure that all supplements are submitted.

- A. If an outside agency is requested to provide specialized assistance with the processing of the scene, the lead investigating officer shall ensure the below listed information is gathered and added to the incident report and that a written report from the assisting agency is received.
- Date/time of request
 - Name of officer making request
 - Agency requested and name of specialist responding to assist

83.2.7 Deoxyribonucleic Acid (DNA) Evidence

Principle: DNA can be a major factor in solving cases where the identity of the offender is not known or a tool to further assist in the prosecution of a known suspect(s). DNA technology has made a major impact on law enforcement and improvements continue to advance this means of identification even with very small or old samples.

Practices: When responding to all types of crimes officers should always be asking themselves if DNA could be used as a possible investigative tool in these circumstances. DNA samples are very obviously connected to certain types of crimes (homicide, rape, etc.), but can also be of value in other types of crimes: a commercial burglary when a suspect cuts themselves; a hit and run traffic collision where blood or hair is left behind at the scene; or a missing person case which is suspicious in nature.

- A. **Considerations:** DNA technology is becoming more and more sophisticated, and smaller samples are able to be used in producing viable DNA for testing – something as simple as a fingerprint left behind on a glass could contain DNA. Officers need to be aware that their presence can also affect a crime scene and think about DNA evidence while moving through and around the area. An officer or supervisor may determine because of the complexity or size of the scene that the best thing they are able to do right then is to cordon off the crime scene and preserve it for additional crime scene processing (*see below*). DNA samples can always be collected for possible use at a later time. The DNA sample can remain in storage to provide a lead or tie into another or multiple crimes at a later date.

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1. Biological/DNA analysis of biological stains can be used to:
 - Include or exclude an individual as a possible source of a blood, semen, saliva, hair, or urine stain (or species of the source if the stain is not of human origin).
 - Be used to compare DNA from a stain to the felon databank when there is no suspect.
 - Help identify the weapon used.
 - Assist in locating the crime scene.
 - Determine the possible commission of a crime.
 2. Additional Crime Scene Processing: A supervisor may determine that the crime scene processing required is beyond the staffing and/or skill level available, or the complexity and seriousness of the crime demands a more involved response. *Refer to 42.1.2, CIS: On-Call for additional considerations.*
- B. Procedures:** The WSPCL Physical Evidence Handbook outlines very detailed instructions regarding the collection, storage, and transportation of DNA samples. The department expects the collection, storage, and transportation of DNA samples will take place according to these directives.
- C. Training:** Officers should familiarize themselves with and further reference the WSPCL Physical Evidence Handbook for procedures in the collection of all DNA samples; reading and clearly understanding these directions gives an officer enough information to be able to collect DNA as needed in a variety of situations.
1. Detectives, Traffic Unit members, and/or members of a crime scene processing team (MCST, MAIT, or Total Station) may obtain more specific and specialized training in regards to DNA to meet the needs of the department.
- D. Laboratory Submission:** If a patrol officer does collect a DNA sample(s) the case will be referred to detectives who will determine if DNA evidence should be submitted at this time. All samples will be submitted to WSPCL with a completed Request for Laboratory Examination form.
1. Accreditation: All WSPCL DNA processing facilities are accredited through the American Society of Crime Laboratory Directors/Laboratory Accreditation Board. WSPCL will ascertain if a sample meets the criteria for submission to the national DNA database (National DNA Indexing System) administered by the FBI.
- E. Court Ordered DNA Sampling:** The Federal Way Municipal Court may require persons convicted of certain misdemeanor crimes to supply a sample of their DNA for submission into the Combined DNA Index System (CODIS) database. Obtaining this sample has been referred to the Federal Way Police Department and CIS is responsible for the collection of these samples. The following procedures will facilitate the collection of court ordered DNA samples.
1. Once the court has issued a judgment upon the defendant ordering that a DNA sample is to be collected, a copy of the order will be provided to the CIS Administrative Assistant. The defendant will call the CIS Administrative Assistant to schedule their appointment for the collection of the DNA sample.
 2. When the defendant arrives for the scheduled appointment the detective will use a CODIS DNA collection kit (available through the WSPCL) to obtain a sample of the defendant's DNA. The detective will then mail the kit to the WSPCL (Seattle) for submission into CODIS.
 3. Once completed, the CIS Administrative Assistant will return the court order back to the court notifying them of the defendant's compliance.
 - a. If the defendant does not call to schedule their appointment or fails to appear to provide a DNA sample within the specified time frame, the CIS Administrative Assistant will notify the court of the non-compliance and return the court order.

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83.3 EVIDENCE HANDLING

PHILOSOPHY: The proper handling of evidence is a key factor in maintaining the integrity of the Federal Way Police Department. In an effort to avoid the challenging of the Police Department's or any individual employee's reputation the following guidelines will be followed.

83.3.1 Collecting Control Samples

Principle: When the below listed items are submitted to a WSPCL or a private laboratory, control samples from a known source shall also be submitted for comparison. Personnel shall collect control samples from the scene when such samples are available. The location from which the samples are taken is critical information for WSPCL and shall be documented on the Property/Evidence Report.

- Blood
- Hair
- Fibers
- Paint
- Glass
- Wood
- Metal
- Soil
- Tool marks
- Impressions (foot, tire, etc...)

83.3.2 Submission of Evidence to Forensic Laboratories

Principle: Further examination of evidence by a forensic laboratory or other outside agencies is often required. In order to ensure the submission of the evidence is performed in a manner prescribed by laboratories and other agencies the practices provided in this standard will apply.

- A. Person(s) Responsible for Submitting:** The Evidence Custodian or Technician shall ensure evidence is transferred to the necessary forensic laboratories or agencies.
1. Exception: CIS/Traffic Unit personnel may be responsible for the submission of evidence to a laboratory or outside agency when the investigation necessitates an immediate submission or that investigative personnel accompany the evidence.
- B. Packaging and Transmitting:**
1. Packaging: When investigative personnel do not accompany evidence, it shall be packaged per the requirements established in the WSPCL Physical Evidence Handbook. Copies of the handbook are available in the Property/Evidence Processing Rooms.
 2. Transmitting: Evidence shall be delivered by Police Department members to laboratories and/or outside agencies. *The transfer shall be documented as prescribed by Standard 83.2.1.*
 - a. Exception: When staffing does not allow delivery to be accomplished by Police Department personnel or the distance to the laboratory or outside agency is excessive, evidence may be delivered by licensed courier. A tracking number for the evidence shall be obtained in writing from the courier.

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- C. **Documentation:** In addition to the transfer documentation *required by Standard 83.2.1(F) Property and/or Evidence Transfers*, many laboratories require an appropriate request form for the laboratory be completed.
 - 1. A Laboratory form will only be filled out for an item(s) by the officer or detective who is following through with and completing the entire investigation. Otherwise, officers should *not* complete a Laboratory form for an item(s) they are booking into Property/Evidence.
- D. **Receipts:** *Refer to 83.2.1(F) Property and/or Evidence Transfers.*
- E. **Written Reports of Results:** King County, Washington, State, and Federal laboratories provide written reports regarding the exams/tests conducted and the results. If evidence is transferred to other laboratories or outside agencies for exams/tests, the Police Department employee requiring the analysis shall ensure the laboratory or outside agency agrees in writing to provide a written report of the exam/test(s) results.

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PROPERTY AND EVIDENCE CONTROL

84.1 ADMINISTRATION AND OPERATIONS

PHILOSOPHY: Storing, safekeeping, and managing the property and evidence that comes into the custody of the Federal Way Police Department is a major responsibility not only for the Evidence Custodian, but also for the entire agency and all those who come into temporary contact with the material. The volume of property and evidence received by the Evidence Custodian mandates the adherence to strict practices in order to ensure accountability within the Police Department, and with the judicial system and general public.

84.1.1 Property Control Practices

Principle: The taking of personal property, regardless of the reason, may be questioned by a variety of interested parties including the property owners, criminal justice attorneys, and/or agencies created to govern police practices. It is important that the Federal Way Police Department be able to rely on the integrity of its property control practices and provide impeccable professionalism in this area. The practices described in this standard are meant to insure the expectations in the control of property.

Practices:

- A. **Recording Items:** All property/evidence that comes into a Police Department employee's custody shall be recorded by direct-entry into Spillman via the Property screen as soon as possible and always prior to the property/evidence being submitted into Property/Evidence.
- B. **Submitting Items:** No property that comes into a Police Department employee's custody may be used for personal use. All property/evidence that comes into an employee's custody and that will not be released to the proper owner by the end of the work shift shall be properly packaged and placed in a Property/Evidence locker as soon as possible and *in all instances* prior to the end of the employee's shift. Employees are prohibited from storing evidence or other found, seized, or safekeeping property in their desks, lockers, vehicles, homes, or any other location.
 - 1. Property/Evidence Submission: This information will be direct entered into Spillman electronically via the Property screen.
 - 2. Evidence for Processing: When an officer submits any evidence that will require processing (i.e., for latent fingerprints, blood, etc.) they will either process the evidence themselves or refer the evidence to the appropriate lab for processing. If an officer chooses to process the item(s) they shall use the laboratory facility located inside the Property/Evidence Building which provides the appropriate resources to accomplish this task. Officers that use the laboratory will be responsible for cleaning up the facility once they are done.
 - a. The officer or detective that will be following through with the entire investigation will be responsible for submitting an item(s) to a laboratory for additional processing (see also MOS 83.3.2(C) Documentation).
 - 3. eTrace: All evidentiary and found firearms submitted to Property/Evidence shall be entered into eTrace by the Property/Evidence Custodian or his/her designee. The Property/Evidence Custodian (or his/her designee) will perform all functions associated with eTrace including updating information, running reports, tracking results, searches or other tasks, as needed. The eTrace program is maintained by the Bureau of Alcohol, Tobacco, Firearms, and Explosives and is accessed online via their website.

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- a. Other individuals (e.g. detectives, etc.) may be given access to eTrace and have the ability to perform searches and other functions, as needed. Primary responsibility for both entering the information and providing results will lie with the Property/Evidence Custodian.
- C. **Report:** The narrative portion of the case report shall include information detailing the circumstance by which the property/evidence came into the employee's possession.
- D. **Packaging and Labeling:** The employee submitting the property/evidence shares a substantial amount of responsibility for managing the integrity of property/evidence. Correct packaging, recording, and labeling substantially reduces the possibility of property/evidence becoming lost, stolen, misappropriated, or damaged. Therefore the following practices shall apply:
1. General Requirements - Packaging: Whenever the employee is submitting property/evidence, all items shall be packaged and labeled in such a manner to meet the below listed minimum requirements.
 - a. Each item (according to the property screen in Spillman) shall be packaged separately.
 - b. Each package shall be labeled with a completed Property/Evidence Tag.
 - c. Each possible point of entry to the package shall be sealed and initialed/dated by the person submitting the package in order to reduce possible tampering.
 2. Specific Requirements: Refer to Standard 83.2.1.
 3. Corrections: Property/evidence that has been incorrectly packaged may not be received by the Evidence Custodian and consumes limited space while it waits for corrections. The rejected item(s) will stay in the storage locker until the correction has been made. Therefore, supervisors should ensure that employees make the required corrections in a timely manner.
- E. **Additional Security Measures:** Refer to Standard 83.2.1 for specific handling requirements and Standard 84.1.2 for security related to the property/evidence function.
- F. **Attempt to Identify and Notify Owners:** It shall be the responsibility of the employee taking custody of any property/evidence to attempt to identify and notify the owner of the item(s) status. If the owner of an item is not listed in the Spillman property screen, the employee shall include information regarding the attempts made to identify the owner in the narrative portion of the case report.
- G. **Release of Property:** Refer to Standards 83.2.1 and 83.3.2 for practices related to the temporary release of property/evidence. Refer to Standard 84.1.7 for practice related to the final release of property/evidence.

84.1.2 Storage and Security

Principle: The security measures described below limit access to the property/evidence stored by the Federal Way Police Department.

Practices:

- A. **Storage Lockers:** All employees submitting property/evidence to the Property/Evidence Storage Room shall place the item(s) in a storage locker, which locks upon closure, or into the evidence drop box (for small items only). Only the Evidence Custodian or his/her designee may provide access to the item(s) in the locker. Refer to Standard 83.2.1 for specific practices when using drying lockers and when large or bulky items will not fit into a locker. (CALEA Standard 84.1.3)

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B. Security:

1. Door Locks:

- a. Storage Area: The Property/Evidence Room has separate door locks from the processing area. The room remains locked at all times unless the Evidence Custodian or Evidence Technician is present. This area has restricted access. *Refer to Standard 84.1.4.*
- i. Non-authorized persons entering the Property/Evidence Room shall indicate their name, date/time, and reason for entering on a log maintained by the Evidence Custodian.

2. Video Surveillance: Both processing areas (located inside the Police Station and the Property/Evidence Building) and the storage room are monitored by video surveillance. Employees shall not leave property and/or evidence unattended while in either of the processing areas.

3. Alarm System: The entrance to the storage room is alarmed and motion detectors are in place inside the room.

4. Secondary Storage Facility: Inside the permanent storage building there is a secondary storage room for the following items: narcotics, firearms, currency, and counterfeit money.

- a. Safe: A safe is located inside the secondary storage room for all currency, counterfeit money, and narcotic training aids.

C. **Bulk Item Storage Area:** Bulk items requiring storage are placed in a storage area that can also accommodate vehicles being held as evidence. This area has restricted access. *See also 83.2.1(D) Large or Bulky Items.*

1. Impounded Vehicles: Vehicles impounded for the collection of evidence from the interior may be placed in a secure garage at a private towing facility. The vehicle shall have each door, the hood, and the trunk/hatchback sealed by the officer impounding it. The garage must have restricted access to tow company personnel and must be alarmed.

D. **Drying Lockers:** Drying lockers are used to dry an item prior to submitting the item into Property/Evidence. *Refer to Standard 83.2.1 for specific practices in using drying lockers.*

84.1.3 **Storage During Non-Business Hours** *(Refer to 84.1.2 Storage and Security)*

84.1.4 **Weapons, Drugs, and Explosives Used For Investigations or Training**

Principle: Law enforcement requires handling weapons, drugs, and explosives, and requires these materials are used for training or investigative purposes to meet the needs of the department. There is a responsibility to provide the resources to accomplish training, and materials necessary to carry out thorough, complete investigations while ensuring these dangerous and volatile materials are maintained in a safe, secure, and reasonable manner while accountability is provided.

Practices:

A. **Drugs:** All drugs used for either training or investigations will be items which have been booked into Property/Evidence. These items are stored within the Property/Evidence Building (*refer to Standard 84.1.2, Secondary Storage*), and tracking/inventorying of these materials will be maintained within the current Property/Evidence recordkeeping system (*refer to Standard 84.1.5*). Any officer in possession of drugs released to their custody will maintain chain of custody. Drugs associated with an active/open case will not be used for either training or investigations. The control, security and inventory of training aids used by the Narcotics K-9 are outlined in detail *within Standard 41.1.4, Guidelines Specific for Narcotic K-9 Team Operations – Training Aids.*

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B. Weapons:

1. Non-Issued Weapons: All non-issued weapons will be maintained within locking safes located inside the Armory. The keys for the safes to access these weapons are kept by the supervisor of the Force Training Unit who will have the responsibility of issuing them to firearms training personnel, as needed. Besides providing an inventory of weapons for issuance to officers, these weapons can also be used for training, as needed. If a weapon is removed from a safe for any reason it will be logged out in either the Long Gun Firearms Tracking Logbook or Pistol Firearms Tracking; also, when a weapon is returned to a safe it will be noted in the appropriate log. These weapons will be inventoried on a biannual basis.
 - a. Any weapon being held in Property/Evidence will not be used for either training or investigations unless converted for use by the department once final disposition has been determined (see *84.1.7(D) Conversion for Department Use/Auction*). A weapon converted for use by the department will be either a "non-issued weapon" or a "SWAT weapon" and will be stored, handled, and inventoried as such.
2. Special Weapons and Tactics (SWAT): All SWAT weapons are stored within a locked safe inside the SWAT Room at the Federal Way Police Station. Only the SWAT Commander and the SWAT Team Leader have keys to access the safe. The SWAT weapons are completely inventoried bi-annually and if a weapon is removed from the safe for any reason the SWAT Weapons Inventory is updated with the change.

C. Explosives:

1. Bomb Disposal Unit (BDU): A supply of explosive materials is kept on hand for training purposes. These materials are kept inside a locked container in the BDU van which is kept inside a locked fence monitored by 24-hour camera surveillance. Only members of the BDU have keys to access both the locked container and the BDU van, and an Explosive Materials Tracking Log is maintained which details materials used, in/out dates, and initials to provide tracking. This supply of explosives material is inventoried on a regular basis as a part of routine training for the BDU.

84.1.5 Status of Property/Evidence

Principle: The Evidence Custodian maintains a records system that reflects the below listed information:

- Date/time received
- Location of property/evidence in storage
- Records of temporary transfers / chain of custody
- Final disposition of property/evidence
- Character, type and amount of property currently in storage

84.1.6 Inspections, Inventories, and Audits

Principle: The following schedule of inspections, inventories, and audits of the property/evidence control function shall occur. All personnel conducting any of the described functions shall complete a written report of their findings and forward it directly to the Chief of Police for his/her review and retention.

Practices:

- A. **Inspections:** The Civilian Operations Manager or his/her designee shall conduct a semi-annual inspection to determine adherence to practices used for the control of property.

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- B. Inventories:** Whenever a new Evidence Custodian is appointed, an inventory of property/evidence shall be conducted. The newly designated Evidence Custodian and a designee of the Chief of Police shall conduct the inventory jointly. The inventory shall ensure that records are correct and properly annotated.
- C. Audits:** An internal audit shall be conducted annually. The Chief of Police shall designate an audit team to conduct this audit. No member of the team shall be from within the chain of command for the property/evidence function.
1. Authorization: The audit team shall be authorized by the Chief of Police to perform the following practices:
 - a. Open controlled substance packages in the presence of the Evidence Custodian to verify weight/count of contents and if necessary, conduct qualitative analysis of content. These packages are then resealed in the presence of the Evidence Custodian. A notation will be made on the property tag of the inspection, including date opened and person inspecting.
 - b. Open packages containing money to verify amounts. The package shall be opened in the presence of the Evidence Custodian and resealed in his/her presence. A notation will be made on the property tag of the inspection, including date opened and person inspecting.
- D. Unannounced Inspections:** Unannounced inspections will be conducted at least once each year. The Administrative Section shall conduct the unannounced inspection. The inspection will include a random comparison of records with physical property to ensure the accuracy of the records.

84.1.7 Final Disposition of Property/Evidence

Principle: It is the intent of the Federal Way Police Department to prevent an overload on the property management system and to limit the amount of time an owner is deprived of their property. Therefore the Police Department determines the final disposition of property/evidence within six months after legal requirements have been satisfied. Once final disposition is determined immediate steps will be taken to satisfy one of the final disposition categories.

Practices:

- A. Return to Owner:** Property/evidence may be released to the rightful owner once all police use of the property is satisfied and the employee who submitted the property or the officer/detective assigned to the case has approved the release. This does not include property/evidence that has been taken for seizure/forfeiture. The following practices shall apply.
1. Notification: Once an item has been cleared for release by the responsible employee, the Evidence Custodian or his/her designee shall make every reasonable effort to contact the owner and inform the owner when and where the property may be claimed.
 - a. A written notice to the owner will be sent to the owner's last known address. The notice shall inform the owner of the disposition that may be made of the property, the location where the property may be claimed, and the time that the owner has to claim the property.
 - b. If the property remains unclaimed for a period of not less than 60 days from the date of the written notice to the owner, if known, the property will be considered unclaimed.
 - c. Unclaimed property shall be disposed of *according to the provision of RCW Chapter 63.32.*
 2. Firearms: It shall be the responsibility of the Evidence Custodian or his/her designee to ensure the person receiving any firearm is not prohibited by law to possess a firearm. The Civilian Operations Manager or his/her designee shall review and approve all requests to release firearms prior to their release.

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B. **Release to Finder:** Property, except that which is illegal for the finder to possess, shall be released to the finder if the rightful owner is unknown or cannot be located; *PROVIDED the finder has complied with all the duties imposed by RCW Chapter 63.21 and the release has been approved by the Civilian Operations Manager.* The following practices shall apply.

1. When an employee takes custody of found property (valued in excess of \$25.00 dollars) he/she shall:
 - a. Have the finder complete a Found Property Rights Statement form for all money taken or other property the finder wishes to claim.
 - b. Attempt to locate and return the property to the rightful owner.
 - c. If the rightful owner is not located by the end of the shift, the employee shall submit the property to the Property/Evidence Room.
2. The Evidence Custodian shall:
 - a. Take any additional steps available to identify the rightful owner.
 - b. *Release the property pursuant to RCW Chapter 63.21.*
3. A City of Federal Way employee that finds or acquires any property covered by RCW Chapter 63.21, while acting within the course of employment, may not claim possession of the property.
4. Firearms: It shall be the responsibility of the Evidence Custodian or his/her designee to ensure the person receiving any firearm is not prohibited by law to possess a firearm. The Civilian Operations Manager or his/her designee shall review and approve all requests to release firearms prior to their release.
5. Under \$25.00/No Claimant or Owner: If any found item(s) is valued under \$25.00 **AND** there is no identifiable owner or finder wanting to claim the property it can be destroyed *per RCW 63.32.010.*

C. **Destruction:** The following property, once the final disposition has been determined, shall be designated for destruction. The actual destruction of property shall minimally occur at least once a year.

1. Type of Property:
 - a. Controlled Substances
 - b. Firearms: Unless the firearm is to be converted for department use or for auction, all firearms that are not authorized for release and/or forfeited firearms.
 - c. Miscellaneous Property: The Evidence Custodian or his/her designee may destroy all other property not released or scheduled for conversion.

D. **Conversion for Department Use / Auctioned:** Property/evidence that has been seized and/or forfeited pursuant to applicable laws may be converted for department use or sold at auction. The conversion process is described in the applicable laws provided below. **The Chief of Police must authorize any intended conversion of property for department use or property to be sold at auction.**

- RCW Chapter 69.50
- RCW Chapter 9.41
- RCW Chapter 10.105

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- RCW Chapter 46.55

84.1.8 Property Acquired Through Civil Process

Principle: The Federal Way Police Department allows the seizure of personal property pursuant to the authority granted in the below listed laws. All seized property shall be submitted to the Evidence/Property Room (except vehicles) pursuant to Chapter 83 of this Manual. All police officers shall adhere to the practices provided in this Standard when initiating the seizure process.

- RCW 9.41.098 Firearms Forfeiture
- RCW 69.50.505 Uniform Controlled Substances Act Seizures
- RCW 10.105.010 Property Involved in Felony

Practices:

A. Firearms Forfeiture: Police officers may seize firearms pursuant to RCW 9.41.098. Officers shall familiarize themselves with this statute.

1. **Seizure:** Police officers often come across firearms during the investigation of possible crimes. When the firearm may be seized pursuant to RCW 9.41.098, the officer should seize the weapon. Whenever an officer seizes a firearm, the officer shall complete the Forfeiture and Seizure Report and provide the notice of seizure.

a. **Evidence:** If a firearm is taken as evidence and is also eligible for forfeiture, the officer shall complete the Forfeiture and Seizure Report and provide the notice of seizure.

B. Uniform Controlled Substances Act Seizures: Police officers may seize currency and personal property pursuant to RCW 69.50.505. Officers shall familiarize themselves with this statute.

1. **Seizure:** Whenever a police officer intends to seize currency or personal property pursuant to RCW 69.50.505, the officer shall first review the facts of the case with the on-duty supervisor. The on-duty supervisor will then contact the SIU Lieutenant, CIS Commander, or other designee in order to obtain approval for the seizure. In situations where sufficient facts support the seizure of currency or property, the investigating officer shall be responsible for taking possession of the property. The officer shall complete the Forfeiture and Seizure Report and perform the service. **No seizure may occur without prior approval from both the on-duty patrol supervisor and an above described CIS representative.**

a. **Currency:** When currency that is not considered evidence is seized and submitted to the Property / Evidence Building, the officer submitting the currency shall complete a Currency Inventory Report and place the currency in a heat-sealed plastic package. All monies will be deposited within 24 business hours, unless the officer submitting the evidence indicates the money is not suitable for deposit. Exceptions (not suitable for deposit) would include: biohazard contamination, dye-pack markers, coin collections, further laboratory analysis is required or for other evidentiary purposes (as noted by booking personnel).

i. The Property / Evidence Custodian shall supply a receipt of deposit with a case number to the assigned detective once the currency has been deposited into the City / State seizure accounts.

C. Property Involved in Felony: Only police officers currently assigned to the Criminal Investigations Section (CIS) may seize property pursuant to RCW 10.105.010.

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FEDERAL WAY POLICE DEPARTMENT ADMINISTRATIVE REPORTING PROGRAM TABLE

The Administrative Reporting Program Table is in compliance with 11.4.1. All members of the Federal Way Police Department will be responsible for adherence to this table.

REPORT TYPE	POSITION PREPARING	PURPOSE	FREQUENCY	DISTRIBUTION
Administrative Unit Activity Report	Administrative Commander	Provide information regarding unit productivity, staffing, training, as well as progress towards accomplishing annual goals.	Quarterly Annual	Provided to the Chief of Police through the chain of command.
Annual Department Goals (15.2.1)	Chief of Police Deputy Chief	Provide Annual goals for the department. The divisions will develop specific goals and provide annual goals for sections and/or units, along with expectations and goals for employees.	Annual	Provided to all employees by the Chief of Police.
Asset Forfeiture Activity Report	SIU Lieutenant (or his/her designee)	Provides the necessary reports regarding the seizure and conversion of assets and/or funds.	Annual (or as required by the State)	Provide to the CIS Commander for review and forward to the Chief of Police through the chain of command. After approved by the Chief of Police, route copies to both the Finance Department and the Washington State Treasurer's Office.
! Bias Based Profiling Analysis (1.2.9) ! Use of Force Analysis (1.3.7) ! Early Warning System Analysis (35.1.9) ! Vehicle Pursuit Analysis (41.2.2) ! Department Vehicle Collision Analysis ! Employee Grievances (25.1.3) ! Standards Investigation Analysis (52.1.5) ! Active Assaults Review (46.1.11)	Professional Standards Unit	Summary of incidents and analysis of any additional training needs or policy revisions necessary, as well as a review of department procedures/practices to ensure they continue to meet our needs.	Annual	Provided to the Chief of Police for further dissemination at the Chief's discretion. NOTE: A summary of the statistics from the Standards Investigation Analysis, per MOS 52.1.5, will be posted on the Department's website for public access.
Budget Recommendations (17.2.2)	Section Commander	Provide recommendations based on personnel allocation analysis, review of equipment needs, review of available resources, and review of community expectations.	Annual/Biennial	Provided to the Chief of Police through the chain of command.
Cash Fund Activity Report (17.4.2)	Fund Custodian	Provide information regarding any fund activity.	Quarterly Annual	Provided to the Chief of Police through the chain of command.

REPORT TYPE	POSITION PREPARING	PURPOSE	FREQUENCY	DISTRIBUTION
Central Records Computer System (82.1.6)	Civilian Operations Manager	Audit conducted in cooperation with IT to verify passwords and access codes.	Annual	Provided to the Chief of Police through the chain of command.
CIS Monthly Report	CIS Commander (or his/her designee)	Providing information regarding unit productivity, staffing, training, and progress towards accomplishing goals, to include Property, Persons, and SIU.	Quarterly Annual	Provided to the Chief of Police through the chain of command.
Civilian Operations Section Activity Report	Civilian Operations Manger	Provide information regarding unit productivity, staffing, training, and progress towards accomplishing annual goals.	Quarterly Annual	Provided to the Chief of Police through the chain of command.
Community Survey (45.2.4 & 45.2.5)	Crime Analysis/Prevention Unit	Survey citizen attitudes and opinions of the agency, their own perception of safety and security, and community recommendations to improve police services.	Triennial	Provided to the Chief of Police through the chain of command for review and further dissemination at the Chief's discretion.
Crime Prevention Program Analysis (45.1.1)	Administrative Section	Evaluate the program to ensure it is meeting the agency's needs in terms of community partnerships.	Triennial	Provided to the Chief of Police through the chain of command for review and further dissemination at the Chief's discretion.
Crime Analysis and Prevention Unit Report (45.2.2)	Crime Analysis and Prevention Unit	Provide information regarding productivity, staffing, training, and progress towards accomplishing annual goals.	Quarterly Annual	Provided to the Civilian Operations Manager for review and forwarded to the Chief of Police through the chain of command.
Criminal Intelligence Report (43.1.1)	SIU Lieutenant	Provide information regarding activity and major investigations (CIS Commander will include information, as necessary, in the CIS Monthly Report).	Quarterly Annual	Provided to the CIS Commander for review and forwarded to the Chief of Police through the chain of command.
Criminal Investigations Section Activity Report	CIS Commander	Provide information regarding division productivity, staffing, training, and progress toward annual goals. Summarize major investigations.	Quarterly Annual	Provided to the CIS Commander for review and forwarded to the Chief of Police through the chain of command.

REPORT TYPE	POSITION PREPARING	PURPOSE	FREQUENCY	DISTRIBUTION
Compile, Compare & Review Collision Data vs. Enforcement Activities (61.1.1)	Traffic Unit Lieutenant	Data will be reviewed to determine if adequate enforcement is being applied to identified/designated directed enforcement locations. Will help in determining the most effective use of Traffic Unit personnel.	Semi-Annual (mid-year and year-end)	Provided to the Chief of Police through the chain of command.
Employee Performance Appraisals (35.1.2)	Immediate Supervisor	Provide the employee with feedback regarding performance and constructive methods to improve performance.	Annual Quarterly for probationary employees (35.1.3)	Provided to the Chief of Police through the chain of command.
Equipment Assigned to each Section/Unit (17.5.1 & 53.1.1)	Immediate Supervisor or Commander of Section/Unit	Audit which provides for inventory control and accountability for equipment assigned to each particular section/unit, as well as ensuring the needs of the department continue to be met.	Annual	Each section/unit sends a list of current equipment; inventories will be provided to the Chief of Police through the chain of command and updates/changes included in Quarterly Reports.
Equipment/Vehicle Inspections (53.1.1)	Immediate Supervisor	Ensure compliance to standards regarding the maintenance and authorized use of equipment, and to the appearance guidelines.	As Necessary	Notation of inspections conducted will be included in each shift's briefing log on date of occurrence and/or documented through electronic mail, and also noted within the Shift Activity Report.
Juvenile Enforcement and Prevention Programs (44.1.3)	Designated Commander	Ensure programs are meeting departmental and community needs, and evaluate whether the program should be continued.	Annual	Provided to the Chief of Police through the chain of command.
Multi-Year Plan (15.1.3)	Chief of Police Deputy Chief	Plan and prepare for future trends in the community, profession, and society.	Every 5 Years (Updated and reviewed as needed)	Guide from which direction for the department can be established on an annual and a long-term basis; as a guide it will be continually reviewed and revised.

REPORT TYPE	POSITION PREPARING	PURPOSE	FREQUENCY	DISTRIBUTION
Outstanding Reports (82.1.5)	Assigned Specialist	To assure reports are submitted in a timely fashion	As Needed	Officers with outstanding reports are notified to handle.
Personnel Allocation & Distribution Analysis (16.1.2)	Section Commander	Ensure the allocation of personnel throughout the agency is appropriate to provide the most effective and efficient service to the community.	Biennial	Provided to the Chief of Police through the chain of command.
Personal & Vehicle Equipment Maintained in Stock (17.5.1)	Quartermaster	Audit which provides for inventory control and to ensure an adequate supply of equipment is maintained.	Quarterly Annual	Provided to the Chief of Police through the chain of command.
Property/Evidence Control Function (84.1.6)	Civilian Operations Manager	Inspection to determine adherence to practices used for control of property/evidence.	Semi-Annual	Provided to the Chief of Police through the chain of command.
	Designated Audit Team	Audit to determine adherence to practices used for control of property/evidence.	Annual	Provided to the Chief of Police through the chain of command.
	Administrative Section	An unannounced inspection with random comparison of records with physical property to ensure the accuracy of the records.	Annual	Provided to the Chief of Police through the chain of command.
Shift Activity Report	Each Shift Commander	Provide information regarding shift productivity, staffing, inspections, training, and progress toward annual goals. Summarize major incidents.	Quarterly Annual	Provided to the Chief of Police through the chain of command.
Significant Incident Reports	Supervising Lieutenant or his/her designee	Provide departmental notification of significant incidents which occur on any given day. These reports may be regarding a patrol response to an incident or the initiation of police activity by an investigative unit.	As Needed	Significant Incident Reports will be completed and distributed via the department's electronic mail system and/or through Safe City.
Specialized Assignment Review (16.2.1)	Section Commander	For the purpose of determining whether the assignment should continue.	Annual	Provided to the Chief of Police through the chain of command.

REPORT TYPE	POSITION PREPARING	PURPOSE	FREQUENCY	DISTRIBUTION
Specialized Equipment Inspections (46.1.8)	Section Commander	To ensure operational readiness; to include ALL components within the department (Patrol, SWAT, BDU, etc.).	Quarterly	Provided to the Chief of Police through the chain of command.
Temporary Detention Facilities Administrative Review (71.4.3)	Assigned Commander	Ensures department policies and procedures governing temporary detention are being followed and the facilities continue to be adequate for the department's needs.	Triennial	Provided to the Chief of Police through the chain of command.
Traffic Unit Activity Report	Traffic Unit Lieutenant	Provide information regarding unit productivity, staffing, training, and progress towards annual goals. Summarize major traffic collision investigations.	Quarterly Annual	Provided to the Chief of Police through the chain of command.
National Incident-Based Reporting System (NIBRS) (82.1.4)	Civilian Operations Manager	Provide Information regarding crimes committed in Federal Way. NIBRS collects data on specific crimes called Group A offenses, as well as additional offenses categorized under Group B for which only arrest data is reported.	Monthly Quarterly Annual	Provided to the Chief of Police; further distribution at the Chief's discretion. Also provided to the Washington Association of Sheriffs and Police Chiefs (WASPC) for submission to the FBI, U.S. Department of Justice.
Unusual Occurrence After Action Reports ! ALL Unusual Occurrences or Special Operations (Chapter 46)	Incident Commander	Provide information regarding the police operations during incident. Recommendations regarding future incidents.	As Needed	Provided to the Chief of Police through the chain of command.
! Use of Force Review (1.3.6) ! Pursuit Review (41.2.2) ! Vehicle Collision Review (52.2.1) ! Roadblocks & Forcible Stopping Review (41.2.3) ! Detainee Escape Review (70.1.7)	Immediate Supervisor or Commander of Involved Employee(s)	Provide immediate review of incidents to ensure appropriate actions in compliance to policy and procedures.	As Needed	Provided to the Chief of Police through the chain of command.

**FEDERAL WAY POLICE DEPARTMENT
AUTHORIZED UNIFORMS, EQUIPMENT and APPAREL Table**

(Manual of Standards Chapter 41.3.4)

Revised – 0825/2016

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPd	QUANTITY PROVIDED	APPROVAL DATE	NOTES
PATROL SECTION					
Uniform Shirts	Police Officer: Navy blue, wool with cloth badge tab and two Federal Way Police Department shoulder patches. <u>Zippers</u> are authorized for shirts.	Yes	Three (3) long sleeve Three (3) short sleeve		MANDATORY NOTE: Once off probation a jumpsuit can be issued – two (2) sets of uniform shirts and pants must be turned back in to “trade” for the jumpsuit option.
Uniform Pants	Police Officer: Navy blue, light-weight summer grade 100% wool LAPD style pants, model #13507. -OR- Navy blue, medium-weight 100% wool LAPD style pants, w/ leather-lined pockets.	Yes	Three (3)		MANDATORY <i>(see note above under “Uniform Shirts”)</i>
Uniform Jacket -OR- Jumpsuit Jacket	Navy blue, gortex jacket with winter liner, black P buttons, with cloth badge tab and two Federal Way Police Department shoulder patches. (Fecheimer or Blauer brand, Model #9010Z) Bratwear Brand – Model J-RG94, (winter grade) In Black. –POLICE– in reflective silver across the back, embroidered name tag, patches, cloth badge.	Yes	One (1) NOTE: only one jacket will be issued depending upon availability.	10/18/05	Optional: to wear at all times of year Optional: To be worn only with authorized Jumpsuit
Rain Jacket	Black or navy blue outer shell/yellow lined 2-layer, reversible, cut to mid-calve or mid-thigh; with reflective markings (approved as of 10/2011).	Yes	One (1)		Optional: to wear at all times of year

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPDP	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Jumpsuit	Bratwear Brand – Model JMP-93, (winter weight) In Black. –POLICE– in reflective silver across the back, with approved embroidered name tag. <i>(Must meet Department Specs.)</i>	Yes	N/A	05/15/06	Optional: may be worn anytime at officers' discretion as uniform of the day. Includes Municipal Court, NOT Dist. or Superior Court
Jumpsuit	Bratwear Brand – Model JMP-93LT, (summer weight) In Black. –POLICE– in reflective silver across the back, with approved embroidered name tag. <i>(Must meet Department Specs.)</i>	NO	N/A	July, 2007	Optional: at officer's expense
Jumpsuit (replacement)	When an officer requires replacement of their issued jumpsuit it will be their choice as to which of the currently authorized weights the new jumpsuit will be: confirm available weights with the Quartermaster. <i>This is ONLY to replace the officer's department-issued jumpsuit.</i> Approved as of October 21, 2014.				
Ballistic Vest - Body Armor (Brand/Style selected by Quartermaster)	Level 2 or 3A (Officer's Choice) with cover. Brand subject to change	Yes	One (1)		Refer to M.O.S. 41.3.5 NOTE: Level 2 requires approved justification for use
External Armor Carrier	SEE MOS 41.3.5D External Body Armor Specifications	No (except as specified within MOS 41.3.5)	N/A	June 18, 2015 Special Order #15-004	Refer to M.O.S. 41.3.5 Optional: at officer's expense

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPDP	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Reflective Vest	<p>A reflective vest with additional reflective markings and "police" on front and back.</p> <p>Brand/style/color subject to change per OSHA. Selected by Quartermaster</p>	Yes	One (1)		<p>MANDATORY: When in the roadway and directing traffic. <i>Refer to M.O.S. 61.3.2</i></p>
Footwear (For Uniform Duty wear)	<p>Shoe or Boot: Must be of black leather construction, plain toe, and able to be shined to a high luster. Footwear may also be of leather & nylon construction.</p>	<p>No (Refer to Collective Bargaining Agreement)</p>	N/A		MANDATORY
Socks	Must be black when worn with uniform shoes.	No	N/A		<p>MANDATORY: When wearing uniform shoes</p>
T-shirts	<p>White OR Black color only:</p> <ul style="list-style-type: none"> ○ Crew-neck that fits snug to the neck. ○ Sleeves shall not hang past the uniform shirt (or jumpsuit). ○ When worn with an open collar uniform (shirt or jumpsuit) the top of the undershirt must be visible above the highest closed button (or jumpsuit zipper). ○ Only a black t-shirt will be worn with a jumpsuit (or turtleneck or mock turtleneck – see below). <p>Long-sleeve uniform shirt: OPTIONAL (instead of a t-shirt) Black, Mock turtle-neck style. FWPDP embroidered logo – not required.</p>	No	N/A	(Black color t-shirts approved in 2006)	<p>MANDATORY: When wearing an open collar uniform (shirt or jumpsuit).</p> <p>NOTE: appearance standards must be maintained – t-shirts will be kept in a presentable condition.</p>
<p>Expectations for uniform shirt appearance: When a tie is worn with the police uniform, the uniform pants and long sleeve shirt will be worn. When a tie is worn with the long sleeve shirt the top button will be closed. When a tie is <i>not</i> worn with a uniform shirt (short or long sleeve) the top button will be left open – NO other buttons will be open. Jumpsuit zippers must be worn closed (zipped shut) up to where a shirt's second button would normally close the uniform.</p>					

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPDP	QUANTITY PROVIDED	APPROVAL DATE	NOTES
<p style="text-align: center;">Turtleneck shirt, & Mock Turtleneck shirt</p>	<ul style="list-style-type: none"> ○ Black in color; ○ A high quality brand (this helps to ensure minimal fading occurs, which prevents a “worn” appearance); ○ The letters FWPD will be embroidered on the left side of the neck in 2 inch block lettering (police officers: gold lettering); OR ○ Without lettering. 	No	N/A		<p style="text-align: center;">Optional: to be worn with the uniform long sleeved shirt, a jumpsuit, or approved uniform sweater.</p>
<p style="text-align: center;">Uniform Sweater</p>	<p style="text-align: center;">Blauer brand Commando style model #205 Lightweight V-Neck Sweater, in black. Will include approved Department shoulder patches, embroidered cloth nametag, cloth badge and epaulet applied sewn-on rank insignia for supervisors.</p>	No	N/A		<p style="text-align: center;">Optional: worn with Turtleneck or Mock Turtleneck</p>
<p style="text-align: center;">Hat</p>	<p style="text-align: center;">LAPD style w/ navy elastic and two eyelets 13 inch apart.</p>	Yes	One (1)		<p style="text-align: center;">Optional: <i>except when in Class A Uniform—this hat is designed to be worn with class A's</i></p>
<p style="text-align: center;">Baseball Caps ORIGINAL VERSION NOT TO BE PURCHASED AFTER 07/15/05</p>	<p style="text-align: center;">Richardson brand, Pro-Fit or Flex-Fit Models - BLACK (Wool) Embroidered - authorized as of 1/29/02 Police Officers: (All Gold Lettering) <u>On the front</u> - top line: “FEDERAL WAY” in 2 inch block lettering. The second line, directly under the top line: “POLICE” in 1 inch block lettering. <u>On the back:</u> Officer’s Badge number in ½ inch block lettering. (Flex-Fit or Custom Fitted)</p>	No	N/A		<p style="text-align: center;">Optional: in lieu of standard issued dress uniform hat <u>Not to be worn indoors - according to Proper etiquette.</u></p>

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPDP	QUANTITY PROVIDED	APPROVAL DATE	NOTES
<p align="center">Baseball Caps NEW VERSION</p>	<p>Richardson brand, Pro-Fit or Flex-Fit Models - BLACK (Wool) Embroidered - authorized as of 1/29/02 Police Officers: ("OLD GOLD" Thread Lettering) Centered front - Miniature FWPDP Shoulder Patch; Centered back - 'POLICE' in ½" block lettering Officer's badge number in ½" size numerals</p>	<p align="center">No</p>	<p align="center">N/A</p>	<p align="center">07/15/05 <i>(no original version caps – above – may be purchased after this date)</i></p>	<p><i>Optional:</i> in lieu of standard issued dress uniform hat <u>Not to be worn indoors – according to Proper etiquette.</u> Original version (above) still authorized.</p>
<p align="center">Watch Cap</p> <p><i>(Check with Quartermaster for ordering – purchase through Explorers)</i></p>	<p>Acrylic tight-weave, 3 ½ " rolled-up cuff with mini shoulder patch sewn on front. Navy color – to be worn with standard uniform. Black color – to be worn with jumpsuit.</p>	<p align="center">No</p>	<p align="center">N/A</p>	<p align="center">01/19/07</p>	<p><i>Optional:</i> to be worn only in (cold) inclement weather with supervisory approval – in lieu of standard issued dress uniform hat. <u>Not to be worn indoors or in vehicles – according to Proper etiquette.</u></p>
<p align="center">Apparel Pins</p>	<p>Authorized pins include the FTO pin and apparel pins associated with department commendations. Any other apparel pin must be authorized by the Uniform Committee. Pins will be worn above the name tag on the uniform shirt.</p>	<p align="center">In most instances the apparel pin is provided</p>	<p align="center">One (1)</p>		<p align="center"><i>Optional</i> <i>(see specifications)</i></p>
<p align="center">Identification Card</p>	<p>With photograph of employee, identifying information, and Chief's signature.</p>	<p align="center">Yes</p>	<p align="center">Two (2)</p>		<p>Must be carried in compliance with current Department standards. Refer to M.O.S. 22.2.7</p>

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPD	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Badge (SHIRT)	<p>Police Officer: Gold in color with employee's ID number.</p> <p>Exclusive Vendor – SYMBOL ARTS</p> <p>Must be Pre-approved through the office of the Chief.</p>	Yes	One (1)		<ul style="list-style-type: none"> ●Uniformed Officers: Must be worn on uniform shirt. ●Plain-Clothes Officers: Must be carried while on duty. ●Must be carried off-duty when an officer is carrying a weapon.
Flat Badge	<p>Gold in color with employee's ID number and in a plain, black leather wallet.</p> <p>Exclusive Vendor – SYMBOL ARTS</p> <p>Must be Pre-approved through the office of the Chief.</p>	Yes	One (1) (Issued to lieutenants and above, and Detectives.)		May be carried on or off duty.
Badge (Cloth)	<p>Police Officer: "Old Gold" thread style Current approved design.</p> <p>NOTE: all jumpsuits will use cloth badges backed with Velcro; officers will be issued one "mourning" badge (a badge with an added mourning band) also backed with Velcro to be used as approved by the Chief of Police or his/her designee</p>	Yes	Provided by Quartermaster	12/14 (Velcro-backed badges, as well as "mourning" badges)	To be worn on the Patrol officer's uniform Jacket, Bike officer's jacket, approved BDU shirt, (where authorized), and the approved uniform sweater.
Name Tag (Metal)	<p>Police Officer: Metal – Gold in color with black letters and containing the first initial and last name of employee.</p> <p>To be worn over the right shirt pocket along the seam.</p>	Yes	Two (2)		Must be worn on uniform shirt or on uniform jacket when an officer selects to wear any uniform jacket
Name Tag (Cloth)	<p>Police Officer: Cloth – Black in color with gold letters and containing the first initial and last name of employee.</p> <p>Jacket: To be worn over the right shirt pocket along the seam.</p> <p>Sweater: Affixed in the same area.</p>	Yes	Not issued Obtained through Quartermaster system.		MANDATORY
			Authorized for jumpsuit, uniform jacket, and uniform sweater only		

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPD	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Insignia of Rank	Corporal: Gold "double chevron" stripes (sewn below the shoulder patch on each sleeve of each uniform item, as needed) Lieutenant: Gold in color single bar (2) Commander: Gold in color single star (2) Deputy Chief: Gold in color double star (2) Chief: Gold in color triple star (2)	Yes	Two (2)	Corporal position effective as of 1/1/15	MANDATORY
Service Bars	Officers: "Old Gold" thread with black trim, one inch in length, with diagonal cut.	Yes	One Bar for every three (3) years of service		Worn on the left sleeve of long sleeve uniform shirts
Service Stars (Command Staff)	Yellow 2 inch in diameter	Yes	One Star for every five (5) years of service.		To be worn on Customary dress uniform
Trouser Belt	Black leather, basket-weave, 1 ½" with Velcro.	Yes	One (1)		MANDATORY
Duty Gun Belt	Black leather, basket-weave, 2 ¼" with Velcro. Aker or Safariland brands only.	Yes	One (1)		MANDATORY Brand Selection – Quartermaster Option
Nylon (Web) Gear (Alternate)	K & W brand.	No	N/A		Optional: at officer's expense, in lieu of issued versions.
"Comfort Fit" Belt System	Tactical Design Labs "professional comfort system" duty belt (3-belt bundle); nylon or basketweave	No	N/A	03/02/09	Optional: at officer's expense, in lieu of issued versions.
Duty Firearms	Refer to M.O.S. 1.3.9 <i>Refer to the Authorized Weapons and Ammunitions Table.</i>	Yes	One (1)		MANDATORY

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPD	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Ammunition Magazine Pouch Magazine pouches for uniform service must be black in color and should match the duty belt and holster in design appearance (basketweave or nylon). Magazine pouches may be open-top, or button down, or Velcro flap top. Any visible snaps must be black in color.	Black leather, basket-weave, double magazine pouch with hidden snap. For issued Glock pistol or other approved firearm. If other than Department issued, must pass inspection by FWPD Firearms Training Unit. Item(s) must not be altered, modified, repaired or changed in any way without specified approval.	Yes	One (1)		MANDATORY Only a Department approved and issued pouch may be carried, unless specific written authorization is obtained from the Firearms Training Unit Commander or designee.
	Safariland vertical triple magazine pouch (plain or basketweave)	No	----	January 28, 2015	OPTIONAL (at officer's expense)
Taser Device (Less Lethal)	Taser, Model M-26 or X-26 , For uniform and plain-clothes assignments. Subject to proper inspection, approval and recording by a Department Taser instructor.	Yes	One (1)		MANDATORY (When issued) See M.O.S. 1.3.4
Taser Holster	Blade-Tech taser holster -OR- A pocket-holster can be attached to the uniform jumpsuit – this pocket MUST include a snap to enhance weapon retention.	Yes	One (1)		MANDATORY (When issued)
Taser Cartridge Holder	Blade-Tech dual cartridge holder	Yes	One(1)		MANDATORY (When issued)
Radio Holder	Black leather, basket-weave holder with hidden snap for nylon/elastic straps.	Yes	One (1)		MANDATORY
Chemical Irritant (Brand/Size selected by Quartermaster)	O.C. (oleoresin capsicum) pepper spray	Yes	One (1)		MANDATORY (When issued) See M.O.S. 1.3.4
Chemical Irritant Holder	Black leather, basket-weave holder with open top.	Yes	One (1)		MANDATORY (When issued) See M.O.S. 1.3.4
Tie	Navy blue, regular, clip-on or Velcro fastening	Yes	Two (2)		MANDATORY: When wearing a long sleeve uniform shirt.

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPD	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Tie Bar	Police Officer: Plain, gold in color To be worn at chest level (at shirt pockets) on the tie.	Yes	One (1)		MANDATORY: When wearing the uniform tie
Handcuffs	Nickel-plated, chain deluxe style. (Peerless) -OR- Nickel-plated, Hinged style. (Peerless)	Yes	Two (2)	9/3/08	MANDATORY Two (2) sets total will be provided Optional items are at officer's expense
	OPTIONAL: Nickel-plated (Hiatt or S&W) -OR- Black finish (ASP)	No	----		
Handcuff Case	Black leather, basket-weave, single or double, with hidden snap.	Yes	One (1)		MANDATORY
Metal Baton (expandable) -OR- Wooden Baton	21, 26, or 31 inch, black -OR- 26 or 31 inch, silver (ASP brand) 21, 26 or 28 inch, cam shape, Tiger Mountain Woodworks	Yes	One (1) (ONLY one option)	06/19/12	MANDATORY (When issued) See M.O.S. 1.3.4
Metal Baton (expandable)	Monadnock, MXT, black, two-piece, lock-button	No	N/A	November, 2006	Optional: at officer's expense in lieu of issued baton option
Baton Holder	Black leather, basket-weave holder with open top.	Yes	One (1)		MANDATORY When carrying a metal baton
Baton Ring	Black leather, basket-weave with black ring.	Yes	One (1)		MANDATORY: When carrying the wooden baton
Flashlight Holder	Black leather, basket-weave with black ring.	Yes	One (1)		MANDATORY

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPD	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Flashlight	Streamlight brand, Model # SL 20 or Ultrastinger	Yes	One (1)		MANDATORY: During hours of darkness, and/or when conducting search of a structure.
Mini-Flashlight	6 inch, black flashlight is optional. Approved brands are: Stinger, Surefire, and Scorpion.	No	N/A		Optional: at officer ' s expense
Mini-flashlight pouch / holder	For one of the approved mini-flashlights above. Must match existing duty gear belt, open top or with flap and hidden snap.	No	N/A		Optional: at officer ' s expense
Key Holder	Black basket-weave with hidden snap or Velcro closure.	No	N/A		Optional
Latex Glove Holder	Black, basket-weave with hidden snap or Velcro closure.	No	N/A		Optional
Belt Keepers	Black leather, basket-weave, 1 inch with hidden snaps.	Yes	Four (4)		Optional: Uniform personnel should use to secure gun belt.
Portable Radio	Hand-held radio with shoulder (lapel) microphone.	Yes	One (1)		MANDATORY
Radio Earpiece	Department approved - Clear or black earpiece	No	One (1) - issued for specified assignments* Not provided, but authorized for general duty.		*(Front Desk Officer, SRO's, SOU Officers & SWAT)
Black Whistle	black, plastic, small	Yes	One (1)		Optional (wear and use)
Folding Knife	Fold-out, locking blade, no more than 4 inches blade length, with black handle. Not approved for carry on the gun/duty belt.	No	N/A		Optional: at officer's expense
Patrol Bag / Carry-Case	Must be black or navy blue in color	No	N/A		Optional: at officer's expense
Citation book holder - Metal	Metal – brushed aluminum, Silver or Black	Yes	One (1)		

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPDP	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Cotton Cover-Alls	Department approved type - Navy Blue, zippered front, long-sleeved, with shoulder patches, cloth name-tag and cloth badge.	Yes	One (1) Approved for CIS Detectives, Crime Scene personnel, and Commercial Enforcement (Traffic Unit)		Optional
SPECIALTY UNITS Includes everything from the PATROL SECTION plus the following					
Rain Parka (M.A.I.T. Personnel)	GALLS - Mt. Pilchuck Parka with fleece liner Model JA290 or PM-500 (Gold color) Federal Way Police lettering on back to specs	Yes	One (1)		For enhanced visibility and warmth in inclement weather and after dark. (M.A.I.T. team members)
Optional Uniform Jacket Bike-certified Officers Only	Bratwear Brand - Two-Tone Royal Blue over Black. -OR- *Bratwear Brand - Two-Tone Royal Blue over Black; with zip off sleeves and zip out fleece jacket (full police markings on both the outer shell and inner fleece jacket, for separate functionality). Must meet Quartermaster specifications	Yes	One (1) Bicycle Officers Only	*additional option authorized as of 01/11/10	For use by bike-certified Officers only, as needed.
Uniform Bike Pants (Bicycle Officers Only)	Navy blue (Bratwear Brand) Zip-Off Leg Style pants.	Yes	Two (2) Winter & Summer Weight		MANDATORY: When assigned to bicycle patrol. (Summer weight pant has zip-off legs) Taser pocket optional – officer must request
Uniform Shirts (Bicycle Officers)	Olympic Brand – Model CMB342, short-sleeved, Polo style, Navy blue Bratwear Brand – Model SHT-U2SELF, short-sleeved, button-up front, Navy blue	Yes	Two (2) (Olympic or Bratwear)		MANDATORY: When assigned to bicycle patrol

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPDP	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Jumpsuit (K-9 Officers)	Bratwear Brand – Model JMP-93, (winter weight) In Black. –POLICE– in reflective silver across the back, Embroidered name tag, Underarm zippers, and Embroidered K-9 Insignia on lapels. <i>(Must meet Department Specifications)</i>	Yes	Three (3)		MANDATORY: When assigned to regular K-9 or Narcotic K-9 duties.
Optional Jumpsuit Jacket (K-9 Officers)	Bratwear Brand – Model J-RG94, (winter grade) In Black. –POLICE– in reflective silver across the back, Embroidered name tag, patches, cloth badge.	Yes	One (1) K-9 Officers – Issued upon Request		MANDATORY: When assigned to regular K-9 or Narcotic K-9 duties. (Approved 10/18/05)
Gloves (Optional)	Must be black in color and allow the employee to perform all necessary functions.	No <small>(provided to Motor and Bicycle Assignments)</small>	N/A		Optional
Bicycle Helmet (With Cover)	Cover has “police” written on both sides.	Yes	One (1)		MANDATORY: When operating a bicycle
Bicycle Footwear (Bicycle Uniform Wear) Bicycle Officers Only	Bike Shoe: Must be black in color, quality construction, which does not detract from the professional Uniform appearance. Footwear may be of leather and/or nylon construction. See Quartermaster for Specifications.	Yes (1 pair)	One (1) pair		MANDATORY: When assigned to bicycle patrol.
TRAFFIC SECTION	Includes everything from the PATROL SECTION plus the following				
Rain Gear (Motorcycle Officers)	Jacket: Watershed brand, Black. Pants: Watershed brand, Black.	Yes	One (1)	01/19/07 (unknown when brand was changed from AEROstich to Watershed)	Optional to wear at all times of year
Leather Jacket (Motor Officers only - Manufactured by “Victoria A”, Bellevue, WA)	Black leather with name tag and badge tabs and two Federal Way Police Department shoulder patches.	Yes	One (1) Motor Officers Only		Optional to wear at all times of year

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPDP	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Motorcycle Boots	Black leather riding boots.	Yes	One Pair Motor Officers Only		Optional to wear at all times of year (if not wearing "riding" boots officers must wear an ankle-high leather patrol boot). MANDATORY: With Class 'A' uniform.
Class 'A' Uniform Pants / Breeches (Motorcycle Officers)	Navy blue, Bratwear motorcycle breeches	Yes	One(1) lightweight One (1) heavyweight Motor Officers Only	Updated as of July, 2015	Optional to wear at all times of year
Class 'B' Uniform Pants / Breeches (Motorcycle Officers)	Bratwear Motor Shirt: Contemporary Duty Shirt – Short Sleeve, Black Bratwear Motor Pants: Straight Leg Motor Riding Pant, Black	Yes	Two (2) shirts Two (2) pants	Updated as of July, 2015	Optional to wear at all times of year
Motorcycle Helmet (specifications per Traffic Lt.)	White and black in color with headset installed.	Yes	One (1)		MANDATORY: When operating a motorcycle
Gloves	Must be black in color and allow the employee to perform all necessary functions.	No <small>(provided for Motor and Bicycle Assignments)</small>	N/A		Optional
Extra Shirt Badge	To be worn on the uniform coat. Identical to regular shirt badge, without employee's badge number. (To remain in the section for re-issue.)	Yes	One (1) Provided only to motor officers assigned to the Traffic section.		MANDATORY.
White Gloves (Dress Occasions)	Must be white in color, worn only for dress uniform occasions.	Yes <small>(provided for Motor and Bicycle Assignments)</small>	One (1) pair		Optional
White Ascot (Dress Occasions)	Must be white in color, worn only for dress uniform occasions.	Yes <small>(provided for Motor and Bicycle Assignments)</small>	One (1)		Optional

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPD	QUANTITY PROVIDED	APPROVAL DATE	NOTES
CIVILIAN EMPLOYEES		Includes Records, Property Evidence, Quartermaster, Animal Services and other Designated Positions,			
<p>Records Unit: Customer Service Specialist and Records Specialist</p>	<p>Approved Attire: Dress shirt, slacks or skirt (<i>staff must provide</i>), and wool sweater. Also, may include any optional items listed below.</p> <p>Description: City logo dress shirt (royal blue); wool sweater - zip or button (navy, black); slacks or skirt (black, navy, tan). <i>See below for additional optional items.</i></p> <p>*Optional (purchased at employee's expense): Black fleece vest with embroidered City logo. Optional items must be approved by the Civilian Operations Manager or designee <u>prior</u> to purchase.</p> <p>NOTE: Polo shirts will be maintained in a presentable manner (clean <i>and</i> pressed) in order to be used as a uniform shirt. The fleece vest will be worn with either the dress shirt or polo shirt (short- or long-sleeved). The polo shirts are meant as a more casual option and will be worn either after-hours or on weekends only.</p> <p>The color selection for any of the above-listed items may change; any change will be at the discretion of the Records Administrator</p>	<p>Yes (will provide what has been noted under "Quantity Provided" - all other items are at the employee's expense)</p>	<p>Three (3) dress shirts One (1) polo shirt One (1) sweater</p>	<p>01/28/08</p> <p>*additional items authorized as of 02/01/10</p>	<p>Employees are expected to wear the authorized uniform as listed, with the following exceptions:</p> <ol style="list-style-type: none"> 1. Appropriate attire will be worn for business meetings 2. Appropriate attire will be worn for training 3. Unless otherwise approved by a supervisor

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPD	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Property/Evidence Section: Property/Evidence Custodian and Property/Evidence Technician	<p>Approved Attire: City logo polo shirt and slacks, wool sweater or winter weight jacket</p> <p>Description: City logo polo (navy, black, or tan), slacks 5.11 brand style (navy or black), wool sweater zip or button (navy or black), winter jacket 511 style (black).</p>	Yes	Three (3) polo shirts Three (3) slacks One (1) sweater One (1) winter jacket	01/28/08	<p>Employees are expected to wear the authorized uniform as listed with the following exceptions:</p> <ol style="list-style-type: none"> 1. Appropriate attire will be worn for business meetings 2. Appropriate attire will be worn for training 3. Unless otherwise approved by a supervisor
Quartermaster	<p>Approved Attire: City logo polo shirt, wool sweater zip or button (navy or black), winter jacket 5.11 brand, 3-in-1 style (black or navy)</p>	Yes	Three (3) polo shirts One (1) sweater One (1) winter jacket	01/28/08	<p>Employees are expected to wear the authorized uniform as listed with the following exceptions:</p> <ol style="list-style-type: none"> 1. Appropriate attire will be worn for business meetings 2. Appropriate attire will be worn for training 3. Unless otherwise approved by a supervisor
Administrative Support: Administrative positions assigned to the Patrol, CIS and Administrative Sections	<p>Approved Attire: As referenced in City Guidelines Section 9.2 Personal appearance and Dress. City will provide one sweater.</p>	Yes	One (1) sweater	01/28/08	

AUTHORIZED UNIFORM OR EQUIPMENT ITEM	SPECIFICATIONS	PROVIDED BY FWPD	QUANTITY PROVIDED	APPROVAL DATE	NOTES
Animal Services Officer	<p>Each Animal Services Officer will be issued the same basic gear/items as a police officer (see above for specifications, etc.), with the following exceptions:</p> <ul style="list-style-type: none"> ●All uniform items will be two-toned, with black pants and brown shirts; ●Issued metal baton <u>MUST</u> be silver in color; and ●NO firearm will be issued or is authorized for wear/use by an Animal Services Officer. 	Yes	As outlined above for each item(s)	07/1/10	The Animal Services Unit supervisor will be responsible for approving any additional items or equipment.

**FEDERAL WAY POLICE DEPARTMENT
AUTHORIZED WEAPONS AND AMMUNITION TABLE**

The Authorized Weapons and Ammunition Table is in compliance to MOS 1.2.2 and 1.3.9. All members of the Federal Way Police Department will be responsible to adhere to this table.

WEAPON	SPECIFICATIONS	AUTHORIZATION TO CARRY / USE
<i>DEPARTMENT ISSUED HANDGUN</i>		
Glock <i>(Officers select from the weapons specified)</i>	<ul style="list-style-type: none"> • Model 17 / Full size 9mm / 4.5" barrel • Model 19 / Compact 9mm / 4" barrel • Model 22 / Full size .40 / 4.5" barrel • Model 23 / Compact .40 / 4" barrel • Model 21 and 21SF / Full size .45 ACP / 4.6" barrel <p>Other weapons of the same calibers (9mm, .40, and .45) may be issued on a limited and interim basis for testing and evaluation purposes, with the approval of the person in charge of the Force Training Unit (or designee). Such testing is for the purpose of potential inclusion in this table.</p>	Mandatory for police officers to carry – refer to Standards 1.3.9 & 1.3.10 in the Manual of Standards.
<i>APPROVED PRIVATELY OWNED HANDGUN</i>		
<u>SEMI-AUTOMATICS</u> Colt Glock FN Herstal Heckler and Koch Kimber Para Ordnance Sig Sauer Smith & Wesson Springfield Armory <u>REVOLVERS</u> Ruger Smith & Wesson <i>(Single-action-only revolvers are <u>NOT</u> authorized)</i>	<p><u>APPROVED CALIBERS – Revolvers:</u> .38 Special .357 Magnum</p> <p><u>APPROVED CALIBERS – Semi-autos:</u> 9x19mm (9mm Luger) .40 S&W .45 ACP</p> <p><u>ADDITIONAL SPECIFICATIONS</u></p> <ul style="list-style-type: none"> • Minimum Cartridge Capacity <ol style="list-style-type: none"> 1) Primary sidearm, uniform = minimum of eight rounds fully loaded; 2) Primary sidearm, plain clothes = seven rounds fully loaded; 3) Secondary / Off-duty handguns = minimum of five rounds fully loaded. • Barrel length <ol style="list-style-type: none"> 1) Primary sidearms, uniform: at least 4.0" and less than 5.6" 2) Primary sidearms, plain clothes: at least 3.5" and less than 5.6" 3) Secondary / Off-duty handguns: at least 2" and less than 5.6" 	Police officers may carry a privately owned weapon as an alternate to an issued handgun with prior approval only and in compliance with Standards 1.3.9 & 1.3.10 in the Manual of Standards.

WEAPON	SPECIFICATIONS	AUTHORIZATION TO CARRY / USE
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<p>The person in charge of the Force Training Unit may authorize additional makes and/or models. The person in charge will document the approval in writing prior to the weapon entering into police service.</p> <p>NOTE: Any handgun that has an external safety with similar operation as a Conducted Electrical Weapon is <u>NOT</u> authorized.</p>	<ul style="list-style-type: none"> • Trigger pull weight (as measured by an NRA official weight set) must be 5.0 pounds or greater. Exception: pistols with an external, manually operated thumb-safety may be 4.0 pounds or greater. Such weapons must be carried with the safety in the "safe" position. <p>Primary sidearms</p> <ul style="list-style-type: none"> • The weapon's finish must appear black in color or stainless steel. • Grips must be black or brown. • Must be equipped with a front sight that is self-illuminating ("night sight"), or is fiber optic, or is another high-visibility design. <p>Semi-automatic handguns must have a:</p> <ul style="list-style-type: none"> • Firing pin block, or • Another "drop safe" device designed in the weapon by the factory, or • An external, manually operated thumb-safety. <p>Optical Sights – for pistols</p> <ul style="list-style-type: none"> • Aimpoint • EoTech • Leupold • Nightforce • Trijicon • Vortex <p>Any variation and/or modification to a weapon must be done by a factory-certified armorer or business-licensed gunsmith and must be pre-approved by a member of the FWPD Force Training Unit.</p>	
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	<p>DEPARTMENT ISSUED LONG GUNS <i>(shoulder-fired weapons)</i></p>	
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WEAPON	SPECIFICATIONS	AUTHORIZATION TO CARRY / USE
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<p><u>SHOTGUN</u> Remington</p> <p><u>RIFLE</u> Colt Bushmaster Olympic Arms Smith & Wesson Springfield</p>	<p><u>SHOTGUN SPECIFICATIONS*</u> Model 870 pump-action</p> <p><u>RIFLE SPECIFICATIONS</u> AR-15 type, semi-automatic, 5.56mm NATO caliber M-14, 7.62mm NATO caliber</p> <p>*As of 1/1/12 FWPD no longer issues shotguns. Officers qualified with a FWPD shotgun at that time are "grandfathered" exceptions for as long as they maintain continuously qualified status with the issued weapon. (Privately owned shotguns are in service by FWPD officers.)</p>	<p>Mandatory for uniformed police officers to carry a long gun in their marked police vehicles while on-duty – refer to Standards 1.3.9 & 1.3.10 in the Manual of Standards.</p>
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WEAPON	SPECIFICATIONS	AUTHORIZATION TO CARRY / USE
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APPROVED PRIVATELY OWNED LONG GUNS (shoulder-fired weapons)		
<p style="text-align: center;"><u>RIFLE</u> ArmaLite Bushmaster Colt DPMS (Panther Arms) Lewis Machine & Tool Noveske Olympic Arms Rainier Arms Rock River Arms Smith & Wesson Aero Precision Bravo Company Manufacturing (BCM) Primary Weapon Systems</p> <p style="text-align: center;"><u>SHOTGUN</u> Benelli Mossberg Remington</p> <p>The person in charge of the Force Training Unit may authorize additional makes and/or models. The person in charge will document the approval in writing prior to the weapon entering into police service.</p>	<p><u>RIFLE SPECIFICATIONS</u></p> <ul style="list-style-type: none"> • AR-15 style weapons. • Can be a gas blow-back or gas piston system. • 5.56mm NATO caliber, with a barrel rifling twist rate between 1:7" and 1:10" (inclusive) • 7.62mm NATO, with prior written authorization from the command advisor over the Firearm Training Unit. • Magazine must contain at least 10 rounds and not be designed for more than 30 rounds. • Minimum barrel length is 16" (including flash hider). <p><u>SHOTGUN SPECIFICATIONS</u></p> <ul style="list-style-type: none"> • 12 gauge • Semi-auto or pump action • Minimum barrel length is 18" <p><u>RIFLES and SHOTGUNS</u></p> <ul style="list-style-type: none"> • Must have a butt stock, which may be telescoping or extendable. • Grips and stocks must be black or brown. • The weapon must have a dark-color sling attached. • Must have an external, manually operated safety. Weapons must be carried with the safety in the "safe" position. • Trigger pull weight (as measured by an official NRA weight set) must be 4.0 pounds or greater. <p><u>OPTICAL SIGHTS</u></p> <ul style="list-style-type: none"> • Electronic optics and scopes are optional accessories. Weapons with electronic sights must also have a non-electric sighting system, such as back-up iron sights. • Officers using electronic sights must maintain proficiency with their back-up sights. 	<p>Police officers may carry one of these as alternate to an issued long gun, with prior approval and in compliance to standards 1.3.9 & 1.3.10 in the Manual of Standards.</p> <p>Officers who were approved and qualified prior to August 2001 with a rifle not listed on this table may continue to carry and use that weapon in police service, provided that the weapon and the officer's proficiency continues to conform to updates of FWPD standards.</p>

WEAPON	SPECIFICATIONS	AUTHORIZATION TO CARRY / USE
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	<i>AUTHORIZED SERVICE AMMUNITION (Ammunition for on-duty carry)</i>	
	<ul style="list-style-type: none"> • .38 Special revolvers = .38 Special +P • .357 Magnum revolvers = 158-grain Gold Dot HP • 9x9mm (9mm Luger) = Winchester 147 grain SXT • .40 S&W = Winchester 180 grain SXT • .45 ACP = Winchester 230 grain SXT • 5.56mm Rifles/Carbines = Federal TRU 69 grain JHP • 5.56mm Rifles/Carbines = Hornady 75-grain BTHP T2 TAP • 12 gauge shotgun = 9-pellet 00 buckshot and 1 oz. rifled slug • 7.62mm NATO rifles = Hornady 110-grain TAP <p>*Due to occasional unavailability of particular types of ammunition, there may be times when the Department will use ammunition that is not specifically listed. ONLY ammunition that has been approved by the person in charge of the Force Training Unit will be distributed to officers or used in police service.</p>	<p><i>Except for practice and competition, only Police Department issued "duty" ammunition shall be loaded in weapons that are carried or used under authority of a Federal Way Police Department Police Commission.</i></p>
	<i>AUTHORIZED LESS LETHAL WEAPONS</i>	
<p>Chemical Irritant (Only Police Department issued chemical irritants are authorized)</p>	<p><u>INDIVIDUAL OFFICER CANISTER</u></p> <ul style="list-style-type: none"> • OC (Oleoresin Capsicum Solution) • Non-flammable <p><u>PATROL SUPERVISOR VEHICLES</u></p> <ul style="list-style-type: none"> • Team aerosol-dispersal systems are placed in patrol supervisor vehicles • OC (Oleoresin Capsicum Solution) 	<p>Only officers that have received training on OC spray may carry the individual canisters or operate the projecto jet.</p> <p><i>Refer to MOS 1.3.4 for carrying requirement</i></p>
<p>Baton</p>	<ul style="list-style-type: none"> • Metal baton (expandable) or wooden baton (<i>refer to the Authorized Uniform, Equipment, and Apparel table for specific requirements</i>) <p><i>(Any privately owned baton must be approved by the Lieutenant in charge of the Defensive Tactics Instruction Team prior to being carried by any officer)</i></p>	<p>Only officers that have received training on the use of a baton may carry a baton.</p> <p><i>Refer to MOS 1.3.4 for carrying requirement</i></p>
<p>Conducted Electrical Weapon</p>	<ul style="list-style-type: none"> • Advanced Taser - Model M26, X26, or X26P 	<p>Only officers that have received training and qualified on the CEW may carry and/or operate the Taser.</p>

WEAPON	SPECIFICATIONS	AUTHORIZATION TO CARRY / USE
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	<i>(An officer may carry a personally-owned Conducted Electrical Weapon (CEW) which meets the listed SPECIFICATIONS and the listed AUTHORIZATION TO CARRY/USE requirements will still apply)</i>	<i>Refer to MOS 1.3.4 for carrying requirement</i>
Impact Rounds	<u>40mm LAUNCHER</u> <ul style="list-style-type: none"> • eXact Impact (blue tip) rounds, and • Direct Impact OC rounds (orange tip) 	Only officers that have received training and are currently qualified on the 40mm may carry or operate the 40mm.
	<i>AUTHORIZED SPECIALTY WEAPONS</i>	
	The commanders of specialty units (such as SWAT and CDU) will maintain a list of approved specialty weapons for their units.	
	<i>AUTHORIZED SPECIALTY AMMUNITION</i>	
	The commanders of specialty units (such as SWAT and CDU) will maintain a list of approved specialty ammunition for their units.	

Updated 08/24/2016



Federal Way Police Department Respiratory Protection Program

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Federal Way Police Department Respiratory Protection Program

1.0 Purpose

The Federal Way Police Department has determined that sworn and certain civilian employees may be exposed to respiratory hazards while performing certain police duties. These hazards include exposure to hazardous materials, which may be encountered during an emergency release of such contaminants either as a result of an accident or from the intentional release of contaminants by criminal elements. Employees may also require respiratory protection while employing chemical irritants (riot control agents) during an unusual occurrence, such as a civil disturbance. The purpose of this program is to insure that all employees required to participate in these duties are protected from exposure to these respiratory hazards.

The operations and duties requiring respirator use by employees are outlined in Table 1 in the Scope and Application section of this program.

2.0 Scope and Application

This program applies to all employees who are required to wear respirators during certain police operations, which include some non-routine or emergency operations. This includes all employees, sworn and civilian, assigned to all sections. All employees working on these operations and engaged in certain processes or tasks (as outlined in the table below) must be enrolled in the department's respiratory protection program. Employees who voluntarily wear respirators that are filtering face-pieces (dust masks) are not subject to the medical evaluation, cleaning, storage, and maintenance provisions of this program.

Employees participating in the respiratory protection program do so at no cost to them. The expense associated with training, medical evaluations, and respiratory protection equipment will be borne by the department.

TABLE 1: VOLUNTARY AND REQUIRED RESPIRATOR USE BY FEDERAL WAY POLICE DEPARTMENT EMPLOYEES	
Respirator	Unit/Process or Task
Respirator - Filtering face-piece (dust mask)	Voluntary use by all employees (communicable disease, bloodborne pathogen, fingerprint powder filtering, other airborne particulate conditions, e.g., dust, etc.)
Open circuit, pressure-demand SCBA	Bomb squad, SRT, and Special Investigations Unit when entering and/or processing clandestine drug labs under IDLH conditions.

Open circuit, pressure-demand SCBA	Bomb squad and SRT when operating in the Hot or Warm Zone or any IDLH conditions dealing with a criminal or accidental chem/bio release.
Full face piece, negative pressure APR	All sworn employees when using riot control agents (CS, OC) during unusual occurrences.
Full face piece, negative pressure APR	All sworn employees when staffing a perimeter on the outside edge of the Warm Zone after a HazMat release – known substance(s) meeting NIOSH approval for use of the GME-P100 cartridge (escape only).
Full face piece, negative pressure APR	Bomb squad when opening “suspicious packages”. (escape only) Bomb squad when detonating or post-blast inspection of explosive or other chemicals. (escape only) SRT when using riot control agents at barricaded persons/hostage incidents. All sworn employees when using riot control agents (CS, OC) during unusual occurrences. Clandestine Drug Lab Team when entering a suspicious location or when processing a location under conditions other than IDLH.
Full face piece, negative pressure – Gas Mask (APR with RCA/CBA Canister)	All sworn employees when staffing a perimeter on the outside edge of the Warm Zone after a HazMat release, WMD event pre or post-detonation, or when the substance released is unknown or does not meet NIOSH approval for use of the GME-P100 cartridge (escape only).

3.0 Responsibilities

Program Administrator

The Program Administrator is responsible for administering the respiratory protection program. The Program Administrator will be a Washington State certified Hazardous Materials Technician. Duties of the program administrator include:

- Identifying work areas, processes, or tasks that require employees to wear respirators, and evaluating hazards.
- Selection of respiratory protection options.
- Monitoring respirator use to insure that respirators are used in accordance with their certifications.
- Arranging for and/or conducting training.
- Ensuring proper storage and maintenance of respiratory protection equipment.
- Conducting qualitative fit testing with Bitrex and other qualitative test methods.
- Conducting quantitative fit testing with Portacount equipment.
- Administering the medical surveillance program.
- Maintaining records required by the program.
- Evaluating the program.
- Updating the program as needed.

The Program Administrator for the Federal Way Police Department is the Employee Health and Safety Training Team Lieutenant.

Supervisors

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular units. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include:

- Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and medical screening or annual medical evaluation.
- Ensuring the availability of appropriate respirators and accessories.
- Being aware of tasks requiring the use of respiratory protection.
- Enforcing the proper use of respiratory protection when necessary.
- Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
- Ensuring that respirators fit well and do not cause discomfort.
- Continually monitoring work areas and operations to identify respiratory hazards.
- Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program

Employees

Each employee has the responsibility to wear his or her respirator when and where required and in accordance with the training provided. Employees must also:

- Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
- Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.
- Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.
- Notify their supervisor or the Program Administrator of any other problems associated with using their respirator.

4.0 Program Elements

Selection Procedures

The Program Administrator will select respirators to be used by employees based on the hazards to which employees are exposed and in accordance with OSHA and WISHA standards. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or emergency incidents. The hazard evaluation will include:

1. Identification and development of a list of hazardous condition possibilities, which may be encountered by employees.
2. Review of operations to determine where potential exposures to these hazardous substances may occur.
3. When necessary, exposure monitoring will be conducted to measure potential hazardous exposures. Monitoring will be conducted by the Program Administrator.

The results of the current hazard evaluation are as follows:

Crime scene processing, handling injured persons, handling persons with communicable diseases: Employees are encouraged to use dust masks to avoid contamination by airborne particles of fingerprint powder or other chemicals in processing crime scenes. Dust masks should also be used to avoid contamination from aerosol, spray or droplet transmission of biological agents such as bloodborne pathogens or tuberculosis encountered when handling injured or diseased persons or processing crime scenes. Masks selected and purchased for use must be NIOSH approved N-95 filtering capability at a minimum.

Applying riot control agents: Employees must wear full-face, negative pressure air purifying respirators when directed to do so by a supervisor while operating in the immediate area of a riot

control agent. Employees may choose to wear APRs at their own discretion when smaller releases of riot control agents are encountered. The agents used by the Federal Way Police Department are either ortho-Chlorobenzylidene Malononitrile (CS) or oleoresin capsicum (OC). Both of these agents are used in concentrations that can incapacitate unprotected persons and would create a serious safety hazard for sworn employees who become affected by these agents by decreasing their ability to perform the mission at hand and protect themselves from assault by demonstrators. These agents are also used by SRT officers in dealing with barricaded persons or hostage incidents. APRs will be worn by SRT officers whenever the officer in charge determines that an entry team or arrest team may be exposed to chemical residue from noise-distraction devices or other devices, which may emit such chemical residue.

Processing Clandestine Drug Labs: Special Investigations Unit, Bomb Squad, and SRT officers must wear SCBA when entering known or potential drug labs where the atmosphere is IDLH, either from chemical concentrations in the air or from low oxygen conditions.

Chemical or Biological Hazardous Materials Release: Bomb Squad, Special Investigations Unit and SRT officers will wear SCBA when entering into the Hot or Warm Zones of a hazardous materials release or WMD event. These zones will ordinarily have been designated by the Fire Department before entry by police employees. SCBA will be worn anytime the zones have not yet been determined and entry into an area of questionable contamination is made by police employees. Hazardous releases in these cases may be accidental or criminally motivated. Any sworn employees who have been posted to perimeter duties at the outside edge of the Warm Zone will wear a full-face, air purifying respirator (APR) or gas mask (with RCA/CBA canister) as appropriate. This is an escape mode configuration, which will protect the employee while adjusting the perimeter in the event of a wind shift or other cause of increased contamination approaching the employee.

Bomb squad technicians will wear gas masks (escape only) when opening “suspicious packages” which have particular attendant circumstances, which present the potential for a biological or chemical release. If an actual release is anticipated based on circumstances or other evidence, then SCBA will be worn while dealing with the package or device.

Bomb squad technicians will wear gas masks (escape only) when working in proximity to a controlled detonation of explosive or other chemicals or when examining a scene during post-blast investigation where chemical or biological residue may be present.

Updating the hazard Assessment

The Program Administrator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact his or her supervisor or the Program Administrator. The Program Administrator or his/her designee will evaluate the potential hazard, arranging for outside assistance as necessary. The Program Administrator will then communicate the results of that assessment back to the employees. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all respirators, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced when it is in use.

Voluntary Respirator Use

The Program Administrator shall authorize voluntary use of respiratory protective equipment as requested by all other employees on a case-by-case basis, depending on specific workplace conditions and the results of the medical evaluations.

Medical Evaluation

Employees who are either required to wear respirators, or who choose to wear an APR voluntarily, must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so

A licensed physician at Valley Medical Center / Occupational Health Services Clinic, where all department medical services are provided, will provide the medical evaluations. Medical evaluation procedures are as follows:

- The medical evaluation will be conducted using the questionnaire provided in Appendix A. The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations.
- All affected employees will be given a copy of the medical questionnaire to fill out when they are fit-tested for a respirator, along with a stamped and addressed envelope for mailing the questionnaire to the physician. Employees will be permitted to fill out the questionnaire during on-duty hours.
- Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the physician.
- All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
- The Program Administrator has provided the medical clinic physician with a copy of this program, the list of hazardous substances by work area, and for each employee requiring evaluation: his or her or job title, proposed respirator type and weight, length of time

required to wear respirator expected physical work load (light, moderate, or heavy), and any additional protective clothing required.

- Any employee required for medical reasons to wear a positive pressure air-purifying respirator will be provided with a powered air-purifying respirator.
- After an employee has received clearance and begun to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:
 - Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
 - The medical clinic physician or supervisor informs the Program Administrator that the employee needs to be reevaluated;
 - Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
 - A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

All examinations and questionnaires are to remain confidential between the employee and the physician.

Fit Testing

Fit testing is required for employees wearing APRs or SCBAs:

- Prior to being allowed to wear any respirator with a tight fitting facepiece
- Annually.
- When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).

Employees will be fit tested with the make, model, and size of respirator that they will actually wear. Employees will be provided with several sizes of respirators so that they may find an optimal fit. Fit testing of PAPRs is to be conducted in the negative pressure mode.

The Program Administrator will conduct fit tests following the OSHA approved Irritant Smoke (stannic chloride) QLFT Protocol contained in the WAC Chapter 296-62-07222, 296-62-07223, 296-62-07224, 296-62-07225. In the event an employee is unable to detect Irritant Smoke, the saccharin fit-testing procedure will be used in accordance with WAC 296-62-07214. If neither of these fit-testing methods is appropriate, then the QNFT protocol will be utilized.

The Program Administrator has determined that QNFT is required for those employees required to wear SCBA and will be conducted using the Portacount protocol as outlined in the WAC Chapter 296-62-07242.

Unit, Section, Group/Respirator	Fit- Testing Protocol
Clandestine Drug Lab Team officers/SCBA	QNFT - Portacount
Clandestine Drug Lab Team officers/APR	QLFT - Irritant Smoke
Bomb Squad/ SCBA	QNFT - Portacount
Bomb Squad/APR	QLFT - Irritant Smoke
SRT Officers/SCBA	QNFT - Portacount
SRT Officers/APR	QLFT - Irritant Smoke
All other officers/APR	QLFT - Irritant Smoke

Respirator Use

General Use Procedures:

- Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
- All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them)
- Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

Emergency Procedures:

Respirator Malfunction

1. APR Respirator Malfunction:

For any malfunction of an APR (e.g., such as breakthrough, facepiece leakage, or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator.

The supervisor must ensure that the employee receives the needed parts to repair the respirator, or is provided with a new respirator.

2. Atmosphere-supplying Respirator Malfunction:

All officers wearing atmosphere-supplying respirators will work with a buddy. Buddies shall assist officers who experience a SAR malfunction as follows:

- Sharing air by means of the SCBA air-transfer system if a low air situation exists.
- Immediately assist the person with the malfunction from the work area (hot zone) to the decontamination area.

IDLH Procedures

The Program Administrator has identified the following area as presenting the potential for IDLH conditions:

- Hazardous materials releases, both accidental and criminally motivated.
- Clandestine drug laboratories that may be processed by the Special Investigations Unit, SRT unit and the Bomb Squad.

Air Quality

For supplied-air respirators, only Grade D or better breathing air shall be used in the cylinders. The Program Administrator will coordinate refill of cylinders with either the Federal Way Fire Department or the Boeing Company as appropriate.

Cleaning, Maintenance, Change Schedules and Storage

Cleaning

Respirators are to be regularly cleaned and disinfected by the individual officers who have been assigned respirators.

Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary, but at least once quarterly for officers assigned APRs. Supervisors will insure that this inspection and cleaning occurs on a regular schedule.

Atmosphere supplying respirators are to be cleaned and disinfected after each use.

The following procedure is to be used when cleaning and disinfecting respirators:

- Disassemble respirator, removing any filters, canisters or cartridges.

- Wash the facepiece and associated parts in a mild detergent with warm water. Do not use organic solvents.
- Rinse completely in clean warm water
- Wipe the respirator with disinfectant wipes (non-alcoholic, do not use *Vionex* wipes) to kill germs.
- Air dry in a clean area.
- Reassemble the respirator and replace any defective parts.
- Insure that the protective plastic is placed over the clear facepiece
- Place in a clean, dry plastic bag and then into the military carrier.

Note: The Quartermaster will ensure an adequate supply of appropriate cleaning and disinfecting material at the cleaning station. If supplies are low, employees should contact their supervisor, who will inform the Quartermaster.

Maintenance

Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer.

The following checklist will be used when inspecting respirators:

- Facepiece:
 - cracks, tears, or holes
 - facemask distortion
 - cracked or loose lenses/faceshield
- Headstraps:
 - breaks or tears
 - broken buckles
- Valves:
 - residue or dirt
 - cracks or tears in valve material
- Filters/Cartridges:
 - approval designation
 - gaskets
 - cracks or dents in housing
 - proper cartridge for hazard
- Air Supply Systems:
 - breathing air quality/grade

condition of supply hoses
hose connections
setting on regulators and valves

Change Schedules

Employees wearing APRs or PAPRs will install an unused (new) canister on their mask at the commencement of duties on any perimeter involving a hazmat release. If there is any indication from Fire Department monitoring or other means that officers have been exposed to any level of contamination while on perimeter duty, they will be checked by a supervisor after 30 minutes of APR use and may be directed to a decontamination area. They may be returned to duty after proper decontamination and canister replacement.

Employees on duty in a contamination zone where riot control agents are being dispersed may stay on station up to 480 minutes before canister change may be required.

Storage

Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in the military carrier. Each employee will have his/her name on the carrier.

Atmosphere supplying respirators will be stored in each unit as directed by the unit commander.

The Program Administrator will maintain a supply of repair parts, fit test supplies and replacement masks with the Quartermaster

Defective Respirators

Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, they are to bring the defect to the attention of their supervisor. Supervisors will give all defective respirators to the Program Administrator. The Program Administrator will decide whether to:

- Temporarily take the respirator out of service until it can be repaired.
- Perform a simple fix on the spot such as replacing a headstrap.
- Dispose of the respirator due to an irreparable problem or defect.

When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the employee will be given a replacement of similar make, model, and size. All tagged out respirators will be kept in the storage cabinet inside the Program Administrator's office.

Training

The Program Administrator will provide training to respirator users and their supervisors on the contents of the department Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection Standard. Officers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.

The training course will cover the following topics:

- the Federal Way Police Department Respiratory Protection Program
- respiratory hazards encountered on the department and their health effects
- proper use of respirators
- limitations of respirators
- respirator donning and use seal (fit) checks
- fit testing
- emergency use procedures
- maintenance and storage
- medical signs and symptoms limiting the effective use of respirators

Employees will be retrained annually or as needed (e.g., if they change units and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises. The Program Administrator will document respirator training and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

Unit Commanders supervising employees who wear SCBA in the course of their duties (Bomb Squad, Special Investigations and SRT) will be responsible for conducting annual training on the use of SCBA.

5.0 Program Evaluation

The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records.

Problems identified will be noted in an inspection log and addressed by the Program Administrator. These findings will be reported to the Administration Section Commander, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

6.0 Documentation and Recordkeeping

A written copy of this program and the OSHA standard is kept in the Program Administrator's office and is available to all employees who wish to review it.

Also maintained in the Program Administrator's office are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted. Unit commanders whose employees are receiving annual training on SCBA will maintain those records in the unit.

The Program Administrator will also maintain copies of the medical clearances for all employees covered under the respirator program. The completed medical questionnaire and the physician's documented findings are confidential and will remain at the Valley Medical Center / Occupational Health Services Clinic. The department will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

7.0 Definitions

Air-purifying respirator (APR) means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Atmosphere-supplying respirator means a respirator that supplies the respirator user with breathing air from an uncontaminated source, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA).

Canister or cartridge (air-purifying) means a container with a filter, sorbent, or catalyst, or any combination of these materials, which removes specific contaminants from the air drawn through it.

Department means the Federal Way Police Department

Emergency release or situation means any occurrence that may or does result in an uncontrolled significant release of an airborne contaminant. Causes of emergency situations include, but are not limited to, equipment failure, rupture of containers, or failure of control equipment.

Employee means either sworn or civilian employees of the Federal Way Police Department

Escape only respirator means a respirator intended to be used only for emergency exit from areas containing certain specified types of airborne contamination.

Filter a generic term referring to a Canister or cartridge (air-purifying); a container with a porous substance, sorbent, or catalyst, or any combination thereof, which removes specific contaminants from the air drawn through it

Fit test means the use of an accepted protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

Full facepiece means a respirator that covers the wearer's nose, mouth, and eyes.

Gas Mask means a respirator that covers the wearer's nose, mouth, and eyes and is equipped with a CBA/RCA canister.

Immediately dangerous to life or health (IDLH) means an atmosphere that poses a threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

National Institute of Occupational Safety and Health (NIOSH) is a component organization of the Centers for Disease Control that conducts testing and evaluation of safety equipment and procedures.

Negative pressure respirator means a tight-fitting respirator in which the air pressure inside the facepiece is lower than the ambient air pressure outside the respirator during inhalation.

Oxygen deficient atmosphere means an atmosphere with oxygen content below 19.5% by volume.

Physician or other licensed health care professional (PLHCP) means an individual whose legally permitted scope of practice (license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by WAC 296-62-07150 through 296-62-07156.

Powered air-purifying respirator (PAPR) means an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Qualitative fit test (QLFT) means a pass/fail fit test that relies on the individual's response to the test agent to assess the adequacy of respirator fit for an individual.

Quantitative fit test (QNFT) means an assessment of the adequacy of respirator fit for an individual by numerically measuring the amount of leakage into the respirator.

Respirator means a device designed to protect the wearer from breathing harmful atmospheres.

Respiratory-inlet covering means that portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source, or both. It may be a facepiece, helmet, hood, suit, or mouthpiece respirator with a nose clamp.

Self-contained breathing apparatus (SCBA) means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Tight-fitting facepiece means a respiratory inlet covering that forms a complete seal with the face.

User seal check means an action conducted by the respirator user to determine if the respirator is properly seated to the face.

**FEDERAL WAY POLICE DEPARTMENT
FIELD REPORTING FORMS GUIDELINES TABLE**
(as referenced in 82.2.1 Field Reporting Systems)

Report Name	Use	Special Instructions
Additional Persons Form	This report will be completed when there are more than two (2) involved persons in a case. This form will not be used for additional suspects; if there are more than two (2) suspects, additional Suspect Reports will be completed.	<ul style="list-style-type: none"> ● The officer can also direct-enter this information into Spillman.
AFIS Comparison Request	This form will be completed whenever an officer is submitting latent fingerprints to AFIS for comparison.	
Case Tracking Form	This report must be attached to the front of each report submitted by an individual officer for approval.	<ul style="list-style-type: none"> ● Only utilized when a paper form or report is submitted.
Consent to Search	This form should be used whenever an officer has obtained consent to search a person's residence, vehicle, or other property.	
Criminal Citation	If a criminal citation has been issued (signed or "to be mailed") and the only victim is the State of Washington and the only witness(es) are Federal Way Police Department employees, then the criminal citation may serve as the Incident Report (face page).	<ul style="list-style-type: none"> ● The officer will complete the backside of a <u>Suspect Report</u> form or direct-enter this information into Spillman. ● SECTOR can be utilized to issue a Criminal Citation as well.
Crime Scene Log	This form should be used by officers on a crime scene perimeter to document individuals entering and exiting the crime scene.	
Crime Scene Photo Log	The log will be completed whenever photographs are taken in relation to a case. Photographs do not need to be listed as evidence on the Property/Evidence Report.	
Currency Inventory Report	This form will be completed whenever an officer is placing money (any amount) into the Property/Evidence Room.	<ul style="list-style-type: none"> ● If the amount is greater than \$100 dollars, a supervisor or commander must be the person verifying the amount.
Discharge of a Firearm Form	If a firearm is discharged by a police officer (on or off duty) outside of training or recreation and whether or not the discharge is part of a Use of Force (e.g., an accidental discharge – whether a person is hit or not, to dispatch a suffering animal, etc.).	<ul style="list-style-type: none"> ● A separate form is required for each officer who discharged a firearm. ● A Use of Force form is also required whenever a firearm is discharged toward a person (even if the person is not hit).

Report Name	Use	Special Instructions
Domestic Violence Supplemental Form	This report shall be completed in all domestic violence cases that involve actual criminal violations.	
Domestic Violence Resource Guide	This brochure shall be provided to all victims of domestic violence.	<ul style="list-style-type: none"> • This booklet is provided by and maintained/updated by an outside resource.
Extra Patrol Request	This form should be completed for a request for extra patrol by a community member when an identified location and/or trend can be established.	<ul style="list-style-type: none"> • The form will be forwarded to the appropriate resource within the Department to be handled (e.g., Traffic, Patrol, etc.). • An electronic version of this form is available on the City of Federal Way website.
Field Interview Entry	This documents a subject(s) that an officer comes in contact with during either routine or suspicious circumstances.	<ul style="list-style-type: none"> • Officers direct-enter this information into Spillman.
Forfeiture and Seizure Report	<i>This form will only be completed with the approval of a Patrol or SIU Supervisor or a Patrol Commander.</i> This form will be completed when it is determined that property taken is eligible for forfeiture or seizure and the department wishes to pursue such action.	
Found Property Rights Statement	This form will be used whenever an officer takes money that has been reported as being found or when the person finding any property wishes to claim the property if the true owner is not identified.	
Fraudulent Check Report	This form serves as the written statement in cases involving the fraudulent use of a check. The form should be completed and signed by the person accepting the check.	
Impound Notice	This form will be used whenever an officer intends to impound a vehicle for being abandoned. It is preferred that a vehicle be removed 72 hours after notice is provided.	
Incident Report Form	<p>This report is the basic form used to capture information for most reports, unless there is an exception listed below. Refer to the guidelines for the below listed forms:</p> <ul style="list-style-type: none"> • Vehicle Report • Mental Health Contact Report • Criminal Citation • Warrant Arrest Report 	<ul style="list-style-type: none"> • The appropriate "Clearance Code" will be marked by the Officer. • Officers will adhere to the established Nature and Offense Codes. • Officers can also direct-entry this report into Spillman and utilize the Waiver Form (<i>see below</i>), as needed, to obtain a signature.

Report Name	Use	Special Instructions
Internal Lab/AFIS Request	This form will be completed whenever an officer is submitting evidence and needs the evidence to be evaluated for marijuana content or processed for latent fingerprints.	
Mental Health Contact Report Form	This report may be used as the Incident Report (face page) of a case that only involves contact with a subject placed on an involuntary hold.	<ul style="list-style-type: none"> • The officer will mark the "Notification Requested" box either yes or no.
Photo Montage Instructions	This form will be completed by an officer or detective when showing an individual a photo montage.	
Property/ Evidence Report Form	<p>This report will be completed whenever a report involving the below listed type of property is taken by an officer:</p> <ul style="list-style-type: none"> • Stolen and/or Recovered • Found • Safekeeping • Evidence 	<ul style="list-style-type: none"> • Unique Numbering System: officer's first, middle, and last name initials + item number (e.g., ABC01, ABC02, etc.) • An officer will notify the Records Unit for WACIC/NCIC entry whenever submitting found property or recording stolen/recovered property that has a serial number or "owner applied number". • This information can also be direct-entered into Spillman.
Property/Evidence Tag	The tag will be used to mark/identify all property submitted to the Property/Evidence Room at the Police Department.	
Removal of Children Notification	This notice will be used whenever officers deem it necessary to remove a child or children from a home.	<ul style="list-style-type: none"> • If a parent or guardian is present a copy will be provided to them. If the parent or guardian is not present a copy shall be posted at the residence in a visible location.
State Accident Report	This report will be completed whenever an officer is at the scene of a collision that requires reporting under RCW 46.52.030.	<ul style="list-style-type: none"> • <i>See the State Traffic Accident Reporting Manual for specific instructions in completing this report.</i> • SECTOR can also be utilized in place of this paper form.
State Crime Lab Examination Request	This form will be completed whenever an officer is submitting narcotics or other evidence to the Washington State Crime Lab for analysis.	
State DUI Report	This report will be completed whenever a subject is arrested for driving while intoxicated.	
State Toxicology Lab Request	This form will be completed whenever an officer is submitting blood/urine to the State Crime Lab for analysis.	

Report Name	Use	Special Instructions
Statement Form	This form will be used whenever an officer is taking a written statement.	
Statement Form (with Miranda Waiver)	This Statement Form includes a Miranda Waiver that is used when an officer deems it necessary to advise an individual of their rights prior to taking a statement.	
Stolen/Lost Property Form	This report will be used to list property that is stolen or lost.	<ul style="list-style-type: none"> ● The form may be left with the victim for them to complete if the necessary identification information for stolen property is not available at the time the officer is at the scene. If the officer selects to leave the form with the citizen, the officer should complete the case number and nature code for the citizen. ● An officer will notify the Records Unit of stolen items with a serial number or "owner applied number" for appropriate WACIC/NCIC entry. ● Officers can also direct-enter this information into Spillman.
Supplemental Report Form	Whenever an officer conducts follow up to an investigation and completes any additional report forms or adds narrative, the Supplemental Report will be used. This report will also be completed when additional information regarding the case and/or disposition of suspect(s) is provided by any other person.	<ul style="list-style-type: none"> ● Officers can also direct-enter this information into Spillman.
Suspect Report Form	This report will be used whenever information exists regarding a suspect or a possible suspect, this includes investigations that include only a partial description of the suspect. EXCEPTION: NON-CUSTODIAL TRAFFIC MISDEMEANORS. If PC exists for the arrest of an outstanding suspect the original suspect form and a completed <u>Superform</u> will be placed in the case jacket; efforts may be coordinated with the Crime Analyst to create bulletins as needed.	<ul style="list-style-type: none"> ● <i>Reminder:</i> An officer is required to complete every box on forms. This is especially important in regards to the Jail Info box on this form. ● An officer can also direct-enter all of the Suspect Report Form information into Spillman.
Traffic Incident Report	This report will be completed whenever an officer is at the scene of a collision that does not meet the reporting requirements of RCW 46.52.030. The copies of the report may be distributed to the involved parties at the scene.	<ul style="list-style-type: none"> ● Officers can also direct-enter this information into Spillman.
Trespass Letter	This letter should be provided to any business representative or private resident who wishes to post their property for trespass enforcement. <i>This letter must be filed with the police department prior to any enforcement action.</i>	

Report Name	Use	Special Instructions
Trespass Notice	This notice may be used when a business or private residence has filed with our department a Trespass Letter and wishes to have a subject trespassed from their property.	
Vehicle Report Form	<p>This report will be used whenever a vehicle is impounded by officer request, or the registered owner/driver has been arrested and is requesting the vehicle be released/left at the scene and the officer elects not to impound the vehicle.</p> <p>This report may only be used as the Incident Report (face page) for the below listed types of cases:</p> <ul style="list-style-type: none"> ● Stolen and/or Recovered Vehicle Report – with no other related crimes. ● Traffic related Impound (non-arrest) 	<ul style="list-style-type: none"> ● Officers will notify the Records Unit immediately for any WACIC/NCIC entry for all impounds, stolen and recovered vehicles. ● Officer will obtain the signature of the Records Unit employee that completed the WACIC/NCIC entry. ● Other than vehicle impounds, officers can direct-enter the information into Spillman and use the Waiver Form (<i>see below</i>), as needed, to obtain a signature.
Waiver Form	This form will be used to capture an actual physical signature, when required (<i>see the form for a listing of the included waivers – e.g., Medical Release, etc.</i>). A physical copy of this form will be turned into the Records Unit for recordkeeping purposes.	<ul style="list-style-type: none"> ● For use in conjunction with reports that are direct-entered into Spillman electronically, but still require a signature. ● Officers must still adhere to all necessary requirements for any type of WACIC/NCIC entry.
Warrant Arrest Form	This report will be completed whenever a subject is arrested for an outstanding warrant and there are no additional charges or criminal investigation involving the subject. If a Suspect Report is completed for an arrestee that also has an outstanding warrant, <u>no</u> Warrant Arrest Form is necessary.	<ul style="list-style-type: none"> ● The officer will notify the Records Unit of any Outside Agency warrant arrest so a Locate can be sent to the entering agency. ● Officers can also direct-enter this information into Spillman.

**FEDERAL WAY POLICE DEPARTMENT
SPECIAL PURPOSE VEHICLES**

The Special Purpose Vehicles Table is in compliance to MOS 41.1.3. All members of the Federal Way Police Department will be responsible to adhere to this table.

SPECIAL PURPOSE VEHICLE	USAGE	QUALIFICATIONS AND TRAINING	PERSON ASSIGNED TO PERFORM MAINTENANCE	LISTING OF EQUIPMENT TO BE MAINTAINED	PERSONS AUTHORIZED TO OPERATE
Motorcycles	To enhance traffic enforcement and accident investigations, traffic officers are assigned motorcycles because of their maneuverability, mobility, and quick response capabilities in crowded situations.	Must successfully complete the CJTC (or equivalent) Motor Officers School. Traffic officers also complete in-house training, as needed.	The Traffic Lieutenant will coordinate repairs as necessary. Each traffic officer is responsible for maintaining the motorcycle assigned to him/her.	The specific equipment needs for motorcycles, which may vary over time, will be overseen and approved by the Traffic Lieutenant.	Traffic officers currently assigned to the Traffic Unit.
Special Weapons and Tactics Vehicle	The Special Weapons and Tactics Vehicle is used to facilitate the transportation of staff and equipment during major incidents or events.	No special qualifications or training required for operation of the Special Weapons and Tactics Vehicle.	The SWAT Commander or his/her designee.	The specific equipment needs for the SWAT vehicle, which may vary over time, will be overseen and approved by the SWAT Commander.	Any licensed Police employee assigned to drive the vehicle.
Evidence Collection Vehicle	The Evidence Collection Vehicle contains the equipment necessary to process a major crime scene for evidence.	No special qualifications or training required for operation of the Evidence Collection Vehicle.	Members of CIS will ensure the van is maintained and the necessary equipment is kept stocked.	The specific equipment needs for the Evidence Collection Vehicle, which may vary over time, will be overseen and approved by the CIS Commander.	Generally, CIS personnel will operate the vehicle. Other personnel may be approved to operate the vehicle by a supervisor.
Bomb Disposal Vehicle	The Bomb Disposal Vehicle is used to facilitate the transportation of staff and equipment to incidents requiring the Bomb Disposal Unit.	No special qualifications or training required for the operation of the Bomb Disposal Vehicle.	A designated member of the Bomb Disposal Unit to be assigned by the BDU Commander.	The specific equipment needs for the Bomb Disposal Vehicle, which may vary over time, will be overseen and approved by the BDU Commander.	Any member of the Bomb Disposal Unit or any other licensed Police employee with authorization from any Commander.

SPECIAL PURPOSE VEHICLE	USAGE	QUALIFICATIONS AND TRAINING	PERSON ASSIGNED TO PERFORM MAINTENANCE	LISTING OF EQUIPMENT TO BE MAINTAINED	PERSONS AUTHORIZED TO OPERATE
Prisoner Transport Van	The Prisoner Transport Van allows for the safe and secure transportation of multiple prisoners.	No special qualifications or training required for operation of Prisoner Transport Van.	The Lieutenant assigned responsibility for the officer in the Court Transportation position will coordinate repairs, as necessary.	The Prisoner Transport Van contains a mounted rack to carry a shotgun or rifle and a first aid kit.	During normal court hours the Prisoner Transport Van will be reserved for the officer performing the court transportation duties. Other personnel may be approved to operate the van by a supervisor.
Radar Trailer	The Radar Trailer provides visual feedback to motorists on actual speed. The trailer is set up in various locations throughout the city.	No special qualifications. Minimum training required on the set-up of the trailer.	The Traffic Lieutenant coordinates the service, maintenance and repair of the Speed Trailer.	Does not contain any specialized equipment.	A volunteer that has received the training in the set up of the Radar Trailer is responsible for placing the trailer at a pre-determined location.
Bicycles	Bicycles are considered patrol vehicles and may respond to nearby calls for service. They may also be assigned to areas where their strengths may be employed, such as; community meetings, malls, special events, etc. Bicycles provide high visibility, easy access to the public, and a quick response in a limited area.	Must successfully complete an approved Bicycle certification course.	The SOU Lieutenant will coordinate repairs as necessary. Each SOU or SRO officer will be responsible for maintaining the bicycle assigned to them.	<ul style="list-style-type: none"> ● Bicycle Helmet ● Bicycle Gloves ● Safety Glasses ● Approved Uniform 	<ul style="list-style-type: none"> ➤ SOU and SRO officers, with the required training, may use at their own discretion (unless otherwise directed by their supervisor). ➤ Patrol officers, with the required training, must have the approval of their supervisor.

SPECIAL PURPOSE VEHICLE	USAGE	QUALIFICATIONS AND TRAINING	PERSON ASSIGNED TO PERFORM MAINTENANCE	LISTING OF EQUIPMENT TO BE MAINTAINED	PERSONS AUTHORIZED TO OPERATE
Parks and Recreation Dept. Bus	The passenger bus is used for various tasks such as moving large groups or equipment, or serving as a command post during some field operations	Operators must possess a commercial driver's license, or receive training and review of competency by a qualified department employee.	City of Federal Way Fleet Manager	Does not contain any specialized equipment.	Any person that meets the listed qualifications. Requests to use the bus must be provided 48 hours prior to intended use and be approved by a supervisor. A Commander may approve emergency use.
K-9 Vehicle	The K-9 Vehicle has been specifically designed to facilitate the transportation of the K-9 officer.	No specialized training is necessary for the operation of the K-9 vehicle.	The K-9 Handler is responsible for the maintenance of the vehicle	The specific equipment needs for a K-9 vehicle, which may vary over time, will be overseen and approved by the K-9 Commander.	The K-9 handler is the only employee authorized to operate the vehicle while the K-9 officer is on-duty and in the vehicle.
Dual-Sport Motorcycle	To enhance safety in parks and on trails within the city of Federal Way. The primary focus is the enforcement of state laws and city codes in and around city parks and trails, and addressing inappropriate behaviors and activity in these locations.	<p>- Obtain and hold the applicable Department of Licensing Motorcycle Endorsement.</p> <p>- Demonstrate the ability to show proficiency in an in-house motorcycle qualification cone pattern course on a dual-sport motorcycle, on pavement and dirt. Approved operators may also be required to demonstrate proficiency in off-road orientation on city trails.</p> <p>- The Traffic Lieutenant may, at their discretion, re-certify any or all personnel when and as needed.</p>	The Traffic Lieutenant will be responsible to ensure the necessary maintenance occurs.	<ul style="list-style-type: none"> ● Approved BDU Pants & Shirt, or issued jumpsuit ● Duty Belt & issued firearm ● Uniform Boots ● Approved Motorcycle Helmet (with an approved communications system) ● Gloves ● Eyewear (approved glasses or goggles) 	<p>The Traffic Lieutenant will evaluate, authorize, and update a list of appropriately trained personnel and may remove an officer from the authorized operator's list, at any time, for cause.</p> <p>NOTE: officers will operate the dual-sport motorcycles in pairs, whenever possible, unless specifically approved to operate in a solo capacity by the Traffic Lieutenant.</p>

SPECIAL PURPOSE VEHICLE	USAGE	QUALIFICATIONS AND TRAINING	PERSON ASSIGNED TO PERFORM MAINTENANCE	LISTING OF EQUIPMENT TO BE MAINTAINED	PERSONS AUTHORIZED TO OPERATE
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Animal Services Truck	The Animal Services Truck(s) is used to facilitate the enforcement of Animal Services laws and regulations and the collection and transportation of domestic animals.	No specialized training is necessary for the operation of the Animal Services truck(s).	The Animal Services Officer(s) is responsible for the maintenance of the vehicle.	<ul style="list-style-type: none"> ● Catch Pole(s) ● Microchip Scanner ● Various other animal containment equipment 	Vehicle is reserved for use exclusively by the Animal Services Officer while they are on-duty. During times when an Animal Services Officer is not on-duty, other personnel may be approved to operate the vehicle by a supervisor.
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FEDERAL WAY POLICE DEPARTMENT VEHICLE EQUIPMENT TABLE

The Vehicle Equipment Table is in compliance with 41.3.2. All members of the Federal Way Police Department will be responsible to complete the inspection as described in 41.3.2 Patrol Vehicle Equipment.

Exterior**		
EQUIPMENT TYPE	MARKED	UNMARKED
Emergency Lighting (includes ALL emergency lighting options, such as "wig/wags" or visor lights, etc. – emergency lighting options may vary from vehicle to vehicle; the Quartermaster will oversee and determine the necessary lighting options appropriate to each vehicle)	✓	✓
Siren / Controller / Speaker	✓	
Pit Bar / Push Bumpers	✓	
Interior**		
EQUIPMENT TYPE	MARKED	UNMARKED
Prisoner Partition	✓	
Prisoner Seat	✓	
Gun Rack	✓	
Police Radio	✓	
Police Radio Charging Unit*		✓
Flashlight Holder/Charger	✓	
Mobile Computer Terminal	✓	
Vehicle Insurance/Registration	✓	✓
Trunk		
EQUIPMENT TYPE	MARKED	UNMARKED
Sharps Container	✓	
Flares	✓	
First Aid Kit	✓	✓
Stop Sticks	✓	
Emergency (Space) Blanket	✓	✓
CPR Mask	✓	✓
Fire Extinguisher	✓	✓
Latent Fingerprint Kit	✓	
Spare Tire	✓ (except Dodge Chargers)	✓ (except Dodge Chargers)
WMD Kit	✓ (except vans)	

* ONLY required in unmarked vehicles utilized by sworn personnel

** Any change to the listed equipment or an exception must be overseen and approved by the Quartermaster.

NOTE: This table applies to a standard patrol vehicle, with exceptions as noted; refer to MOS 41.1.3 for specialty vehicles.

**FEDERAL WAY POLICE DEPARTMENT
WRITTEN DIRECTIVES SYSTEM TABLE**

The Written Directives System Table is in compliance with MOS 12.2.1 and all members of the Federal Way Police Department will be responsible for adhering to this table.

TYPE	POSITIONS AUTHORIZED TO ISSUE	PURPOSE	INDEX SYSTEM	SCHEDULE FOR UPDATING	POSITION RESPONSIBLE FOR UPDATING	DISTRIBUTION	REVIEW PROCESS
MANUAL OF STANDARDS	Chief of Police	Announce adoption or revision of principles and/or practices that have an impact department-wide or affect the quality of service to the community and are for the indefinite future.	Numbered to correspond with the Commission on Accreditation for Law Enforcement Agencies (CALEA) Program Standards Manual.	Reviewed on an ongoing basis. Revisions which are deemed to be necessary immediately may be made at the Chief's discretion.	Accreditation Coordinator	Each Department employee must sign to acknowledge they will be responsible for understanding the content of the MOS and will be held accountable to these standards; an electronic signature will be deemed as acceptable (this may include an electronic receipt, under the correct circumstances). Updated versions will be issued on an as-needed basis and distributed accordingly via the appropriate means. Corresponding training will be provided when necessary. A current version of the MOS will be maintained electronically.	All revisions/updates, as deemed necessary by the Accreditation Manager, will be reviewed on an as-needed basis by the Law Department, Human Resources, Collective Bargaining Units, and/or Command Staff.
SPECIAL ORDERS	Chief of Police	Used to implement principles and/or practices needed to govern an objective or event that is specific and short term or change/add a practice until MOS revised.	Numbered consecutively with the last two digits of the year issued followed by the sequential number for that year.	Self-canceling after objective is reached, event occurs, or upon incorporation into MOS; orders will be maintained in Special Orders Manual for a period of two years.	Accreditation Coordinator	Sent electronically to every employee within the Department. Opening of the electronic document is tracked and serves as receipt of the Order. Master copies of the Special Orders Manual will be available with: § the Executive Assistant to the Office of the Chief § the Accreditation Coordinator Special Orders will be maintained electronically and available for viewing online.	Special Orders shall also be reviewed, as deemed necessary by the Accreditation Manager, by the Law Department, Human Resources, Collective Bargaining Units, and/or Command Staff.
PERSONNEL ORDERS	Chief of Police	Direct any change regarding department members, such as rank, title, or assignment of employees.	Numbered consecutively with the last two digits of the year issued followed by the sequential number for that year.	§ Maintained electronically for two years. § May be maintained in an affected employee's Personnel file.	Executive Assistant to the Office of the Chief	Distributed electronically to all staff department-wide. Master copies of all Personnel Orders will be maintained electronically by the Executive Assistant to the Office of the Chief.	No review necessary for the issuance of Personnel Orders.

Redaction Log:

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Police – Non-Disclosure Essential to Effective Law Enforcement - Devices. RCW 42.56.240(1) exempts from public disclosure specific intelligence information and specific investigative records compiled by law enforcement, the nondisclosure of which is essential to effective law enforcement or for the protection of any person’s right to privacy. This document contains information about particular devices that may be used to overcome or thwart efforts of law enforcement, which information was compiled and shared amongst various law enforcement agencies. Releasing this information to the general public would increase awareness of these devices and impair law enforcement efforts to maintain public order and safety. Therefore, sensitive information, the non-disclosure of which is essential to effective law enforcement, was redacted from the identified document. Where sensitive information could not be redacted to preserve law enforcement efforts, the entire document was withheld as indicated.

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Police – - Specific Intelligence/Investigative Information. RCW 42.56.240(1) exempts from public disclosure specific intelligence information and specific investigative records compiled by law enforcement, the nondisclosure of which is essential to effective law enforcement. The nondisclosure of these records is essential to effective law enforcement and its ability to utilize existing resources, networks, or structures for assessing and addressing the problems associated with criminal street gangs. The requested documents fall within this description, are exempt from disclosure, and have been withheld.

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Police – Non-Disclosure Essential to Effective Law Enforcement - Devices. RCW 42.56.240(1) exempts from public disclosure specific intelligence information and specific investigative records compiled by law enforcement, the nondisclosure of which is essential to effective law enforcement or for the protection of any person’s right to privacy. This document contains information about particular devices that may be used to overcome or thwart efforts of law enforcement, which information was compiled and shared amongst various law enforcement agencies. Releasing this information to the general public would increase awareness of these devices and impair law enforcement efforts to maintain public order and safety. Therefore, sensitive information, the non-disclosure of which is essential to effective law enforcement, was redacted from the identified document. Where sensitive information could not be redacted to preserve law enforcement efforts, the entire document was withheld as indicated.