

1/29/2026

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

Dear Director Glenn,

Please see the Management Recommendation response below:

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

**Topic:** Parking Enforcement Manual - Publication

**Summary of the Management Action:**

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

**Original Recommendation:**

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

**Action Taken:**

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

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

**UPDATE 1/26/2026**

The PEO manual update includes the following to address the issue of detention:

***Detentions Prohibited***

*PEO's shall not detain people.*

*In holding a position as a PEO special authority to perform specific duties are granted based upon our employment status under SMC 11.16.20 and SMC 11.16.40. These include but are not limited to: parking enforcement related to applicable SMC and RMC, issuance of citations, authorization to impound vehicles, authorization to perform traffic control (when not overriding a signal),*



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***This does not include detaining people.***

*PEO's should not use their vehicle to purposefully block a citizen from leaving a contact.*

*In daily activities the PEO is expected to have contact with the public, however that contact must be within the voluntary contact category as defined in **SPD Policy 6.220**.*

**SPD Considers this Management Action:  
Partially Implemented/Partially Not Feasible**

Please contact me if you have additional questions or concerns.

Sincerely,

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

Shon F. Barnes Ph.D.  
Chief of Police