

The City of Seattle
Department of Human Resources
Fire/Police Exam Unit

EXAMINATION ANNOUNCEMENT
POLICE SERGEANT

Seattle Municipal Code Chapter 4.08 specifies that candidates shall be provided notice of the time and place and general scope of promotional exams not less than 180 days preceding such examination. The next written examination for the rank of Police Sergeant will be administered on Saturday, March 2, 2024, and the assessment center exercises will be conducted on April 6 & April 8, 2024. Candidates will need to be available for part of both days for the administration of exam exercises.

The material outlined below is the FINAL bibliography for the written exam. The online application for this examination will be open on the City's Department of Human Resources web site during the period of January 3–17, 2024. Following are the criteria for participation in this examination process, along with the FINAL bibliography.

WHO MAY APPLY: This promotional exam is open to City employees who have received a regular Civil Service appointment to a permanent position of Police Officer in the Seattle Police Department, and who meet the following minimum qualifications:

EDUCATION: Graduation from high school or satisfactory completion of the General Education Development Test.

EXPERIENCE: Five years of experience as a law enforcement officer in the Seattle Police Department is required for promotion to the rank of Sergeant. Officers who will have 5 years in grade as a sworn officer during the life of the eligibility register (July 14, 2024 – July 13, 2026) may take the test for delayed eligibility.

SUBSTITUTION: A four-year degree may be substituted for one year of the required experience. Candidates using the educational substitution must submit their college transcripts for review at the time of filing for the exam.

SCOPE: The examination will include questions on the following job-related knowledge, skills, and abilities:

- I. Supervisory and General Management Skills
- II. Handling Police Supervisory Problems
- III. Laws, Policies, Procedures, and Court Decisions
- IV. Crime Scene Supervision

FINAL BIBLIOGRAPHY: The following sources will be used to develop the exam:

SPD Manual Sections

- SPD Manual Sections – Title 1:
- 1.020 Chain of Command
 - 1.070 Training
 - 1.075 Failure to Complete Required Training
 - 1.090 Ticket Chain of Custody
 - 1.100 Ticket Audits
 - 1.110 Public Information
 - 1.112 Responding to Requests from Elected Officials
 - 1.115 Media Release: Officer-Involved Shootings
- SPD Manual Sections – Title 2:
- 2.020 Appointments & Probation
 - 2.030 Retirement & Separations
 - 2.070 Performance Evaluation
- SPD Manual Sections – Title 3:
- 3.035 Reasonable Accommodation (ADA)
 - 3.040 Infectious Diseases Exposure and Control
 - 3.050 Coordinating Officer Fatalities
 - 3.070 Early Intervention System
 - 3.080 Travel Training System
 - 3.090 Employee Recognition Awards Program
 - 3.170 Honoring Fallen Officers
- SPD Manual Sections – Title 4:
- 4.000 Employee Move Tracking System (EMT)
 - 4.005 Police Employee Data System (PEDS)
 - 4.010 Employee Time Off
 - 4.015 Restricted Time Off for a Pre-Planned Event
 - 4.020 Reporting and Recording Overtime/OOC Pay
 - 4.030 Jury Duty
 - 4.040 Sick Leave
 - 4.050 On-Duty Illness or Injury
 - 4.060 Long Term Disability Benefits
 - 4.070 Limited Duty Assignments
 - 4.080 Pregnancy
 - 4.090 Leave of Absence Without Pay
 - 4.100 Family and Medical Leave
 - 4.110 Sick Leave Donation
 - 4.120 DV, Sexual Assault, and Stalking Leave
 - 4.130 Military Leave
 - 4.140 Military Spouse/Domestic Partner Leave
 - 4.150 Bereavement Leave

SPD Manual Sections, Cont.

- SPD Manual Sections – Title 5:
- 5.001 Standards and Duties
 - 5.002 Responsibilities of Employees Concerning Alleged Policy Violations
 - 5.010 Civil Actions
 - 5.020 Gifts and Gratuities
 - 5.030 Preparing for Criminal Case Interviews
 - 5.040 EEO Complaints and Investigations
 - 5.060 Employee Political Activity
 - 5.100 Operations Bureau Individual Responsibilities
 - 5.120 Off-Duty Employment
 - 5.125 Social Media
 - 5.130 Supervisor/Employee Relationships
 - 5.140 Bias-Free Policing
 - 5.150 Use of Private Vehicles for City Business
 - 5.160 Observation of Officers
 - 5.170 Alcohol and Substance Use
 - 5.180 Carrying Weapons Into King County Superior Court
 - 5.190 Court Appearances and Legal Proceedings
 - 5.210 Law Enforcement Flying Armed
- SPD Manual Sections – Title 6:
- 6.010 Arrests
 - 6.020 Interactions with Foreign Nationals
 - 6.030 Body Cavity Searches
 - 6.060 Collection of Information for Law Enforcement Purposes
 - 6.120 Impounding Vehicles
 - 6.130 Informant Management
 - 6.135 Cooperating Witnesses
 - 6.140 Locating a Cell Phone During an Emergency
 - 6.150 Advising Persons of Right to Counsel/Miranda
 - 6.180 Searches-General
 - 6.181 Performing Inventory Searches
 - 6.185 Search Warrants
 - 6.210 Strip Searches
 - 6.220 Voluntary Contacts, Terry Stops & Detentions
 - 6.250 Use of Non-SPD Canines
 - 6.280 Warrant Arrests and Pre-Planned Arrest Operations

SPD Manual Sections, Cont.

- SPD Manual Sections – Title 7: 7.010 Submitting Evidence
7.020 Found Property
7.030 Firearms, Ammunition & Shell Casings
7.040 Dangerous or Hazardous Evidence
7.050 Checking Out Evidence for Court
7.060 Releasing Evidence
7.080 Money Evidence
7.090 Photographic Evidence
7.100 Fingerprint Evidence
7.110 Recorded Statements
7.120 Narcotics Evidence
7.150 Non-Detainee Property for Safekeeping
- SPD Manual Sections – Title 8: 8.000 Interim Policy - Use of Force Core Principles
8.050 Interim Policy - Use of Force Definitions
8.100 Interim Policy - De-Escalation
8.200 Interim Policy - Using Force
8.300 Interim Policy - Use of Force Tools
8.310 Interim Policy - OC Spray Chain of Custody
8.400 Interim Policy - Use of Force Reporting and Investigation
8.500 Interim Policy - Reviewing Use of Force
- SPD Manual Sections – Title 9: 9.010 Employee Dress Standards
9.020 Uniform
9.030 Equipment
9.050 Clothing Allowance and Reimbursement for Personal Property
9.060 Firearms
9.065 Firearms Training and Qualification
- SPD Manual Sections – Title 10: 10.010 Parking at Department Facilities
10.020 Physical Security of Police Facilities
10.060 Holding Cell and Security Video
- SPD Manual Sections – Title 11: 11.010 Detainee Management
11.020 Transportation of Detainees
11.025 Jail Booking Declines
11.030 Guarding Detainees at a Hospital
11.040 Booking Adult Detainees into Detention Facility
11.050 Detainee Property

SPD Manual Sections, Cont.

- SPD Manual Sections- Title 12: 12.010 Communications
12.040 Department-Owned Computers, Devices & Software
12.050 Criminal Justice Information Systems
12.070 Department Publications
12.080 Disclosure of Department Records
12.110 Use of Department E-Mail & Internet Systems
12.111 Use of Cloud Storage Services
- SPD Manual Sections-Title 13: 13.010 Collisions Involving Department Vehicles
13.030 Emergency Vehicle Operations
13.031 Interim Policy - Vehicle Eluding and Pursuits
13.040 Patrol Operations Equipment, Police Vehicles,
Facilities
13.050 Policing by Mountain Bike
13.080 Use of Department Vehicles
- SPD Manual Sections –Title 14: 14.001 Mobilization Alert and Gold/Blue Deployment Plan
14.040 Hazardous Conditions
14.060 Serious Incident Plan
14.070 Serious Injury or Fatality to Officer
14.080 Task Force Mobilization
14.090 Interim Policy - Crowd Management, Intervention and
Control
- SPD Manual Sections- Title 15: 15.010 Arson Investigations
15.015 Bomb Threats & Explosive Devices
15.020 Charge-By-Officer (CBO)
15.030 False Reporting / Swatting
15.055 Death Investigation
15.080 Follow-up Unit Notification & Follow-up Investigation
15.100 Kidnapping
15.110 Investigating Custodial Interference
15.120 Responding to Bias Crimes and Incidents
15.130 Missing Persons
15.180 Primary Investigations
15.185 Vulnerable Adults-Elder Abuse & Neglect
15.190 Auto Theft and Recovery
15.200 Retail Theft Program
15.215 Seizing and Releasing Firearms
15.220 Child Welfare
15.230 Animal Control
15.250 Interpreters and Translators

- 15.260 Collision Investigations
- 15.265 SR 99 Bore Tunnel Response
- 15.270 Trespass Warning Program
- 15.280 DUI Investigations
- 15.330 Responding to Threats & Assaults on Officers
- 15.335 CAD Cautions
- 15.340 Robbery Response
- 15.350 Significant Incident Reports (SIRs)
- 15.360 Use of Mobile Fingerprint ID Devices (Mobile IDs)
- 15.370 Sexual Assault Investigation
- 15.380 SECTOR
- 15.390 Domestic Violence Incidents Involving Dept
Employees
- 15.400 Domestic Violence Court Orders
- 15.405 Extreme Risk Protection Orders (ERPO)
- 15.410 Domestic Violence Investigation
- SPD Manual Sections-Title 16: 16.030 Ride-Along Program
- 16.050 Death Notifications
- 16.060 King County Sheriff's Office Air Support Unit
- 16.080 Fireworks Disposal and Disposition
- 16.090 In-Car & Body-Worn Video
- 16.100 Patrol Training and Publications
- 16.110 Crisis Intervention
- 16.130 Providing Medical Aid
- 16.135 Acute Behavior Disorder
- 16.170 Automatic License Plate Readers
- 16.190 Labor Management Disputes
- 16.200 Interaction with Gender-Diverse Individuals
- 16.230 Issuing Tickets and Traffic Warnings
- 16.231 Cancelling and Voiding Tickets
- 16.232 Traffic Stops
- 16.240 Mutual Aid
- 16.300 Interim Policy – Canines

- Interim Policy - BolaWrap Pilot Program

SPD Training Digest

- TD 13-00002 Open Carry of Firearms
- TD 14-00013 Landlord/Tenant Complaints
- TD 14-00018 Hostage-Barricaded Persons Guidelines
- TD 15-00001 Public Disturbance Noises
- TD 17-00001 Joel's Law
- TD 18-00001 DUI Detection and Investigations Guide
- TD 18-00002 How to Use the DRAEGER ALCOTEST 9510
- TD 18-00003 How to Get a DUI Blood Warrant

LAW ENFORCEMENT DIGEST CASES (LED EDITOR COMMENTS NOT INCLUDED)

May 2021

United States v. Brown
State v. Pines

June 2021

Lange v. California
State v. Bass

July 2021

State v. Meredith

August 2021

City of Seattle v. Long
State v. Bass

October 2021

State v. Jones

November 2021

State v. Moreno

December 2021

City of Seattle V. Buford-Johnson

January 2022

State v. Braun

February 2022

State v. Abdi-Issa

March 2022

State v. Elwell

April 2022

United States v. Hylton

May 2022

State of Washington v.
M.Y.G. and I.A.S.

July 2022

United States v. Willy
Washington v. Moses

August 2022

J.K.J. v. City of San Diego
Manriquez v. Ensley

September 2022

Johnson v. City Grants Pass
State v. Ibarra Erives

October 2022

State v. Valdiglesias LaValle

December 2022

United States v. Anderson

January 2023

United States v. Baker

March 2023

United States v. Taylor

April 2023

State v. Giberson

PUBLISHED REPORTS:

“Best of Harvard Business Review on Emotionally Intelligent Leadership, 2nd Edition”
(Compilation of reports published by HBR, 50 pages)

“Rethinking the Police Response to Mass Demonstrations” (Report published by the
Police Executive Research Forum, February 2022, 64 pages)

CONTRACT

Seattle Police Officer’s Guild Contract (including all appendices and attached MOA’s)

MANAGEMENT/LEADERSHIP TEXT

Biased: Uncovering the Hidden Prejudice That Shapes What We See, Think, and Do,
by Jennifer Eberhardt, Ph.D., published 2019

Challenging the Law Enforcement Organization: Proactive Leadership Strategies,
updated edition by Jack E. Enter, Ph.D., published 2022

Consultant/Special Examiners

The exam will be developed by Testing for Public Safety, in cooperation with the appointed special examiners.

Test Materials

The Fire and Police Exam Unit of the Seattle Department of Human Resources is working on organizing exam resource materials (with the exception of the management texts listed above) into a grouping of scanned documents that candidates will be able to access from the SPD In-Web. **PLEASE NOTE: It is expected that the compiled exam-specific resource documents will be made available from the SPD In-Web on or about September 15, 2023.**

September 1, 2023

Rachael Schade, Police Exams Administrator
Seattle Department of Human Resources
Fire & Police Exam Unit