



Seattle Police Department

Human Resources Section

Policy for Directives and Notices

Per the *Seattle Police Department Policy & Procedure Manual, Section 1.325*, Directives and Notices are official Department publications dealing with policies, procedures, conduct and matters of general importance. Employees shall read and be held accountable for orders and information published therein.

DIRECTIVES

Department Directives shall contain policies and procedures, Special Orders, Bureau Operational Orders, changes in laws, event and training assignment, and information of a nature requiring general distribution and adherence.

Employees shall read all Directives and thoroughly familiarize themselves with their contents. When returning from furlough, vacation, leave, etc., employees shall review any Directives published during their absence.

NOTICES

Department Notices **shall be sent to your Outlook email account and** contain information that is of general interest to Department employees. Examples include available training, retirements and promotions.

When a Notice appears that is directive in nature, it shall have the force and effect of other Department policies, procedures and regulations. Subsequent violations of the provisions of such orders shall be cause for disciplinary action against an employee.

ACKNOWLEDGEMENT

I have read and understand the above *Policy for Directives and Notices*.

Employee's Name Printed

Serial Number

Employee's Signature

Date