

2.17 WRITTEN DIRECTIVES

In addition to this manual, officers are expected to familiarize themselves with other official department publications. These publications are consistently formatted on departmental letterhead and bear the signature of the Chief of Police or designee from the command staff. The year and sequence of distribution uniquely number all of the above listed written directives.

These publications will be distributed electronically to all employees. All employees will be required to open the electronically distributed publications. Opening the document provides an electronic signature acknowledging receipt.

Printed copies of the current Policy and Procedures manuals are kept on file in the following locations, for immediate accessibility to all affected personnel. One copy of the manuals will be located in each sector Sergeants Office, one copy to Investigations and one for Records, and one copy in Administrative Services. Administrative Services will update these manuals as needed and replace them with each year's newest print edition.

Printed copies of all other written directives, training bulletins and other department publications will be maintained in the same locations and updated by Administrative Services personnel.

Electronic copies of written directives and directive updates to include the Policy and Procedures Manuals, Training Bulletins and Personnel Orders are maintained on the Intranet and available to all personnel at all times.

It is the responsibility of all users of the departmental manuals and written directives to note any discrepancies, errors or omissions and to submit a notification through the chain of command to the Deputy Chief of Services.

7 Add?

Yes

T
Meyer

exists regardless of any case dismissal in lieu of treatment or counseling or any expunging of a conviction for any reason.

The polygraph will also include, but not be limited to, specific inquiry into such contacts or convictions as well as any other criminal contacts or convictions. Polygraphs will be used as an investigative aid and as such, the results will not be utilized as the single determinant of employment status. Candidates will be provided with a list of areas from which polygraph questions will be drawn, prior to any examination.

The psychological examination will also include, but not be limited to, specific screening for indicators of violent, abusive, harassing, or inappropriate sexual behaviors. The results of this screening will be used as a factor when making employment decisions.

Background Investigation Reports and Records:

All background investigation reports and records will be retained for the period of an individual's employment, plus six years. These records are strictly confidential and the Chief of Police must authorize access to the records except as noted:

- ❑ The training section may review background records (not medical) while the officer is on probation as it pertains to training issues and concerns or recommendations for retention.
- ❑ Command staff may review background records (not medical) as it relates to pending disciplinary issues and recommendations.
- ❑ Other law enforcement agencies may view, but not copy, background records (not medical) with a release from the officer as it relates to officer's testing with other agencies.

In all other cases background records may only be released as directed by the Chief of Police or as directed by a competent court with jurisdiction. Background investigation records for ~~sworn~~ positions all personnel where the applicant is determined to be ineligible for employment, will be maintained in a locked cabinet, accessible only to Administrative staff, and shall be retained in accordance with the Washington State Records Retention Schedule.

2.19 COACHING AND COUNSELING AUTHORITY FOR SUPERVISORS AND MANAGERS

Any supervisor may counsel an employee under her/his command. Coaching and counseling is any non-disciplinary, interactive communication between the supervisor and the employee. Coaching and counseling may be used for the purpose of addressing misconduct or poor work performance through a specific action plan as directed by the supervisor, or may be used to acknowledge or re-enforce desired or exceptional performance on the part of the employee.

Please refer to the Everett Police Department Procedures Manual, Section 31, COACHING AND COUNSELING, for a more detailed explanation of the coaching and counseling process.

Effective February 2004 / Rev. 9/2004 / Rev. 12/2004/ Rev. 10/2005/Rev. 2/2006/Rev. 7/2006/
Rev. 6/2007 / Rev. 7/2007

