

In most instances the officer making the preliminary investigation can and shall complete the initial case report. All reports, notices of infractions and citations must be turned in to the supervisor at the end of each shift. The supervisor shall review all documents for completeness and accuracy. Supervisors shall turn completed reports in to the Records Unit the same day. Incomplete reports shall be completed the next day.

The report must be accurate, legible, and present a clear picture of the incident and allow for easy reading and reproduction. Blue or black ink is acceptable. Supervisory approval should be in blue ink. Washington State Collision Reports are to be completed in black ink.

#### **7.12 PARTICIPATION IN CHRI SYSTEM (CRIMINAL HISTORY RECORDS INFORMATION SYSTEM)**

This agency maintains full participation within the state fingerprint/criminal history records system.

#### **7.13 RELEASE OF PERSONNEL FILES OR PROFESSIONAL RECOMMENDATIONS**

All requests for background or job reference information concerning current or previous officers will be directed to the Deputy Chief of Services. No information will be released without a signed authorization to release information.

#### **7.14 ADDRESS AND TELEPHONE NUMBERS OF EMPLOYEES**

Employees will not divulge the home address or home telephone number of any other employee to representatives of the media.

#### **7.15 VICTIM / WITNESS SERVICES**

All members of the Everett Police Department will strive in their daily performance, to serve the community to the best of their ability. Victim/witness support will be provided in accordance with EPD Procedures, Chapter 32: Victim / Witness Assistance, and consistent with current case law.

## **Chapter 8 POLICE COMMUNICATIONS**

### **8.1 TELEPHONES**

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## 7.8 POLICE RECORDS/DISSEMINATION

Access to and dissemination of the Everett Police Department's police records are restricted to Everett Police Department personnel working in their official capacity as a criminal justice agency employee as described in this policy. The Administrative Support Services Manager is responsible for dissemination of records in response to public records requests that are beyond the scope of standard, routine requests for police reports. The EPD Records Unit is responsible for responding to standard, routine police report requests. The Administrative Support Services Manager and Records Unit Supervisor are responsible for maintaining the integrity of all Everett Police Department records.

Officers are specifically prohibited from taking police reports home to work on them or to store. This includes e-mailing documents home or taking documents home via memory stick, CD or other media. All police reports will be completed on police department computers, while on duty. Officers utilizing memory sticks (thumb-drives) will use extreme caution in safeguarding their security. Completed reports will be erased from the memory stick when the initial report has been completed and approved by the officer's supervisor. Any further retention of police reports in this electronic format is not authorized.

Overtime to work on reports outside of a regular shift must be authorized by the officer's supervisor. Reports not completed by the end of the shift must be left in a pre-designated location at the officer's precinct, so if a question comes up or there is a development in the case, the responding officers can track down the initial pending report.

All public disclosure requests for police records are processed under the direction of the Administrative Support Services Manager as described above

There are two exceptions to this rule:

An officer may give an interested party, i.e., passenger, pedestrian, property owner, etc. a copy of the traffic collision report on site. No witness, driver's statements or investigative reports are to be released on site. The requester must make a public records request to the Records Unit or Administrative Support Services Manager for these documents.

In the event an officer is detailed to process a mental health evaluation, the primary officer may give a copy of his/her report to the Mental Health Professional.

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## POLICY MANUAL REVISION

### 7.15 VICTIM / WITNESS SERVICES

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All members of the Everett Police Department will strive in their daily performance, to serve the community to the best of their ability. Victim/witness support will be provided in accordance with EPD Procedures, Chapter 33: Victim / Witness Assistance, and consistent with current case law. *Q*

## PROCEDURES MANUAL REVISIONS

### 33.0 VICTIM / WITNESS ASSISTANCE

Recognizing that Victim/ Witness services and assistance is a fundamental goal for all police services, the Everett Police Department will strive to ensure a continued effort to provide assistance to the best of the ability of this agency and its officers.

The Everett Police Department will proudly display the State of Washington Victim's Bill of Rights, ensuring that all personnel are provided with a copy.

#### 33.07 "U" Visas

Federal legislation has created a "U" visa to strengthen detection, investigation and prosecution of crimes against non-U.S. residents by giving non-citizens with temporary or no legal immigration status an incentive or reward to cooperate in the investigation and prosecution of certain crimes. The "U" visa allows temporary residence in the U.S. for up to four years if a person was the victim of a certain crime, suffered substantial physical or mental abuse as a result, has information concerning the criminal activity and has been helpful, is being helpful, or is likely to be helpful in investigation and prosecution of the crime.

The Everett Police Department's role in the "U" visa process is as follows:

1. The process will typically begin with a request being submitted to an EPD employee/officer by the victim or his/her advocate or attorney.
2. Any "U" visa request is to be forwarded to the EPD Legal Advisor.
3. The Legal Advisor will obtain the necessary information from EPD staff (and, if the matter was handled by the County or City Prosecutor's office, the assigned prosecutor) to review the matter for whether or not the victim meets the minimum

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requirements for a "U" visa. The Legal Advisor will also review the matter for other factors, such as whether granting the "U" visa would serve the underlying purpose of the federal legislation that created them and to what extent the victim cooperated with law enforcement.

4. Following her review, the Legal Advisor will make a recommendation to the appropriate Investigations or Patrol Captain regarding whether or not the Law Enforcement Certification of Assistance ("Certification") should be signed. Although a signed Certification is required for a "U" visa application to move forward, a signed Certification does *not* mean that the individual will automatically be eligible.
5. If the Certification is to be signed, it will be signed by the Investigations or Patrol Captain. It is then the "U" visa applicant's responsibility to submit his/her application, including the signed Certification, to the United States Citizen and Immigration Service (USCIS) for further determination of eligibility.

Note:

- Although other departmental policies discourage inquiries into immigration status, if a person asks about how to obtain a "U" visa and/or where he/she can get the paperwork for the application process, officers may:
  - Direct the person to the U.S. Citizenship and Immigration Services website ([uscis.gov](http://uscis.gov)); and
  - Advise the person to contact their own legal counsel, free legal aid at Snohomish County Legal Services (425- 258-9283), or the Northwest Immigrant Rights Project (1-800-455-5771).
- Officers must never tell a person that they *will* get a "U" visa when they apply.
- In those cases in which a "U" visa has been issued or is pending, and the victim then unreasonably refuses to cooperate, that information should be forwarded to the Legal Advisor. This change in circumstances may be reported to USCIS for consideration of denial/revocation of the "U" visa.
- If an applicant was involved in the crime, the probability is that he/she will not be granted the "U" Visa
- There are no time limits on when the incident or investigation took place, nor is there a requirement that the investigation be complete before an individual becomes eligible.
- There is not a requirement that the victim's cooperation result in a successful prosecution.

## Chapter 7: Public Information and Community Relations

- 7.1 Press Releases
- 7.2 Media Relations
- 7.3 Active Criminal Investigations
- 7.4 Community Relations Function
- 7.5 Mystate Emergency Telephone Network (Reverse 911)
- 7.5-7.6 Public Talks
  - 7.6-7.7 Department Awards and Commendations
  - 7.7-7.8 Police Officer Ride Along
  - 7.8-7.9 Police Records/Dissemination
  - 7.9-7.10 Sexual Offender and Kidnapping Offender Notifications
  - 7.10-7.11 Washington Uniform Crime Reporting
  - 7.11-7.12 The Incident Reporting System
  - 7.12-7.13 Participation in CHRI System
  - 7.13-7.14 Release of Personnel Files or Professional Recommendations
  - 7.14-7.15 Address, Telephone Numbers of Employees
- 7.165 Victim / Witness Services

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## MYSTATE EMERGENCY TELEPHONE NETWORK POLICY:

### 7.5 Mystate Emergency Telephone Network (Reverse 911)

The City of Everett utilizes the Mystate USA Emergency Telephone Network, or ETN to communicate emergency telephone messages to pre-identified geographic sections of the city. The specific feature in Mystate that allows the department to send out these messages is called the Emergency Telephone Network, or ETN, which in essence is a reverse 911 system. Patrol supervisors are responsible for evaluating a given situation and determining whether or not the use of the ETN is appropriate. Prior to sending out a community message using the ETN, the patrol supervisor must obtain approval from a police captain or higher.

Other references:

City of Everett Comprehensive Emergency Management Plan (CEMP)

Everett Police Procedure Section 34 Emergency Telephone Network (Reverse 911)

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