



014 - D.V. Incidents Involving Department Employees

Originator: Domestic Violence Unit

Effective Date: 11/2/2007

Department Policy

The Seattle Police Department places the highest priority on the thorough and timely investigation of incidents of domestic violence. On occasion, a police department employee is involved. These situations can be complex and emotional, involving mandatory reporting, mandatory arrest, and primary aggressor issues. To ensure that our response to domestic violence involving employees is thorough, fair, and in accordance with law and Department policy, the following protocol is established.

Allegations involving Seattle Police Department Employees

- I. Whenever an officer or sergeant responds to a call of domestic violence and determines that:
 - A. There is any allegation that a domestic violence crime has been committed; and
 - B. Either of the involved parties (suspect or victim) is an employee of the Seattle Police Department; then
- II. An on-duty commander of the permanent rank of lieutenant will respond to the scene. In the event a lieutenant is not available, a supervisor of the permanent rank of sergeant will respond.
 - A. The on-scene commander (responding lieutenant or sergeant per above) will ensure that a General Offense Report is completed (as mandated by RCW 10.99.030), and will be responsible for the following:
 1. Overall coordination of the primary investigation, including primary aggressor and arrest screening.
 2. Addressing victim safety issues.
 3. Call-out of Domestic Violence detectives or other personnel as necessary.
 4. Ensuring use of Department guidelines for a thorough primary investigation.
 5. The on-scene commander will notify the Duty Commander of all the pertinent details of the investigation as soon as possible. The Duty Commander will brief the Command Staff at the earliest opportunity (no later than the next business day)

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- B. A VMAIL titled "Alert Packet" will be sent to the Domestic Violence Unit, the employee's chain of command, and the Records transcription queue. The VMAIL will contain the General Offense Number. Copies of any paper documents will be placed in an Alert packet and hand carried to the Domestic Violence Unit and the employee's chain of command.

Seattle Police Department Employees identified as the Primary Aggressor

- I. If it is determined that the primary aggressor is a Department employee, the on-scene commander is responsible for the following additional actions:
 - A. When mandatory arrest provisions apply, the arrest will be made in accordance with current law and policy. If the suspect has left the scene, a reasonable effort will be made to locate him/her and effect a custodial arrest. All efforts in this regard should be thoroughly documented.
 - 1. Whenever a physical arrest of an employee is made, the OPA IS Commander and the Duty Commander will be notified.
 - 2. Notification of arrests should also be made to the affected employee's Section and Bureau Commanders, to Public Affairs Unit, and to the Chief of Police.
 - 3. In the event of an arrest of a Department employee, the involved employee shall be informed that his/her duty status is suspended, in accordance with the SPD manual and applicable collective bargaining agreements. If the employee is in physical possession of his/her duty weapon, badge, and/or identification card, the on-scene commander will assume custody of these items and deliver them to the involved employee's Bureau Commander at the beginning of the next business day. In the event of suspension, the on-scene commander should be prepared to brief the involved employee's Bureau Commander at the beginning of the next business day.
 - B. When mandatory arrest provisions do not apply, the scene commander will determine the appropriate action in accordance with the Department's pro-arrest DV policy and the goal of enhancing victim safety.
 - II. The on-scene commander will ensure that the victim is provided with information and assistance regarding shelters and other victim services (Contact the department Victim Support Team Supervisor via the Domestic Violence Unit).
 - III. The Duty Commander will be notified (if not already contacted) and provided with the details of the incident. The Duty Commander shall brief the Command Staff at the earliest opportunity (no later than the next business day).
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- IV. A VMAIL titled "Alert Packet" will be sent to the OPA Investigations Section, the Domestic Violence Unit, the employee's chain of command, and the Records transcription queue. The VMAIL will contain the General Offense Number. Copies of any paper documents will be placed in an Alert packet and hand carried to the OPA Investigations Section, the Domestic Violence Unit, and the employee's chain of command.
- V. The OPA Investigations Section shall have lead responsibility for completing investigations of domestic violence involving a Department employee as a suspect, with the assistance of the Domestic Violence Unit.

Allegations Involving Employees Of Other Police Departments

- I. Whenever an officer or sergeant responds to a call of domestic violence and determines that:
 - A. There is any allegation that a domestic violence crime has been committed; and
 - B. Either of the involved parties is an employee of another police department; then
- II. An on-duty commander of the permanent rank of lieutenant will respond to the scene. In the event a lieutenant is not available, a supervisor of the permanent rank of sergeant will respond, and the Duty Commander will be contacted and consulted.
 - A. The on-scene commander (responding lieutenant or sergeant per above) will ensure that a General Offense Report is completed (as mandated by RCW 10.99.030), and will be responsible for the following:
 - 1. Overall coordination of the primary investigation, including primary aggressor and arrest screening.
 - 2. Addressing victim safety issues.
 - 3. Call-out of detectives or other personnel as necessary.
 - 4. Ensuring use of Department guidelines for a thorough primary investigation.
 - B. If needed, the on-scene commander is encouraged to consult with the OPA IS Commander, DV-Commander, or other appropriate Captain or Assistant Chief.
- III. If it is determined that the police department employee is the primary aggressor, the on-scene commander will notify that employee's department.

Employee-Related Incidents Occurring Outside The City of Seattle

- I. Any personnel receiving information regarding a domestic violence incident, which has occurred outside the city and involves a SPD employee, shall immediately notify a supervisor.
 - A. The supervisor shall contact the appropriate law enforcement agency and gather as many facts as possible. The supervisor shall also request copies of all reports related to the incident.
 1. If the SPD employee has been placed under arrest, the OPA IS Commander and the Duty Commander shall be notified. Notifications will also be made to the employee's Section and Bureau Commanders, Media, the appropriate Deputy Chief, and the Chief of Police. The Duty Commander shall respond to the scene of the domestic violence investigation.
 - a. The Duty Commander shall notify the arrested employee that his or her duty status is suspended. The Duty Commander shall take possession of the employee's duty weapon, badge and Department ID and deliver them to the employee's Bureau Commander at the beginning of the next business day. The Duty Commander shall document these actions in a Memorandum to the Chief of Police.
 - b. The Duty Commander will cooperate with the local law enforcement agency. No recommendations or requests regarding case disposition shall be made.
 2. If the SPD employee has not been placed under arrest, only the Chief of Police and Deputy Chiefs will be notified. The Duty Commander shall determine whether a response is appropriate, depending on the facts as related by the reporting jurisdiction.
 - B. The Duty Commander will brief the Command Staff at the earliest opportunity (no later than the next business day). At this time, the Duty Commander will also provide the Chief of Police with copies of all records transmitted by the reporting agency.
 - C. In the event that the SPD employee is not placed under arrest, an OPA IS investigation will be initiated only at the written direction of the Chief of Police.

Employee Support

- I. Employees who may be affected by domestic violence are encouraged to contact the victim advocates in the Domestic Violence unit, or the EAP administrator within Human Resources. The

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Department's wish is to provide confidential support and assistance to employees struggling in this difficult circumstance.