

**Port of Seattle (WA) Police Department
Assessment Report
August 2014**

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A. Agency name, CEO and AM

Port of Seattle Police Department
17801 International Blvd South
Seattle, Washington 98158

Colleen Wilson, Chief of Police
Jason Coke, Sgt. and Accreditation Manager

B. Dates of the On-Site Assessment:

August 17-19, 2014

C. Assessment Team:

1. Team Leader: Richard A. HAAKE
Deputy Chief of Police (Ret.)
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2. Team Member: John MOSELEY
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D. CALEA Program Manager and Type of On-site:

Mark Mosier, Program Manager

First reaccreditation, C size (127 personnel; authorized 99 sworn and 28 non-sworn)
5th edition Law Enforcement Accreditation

The agency utilizes CACE-L as its software program

E. Community and Agency Profile:

1. Community profile

The service population of the Port of Seattle Police Department changes on a daily basis. The agency's jurisdiction includes the Seattle/Tacoma International Airport, various parks and waterfront parks dedicated to recreation, the shipping harbors and the cruise docks. Cruise ships arrive and depart from the harbors during the peak season on the weekends with an occasional cruise line arriving on Tuesdays. The cruise line terminals handle over 200 vessels annually with nearly one million passengers. National and international travelers tally approximately 34.7 million passengers annually making Sea-Tac the fifteenth busiest airport in the U.S.

The Port of Seattle is governed by a five member Commission elected at large by the voters of King County, Washington. The Commission appoints the CEO. The Port of Seattle is comprised of three operating divisions: Aviation, Seaport and Real Estate. Departments include Accounting and Financial Reporting, the Commission Office, Executive, External Affairs, Finance and Budget, Health and Safety, Human Resources and Development, Information and Communications Technology, Labor Relations, Legal, Police, Fire, Public Affairs, Risk management and the Office of Social Responsibility. There are approximately 1700 employees of the Port of Seattle.

2. Agency profile

The agency currently has 124 employees. The Chief of Police oversees the whole operation with the support of two Deputy Chiefs, the Office of Professional Accountability and an Administrative Assistant. The Deputy Chief of Operations supervises the aviation and waterfront patrols while the Deputy Chief of Services supervises standards and professional development, communications and technology and criminal investigations. The aviation function and the waterfront function operate out of separate facilities as the airport is approximately 40 minutes from the waterfront.

3. Demographics

The demographic composition of the service area and agency are represented in the following table:

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Assessment Sworn Officers		Prior Assessment Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
Caucasian			1,377,486	71.3	65	69.9	9	13.8	65	69.9	9	13.8
African-American			125,531	6.5	8	8.6			8	8.6		
Hispanic			177,675	9.2	3	3.2			3	3.2		
Other			250,556	13	17	18.3	2	.03	17	18.3	2	.03
Total			1,931,248	100	93	100	11	14.1	76	100	11	14.1

The service population of the Port of Seattle is impossible to calculate due to the nature of its purpose and its jurisdiction. The agency continues to maintain an appropriate percentage of female officers (14.1%) since its last assessment. The Other category is large and includes Pacific Islanders, Asians, and Native Americans. The agency's recruiting efforts are outstanding in this category as it shows a substantial percentage (18.3%) of sworn officers.

4. Future issues

Although the agency had a very good overall on-site assessment, the fact that the agency had three non-compliance issues is certainly a concern for them going forward. As of the writing of this final report, the agency has taken the proper steps to correct each of these issues. However, the Chief wants to ensure that they are not in this position again. It was suggested that the Accreditation Manager become more involved in the PAC and in assisting with mock assessments.

Critical incident preparedness will be a future issue that will probably never go away as the agency is an entry port for millions of international travelers. The agency sees this as a constant challenge for them as terrorists become more sophisticated in their means to cause havoc.

5. CEO biography

Chief Colleen Wilson was appointed to the position of Chief of Police in 2007. Chief Wilson began her career as an assistant city clerk in Monroe, Washington. She became its first female police officer and quickly rose through the ranks of sergeant, lieutenant and eventually the Chief of Police in 1993. This marked the first time a female had attained the rank of Chief of

Police in the state of Washington. She was instrumental in implementing a new state statute that required the licensing of peace officers in Washington. Chief Wilson attended Gonzaga University, the University of Southern California's Delinquency Control Institute, the University of Washington's Cascade Program for Executive Excellence, the FBI National Academy and the Law Enforcement Executive Development Program.

F. Public Information Activities:

Public notice and input are corner stones of democracy and CALEA accreditation. This section reports on the community's opportunity to comment on their law enforcement agency and to bring matters to the attention of the Commission that otherwise may be overlooked.

a. Public Information Session

The agency arranged for a Public Information session in the Airport Operations Building at 1330 on August 18, 2014

The public information session was not attended by any members of the public.

b. Telephone Contacts

The public call-in session was set for August 17, 2014 at 1400. The assessment team received four calls during the open telephone session. All four callers represented agencies that the Port of Seattle Police Department "partners" with. Agencies represented including the Burlington Northern Santa Fe Railway, the Fire Department, the Port of Seattle Aviation Security and the Manager of Passenger Experience. All callers expressed high praises for the relationships that exist between them.

c. Correspondence

The agency did not receive any correspondence prior to or during the on-site.

d. Media Interest

The assessment team did not interact with any media personnel during the on-site. The agency was not aware of any news articles or tv/radio broadcasts of the press release.

e. Public Information Material

The agency prepared a press release that was distributed by the Public Information Officer for distribution to the agency's internal and external websites. The media release was distributed on August 1, 2014. Every division received an email announcement of the impending assessment

which reached over 1,500 employees. Announcements were provided to surrounding law enforcement agencies and the Northwest PAC.

f. Community Outreach Contacts

The Team Leader was taken to the annual Hash Fest on August 17, 2014. This annual festival has been held for the past 23 years and involves 100's of thousands of nationwide citizens who come to the harbor to smoke marijuana. This year's event attracted over 310,000 people. The state of Washington has allowed this event to go on despite the fact that marijuana is illegal to possess/smoke in public. Most recently marijuana was legalized in Washington but can only be smoked in private. The Hash Fest is held along the waterfront with both the City of Seattle and the Port of Seattle having jurisdiction. The Port of Seattle's command vehicle was stationed at the event for the three day period. Commanders related very minor problems during this year's event as well as in the past.

The assessment team met with the harbor patrol on August 19th, 2014 for a tour of the various spread out areas of its jurisdictions. The team was taken to the shipping yards and cruise yards that they patrol. One area of responsibility is to send scuba divers into the Peugeot Sound prior to the arrival of the cruise ships. Divers inspect the waters for any types of bombs that may have been placed there.

The assessment team was invited to the showing of a training video that the agency was asked to participate in. Along with other local law enforcement and fire departments, the training video was financed by the Federal Aviation Administration and the video illustrated proper tactics for response to an active shooter at an airport. The viewing was opened to the public and approximately 70 people watched the video.

G. Essential Services

Law Enforcement Role, Responsibilities, and Relationships and Organization, Management, and Administration. (Chapters 1-17)

The oath of office is identified in policy and administered prior to assuming sworn status. Procedures for assuring constitutional requirements for interviews, interrogations and access to counsel are detailed in policy. Procedures for all arrests, including juveniles, require a report, fingerprinting and photographing. Specific language for initiating a strip or body cavity search is detailed in policy and illustrated well in the proofs provided.

The agency provides communication services to the Burlington Northern/Santa Fe Police which is detailed in a Memorandum of Understanding. The agency also has an Interagency Agreement with the Washington State Patrol in order to maximize the

effective utilization of commercial motor vehicle, driver and cargo inspection resources and to avoid duplication of efforts. The agency also has an Interlocal Agreement with the City of Normandy Park for communication services.

Succession of command in the Chief's absence is clearly identified in all matters. The Leadership Team reviews all recommended changes to the policy manual and the Professional Standards and Development Commander reviews all recommendations to ensure no conflicts may exist. Revisions to the manual are sent to the Learning Management system for immediate review by all employees. Each commander ensures understanding of modified policies with their employees.

The agency does not have a reserve officer program. The agency utilized a chaplain however his declining health and eventual death during the assessment period prompted the agency to discontinue the program.

The agency has one cash fund that is utilized for investigations. Quarterly accounting is conducted by the Detective Sergeant. The funds are typically used for "buys". Division Commanders and Department Managers ensure operational readiness of equipment with a semi-annual inspection.

Bias Based Profiling

The agency tracks all stops. The data below includes criminal citations and infractions as the current software does not have the means to extract just traffic citations. Retraining of enforcement personnel occurs every two years. The Other category mostly includes Hispanic, Pacific Islanders and Native Americans. Officers do not try to make the distinction as to whether a subject is to be listed as Hispanic, White or Other so the subjects often are listed as Other. The agency is transitioning to new software that hopefully will be able to extract data better.

Traffic Warnings and Citations 2011

Race/Sex	Warnings	Citations	Total
Caucasian/Male	0	370	370
Caucasian/Female	0	129	129
African-American/Male	0	201	201
African-American/Female	0	32	32
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
Asian/Male	0	52	52
Asian/Female	0	32	32
OTHER	0	116	116
TOTAL	0	932	932

Traffic Warnings and Citations 2012

Race/Sex	Warnings	Citations	Total
Caucasian/Male	0	424	424
Caucasian/Female	0	118	118
African-American/Male	0	193	193
African-American/Female	0	47	47
Hispanic/Male	0	13	13
Hispanic/Female	0	12	12
Asian/Male	0	81	81
Asian/Female	0	27	27
OTHER	0	66	66
TOTAL	0	981	981

Traffic Warnings and Citations 2013

Race/Sex	Warnings	Citations	Total
Caucasian/Male	0	446	446
Caucasian/Female	0	153	153
African-American/Male	0	235	235
African-American/Female	0	32	32
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
Asian/Male	0	66	66
Asian/Female	0	29	29
OTHER	0	65	65
TOTAL	0	1026	1026

Bias Based Profiling Complaints

Complaints from:	2011	2012	2013
Traffic contacts	0	0	1
Field contacts	1	1	0
Asset Forfeiture	0	0	0

In 2011, there was a complaint against two officers from three complainants. The complainants were on the “no fly” list and the airlines refused to allow them on the plane. The complainants filed complaints with the agency however it was the airlines that refused to let them board the plane. In 2012, a complaint was made by a subject who believed he was contacted for “looking Hispanic” when in fact he was contacted because he was sleeping in an area where transients often sleep. The complaint could not be substantiated. The 2013 complaint of rudeness and disrespect towards a subject due to his national origin was fully investigated by the Office of Professional Accountability and was classified as unfounded. There have been no lawsuits or media involvement in any bias based profiling complaints.

Use of Force

The agency utilizes a separate form for reporting use of force incidents. The use of deadly force was not utilized during this assessment period. Warning shots are allowed but discouraged. There were no warning shots during the assessment period. Officers are to report any use of physical force, leg restraints and pointing of a firearm at a person. Supervisors conduct a threshold incident report on all uses of force which includes a review. Officers complete annual firearms proficiency as well as in-service training on the agency's use of force policies. In 2013, due to some changes in key positions, some officers did not complete annual retraining on the use of the taser and as such are in non-compliance (see non-compliance section for more detail). New officers receive the use of force policies and receive training prior to authorization to carry a weapon.

	2011	2012	2013
Firearm	0	0	0
ECW ¹	1	1	3
Baton	0	0	0
OC ²	0	0	0
Weaponless	1	11	19
Total Uses of Force	2	12	22
Total Use of Force Arrests	2	9	13
Complaints	0	0	1
Total Agency Custodial Arrests	618	1071	1006

When the Transportation Security Administration (TSA) changed its uniforms to a blue shirt with epaulettes and a badge in 2009, the agency has seen a reduction in crime and the use of force that often accompanies custodial arrests. While the agency's uniform and the TSA's uniform are different, the increased number of uniformed officers at the airport has contributed to a lower rate of use of force. The lone complaint in 2013 was in regard to a weaponless use of force. The complaint was thoroughly investigated. The results of the investigation revealed no injuries to the subject and the officer acted in compliance with agency policy. The increase in custodial arrests from 2011 to 2012 is due almost solely to the fact that driving with a suspended license became a chargeable offense again.

Personnel Structure and Personnel Process (Chapters 21-35)

All job descriptions are available through the agency's Learning Management System online. Employees are issued Port identification which includes a photo. The agency has developed a Fitness and Wellness Program aimed at promoting an acceptable level of fitness among its officers. The program is strictly voluntary except for entry level probationary officers. Components include a medical screening, health

¹ Electronic Control Weapon

² Oleoresin Capsicum/Chemical spray

assessment, a training advisory committee and approved on-duty workout time. The program was adopted in May 2013. Extra-duty employment is not allowed.

The agency's Performance Review, Evaluation and Planning form clearly identifies measurement definitions as well as procedures for the use of the form. Evaluators are required to conduct an in depth review of the results of the employee's performance over the past year, level of performance expected including goals for the next period and career counseling.

The agency has purchased a software program that helps track collected material for its personnel early warning system that was created at the end of its last assessment. The proofs on file showed compliance in all areas including annual evaluations of the system. The first review resulted in removing some of the alerts that were positive in nature and were not considered "triggers". Also, additional training for the first line supervisors was recommended. The second review included recommendations for further threshold and trigger modifications. No employee has reached the level of intervention during the assessment period. One officer was scheduled for intervention but resigned prior to the meeting.

Grievances

The agency has three types of employees: Sworn Represented, Non-sworn Represented and Non-Represented. All three classifications have their own grievance procedures.

Formal Grievances

Grievances	2011	2012	2013
Number	5	4	6

The agency handled five grievances in 2011. All five issues were in regard to benefits and compensation. One resolution resulted in the changing of language in the collective bargaining agreement in regard to overtime. In 2012, four grievances were filed. One was in regard to compensation, one in regard to staffing during off-peak hours, one was in regard to a letter in an officer's personnel file (which was removed) and one was in regard to a team leader's responsibility (resolved through mediation). In 2013, the agency handled six grievances. Four grievances were in regard to benefits and compensation and two were in regard to unfair labor practices. One unfair labor practice grievance was upheld and one is still in appeal.

Disciplinary

Personnel Actions

	2011	2012	2013
Suspension	0	0	0
Demotion	0	0	0
Resign In Lieu of Termination	0	0	0
Termination	0	0	2
Other	0	8	7
Total	0	8	9
Commendations	25	41	26

The Other category represents voluntary resignations and/or retirements. The two terminations in 2013 are the results of a termination of a sworn supervisor based on an internal investigation and the other termination was the result of a civilian supervisor who failed probation. Commendations include letters of appreciation, commendations, meritorious service, spirit of the vision, soldier of the mission and Officer of the year.

The agency's Canons of Police Ethics, Uniform Regulations and Personal Appearance Standards policy are always available through the Learning Management System. Harassment of any kind may be reported through the employee's chain of command or through the Port of Seattle Responsibility Officer, General Counsel, Director of Human Resources and Development or the Ethics and Compliance Hotline. Refresher training was conducted in 2013. The Chief of Police is the sole authority in all non-represented appeals. Officers have the right to appeal a disciplinary matter to a Board of Adjustment, then to a Federal Mediation and Conciliation Service as the final authority. One appeal for a 2013 termination was filed by the Teamsters Local Union 117. The termination was upheld.

Recruitment and Selection

Sworn Officer Selection Activity in the Past Three Years

Race/Sex	Applications received	Applicants hired	Percent hired	Percent of workforce population
Caucasian/Male	177	5	2.8	34.9
Caucasian/Female	19	0	0	36.4
African-American/Male	16	1	6.3	3.2
African-American/Female	1	1	100	3.3
Hispanic/Male	21	0	0	4.5
Hispanic/Female	0	0	0	4.7
Other	76	0	0	13
Total	310	7	2.3	100

Years reported 2011-2013

Population percentage based on 2010 census

The agency develops a recruitment plan annually. An assigned Sergeant is responsible for the Recruitment Team. The agency has identified female and Hispanic applicants

as its target audience during the assessment cycle. The agency was meeting national averages for females (14%) but continues to target its recruitment efforts in order to maintain this percentage as the agency has lost four female officers during the assessment period. The agency had three Hispanic (3%) sworn officers at the start of the assessment period but continues to identify ways to increase this percentage, targeting Hispanic organizations in its recruitment efforts. One Hispanic male was hired during the assessment period, increasing the percentage to 4.5.

The selection processes for sworn and non-sworn positions are identified in policy. Officer candidates must pass a written test as well as the Washington State Criminal Justice Training Commission Physical Ability test. Candidates then must pass (70% or above) an oral board interview. Candidates are then ranked in order and placed on an eligibility list for one year. Names drawn will be required to pass a background investigation, a psychological exam, drug screen and a medical evaluation. There is also testing for lateral entry which includes passing the department's physical agility test and passing the oral boards. Non-represented positions are governed by the Port of Seattle Human Resources policy. The process may include screening, resume review, written test, position specific testing and oral board interview. Sworn personnel serve a 12 month probationary period following classroom training.

Training

Lesson plans are required for all in service training. Lesson plans are required to contain statements of objectives, content of the training, approval and identification of any tests. Remedial training can be for any deficiency but firearms and driving remedial training were submitted as proofs. The Office of Professional Accountability maintains the training records. Sign in sheets for all in service training are utilized indicating employee, proficiency, date and instructor.

The field training program consists of a minimum of 15 weeks. Police training officers (PTO) are selected by demonstrated ability as an officer for at least three years, a written examination, an oral board review and a personnel file review. A Sergeant from the Patrol Division is responsible for overseeing the field training program. PTO's must pass a certified course in order to be utilized in the program. In Phase Two, recruits are rotated through all field assignments. PTO's are required to make daily notes, complete a Coaching and Training Report weekly and be ready to discuss recruit performance at the Board of Evaluator meetings. The PTO Program Supervisor reviews the daily notes and Coaching and Training Reports on a weekly basis.

Sworn personnel are required to complete at least 24 hours of annual, in service retraining. Accreditation orientation occurs upon hire and prior to the on-site. The agency participates in the Valley SWAT team which serves the communities of Auburn, Federal Way, Kent, Port of Seattle, Renton and Tukwila. Newly promoted training was received by a Detective who was promoted to Sergeant, an Officer who was promoted to Sergeant and a Sergeant who was promoted to Commander.

Promotions

The agency utilizes a written exam, assessment center and an oral interview in the promotional process. Human Resources is responsible for the security of all materials related to promotion. No appeals were filed during this assessment period. All promotions are subject to a nine month probationary period except non-sworn supervisors who are subject to a one year probation.

Sworn Officer Promotions			
	2011	2012	2013
GENDER / RACE TESTED			
Caucasian/Male	7	0	12
Caucasian/ Female	3	0	2
African- American/Male	2	0	1
African- American/ Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
Other/Male	1	0	1
Other/Female	0	0	1
GENDER/ RACE ELIGIBLE AFTER TESTING			
Caucasian/Male	7	0	12
Caucasian/ Female	3	0	2
African- American/Male	2	0	2
African- American/ Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
Other/Male	1	0	1
Other/Female	0	0	1
GENDER/ RACE PROMOTED			
Caucasian/Male	0	0	4
Caucasian/ Female	0	0	1
African- American/Male	0	0	1
African- American/ Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
Other/Male	1	0	0
Other/Female	0	0	0

The only promotion in 2011 was a Male Asian. The eligibility list from 2012 was extended through March 2013 but there were no promotions in 2012. The six promotions in 2013 reflect one replacement supervisor for a sergeant termination, four promotions for replacements for two Commander retirements and one additional commander position was authorized.

Law Enforcement Operations and Operations Support (Chapters 41-61)

The Port of Seattle maintains a K-9 unit for the purpose of detecting explosives and narcotics. The agency works in conjunction with the Transportation Security Administration (TSA). The TSA provides partial financial reimbursement for a minimum of three canine teams. K-9 handlers are selected based on proximity to the airport and the ability to house the canine at their residence (single-family home). The TSA provides the agency with trained explosives detection canines. The TSA also trains the handlers, including annual retraining.

Adult missing person reports are given special consideration and are handled without delay. Information gathered is quickly disseminated throughout the agency and entered into the state missing person computerized network. According to the state of Washington, missing children are youths who are under the age of 18. The Watch Commander and the Criminal Investigations Supervisor are immediately notified. The Washington State Patrol Multiagency Taskforce on Missing and Exploited Children is available to assist on all calls. The Communications Center is responsible for local and national entries in to the databases.

Entry level officers receive instruction in interacting with the mentally ill in the basic academy. All other employees receive the training through the training unit within six months. Refresher training was conducted in 2014.

Soft body armor is issued to all sworn officers and is required wear. The agency does not utilize audio/video recordings.

Case file management is conducted by the Criminal Investigation Division (CID) Sergeant. The agency utilizes a computer software program to assign and track investigations. The sharing of suspicious incidents and criminal intelligence is paramount to the agency considering the population it serves and the homeland securities issues the nation now deals with. The King County Regional Intelligence Group (KCRIG) manages all criminal intelligence files. The function is the responsibility of the detective who is also assigned to the FBI Joint Terrorism Task Force. Any information released must be approved by the CID Commander and the Chief of Police. Confidential informants are occasionally utilized by the agency and proper security measures are in place.

Designated rooms at the airport are utilized for temporary interview rooms. Weapons are not allowed in these rooms. Subjects are thoroughly searched prior to entrance into the room. Interview rooms are equipped with monitored duress alarms. Vice, drugs and

organized complaints can be taken by any employee who in turn passes the information onto the CID Sergeant for analysis. The CID Commander is responsible for keeping the Chief of Police informed. A Commander is responsible for screening and authorizing all details associated with raids, surveillance, undercover and decoy operations.

Washington state law and the policies of the Port of Seattle Police Department prioritize the welfare of all juveniles and ensure constitutional rights protection for all juveniles. The agency handles all juveniles with minimal invasiveness by requiring outright release, or citation/summons when possible and referral to a juvenile facility only when absolutely necessary. Temporary detention policies provide for separation by gender, age, sight and sound and limit temporary detention to no more than two hours. By policy, employees are responsible for taking action when juveniles are found to be in at risk situations.

The Port of Seattle Police Department has a comprehensive set of policies and procedures that promote safe and fair enforcement of traffic laws within their jurisdiction. All requests for escorts such as dignitaries, hazardous cargo or materials and oversized loads are routed through the Patrol Division Commander for approval. Officers are strongly discouraged from escorting civilian vehicles in medical emergencies and if extenuating circumstances exist, then only with supervisory approval.

Crime Statistics and Calls for Service

Year End Crime Statistics

Crime	2011	2012	2013
Murder	0	0	0
Forcible rape	1	0	1
Robbery	0	2	2
Aggravated Assault	34	18	26
Burglary	25	13	16
Larceny/Theft	785	648	814
Motor Vehicle Theft	38	71	80
Arson	0	0	0
Calls for service	56,406	54,622	54,994

The agency is experiencing a larger number of motor vehicle thefts due to the addition of a large rental car facility. The increase in larceny/thefts is a direct result of educating the airlines in reporting baggage thefts. Previously, baggage claims were only reported to the airlines and the airlines did not report the thefts/missing luggage.

Vehicle Pursuits

A comprehensive pursuit policy allows for initiating a pursuit based on the evaluation of fourteen factors. Vehicles without emergency equipment typically are not allowed to pursue. The initiating officer must notify the Communications Center immediately and provide ancillary information as the situation permits. Aircraft assistance should be requested when available. The Watch Commander has the final responsibility for the coordination, control and termination of the pursuit.

Vehicle Pursuits

PURSUIITS	2011	2012	2013
Total Pursuits	0	0	1
Policy Compliant	0	0	1
Policy Non-compliant	0	0	0
Accidents	0	0	0
Injuries: Officer	0	0	0
: Suspects	0	0	0
: Third Party	0	0	0
Reason Initiated:			
Traffic offense	0	0	1
Felony	0	0	0
Misdemeanor	0	0	0

The agency did not have any pursuits in 2011, 2012, and only one in 2013. The only pursuit was deemed to be policy compliant and was terminated by the supervisor. In three other cases, officers opted not to pursue based on lack of policy justification to initiate a pursuit. The agency allows for roadblocks or forcible stopping but the practice was not utilized during the assessment period. Only those officers that have been trained in the use of stop sticks may utilize them.

Critical Incidents, Special Operations and Homeland Security

The coordination and planning for critical incidents is a command and executive level responsibility within the department. The Chief of Police is ultimately responsible for approval and implementation of all planning and preparations under advice of the Operations Bureau Chief. The agency utilizes several different unusual occurrence/emergency plan manuals to guide their responses. The Incident Command Function is provided with a checklist for establishing and maintaining an effective command post. All affected upper management personnel and other key stakeholders receive annual training, usually in the form of a tabletop exercise.

The department has a comprehensive All Hazard Plan in place but had no incidents which required full implementation during this accreditation cycle. The agency produces written plans for the many special events occurring each year. In addition, most special events are followed by a thorough after action report with comments on things done well and suggestions for improvement.

The agency maintains a relationship with surrounding agencies at the local, state, and federal level for the purposes of exchanging terrorism related intelligence and

participates in the federal Joint Terrorism Task Force. Terrorism intelligence is also shared with affected employees by use of email or department bulletins.

Internal Affairs and Complaints against employees

The Port of Seattle Police Department Internal Affairs function is under the umbrella of the Office of Professional Accountability. The agency accepts all complaints, including anonymous complaints and investigates them to a logical conclusion. Complaints are received via many different methods including an online complaint form available through the department’s website. The unit has an investigation time limit of 45 days on internal investigations with provisions for approved extensions.

Complaints and Internal Affairs Investigations

External	2011	2012	2013
Citizen Complaint	7	12	8
Sustained	2	0	0
Not Sustained	0	3	0
Unfounded	2	1	2
Exonerated	3	4	2
Internal			
Directed complaint	1	1	6
Sustained	1	0	2
Not Sustained	0	0	4
Unfounded	0	1	0
Exonerated	0	0	0

The agency utilizes a term “administratively closed” to define an external complaint which is aimed at the agency and/or an employee that cannot be determined. The agency also utilizes a term “performance issue” when the investigation discloses that an employee’s actions failed to meet the performance expectation of the department but did not rise to the level of a sustained policy violation. These dispositions are identified as a complaint but are not tallied in the results column.

In 2011, there were seven external complaints. This number represents a descending trend since the agency created the Office of Professional Standards. Additionally, the agency implemented an early warning and identification system that assists supervisors in tracking employee conduct and discipline. Although the number spiked in 2012, three of the investigations resulted in “administratively closed” or “performance issue” dispositions. Again in 2013, four of the findings resulted in these classifications.

Detainee and Court Related Activities; Auxiliary and Technical Services (Chapters 70-84)

Officers of the Port of Seattle Police Department have clearly been trained to properly and thoroughly conduct and document searches of prisoners, vehicles, and rooms. Vehicles used for transport are equipped with safety barriers, window protectors and disabled unlocking mechanisms. Each vehicle is searched for contraband prior to the beginning of the shift and after each transport of a detainee. All adult detainees in custody are restrained, usually by handcuffs, while being transported. Officers are allowed defined limited discretion with respect to restraining non-violent juveniles, sick/injured, and elderly/disabled detainees. Detainees are normally taken to the agency's detention/processing/testing area where they are held for a maximum of two hours at which time the detainee is released or transported to the appropriate holding facility. Though the department has in place procedures for escaped prisoners, there were no escapes during this accreditation cycle.

The Port of Seattle Police Department utilizes two areas for detention. The primary processing/detention area is located at the Seattle-Tacoma International Airport (as is the department's main administrative offices) and the other is located at the department's harbor office. The processing/detention area is well designed and built to allow efficiency and security. The main processing/detention area has four detention rooms equipped with a toilet and sink. The detention room is searched prior to and after each detention. All personnel responsible for utilizing the processing/detention areas are trained in the proper use of the facility.

All officers who bring a detainee into the processing/detention area, by policy, are accountable for the supervision of the detainee. All weapons are required to be secured in a lockbox prior to entering the detention/processing area. Officers are provided with several options for summoning help when necessary including a panic alarm. Department policy allows detention in the facility for a maximum of two hours. Officers are required to conduct face-to-face checks of adult detainees every 30 minutes. Juveniles are detained only with the approval of a supervisor and are detained for the least amount of time possible. Juveniles require face-to-face observation every 15 minutes and must at all times be within auditory range of the officer. Video monitoring of the detention rooms by communications personnel is available on request of the detaining officer to supplement face-to-face checks. Officers must maintain an electronic booking log for each detainee. The log contains all pertinent information for the detainee including, a photo, a record of face-to-face checks and documentation of any other issues. Policy dictates that males, females, and juveniles are separated by sight and sound. Inspections are performed on an as used basis, a weekly sanitation inspection and a quarterly workplace inspection. It should be noted that the Port of Seattle Police Department strives to hold detainees, especially juveniles, for the shortest period of time possible. The department accomplishes this with good policies and procedures, timely transport to other facilities, citations, summonses, releases to responsible adults, and when allowed by law and policy, outright release.

The Port of Seattle Police Department does not operate a holding facility nor do they provide any sort of court security.

The agency's Communication Center is located in a very secure below ground facility at the airport with controlled access. A tour of the facility was conducted by Supervisor Kathy McCaughn. Auxiliary and back-up antennas are located off-site within restricted and secured areas. All required information for emergencies, service, and personnel are immediately available both electronically and in print form to dispatchers. Misdirected emergency calls are immediately transferred to the appropriate agency with a requirement for the dispatcher to remain on the line until communications has been established between the caller and the appropriate agency. Dispatch personnel are trained in first aid and allowed to provide first aid over the phone within the scope of their training. The communications center has new and redundant UPS backup power. However, the main emergency generators have not been tested since December of 2011. The agency does not have ultimate control over the main back-up generators and the administration of the Sea-Tac airport has been reluctant to perform a full load test of the generators since problems were encountered in 2012. The Sea-Tac airport administrators further informed the department that due to the capital outlay expense, there are no plans to remedy the situation until sometime in 2017. Chief Wilson and her department continue to appeal for the test to be conducted and as of August 19, 2014 supervisor Kathy McCaughn believes that she may have swayed the airport administrators to conduct the full load test (see non-compliance section for more detail).

The records section for the Port of Seattle Police Department is located within the main administrative office area. The room designated for records retention is secure and has controlled entrance. All requests for release of agency records are directed to Police Specialist Brenda Neigel-Britt who is the custodian of records. After-hours access is restricted to Sergeants and above using a special key that identifies the owner of the key. All entries into the records section using the special key are recorded by the key software. All juvenile records are identified by special markings and physically separated from adult records. Ms. Britt provided several examples of juvenile record dispositions once the juvenile reaches adult age. These dispositions are handled according to Washington state law. The department has detailed guidelines for employees writing reports to document any incident requiring written documentation. All reports are reviewed by a supervisor prior to being submitted to the records section. Citation booklets are maintained and issued from the records section, either by the records custodian or supervisors during after hour situations.

Several officers within the department have received advanced training to process crime scenes and traffic collision scenes. Monthly call-out schedules are provided to communications in the event a trained officer is not on duty. Detailed guidelines are provided to all officers for collecting, processing, and preserving physical evidence while in the field. Directives also control the process of documenting the transfer of physical evidence while in the field. Basic scene processing equipment is provided to all officers while officers with advanced training have access to more and specialized processing equipment. All officers are trained in DNA collection.

Property and Evidence

The property and evidence building is located off-site from the airport and administrative offices. The evidence custodian, Officer Lee Donlan, has been in the position for a number of years and was very knowledgeable and in control of the evidence operation. The building is very secure with motion detector alarms throughout the building, barred windows, and signing in to a visitor log is required before entering the facility. Perishable evidence is stored in a refrigerator at the site. High value items, weapons, and drugs are stored inside safes located inside a locked cage. Temporary evidence storage is located near the main administrative offices at the airport and provides an ample number of secure lockers in a secure room. There are also two small refrigerators for perishable evidence which when locked can only be accessed by the evidence custodian. Space, equipment, and instructions are provided for the packaging of evidence prior to being placed in self-locking lockers. Required audits and inspections were performed with the exception of the 2012 audit required by a person not routinely or directly connected to the property and evidence function. The department attributes this missed audit to key changes in leadership and confusion with timelines following their initial accreditation (see non-compliance section for more information). In response to this missed audit, additional training and education was provided to affected managers and the Accreditation Manager implemented Outlook Calendar reminders to ensure future compliance. In reference to the security of controlled substances, weapons and explosives used for training purposes, the department has chosen to hold themselves to several audits, inventories and inspections, some of which are mandated by federal authorities. It appears that there are ample safeguards in place to maintain the security and integrity of these items.

H. Applied Discretion Compliance Discussion:

The agency had two standards in applied discretion.

1.1.2 A written directive requires all personnel to abide by a code or canon of ethics adopted by the agency and mandates that training be conducted for all personnel, at a minimum, biennially. (M)

ISSUE: The agency has conducted biennially training but the written directive did not specify that training would be conducted.

AGENCY ACTION: The agency modified its policy to call for biennial training.

52.2.3 A written directive specifies a time limit for completing an internal affairs investigation, with provisions for extensions. (M)

ISSUE: The agency's policy only addressed time limits on non-criminal investigations.

AGENCY ACTION: The agency modified its policy by removing the word "non-criminal" and thus would then include criminal and non-criminal.

I. Standards Noncompliance Discussion:

The agency had three standards in non-compliance.

1.3.11 At least annually, all agency personnel authorized to carry weapons are required to receive in-service training on the agency's use of force policies and demonstrate proficiency with all approved lethal weapons and electronic controlled weapons that the employee is authorized to use. (M)

ISSUE: The agency reported in its file that annual training was not conducted on their electronic control weapons in 2013 for all employees. Twenty-seven employees completed the required training on the new X-2 taser but those officers who had not yet switched to the X-2 taser and still maintained their X-26 were not recertified. The agency had caught the oversight in plenty of time to certify those who continued to carry the X-26 but the instructors had let their instructor certifications lapse due to the eventual conversion to the X-2. By the time the agency sent their instructors to be recertified and then retrain the officers, six months had elapsed at which time the officers were out of compliance.

AGENCY ACTION: The agency had taken appropriate steps once the agency realized the oversight. Instructors were recertified and the officers were recertified in approximately six months from the required training dates. The agency also now requires that officers be recertified at the annual fall firearms qualification. The agency also informed the team that there were changes in key positions within the organization at this time (Defensive Tactics Program Manager, Accreditation Manager and Training Sergeant). The agency realizes that succession planning is an area that needs to be addressed so instances like these do not happen again.

The agency is now in full compliance.

81.3.2 The agency has an alternate source of electrical power that is sufficient to ensure continued operation of emergency equipment in the event of the failure of the primary power source. A documented inspection and test of the alternate power source is completed at least monthly, or in conformance with manufacturer recommendations, and tested or operated under full load test at least once a year. (M)

ISSUE: The Accreditation Manager alerted the Team Leader during their initial phone interview that the backup generator had not been run under full load during the assessment period. The agency had experienced some problems with the switching mechanism during a previous full load test and the Port of Seattle was not willing to risk testing the generator under full load in fear of shutting down half of the airport and/or the switching mechanism not switching the backup generator back to normal operation once the test was completed. The Port of Seattle has planned to upgrade its backup generators and the associated equipment in 2017.

There is a string of emails generated by the agency to the Port of Seattle to rectify the situation. The Port of Seattle was not willing to take the risk of a partial shutdown of the airport so no full load test was conducted.

Additionally there was an actual power outage in June 2013 and portions of the communication center were shut down for approximately 45 minutes. Fortunately, the agency had taken additional steps to ensure continued operations on its own by installing smaller uninterrupted power supply batteries for the communication center so the critical functions remained.

The Accreditation Manager and the Chief of Police were informed that the lack of full load tests on the generator would be reported as a non-compliance issue and they fully understood. The assessment team continued to impress upon them the critical nature of this test and the agency is fully aware of the possible ramifications of not being able to rectify the situation before the hearing. Steps were underway to once again convince the Port of Seattle of the criticalness of this test: not so much as how it would affect its accreditation status but more so of the effect of a failure of the system during a real power outage.

AGENCY ACTION: On 08/20/14, the generators were tested under varying degrees of load for eight hours. This test was conducted on the day after the on-site. On 08/27/14, the Accreditation Manager provided the Team Leader proof that the full load test was conducted as well as the results of the test. Based on the documentation provided prior to the drafting of this final report, the agency is now in compliance.

84.1.6 In order to maintain a high degree of evidentiary integrity over agency controlled property and evidence, the following documented inspections, inventories and audits shall be completed:

c. an annual audit of property and evidence held by the agency is conducted by a supervisor not routinely or directly connected with control of property and evidence. (M)

ISSUE: The Accreditation Manager alerted the Team Leader during their initial phone interview that the 2012 annual audit of property did not occur. The agency again referred to changes in key management that led to this oversight.

AGENCY ACTION: The agency showed compliance in the 2013 and 2014 annual audit. The agency had implemented Outlook calendar reminders for those affected in the property function. Also training and education was undertaken so that these inspections won't be missed again.

The agency is now in full compliance.

J. 20 Percent Standards:

CALEA agencies must be in compliance with at least 80% of applicable other than mandatory (O) standards. The agency is free to choose which standards it will meet based on their unique situation.

This section does not apply as all standards are mandatory.

K. Future Performance / Review Issues

The agency does not currently have any future issue concerns.

L. Table: Standards Summary:

	<u>TOTAL</u>
Mandatory (M) Compliance	<u>156</u>
(M) Noncompliance	<u>3</u>
Waiver	<u> </u>
Other-Than-Mandatory Compliance	<u> </u>
(O) Noncompliance	<u> </u>
(O) Elect 20%	<u> </u>
Not Applicable	<u>29</u>
 TOTAL	 <u>188</u>

M. Summary:

The agency had a Tier 1 on-site assessment for its first reaccreditation. The files were easy to follow once the assessment team determined the pattern. The agency previously had seven Applied Discretions and only had two this assessment. The two Applied Discretions were easily corrected. There was only one file maintenance issue. The assessment team spent a great deal of time determining what caused the three non-compliance issues. This was not due to the fact that the agency was trying to hide anything. In fact, the agency went out of its way to let the assessment team know the issues. The agency also listed the non-compliance issues on its annual reports. The agency, despite numerous attempts to have the generator run on a full load, could not convince the Port of Seattle, who controls the generators, to run the required tests. The other two non-compliance issues were a direct result of changes to key positions within the organization and the agency takes full responsibility for those oversights. At the time of this report, all three issues have been resolved and the agency is in full compliance with all CALEA standards.

The agency requested a mock inspection early in 2014 and one was conducted in April 2014. The mock team consisted of five assessors of which one was a CALEA Team Leader and the other four were Accreditation Managers at their agency.

Annual reports were submitted to CALEA on time.

The agency conducted a citizen survey in the first quarter of 2014. Although not required for Tier 1 accreditation, the agency feels that the public's perception of its work is critical. The agency feels it "can go from zero to CNN in no time at all". The results of the survey indicate that 84% of those that responded felt that the agency was doing an above average job or better.

Although very limited in its ability to draw in public comment, the agency received high praise from some of the other departments that they interact with. Comments generally centered on the "partnerships" that have been developed. Staff was very friendly, open about their shortcomings and concerned enough to put new practices into place to ensure future reaccreditation success. The agency understands it needs for succession planning and ensuring that current responsibilities continue to be met.

The Port of Seattle Police Department is a full service police department with a unique set of potential problems and issues. Critical incident preparedness remains high on its list and the agency is well prepared to handle airport and/or waterfront catastrophes if they occur. The agency's participation in the FAA active shooter video highlighted the on-site assessment. Additionally, the agency demonstrated its ability to handle over 310,000 people who attended the annual Hash Fest along the waterfront.

The agency has had only one vehicle pursuit that was eventually shut down by a supervisor. Formal grievances are at an acceptable level at an average of five per year. Bias based complaints that were received and investigated showed no bias on the part of the officer. With the creation of the Office of Professional Accountability, complaints and internal investigations have declined compared to the last assessment period. The promotional process in 2011 and 2013 yielded four male Caucasians, one female Caucasian, one male African-American and one male Asian. Use of force arrests are accomplished at a weaponless level in almost all occasions and there have been no complaints of excessive use of force.

Richard A. HAAKE
Team Leader

10/01/14