

Seattle Police Department

ORIENTATION PACKET Lateral Officer



Human Resources

Orientation

In preparation for orientation please do the following:

- Read the Employee Benefits Guide
- Bring original Social Security Card
- Bring original Drivers License or ID Card
- Fill out forms completely (except serial number and employee number, unless given).
- Be sure forms requiring signatures are signed, including signatures of others if necessary.

During orientation you will have an opportunity to ask questions and make changes to your selections. If you have questions prior to orientation, please call.



Questions?

Please contact an
Orientation Coordinator:

Elena Capmare

Personnel Spec. Trne./Benefits
SPD_HR_Benefits@seattle.gov
206.684.8690

Vaughn Thompson

Personnel Spec. Asst.
vaughn.thompson@seattle.gov
206.684.3788

Heidi Wood

MSA/Benefits, Supervisor
SPD_HR_Benefits@seattle.gov
206.684.8781

Seattle Police Headquarters
610 5th Avenue, 6th Floor
Seattle, WA 98104



Pay

The pay period begins on a Wednesday and runs for 14 calendar days ending on a Tuesday. The pay date is in 10 calendar days on a Friday.

Pay information can be viewed through Employee Self Service along with other information.

Verification

Employment Eligibility Verification (Form I-9)

Read and fill out Section 1 of the *Employee Information and Attestation* page. Please bring your original documents from the *List of Acceptable Documents* to orientation.



Mission Statement and Priorities



***Prevent Crime, Enforce the Law
& Support Quality Public Safety
by Delivering Respectful, Professional
& Dependable Police Services.***

Best Practices in Policing

Use best practices that include officer safety guidelines and performance-based accountability to provide progressive and responsive police services to crime victims, witnesses and all members of the community.

Ethics and Integrity

Foster an organizational culture where fundamental values are integrity, accountability, ethical decision-making, and respect for civil and constitutional rights.

Community Partnership

Strengthen links with all community members and associations through open communications, mutual responsibility, and a commitment to service.

Identify, Prioritize & Solve Problems

Identify and prioritize crime prevention and law enforcement challenges using a flexible problem-solving approach that achieves results.

Management & Organizational Efficiency & Effectiveness

Structure the organization to support the SPD mission and field a well-trained sworn and non-sworn workforce that uses technology, training, equipment, and research strategically and effectively.
