



Commission on Accreditation for
Law Enforcement Agencies, Inc.
13575 Heathcote Boulevard
Suite 320
Gainesville, Virginia 20155

Phone: (703) 352-4225
Fax: (703) 890-3126
E-mail: calea@calea.org
Website: www.calea.org

October 30, 2017

Mr. Rod Covey
Chief of Police
Port of Seattle Police Department
P.O. Box 68727
Seattle, WA 98168

Dear Chief Covey:

CALEA Accreditation represents a commitment to professional excellence. The work of your organization toward attaining this internationally recognized credential is indicative of sound leadership, as well as practitioner support of adherence to standards.

The report accompanying this transmittal is provided only to the chief executive officer and represents observations and findings from the most recent standards-based review of the organization. It is important to review this document in its entirety with specific attention to any matter indicating compliance concerns, required policy/practice adjustments, or outcomes not reflective of the intent of standards. The Commission will use this document as the primary resource in considering your organization for accreditation. To that end, you or a qualified representative(s) should be prepared to address information contained in this report and respond to inquiries by Commissioners

The Port of Seattle Police Department is scheduled for a Review Committee Hearing at the next Commission Conference in Jacksonville, Florida on November 18, 2017. While the Commission does not require your attendance at this hearing, your participation helps ensure a comprehensive understanding of issues impacting your agency's candidacy. An Awards Banquet for successful organizations will occur in the evening following the Review Committee Hearing.

CALEA is *The Gold Standard for Public Safety Agencies* and we are honored to have your organization participate in this highly regarded process.

Sincerely,

A handwritten signature in black ink that reads "W. Craig Hartley, Jr." in a cursive script.

W. Craig Hartley, Jr.
Executive Director



**Port of Seattle Police Department
Assessment Report**



2017

Table of Contents

Section		Page
A	Agency name, CEO, AM	1
B	Assessment dates	1
C	Assessment team	1
D	Program Manager	1
	Type of Assessment	1
E	Community and Agency Profile	1
	Community Profile	2
	Agency Profile	2
	Demographics	2
	Future Issues	3
	CEO Biography	3
F	Public Information	4
	Public Information Session	4
	Telephone Contacts	4
	Correspondence	5
	Media Interest	5
	Public Information Material	5
	Community Outreach Contacts	5
G	Essential Services	6
	Chapters 1 – 17	6
	Biased Based Profiling	7
	Use of Force	8
	Chapters 21 – 35	9
	Grievances	10
	Discipline	11
	Recruitment	11
	Promotions	13
	Chapters 41 – 61	14
	Vehicle Pursuits	15
	Critical Incidents, Special Operations and Homeland Security	16
	Internal Affairs	16
	Chapters 70 – 84	17
H	Standards Issues Discussion	19

I	20 Percent Standards	20
J	Future Performance/Review Issues	21
K	Standards Summary Table	21
L	Summary	21

A. Agency name, CEO and AM

Port of Seattle Police Department
17801 International Blvd. South
Seattle, WA 98158-1202

Rod Covey, Chief of Police
Jason Coke, Sergeant and Accreditation Manager

B. Dates of the On-Site Assessment:

August 14 – 16, 2017

C. Assessment Team:

1. Team Leader: John V. GARAVAGLIA
Captain (retired)
Golden (CO) Police Department
5536 Orchard Court
Golden, CO 80403-2203

2. Team Member: Robert GRANT
Manager, Standards Management Unit
Camrose Police Service
6220 – 48 Avenue
Camrose, AB T4V 0K6
780 672-8300

D. CALEA Program Manager and Type of On-site:

Mark Mosier, Regional Program Manager

Second reaccreditation, C size (129 personnel; authorized 101 sworn and 28 non-sworn)

5th Edition Law Enforcement Accreditation

The agency is using PowerDMS.

E. Community and Agency Profile:

1. Community profile

The Port of Seattle (Port) is a government agency that runs Seattle's airport and in conjunction with the City of Tacoma, a seaport. The Port has five divisions; Aviation, Capital Development, Real Estate, Seaport and Corporate Departments. The Port has

its own fire and police departments and covers industrial and commercial real estate which includes the World Trade Center Seattle. It was created by King County voters in 1911 and authorized by the Port District Act. Seattle-Tacoma Airport (SeaTac) saw 45.7 million air passengers in 2016, an 8% increase over 2015. Total aircraft takeoffs/landings were at 412,170 with 366,000 metric tons of air cargo. The airport's 2016 ranking was ninth busiest in U.S.A. And as of 2017, SeaTac is the fastest growing airport in the U.S.A. and the sixth fastest growing in the world. Passenger numbers are projected to exceed 48 million in 2017. Port Aviation Security currently has 20,000+ active badges with access. This adds some 7,000+ employees on SeaTac's premises at any given time, 24/7/365.

The marine component operates as the Northwest Seaport Alliance (NWSA) which is the fourth largest container gateway in North America. In 2015, over 898,000 cruise passengers passed through the Port's cruise ship terminals. A 2014 study showed the NWSA directly supports more than 48,000 jobs, generates over \$4 billion in economic activity and produced \$379 million in state and local taxes. The Port is one of the Pacific Northwest's leading economic engines.

The Port is run by an elected five member commission whose four year terms are staggered. The Commission President is Tom Albro. The Commission appoints the CEO, who appoints the chief of police. The Interim Executive Director is Dave Soike.

2. Agency profile

Activated in 1972, following new legislation allowing ports to establish regular law enforcement agencies, the Port of Seattle Police Department (POSPD) was led by Chief Neil Maloney through 1981. The department has jurisdiction on the premises of SeaTac, a portion of surrounding residential areas, all cargo and cruise ship terminals, Fishermen's Terminal and Seattle's Centennial Park. The agency today is full service providing 24/7/365 coverage. The airport function is based at SeaTac. The waterfront function is 30 miles along Puget Sound, approximately 45 minutes from SeaTac. As of 2016, airport units were responding to an average of 200 calls per day.

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%	70	76%	10	11%	65	70%	9	10%
African-American			125,531	6%	6	7%	1	1%	8	9%	0	0

Hispanic		177,675	9%	2	2%	0	0%	3	3%	0	0%
Other		250,556	13%	14	15%	1	1%	17	18%	2	2%
Total		1,931,248	100%	92	100%	12	13%	93	100%	11	12%

*Service population is fluid.

The service population is fluid and changes daily and by the hour. The agency acknowledges shortages in Hispanics. However, they have maintained consistencies in female and minority officers. The Other category includes large numbers of Hawaiian, Asian and Pacific Islanders; reflecting very productive recruiting efforts. Other has averaged 18.15% during this and the prior accreditation cycle. Plans are underway to raise sworn officers from 101 to 125 in 2018.

4. Future issues

Critical Incident Preparedness; in today’s world this area will very possibly never be completed in the traditional sense. As Port traffic grows in air and sea passengers, volume of flights, ships and cargo this will be a forever ongoing situation. The agency sees and embraces this challenge.

Recruiting / Staffing; Competition for qualified police officers through the Seattle Metropolitan Area is high; some describing it as “intense”. All agencies and governments compete with a very robust private technology section and a construction boom.

5. CEO biography

Chief Rod Covey assumed this position after almost eight years as one of two deputy chiefs. He came to the Port in 2009 after 32 years with the AZ Department of Public Safety (DPS). Rod worked his way up through the ranks, serving as a highway patrol officer and sergeant, FTO, a narcotics agent and supervisor and a Highway Patrol District Commander for the largest district in the state serving the Nations of the Hopi, Navajo and White Mountain Apache.

In leadership positions since 1982, Rod had assignments as the Commander of the AZ Law Enforcement Training Academy, Chief of Staff for the Director of Public Safety, Chief of the Highway Patrol, Assistant Director of Operations and Assistant Director overseeing the Support Division. He has served as the Executive Director of the AZ Peace Officer Standards and Training Board (AZPOST) and the Director of the AZ Regional Community Policing Organization. He finished his time in AZ as Director of the Center for Leadership Excellence at AZPOST.

Rod has worked to develop leaders in hundreds of federal, state, county and city agencies across the nation to include the Washington State Patrol, Pentagon Force Protection and the U. S. Capitol Police. For the past nine years, he has been a featured presenter at the FBI’s Command College for Washington State.

Rod has a BS in Management from the University of Phoenix and a MD from Northern Arizona University (NAU) in Educational Leadership. As a result of his work for NAU, he received membership into the Honor Society of Phi Kappa Phi. He is a graduate of the 157th Session of the FBI National Academy, AZ State University's Institute for Public Executives and the 52nd Session of the Senior Management Institute for Policing (SMIP) at Boston University.

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 public information session was held Tuesday, August 15, 2017 from 12:00 p.m. to 1: 30 p.m. in the Airport Office Building's Beijing Conference Room, 17801 International Blvd., SeaTac, WA 98188-8605.

There were ten people who addressed the assessment team. Confusion in times resulted in a longer period being published and the assessment team remained throughout. Speakers included the neighboring agencies of Tukwila and Federal Way PDs, four Port directors or managers, the F.B.I. agent at SeaTac, two TSA director / managers and an airline regional security director.

All were highly supportive of the agency and Chief Covey. Points shared included; sharing of facilities for training, participation in regional groups (SWAT, civil disorder, officer shooting team, JTT), detailed training, always looking to improve and an open & honest relationship. Among the many positive comments, a couple stood out. They were related to positive changes in culture, direction and training within POSPD in the last six plus years.

The F.B.I. agent and airline security director spoke to the agency's assistance and co-operation on investigations of all aircraft incidents. A recent incident on an airborne aircraft was a felonious assault on a flight attendant resulting in serious injuries to the attendant and passengers who assisted the air crew.

The airline security director also spoke to the Port and POSPD cooperation in a nationwide 'rollout' of screening procedures for employees and an expansion for the agency of law enforcement services through additional manpower and K-9 teams.

b. Telephone Contacts

The telephone session was held Monday, August 14, 2017 from 2:00 p.m. to 3:00 p.m. at the agency's headquarters, located at 17801 International Blvd., SeaTac, WA 98188-

8605. The agency provided an unmonitored, unrecorded telephone number; 206 787-7565.

One call was received from Mary Do, VP of Development and Ellie Hardwick, Development Manager of Special Olympics – Washington. They have worked with Sgt. Coke and Chief Covey for a decade. The agency's support has been continuous and "awesome" including coming out to events, not just fund raising. The agency supports the Torch Run, Game on Campaign (POSPD #1 fund raiser), Tip 'a Cop and Polar Plunge. All athletes that travel to Seattle receive escort through SeaTac. They praised the agency for their willingness to provide support in July 2018 when their marquee' event in the U.S., the National Games with 3,500 participants comes to Seattle.

A second call was received on Wednesday, August 16th from Jeff Holgren the TSA Federal Security Director at SeaTac for the last four years. He described the POSPD as collaborative, engaging, professional, responsive and wanting to interact in unified response or solutions with all business partners.

c. Correspondence

The agency and assessment team received no correspondence before, during or after the on-site.

d. Media Interest

The agency and assessment team was not contacted by any media outlets prior to or during the on-site.

e. Public Information Material

A media release was made by the Port PIO ten days prior to the assessment team's arrival to area news outlets, the agency intranet and Port internal net. The information was also shared with neighboring agencies and NWPAC. The agency found one article in the West Seattle Times and two blogs.

f. Community Outreach Contacts

Ms. Elizabeth Bennett of Seattle Children's Hospital talked about a very successful partnership involving patient escort the agency provides. Families traveling to/from the hospital can arrange through their Children's Hospital Ground Coordinator to have POSPD officers meet them at their gate. Families are then escorted to their ground transportation. For departures, families are met curbside and taken to their gate. A lot of inbound patients to Seattle come from rural communities and small villages in Alaska and elsewhere. Traveling through a busy airport is stressful enough but coming from a village of 100 people and traveling with a sick child multiplies the impact. Bennett expressed pride in all the work being done and service to the community as something really special. The idea came from an officer with POSPD.

The assessors were taken on a tour of the waterfront by Sgt. Coke and Police Specialist Kathy Dowell. This included the Shilshole Marina, one of the Port's five marinas. There is a community here of 400 – 500 residents that stay year around on their live aboard vessels. This is where the agency hosts their annual National Night Out. Sgt. Coke drove from Fishermen's Terminal south passed new Terminal 91 for cruise ships to the Port Marine Maintenance area. Active Terminals engaged in loading/unloading container ships or storage had security fencing and controlled access points. Around 70% of all cargo moves through the Port by rail to inland markets.

Sgt. Jim Tuttle was interviewed on his assignment in the Office of Professional Accountability (IA). Tuttle reports directly to Chief Covey along with the Deputy Chiefs and Senior Administrative Assistant. Minor complaints are generally handled by line level supervisors and OPA investigates Major complaints. He also handles some research and staff reports for the Chief.

G. Essential Services

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

The agency's organizational structure follows traditional lines. There are two Bureaus each headed by a deputy chief, followed by Divisions headed by a Commander and one non-sworn Manager. The Services Bureau has four Divisions; Communications, Criminal Investigation, Professional Standards / Development, Communications with Technology / Records / Administration and Fleet & Supply. Operations Bureau has Two Divisions; Aviation/Airport Patrol Dayshift, Aviation/Airport patrol Nightshift, Waterfront Patrol and collateral assignments / special teams; SWAT, Crisis Communications, Bicycle, EOD, EOD K-9s, Marine with dive and boat teams, Pro-Active and Police Training Officer (PTO).

Officer authority is defined by the Revised Code of Washington (RCW). General authority peace officers may enforce traffic criminal laws throughout the state in response to immediate threat to human life or property, mutual aid, transporting prisoners, executing arrest or search warrants, fresh pursuit, assistance requests or with prior written consent of the CEO in a given jurisdiction.

Regardless of Miranda applicability, the RCW requires every person taken into custody be told that information. Also, per RCW the last sentence in each case report (offense, arrest) is a certification/declaration "...under penalty of perjury under the laws of the state of WA the foregoing is true and correct". RCW prohibits an officer from asking a traffic violator about race. For doing a body cavity search, RCW stipulates that only a qualified physician, registered nurse, or physician's assistant may conduct them, and only with a search warrant. The RCW also limits physical body cavity searches to the similar medical personnel.

King County Southwest District Court Judges administer the Oath of Office when officers are sworn in. Agency directives outline the agency's adherence to the Law Enforcement Code of Ethics and a Canons of Police Ethics (code of conduct). As Port employees, all agency members adhere to Employee Ethics and Conflict of Interest and Former Employee Ethics and Conflict of Interest policies.

Directives detail conduct for interviews, interrogations and access to counsel, also search and seizures with / without a warrant. RCW requires that "Ferrier Warnings" be given related to any consensual search of a residence or vehicle. While federal courts have granted probable cause search of a vehicle because of its mobility, WA state courts have not. The WA state Constitution has more restrictive language.

Agency directives detail the handling of Limited English Proficiency (LEP) persons. The AT&T Language Line is used to provide interpreters. Given the number(s) of different peoples arriving, departing or assisting in same through the airport and ports daily and their location as a jump off point to Asia and the Pacific Rim, the possibility of utilizing these services is a reality.

POSPD provides Public Safety Communication services for the 6,400 residents in the bordering City of Normandy Park via an Interlocal Agreement. Also via a MOU, the Burlington Northern / Santa Fe Railroad Police use the agency's Communication services when their officers are in the area. The agency provides uniformed police presence an MOU to the University of Washington for home game sporting events.

The agency has one cash fund, the CID Investigative Fund. There have not been any disbursements, receipts or expenditures of cash from or to the fund in this accreditation cycle.

Bias Based Profiling

The agency provides initial training on directives and statutes relating to bias based profiling which is strictly prohibited. Refresher training occurs biennially or sooner if needed. Training occurred in 2014/2015 and 2016/2017. The agency makes judicious use of weekly training bulletins (WTB) for this and many other topics. Supervisors initiate investigations if corrective action is necessary. Biased based profiling is classified as a Major Complaint within agency directives. As of June 30th, there had been no complaints in 2017. As in the RCW, officers are not allowed to ask a traffic violator their race; information gathered is based on officer notation which sometimes might be 'best guess'.

Traffic Warnings and Citations*

Race/Sex	Warnings	Citations	Total
Caucasian/Male	0	1,123	1,123
Caucasian/Female	0	348	348
African-American/Male	0	568	568
African-American/Female	0	99	99

Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
Asian/Male	0	157	157
Asian/Female	0	72	72
OTHER	0	133	133
TOTAL	0	2,500	2,500

*Data represents 2014, 2015, 2016

The agency does not issue written warnings and tracks all stops. A significant increase in citations in 2016 could be the result of two factors; a significant number of retirements and corresponding increase in new officers. Officers in training conduct more contacts, which likely increased citation production. The agency has new technology for scanning drivers' licenses and issuing the citation from a printer.

Bias Based Profiling Complaints

Complaints from:	2014	2015	2016
Traffic contacts	0	0	0
Field contacts	2	2	1
Asset Forfeiture	0	0	0

The agency has very low number of biased based complaints for the number of contacts made annually. The 2016 complaint involved a loitering / trespass allegation which was unfounded. Of the four other allegations, three were loitering / trespassing and one was a labor group picketing situation. All were unfounded.

Use of Force

The agency issues on-duty handguns. Secondary firearms must meet approved criteria for such use. Personally owned handguns and patrol rifles are allowed within specifications and following approvals by the Rangemaster and Chief.

Officers must complete training for any firearm carried on or off duty. For rifles that includes initial user course, recording zeroing of and qualification. Not completing required annual retraining means temporary no usage of the rifle and completion of full initial user training. Retraining is annual with UOF reviews. Control devices have training on each device monitored by certified devices / tactics instructors. Retraining is every two years and all training includes UOF reviews.

The agency uses a UOF Review Form in addition to required case reports (crime, offense and/or arrest). Warning shots are discouraged. They are permitted when the situation would otherwise justify the use of deadly force with consideration of three caveats; only in situation where belief is they appear necessary to potentially diffuse a life threatening situation; belief is that they would be effective and reasonably safe; are never required prior to use of lethal force. There have been no occurrences of firearm discharge other than training or recreating in this accreditation cycle.

Three less lethal devices are available for officers use; OC, Taser and baton. The agency allows personal purchase of batons after approvals and within specifications. OC is restricted to non-alcohol based types. This safety precaution is to minimize any potential for overspray permeating breathable air in confined spaces, e.g., onboard an aircraft.

Medical assistance is provided for any person with signs of physical distress, visible injury or complaint of injury. Directives require supervisor notification ASAP after using physical force. The agency uses IPro® / BlueTeam® to track incidents and complaints.

Use of Force

	2014	2015	2016
Firearm	0	0	0
ECW	2	2	2
Baton	0	0	0
OC	0	0	1
Weaponless	6	18	19
Total Uses of Force*	8	25	27
Total Use of Force Arrests	5	18	18
Complaints	0	1	0
Total Agency Custodial Arrests	544	649	712

*Total UOF numbers include where an arrest was not made

Total uses of force remain low for the amount of police contacts the agency makes. The agency has no definitive reason as to the drop in 2014 as 2013 was in line with 2015 and 2016. In 2014, a King County Mobile Crisis Unit was available making it possible for agency personnel to stand by while the Crisis Unit assisted the individual. Prior to this the agency would need to detain the person and do an involuntary committal. The agency feels the KCCU's assistance helped decrease 2014 UOF reporting. POSPD had predicted and expected a higher number due to the reporting threshold being lowered in 2013. 2015 and 2016 numbers were actually more consistent with what was expected and the KCCU remained operational.

Contacts and arrests are frequently made in areas covered by CCT surveillance with multiple officers in the area. This may reduce the likelihood of suspects being combative, resistant or attempting escape or evasion. The TSA uniform of blue shirt, badge and epaulets is believed to contribute to the appearance of a greater authority presence. This in turn is beneficial to the airport's visitors, passengers and all employees.

Personnel Structure and Personnel Process (Chapters 21-35)

The agency has Teamsters Local 117 Union representation with three types of employees: sworn represented, non-sworn represented and non-represented. The positions of Chief, Deputy Chief, Administrative Assistant and Communication Manager are non-represented.

Retirement benefits are through the WA State Public Employees Retirement System (PERS) or Law Enforcement Officers' and Fire Fighters' plan (LEOFF). Employees ineligible to participate in those plans are part of the Port's 401(a) Plan. Workers Compensation coverage and Unemployment coverage are also through the state.

Benefits include employees parking at the airport for duty shifts. Credit union participation, lockers, lunchroom and educational assistance are also provided. All members are issued agency ID cards with photograph and information. Members must be in possession of the ID card while on duty or when carrying CCW.

Members are responsible to maintain good physical condition and the ability to perform their job safely and effectively. In conjunction with the Port, there is a fitness and wellness program. It covers coordination and instructors for nutrition, diet, stress reduction, safe exercise and assistance for personal program development. All entry probationary officers are required to participate. All other members do so voluntarily with supervisor permission. There is workout space in an area known as the Penthouse or in the fourth floor workout room. Officers are allowed on-duty work out time during each shift. Currently, approximately 33% of agency personnel participate in the fitness and wellness program. The agency does not allow extra-duty employment.

The agency had an officer involved in accidental gunshot wound during firearms training. The after action reporting outlined steps taken to render first aid, responses of medics / ambulance, securing of scene and weapons and personal effects. A memo from the officer involved a positive detailing of their on-scene care, follow-up and extended support from agency and members. There were no on duty deaths or SBIs during this accreditation cycle. The agency had a member deployed to Afghanistan during 2015-2016; directives and reintegration were followed.

The Port Human Resources Department has the overall responsibility for all Port employee recruitment, selection, hiring and promotion. Some components are performed by qualified vendors. The agency participates in conjunction with many aspects of the process. The Port handles scheduling of oral boards and passing on list information to detectives once certified. The agency does background investigations and provides personnel for oral boards. The Police Officer Bargaining Agreement (OCB) states entry level probation for new officers is nine months that may be extended three additional months. Extensions are via mutual agreement between the Port and the Union. Lateral officer probations run for six months from date of hire.

The WA State Criminal Justice Training Commission (WSCJTC or CJTC) and the RCW outline much of the eligibility and must complete steps for potential applicants.

Grievances

The OCB Agreement defines grievance as any dispute regarding the interpretation or application of the agreement. Class grievances are issues affecting more than one officer. The Union may elect to start at step two without the need for individual officers

to file at that step. All grievances must be presented within 20 days of the occurrence or the date the employee actually knew or reasonably should have known of the occurrence. The process goes through four steps which can include use of the Federal Mediation and Conciliation Service. Directives cover non-represented employee appeals with similar procedures; the Union is not involved, no arbitration and the Chief makes the final decision. Port and agency directives cover reporting guidelines and encouragement for employees affected by sexual harassment; including the ability go to the Port Director of Human resources. As of June 30th, one of the 2016-2017 grievances was still active.

Formal Grievances

Grievances	2014	2015	2016
Number	9	6	11

These are low numbers in total. In 2016, several grievances were related to the same issue and filed while the process was ongoing. Ultimately that situation was resolved and several grievances were cleared.

Disciplinary

Directives afford the use of training and counseling as a function of discipline. The agency uses IAPro® / BlueTeam® to track these and internal affairs complaints. Agency proof materials showed discretion in outcomes with all facts and circumstances considered. There were no appeals of disciplinary action during this accreditation cycle.

Personnel Actions

	2014	2015	2016
Suspension	0	0	1
Demotion	0	0	0
Resign In Lieu of Termination	0	0	0
Termination	0	0	0
Other	0	0	0
Total	0	0	1
Commendations	17	25	13

The 2016 suspension was progressive discipline for neglect of duty. 2016 also had a voluntary demotion from Commander to Sergeant for personal reasons.

Recruitment and Selection (Chapter 31 and 32)

There is a recruitment plan in place that includes “everything”. The plan discusses what will be done and goals for current year and analyses the prior year. The assessment team discussed ways and ideas to advance these efforts. These included having the annual analysis in a standalone document; allowing a better platform for a broader discussion and using a template format. Assessors observed a recruiting poster of a female POSPD officer in an airport concourse.

Recruitment efforts in 2016 were successful in achieving full FTE staffing. The agency anticipated entering 2017 ready to hire additional FTEs as allowed by the Port. As this milestone was reached for the first time in a decade, six retirements were announced by female and minority officers as 2016 ended.

Sworn Officer Selection Activity in the Past Three Years*

Race/Sex	Applications received	Applicants hired	Percent hired	Percent of workforce population+
Caucasian/Male	628	9	1.4%	71
Caucasian/Female	50	2	4.0%	
African-American/Male	38	0	0.0%	6
African-American/Female	17	0	0.0%	
Hispanic/Male	46	1	2.2%	9
Hispanic/Female	1	0	0.0%	
Other	140	6	4.3%	13
Total	920	18	1.96%	

*Years reported 2014, 2015, 2016

+ Population percentage based on 2010 U.S. Census

The agency strives to attract applications from under-represented groups. This is a significant challenge and struggle for these and all suitable applicants for the entire Puget Sound region in public safety and the non-government sector. The agency is making process changes to increase hiring of lateral officer hires more quickly.

The traffic support specialist program was something brought up after one year of a three year contract cycle period. The union agreed to a two year pilot program to ensure the addition of these positions did not affect the work jurisdiction of commissioned officers. Traffic specialists are used to assist the high volume of motor vehicles entering / exiting SeaTac.

Training

A sergeant coordinates all agency training. The Office of Professional Development (OPD) maintains files on each employee. Employees are responsible to provide OPD evidence of successful completion of each course attended. Directives outline lesson plans and examples reviewed were comprehensive and complete. The agency's remedial training directive covered all areas of work performance. Accreditation for new hires is within 30 days of start date.

POSPD uses the PTO adult learning based model for new hire field training. To be selected as a PTO, officers must have three years in law enforcement, one of which must be with the agency. Attendance at a PTO training course is mandatory prior to being used in the field. Entry officer training runs for 15 weeks and includes working both shift assignments. The OCB Agreement requires an annual assessment for PTOs. Any former PTO who wishes to maintain that status needs only to submit a letter of interest. PTO supervision / coordination are handled by a Patrol sergeant who

must have a CJTC Supervisory certificate. Liaison with CJTC Academy staff is through the PTO sergeant.

Sgt. Molly Kerns, the PTO supervisor for three years, was interviewed on the administration of the program. Sgt. Kerns had notes and meeting minutes detailing subjects, areas of interest, changes and updates including legal decisions and progress of each trainee. Kerns' thoroughness more than adequately covered all aspects of the standard including in-service training for PTOs.

Annual retraining for sworn members is a minimum of 24 hours and includes required CJTC training, federal and WA court cases and other legal updates. Firearms and less lethal retraining are very comprehensive. Also, first responder training with respirator fit tests, TB protection, blood borne pathogens, heat exposure, hazardous materials and rapid deployment.

Promotions

Port HR uses a vendor, Public Safety Testing (PST), to administer the promotional processes. PST conducts written tests (when used) and run the Assessment Center. Evaluation of candidates' work performance is by agency staff and interviews with the deputy chiefs. Oral interviews are conducted by the Chief or designee prior to any promotion. The Port HD and PST hold / secure all promotional materials. Newly promoted officers serve a probationary period of nine months following appointment. The Chief may extend the period for bona fide illness or other legitimate reasons.

Appeals are governed by the Port's Civil Service Rules. There were none during the 2014-2015 or 2015-2016 promotion cycles.

Sworn Officer Promotions			
	2014	2015	2016
GENDER / RACE TESTED			
Caucasian/Male	5	6	10
Caucasian/Female	2	2	3
African-American/Male	2	2	1
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
GENDER/ RACE ELIGIBLE AFTER TESTING			
Caucasian/Male	5	6	10
Caucasian/Female	2	2	3
African-American/Male	2	2	1
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
GENDER/ RACE PROMOTED			
Caucasian/Male	1	2	1

Caucasian/Female	0	0	2
African-American/Male	1	1	0
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0

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

The agency maintains a K-9 unit for the purpose of detecting explosives which consists of 11 dogs (currently). The agency works in conjunction with the TSA and other concerned partners, e.g., airport authority, airlines, vendors.

Adult missing person reports are treated promptly and with due diligence. Information collected is quickly disseminated throughout the agency and entered into the state missing person and NCIC network. In WA, a person is an adult at 18 years of age. The Communications Center is responsible for local and national entries into the databases for all missing persons.

New officers receive training on interacting with mentally ill persons during their basic training. The state requires that all personnel receive the same training and renewal / updating training every two years; exceeding the standard's three years. Refresher training was conducted in 2016; the next one due in 2018.

Soft body armor is issued to all sworn officers and is a must wear. They can either wear the vest under the uniform or over the uniform with external vest carriers. Those officers who are not in uniform are not required to wear the soft body armor. The agency does not use audio / video in the police vehicles nor do they have body cams.

When a complaint is received of a crime that requires a follow-up investigation, the Detective Sergeant reviews the case and when necessary, assigns it to one of the six Criminal Investigation Division (CID) detectives.

The agency shares information of suspicious incidents and criminal intelligence with the King County Regional Intelligence Group (KCRIG) and the FBI JTTF. The agency has one detective that is involved with JTTF.

The agency has temporary interview rooms and detention cells. No weapons are allowed in either the rooms or the cells. All detainees are searched before being placed into the detention cells. The detention area and the interview rooms all have panic alarms and /or equipment that assist the safety of the officers. Prisoners are detained and separated by gender, adult / juvenile and sight / sound. The detention is not to exceed two hours.

The agency's directives ensure that the constitutional rights of juveniles are protected. The directives allow juveniles to be dealt with quickly and as soon as possible by outright release, citation / summons and/or referral to a juvenile facility when necessary.

Traffic laws are enforced with equality to the public by all officers. Requests for escorts, i.e., dignitaries, hazardous cargo or materials, oversized loads, etc. are handled by the Patrol Division Commander for approval.

Thefts of motor vehicles and thefts from vehicles in the parking garages are still the lead crime problem; theft of traveler luggage also remains a significant issue. Vehicle thefts are primarily from rental companies. The physical areas where these crimes occur are largely under CCTV surveillance. Recordings are regularly reviewed and photographs of suspects are distributed to officers.

Patrol Officers work a 12.5 hour day, three days per week. Squads (shifts) are set out for the weekdays as follows: Sat/Sun/Mon – Sun/Mon/Tue – Tue/Wed/Thu – Wed/Thu/Fri – Thu/Fri/Sat. One officer is assigned on each shift to the water front office. Within the five squads, there are usually four to five officers per squad. Shifts run 5:00 a.m. to 5:30 p.m. and 5:00 p.m. to 5:30 a.m. They are allowed one hour for fitness training with two 30 minute lunch breaks and two 15 minute coffee breaks.

Crime Statistics and Calls for Service

Year End Crime Stats

	2014	2015	2016
Murder	1	0	0
Forcible Rape	0	0	0
Robbery	3	0	0
Aggravated Assault	19	11	10
Burglary	18	23	22
Larceny-Theft	1,015	1,090	1,068
Motor Vehicle Theft	112	116	79
Arson	0	0	1

Within the jurisdiction there is a large parking garage and rental car facility. The agency experiences a high number of thefts from luggage and vehicles; as well as a high number of motor vehicle thefts. Many of those vehicle thefts are rental cars.

Police Calls for Service

2014	55,082
2015	58,620
2016	75,497

Vehicle Pursuits

The agency had two vehicle pursuits during this cycle. Both were policy compliant. The agency policy is very restrictive and comprehensive. Only marked vehicles are even allowed to pursue. The Communications Center is notified should a pursuit occur. The pursuit supervisor would normally be the first level supervisor who would evaluate the incident and determine whether to continue or terminate. Stop sticks would also be used as an alternative, should the need arise.

Vehicle Pursuits

PURSUIITS	2014	2015	2016
Total Pursuits	2	0	0
Terminated by agency	0	0	0
Policy Compliant	2	0	0
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	0
Felony	1	0	0
Misdemeanor	1	0	0

The agency has a very low number of motor vehicle pursuits. Policy is highly restrictive due to the areas policed and volume of foot traffic present. Officers are only allowed to pursue in felonies and must terminate all others when / if the vehicle flees.

Critical Incidents, Special Operations and Homeland Security

During this cycle, there has only been one incident that required an All Hazard Plan activation. This incident was in January 28, 2017 and related to the temporary travel ban imposed by Federal authorities.

POSPD is a member of Valley SWAT and the regional Crisis Intervention Teams. Valley SWAT is comprised of southern King County agencies. The team commander rotates and the agency will rotate into that role in 2018. The Crisis Intervention Team has more agencies and uses bicycles.

The Chief is responsible for the planning and execution of critical incident plans. The agency has plans for the various special events that happen throughout the year, i.e., Mayday, Hemp Fest, SeaFair, 4th of July Celebration. A speaker at the public hearing talked to the agency's assistance, cooperation and planning of POTUS visits and when the Seattle Seahawks won the Super Bowl.

The department assists neighboring agencies with their functions as well.

Internal Affairs and Complaints against employees

The agency uses IPro® / BlueTeam® to document complaints and incidents that members are involved in and for documentation of the Early Intervention (EI) system. The system is operated and maintained by the Office of Professional Accountability (OPA).

Complaints and Internal Affairs Investigations

External	2014	2015	2016
Citizen Complaint	12	7	11
Sustained	7	0	4
Not Sustained	3	0	1
Unfounded	1	2	4
Exonerated	0	5	2
Internal			
Directed complaint	1	3	3
Sustained	1	1	3
Not Sustained	0	1	0
Unfounded	0	1	0
Exonerated	0	0	0

For an agency of its size and number of contacts, they experience a very low number of complaints.

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

Officers are trained to properly search: prisoners, vehicles (beginning of shift & after transporting a prisoner), and interview / temporary detention rooms. Vehicles used for transporting detainees have the rear vehicle compartment equipment disabled and/or have the proper equipment installed for officer protection. Prisoners are handcuffed while being transported. Officers are given discretion when dealing with juveniles, sick, injured, elderly and/or disabled prisoners.

Prisoners who are brought into the agency are only held for a maximum of two hours. The agency has LiveScan finger printing for those who are not going to jail. After the two hour limit, the prisoners are either released or transported to King County Jail – Seattle or Kent. The agency can also use South Correctional Entity Regional Jail (SCORE) which is a governmental administrative agency formed pursuant to RCW. SCORE serves seven member agencies with contract service to 36 other regional agencies and out of county / out of state entities. There were no escapes during this accreditation cycle.

The agency has two temporary detention areas, one at SeaTac, the other at the Harbor Police Office. The airport detention area has four rooms with toilets and sinks in each. All officers are trained in the use of the detention facility. All firearms / less lethal weapons must be removed and secured in a lockbox prior to entering the area.

Prisoners need to be checked (face-to-face) every 30 minutes. Juveniles are detained only with the approval of a supervisor and are detained for the least amount of time possible. Juveniles are to be checked (face-to-face) every 15 minutes. Video monitoring of the detention rooms by Communications personnel is available on request of the detaining officer. The assessment team found that Communications

Personnel have not received initial training or refresher training as required. All of the required prisoner checks are maintained in an electronic booking log for each prisoner. Males, females, and juveniles are all separated by sight and sound when they are in custody. Weekly and quarterly inspections are done.

The agency does not operate a holding facility nor provide any sort of court security.

The Communications Center is located below ground within SeaTac. Access systems control all entry / exits. The higher the security level the more complex the entry steps up to and including biometrics. The Center uses Intergraph CAD software. Each dispatcher / complaint taker work station has eight screens monitoring different functions. The screen display layout can be customized by each specialist to individual preferences. They do not have tactical dispatching plans per se', rather SOPs for each type of topic / situation. The systems have extensive mapping capability that can pinpoint cellular phone, officer calls and call for service locations on maps.

The Center operates 24/7, with dispatchers on four 10 hour shifts. One of the supervisors, Jennifer Crippen, provided a tour of the facility. Communications Specialist Ryan Cody-Berry demonstrated all of the components of the facility. Auxiliary and back-up antennas are located off-site within restricted and secured areas. Information for agency personnel and other various contact information is immediately available on the computer systems in the Center.

Misdirected emergency calls are transferred to the appropriate department or agency while the dispatcher stays on the call until the connection is made. Personnel are trained in first aid and provide first aid over the phone within the scope of their training. Back-up power and UPS back-up power is available for the various operating systems in the Center. Emergency generators have been tested regularly, done on schedule and as required.

The Records Section was toured with the assistance of Monika Newbolt. Records is located in the main office area and access is controlled by lock and key. The Records supervisor and assistant control access during normal business hours. For after hour access, command staff can access the Section. Access to the room is also controlled by key software that identifies who is accessing the room.

Juvenile records are identified by a separate storage location with a blue sheet of paper in front of the hard copy file and by the Incident report that signifies that a juvenile is involved in the incident. Reports that are prepared by the officers are reviewed by a supervisor prior to being submitted.

Citation booklets are stored and issued only from the Records Section. All citations are tracked for issuance, destruction or completed in error.

Processing Crime / Collision Scenes – The agency Detectives process the initial crime scenes. Should further assistance be required for scene processing, the Evidence

Custodian Detective conducts additional forensic examination. Collision scenes are processed by the sergeant with collision reconstruction training. All officers are able to be called out for duty and to provide assistance when needed. The software program use for their Record Management System is New World.

Property and Evidence

The "Property & Evidence Room" building is located off-site from the airport and is under the control of the Evidence Custodian, Detective Lee Donlan. The physical location and building itself has many security features from the outside perimeter locking fence/gate to motion sensor alarms, to a locked and secured building with barred windows. When access is granted into the Property & Evidence holding area within building, the visitor must sign in on a log sheet and be escorted into the area.

Evidence of high value / importance, e.g., firearms, cash, valuables, evidence requiring refrigeration are stored in separate caged holding area inside of safes and additional locked cabinets within the caged area. Evidence that is seized by officers is processed and secured at the police department's temporary exhibit lockers located in the Temporary Detention area.

The directives have explicit policy and procedures for the collection, processing and preserving of evidence and for controlling processing / documenting the transfer of physical evidence while in the field. Basic scene processing equipment is provided to all officers. Officers with advanced training have access to more specialized processing equipment. All Detectives are trained in DNA collection.

Most seized firearms come from TSA security checkpoints. This historically averages one per week, but Detective Donlan has noticed a slight increase in recent months. The software used is also New World. The agency has not yet migrated to the bar coding modules within the system. Property & Evidence on hand averages 3,000 pieces.

The agency has a temporary morgue to hold deceased persons until a funeral home or the medical examiner claims / removes the person. The police and fire departments provide Fallen Soldier honors to deceased military members when accompanied and requested. Most of these would be inbound to SeaTac. Outbound military deceased are generally accidents or suicides.

H. Standards Issues Discussion:

This section provides specific information on standards found to be in compliance after on-site "adjustments" were made. Adjustments may include modifying agency policies and directives, creating documentation, and an alteration of the physical plant.

71.2.1 Training of Personnel

Personnel charged with monitoring temporarily detained individuals in the facility are provided initial training on the use of the temporary detention room(s) or area(s) and retraining at least once every three years.

ISSUE: After reviews and conversation with the accreditation team and Communication Center Supervisors, no initial training or refresher training is provided to dispatchers.

The assessment team position was that while directives not clear or inclusive that dispatchers should receive initial and refresher training every three years in monitoring of detainees, agency policy does provide that officer(s) can involve dispatchers in such monitoring;

POSPD Policy 910.7.7 "*...If deemed necessary, officers may request that communications center personnel use the holding cell video system to monitor detainees...*"

As such, the assessment team concluded this gives / creates an expectation that the dispatch knows what and how to complete that task once the officer's request is acknowledged. Nothing was in file to show training of Communication personnel beyond which camera to switch on/off; and, the agency had no proof that anything was done.

AGENCY ACTION: The agency crafted and distributed a General Training Bulletin to all Communication Center personnel. Follow through by Communication supervisors included placing the language into the SOP Manual which is part of new hire training.

84.1.6 Inspections and reports

(c) an annual audit of property and evidence in compliance with Appendix K is conducted by a supervisor not routinely or directly connected with control of property and evidence; and (M)

ISSUE: After reviewing, assessors noted that the audits did not comport with Appendix K requirements on the required number of items being audited.

AGENCY ACTION: The agency had conducted the audits within directives and the standard. The implementation of Appendix K was inadvertently missed. The assessment team was certain that Chief Covey will more than adequately ensure this is resolved and not repeated.

I. 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 on-site was Law Enforcement (Tier 1), this section does not apply.

J. Future Performance / Review Issues

This section reports on directives that appear to meet the intent of standards but the directives initial established time line for completion of required activities has not be met (“wet ink”). These requirements are reported to emphasize that these activities must be completed in the appropriate time frame.

There were no standards held in this category.

K. Table: Standards Summary:

	<u>TOTAL</u>
Mandatory (M) Compliance	<u>171</u>
Other-Than-Mandatory Compliance	0
Standards Issues	<u>2</u>
Waiver	0
(O) Elect 20%	0
Not Applicable	<u>16</u>
TOTAL	<u>189</u>

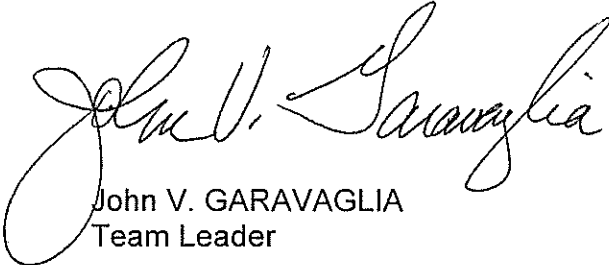
L. Summary:

Agency files were found to be well organized and for the most part well documented. This was the agency’s first time using PowerDMS. The Assessment Team were able to show and discuss ways to enhance their input products. The agency had two files identified in Standards Issues; this was an improvement from their last assessment which had five. The agency’s annual reports were submitted to CALEA on time and the assessment was not problematic.

POSPD performs a somewhat exceptional and diverse mission with the accompanying challenges and issues. Bereft of traditional neighborhoods and population, the agency has developed positive and lasting relationships with other Port departments, business partners and neighboring / regional agencies.

All of the comments concerning the agency were positive, stressing cooperation, professionalism and caring. These sentiments express the spirit of CALEA – providing and promoting positive interactions between the agency and the citizens they are sworn to serve. Multiple appreciation / recognition plaques adorn the headquarters’ hallways; Chief for a Day, Officer Down 5K, U.S. Honor Flag, Iraqi Police Dept., Make A Wish, Wounded Warriors in Action and a framed photograph of Air Force One signed by the chief pilot.

SIGNATURE BLOCK



John V. GARAVAGLIA
Team Leader

October 25, 2017