



June 22, 2022

Interim Director Grainne Perkins  
Office of Police Accountability  
PO Box 34986  
Seattle, WA 98124-4986

Dear Director Perkins,

Please see the below Management Recommendation response

**Case Numbers:** 2019OPA-0034 / 2020COMP-0004

**Topic:** Employee Timekeeping

**Summary of the Management Action:**

It was alleged that multiple employees in the Training Unit were stealing time by taking extended lunches and workouts and repeatedly leaving prior to the end of their shifts.

**Original Recommendation:**

Put in place additional measures to ensure that employees in the Training Unit and other specialty units are working the hours they are being compensated for.

**Action Taken:**

The Seattle Police Department has communicated on numerous occasions the importance of recording work hours honestly. Since the complaint was made there have been no additional allegations of employees not recording their hours correctly. Nonetheless the Department holds honesty as one of the pillars of police work. Supervisors are expected to monitor their subordinates work hours and if they believe time worked is misrepresented, they are required to address the issue immediately. Given the amount of time that has transpired since the original recommendation and the fact that there is no indication that this continues to be a problem, SPD believes that this issue has been addressed.

**SPD Considers this Management Action:**

Fully Implemented

Please contact me if you have additional questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'ADZ'.

Adrian Z. Diaz  
Chief of Police



June 22, 2022

Interim Director Grainne Perkins  
Office of Police Accountability  
PO Box 34986  
Seattle, WA 98124-4986

Dear Director Perkins,

Please see the below Management Recommendation response

**Case Numbers:** 2020OPA-0621/2022COMP-0006

**Topic:** Email Access

**Summary of the Management Action:**

It was alleged that a former SPD officer sent an inappropriate email from his city email account after separating from SPD.

**Original Recommendation:**

SPD Human Resources should ensure the timely restriction of email access upon an employee's separation from SPD.

**Action Taken:**

Per SPD's HR Director when an employee leaves the department, unless they are being separated on an immediate basis, it can take a few days before everything is recompleted. In order to be able to pay an employee for their final days, vacation pay out, etc., they remain in the HRIS/EV5 system until everything related to payroll and benefits has been processed. As part of the process, a system entry is made to remove the employee from the system. Unless it is an immediate termination request, this can take several days to complete as it gets approved through SPD and then sent to Seattle IT to process the computer access for the former employee.

**SPD Considers this Management Action:**

Fully Implemented (due to existing system)

Please contact me if you have additional questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "ADZ".

Adrian Z. Diaz  
Chief of Police