

## Policy 106 Policy Updates

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12/4/15  
*[Signature]*

### 106.1 PURPOSE AND SCOPE

The manual of the Spokane Police Department is hereby established and shall be referred to as "The Policy Manual." The Policy Manual is a statement of the current policies, procedures, rules, and guidelines of this department. All employees are to conform to the provisions of this manual. All prior and existing S.O.P. manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized, however, that police work is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

#### 106.1.1 DISCLAIMER

The provisions contained in this Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Spokane Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or employees. Violations of any provision of any policy contained within this manual shall only form the basis for departmental administrative action, training or discipline. The Spokane Police Department reserves the right to revise any policy content, in whole or in part.

### 106.2 RESPONSIBILITIES

The ultimate responsibility for the contents of the manual rests with the Chief of Police. Since it is not practical for the Chief of Police to prepare and maintain the manual, the following delegations have been made:

#### 106.2.1 CHIEF OF POLICE

The Chief of Police shall be considered the ultimate authority for the provisions of this manual and shall continue to issue General Orders which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

#### 106.2.2 COMMAND STAFF

Command staff shall consist of the following:

- Chief of Police
- Assistant Chiefs of Police
- Directors
- Captains
- Deputy Directors

### **106.2.3 POLICY REVISIONS**

All department employees suggesting revision of the contents of the Policy Manual shall forward their suggestion, in writing, through their Chain of Command. Those revisions which are approved by the Chain of Command shall be forwarded to the Office of Professional Accountability (OPA). The OPA will elicit and coordinate, when appropriate, the input of appropriate Subject Matter Experts (SMEs), department members, and other relevant groups.

The OPA will also oversee the policy revisions associated with General Orders issued by the Chief's office, suggested updates published by Lexipol, and those proposed by supervisors and command staff who are responsible for the periodic review of those policies affecting their areas of command.

The OPA has the responsibility for tracking all proposed policy changes through the revision process. New policies shall be delivered in packets by email to all SPD members for review and stored on the "H" drive in the "Recent Policy Manual Revisions" folder.

The OPA shall incorporate the new policies into new versions of the policy manual and archive former copies. Current and former versions of the Policy Manual shall be maintained on the H Drive.

All employees are responsible for keeping abreast of all Policy Manual revisions. All employees will familiarize themselves with policy updates by the listed implementation date.

### **106.2.4 CITY LEGAL REVIEW**

Proposed policy changes, when appropriate, shall be forwarded to City Legal for review prior to final approval. City Legal will provide input and forward any recommendations to the OPA.

### **106.2.5 COMMAND STAFF REVIEW**

Any proposed changes to this manual will be forwarded to Command Staff by the OPA for final review and modification before implementation. Upon the approval of Command Staff, the matter will be forwarded to the Police Chief for final approval.

## **106.2.6 TRAINING CENTER RESPONSIBILITIES**

Once a policy has been updated, created, or modified the Inspections Unit shall forward the new policy to the Training Center. The Training Center Commander, or designee, will review the policy and revise any related training, as necessary. The Training Center will be responsible for modifying or creating lesson plans and training plans to adhere to the new policy.

## **106.3 FORMATTING CONVENTIONS FOR THE POLICY MANUAL**

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

### **106.3.1 ACCEPTABLE ABBREVIATIONS**

The following abbreviations are acceptable substitutions in the manual:

General Orders may be abbreviated as "GO" .

Policy Manual sections may be abbreviated as "Section 106.X" or "§ 106.x".

### **106.3.2 DEFINITIONS**

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

**C.F.R.** - Code of Federal Regulations

**City** - The City of Spokane

**CJTC** - The Washington State Criminal Justice Training Commission

**Department/SPD** - The Spokane Police Department

**DOL** - The Department of Licensing

**Employee/Personnel** - Any person employed by the Department.

**IA** - Internal Affairs

**Juvenile** - Any person under the age of 18 years.

**Manual** - The Spokane Police Department Policy Manual

**May** - Indicates a permissive, discretionary, or conditional action.

**Member** - Any person who is employed or appointed by the Spokane Police Department including sworn officers, reserve officers, civilian employees, and volunteers.

**Officer/Sworn** - Those employees, regardless of rank, who are sworn employees of the Spokane Police Department.

**PIO** - Public Information Officer

**Off-Duty** - Employee status during which the employee is not in an on-duty or extra duty status.

**On-Duty** - Employee status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The job classification held by an officer.

**RCW** - The Revised Code of Washington

**Shall or Will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**SMC** - Spokane Municipal Code

**U.S.C.** - United States Code

**WAC** - The Washington Administrative Code

**WSP** - The Washington State Patrol

### **106.3.3 DISTRIBUTION OF MANUAL**

An electronic version of the Policy Manual will be made available on the department network for access by all employees on the H Drive.

### **106.4 POLICY MANUAL ACCEPTANCE**

As a condition of employment, all employees are required to read and obtain any necessary clarification of this department's policies and each policy update. Members shall log into the Lexipol website upon the issuing of an updated manual and digitally accept the new edition of the manual within 30 days.