

SPD Forms

Form Number	Form Name	Stocked by QM	On Line	Notes
1 1	Investigator Expenditure Report	x		CI
1 1 1	CI Information Report	x		CI
1 1 10	Informant Performance Agreement	x		CI
1 1 10a	(Spanish) Informant Performance Agreement	x		Spanish
1 1 11	CI File Checklist	x		CI
1 1 1a	(Spanish) Informant Agreement	x		Spanish
1 1 2	Informant Agreement	x		CI
1 1 3	CI Activity Report	x		CI
1 1 5	Name Card	x		CI
1 1 6	Justification for Payment of Funds	x		CI
1 1 7	Problem Informant Card	x		CI
1 1 9	Notice of Seizure and Intended Forfeiture	x		Investigations
1 1 9a	(Spanish) Notification of Seizure	x		Spanish
1 10	Request for Letter of Authorization for firearm magazine	x		Range
1 11	Memorandum		x	QM
1 17	Property Disposition Authorization	x	x	Evidence
1 26 1	Alert Card	x		Investigations
1 30	Secondary Work Permit		x	HR
1 31	Report of Equipment Transfer	x		QM
1 33	Overtime Request		x	HR
1 35	Vehicle Damage Report	x		QM
1 35 7	Take Home Vehicle Agreement		x	
1 35 5	Vehicle Requisition	x		Motor Pool
1 36 1	Spd Business Envelope	x		QM
1 36 1w	Spd Business Envelope-window	x		QM
1 40b	Use of Force Supervisor Report Use of Force Command Review		x	Ops.
1 40c	Use of Force Officer Supplemental		x	Ops.
1 40d	Use of Force Supplemental Subject Information		x	Ops.
1 41	Routing and Transmittal Slip	x		QM
1 49	Inter Departmental Envelope	x		QM
1 5 1	Supply Withdrawal Slip		x	QM
1 51	Ticket Cancellation Request	x	x	Professional Standards
1 52	Voided Ticket Report	x	x	Professional Standards
1 54	Notice of Non Appearance for Court	x		Ops.
1 67 1	Out Card	x		QM
1 75	Return of Equipment		x	QM
1 82	Personnel Transfer Justification	x		Ops.
1 9	Outgoing Official Message		x	Professional Standards
2 10	Employee Request for Family and Medical Leave		x	HR

SPD Forms

<u>1</u> <u>1</u> <u>1</u>	CI Information Report	x		CI
<u>2</u> <u>11</u>	Medical Absence Report (sick slip)		x	HR
<u>2</u> <u>12</u> <u>10a</u>	Exposure Control _Employee Instruction Sheet Airborne	x		Ex.Cntrl. Packet
<u>2</u> <u>12</u> <u>10b</u>	Exposure Control Supervisors Instruction Sheet Airborne	x		Ex.Cntrl. Packet
<u>2</u> <u>12</u> <u>11a</u>	Exposure Control Employee Instruction Sheet Bodily Fluids	x		Ex.Cntrl. Packet
<u>2</u> <u>12</u> <u>11b</u>	Exposure Control Supervisors Instruction Sheet Bodily Fluids	x		Ex.Cntrl. Packet
<u>2</u> <u>12</u> <u>2</u>	Exposure Control HBV Vaccine Acceptance Decline	x		Ex.Cntrl. Packet
<u>2</u> <u>12</u> <u>3</u>	Exposure Control Communicable Disease Report	x		Ex.Cntrl. Packet
<u>2</u> <u>12</u> <u>4</u>	Exposure Control Post Exposure Follow Up	x		Ex.Cntrl. Packet
<u>2</u> <u>12</u> <u>5</u>	Exposure Control Request for Mandatory Testing	x		Ex.Cntrl. Packet
<u>2</u> <u>12</u> <u>6</u>	Exposure Control Healthcare Professionals Opinion	x		Ex.Cntrl. Packet
<u>2</u> <u>12</u> <u>7</u>	Exposure Control Tuberculosis Airborne	x		Ex.Cntrl. Packet
<u>2</u> <u>12</u> <u>8</u>	Exposure Control Test Results for Exposed Employee	x		Ex.Cntrl. Packet
<u>2</u> <u>12</u> <u>9</u>	Protocol for Management of Persons Suspected for TB	x		Ex.Cntrl. Packet
<u>2</u> <u>12a</u>	Exposure Control _Instructions Airborne	x		Ex.Cntrl. Packet
<u>2</u> <u>12b</u>	Exposure Control _Instructions Bodily Fluid	x		Ex.Cntrl. Packet
<u>2</u> <u>13</u>	Information Card _Body Armor	x		QM
<u>2</u> <u>14</u>	Pregnancy Certification			HR
<u>2</u> <u>17</u>	Grievance Recommendation Transmittal Report			HR
<u>2</u> <u>22</u>	Investigating Supervisors Report of Industrial Injury		x	HR
<u>2</u> <u>23</u>	Request for Authorized Absence		x	HR
<u>2</u> <u>23</u> <u>1</u>	Guild Day Authorization and Voucher	x		HR
<u>2</u> <u>24</u>	Supervisors Investigation of Vehicle Collision _Routing Slip		x	Ops.
<u>2</u> <u>25</u>	Employee's Report of Unsafe Working Conditions/Practices		x	HR
<u>2</u> <u>26</u>	Stop Stick Deployment		x	Training
<u>2</u> <u>27</u>	Release Time Authorization Form		x	HR
<u>2</u> <u>28</u>	Supervisors Report of Vehicle Pursuit		x	Ops.
<u>2</u> <u>9</u>	Employee Request for Leave of Absence		x	HR
<u>2</u> <u>91</u>	Application for Funeral Leave		x	HR
<u>4</u> <u>20</u>	Marijuana Warning Card	x		Media
<u>5</u> <u>1</u>	Fraudulent Check Crime Report	x		Investigations
<u>5</u> <u>1</u> <u>2</u>	Missing Person	x	x	Investigations
<u>5</u> <u>1</u> <u>3</u>	Amber Alert		x	Investigations
<u>5</u> <u>11</u>	DV Supplemental		x	Spanish
<u>5</u> <u>11</u>	DV Supplemental		x	DV
<u>5</u> <u>12</u>	Claim for Private Automobile Mileage		x	Motor Pool
<u>5</u> <u>15</u>	Report of Defective Equipment	x		QM
<u>5</u> <u>16</u>	Failure to Return Leased Rented Property		x	Investigations
<u>5</u> <u>34</u>	Trespass Enforcement Authorization		x	Ops.
<u>5</u> <u>34</u> <u>1</u>	Trespass Admonishment	x		Ops.
<u>5</u> <u>34a</u>	Trespass Enforcement Authorization(Chinese)*	x		Chinese

SPD Forms

<u>1</u> <u>1</u> <u>1</u>	CI Information Report	x		CI
<u>5</u> <u>34b</u>	Trespass Enforcement Authorization(Japanese)*	x		Japanese
<u>5</u> <u>34c</u>	Trespass Enforcement Authorization(Korean)*	x		Korean
<u>5</u> <u>34d</u>	Trespass Enforcement Authorization(Spanish)*	x		Spanish
<u>5</u> <u>34e</u>	Trespass Enforcement Authorization(Vietnamese)*	x		Vietnamese
<u>5</u> <u>38</u>	Hazard Report		x	Ops.
<u>5</u> <u>4</u> <u>1</u>	Records Request	x		Records
<u>5</u> <u>42</u>	Watercraft Impound Report		x	Harbor
<u>5</u> <u>47</u>	Data Center Inquiry	x		Data
<u>5</u> <u>5</u>	Vehicle Report	x	x	Auto Theft
<u>5</u> <u>53</u>	Vehicle Investigative Hold tracking Form		x	Data
<u>5</u> <u>7</u> <u>1</u>	Sketch Sheet	x	x	Investigations
<u>5</u> <u>7</u> <u>3</u>	Booking Data Card	x		QM
<u>5</u> <u>9</u>	Exchange of Information _ Traffic Collision	x		TCIS
<u>7</u> <u>10</u>	Found Property Report		x	Investigations
<u>7</u> <u>10</u> <u>1</u>	Property Notification Card	x		Investigations
<u>7</u> <u>11</u>	Citizen Rider _Adult		x	Professional Standards
<u>7</u> <u>11b</u>	Citizen Rider _Juvenile		x	Professional Standards
<u>7</u> <u>23</u>	MIR code	x		Professional Standards
<u>7</u> <u>27</u>	Alarm Door Hanger	x		False Alarm
<u>7</u> <u>4</u>	Purse Snatch Wallet Loss Resource List		x	Investigations
<u>8</u> <u>1</u>	DUI _Field Sobriety Testing		x	DUI
<u>8</u> <u>2</u>	DUI Arrest Report		x	Spanish
<u>8</u> <u>2</u>	DUI Arrest Report		x	DUI
<u>8</u> <u>21</u> <u>5</u>	Radar Statement	x		Traffic
<u>8</u> <u>22</u> <u>5</u>	PEO Activity Report	x		Parking
<u>8</u> <u>23</u>	Tow Request Form	x	x	Ops.
<u>8</u> <u>24</u>	Abandoned Vehicle Information Card	x		Ops.
<u>8</u> <u>28</u>	Courtesy Notice _Parking			Parking
<u>8</u> <u>4</u> <u>1</u>	DUI Instructions for Blood Samples _Physical Control		x	DUI
<u>8</u> <u>4</u> <u>2</u>	DUI Instructions for Blood Samples _Felony		x	DUI
<u>8</u> <u>4b</u>	DUI Alcohol Influence Report		x	DUI
<u>8</u> <u>4c</u>	Boating Alcohol _Drug Influence Report		x	DUI
<u>8</u> <u>5</u>	Parking Warning	x		Parking
<u>8</u> <u>6b</u>	DUI _Refusal to Submit to Breath _Blood		x	DUI
<u>8</u> <u>8</u>	Implied Consent Warning for Breath		x	Spanish
<u>8</u> <u>8</u>	DUI _Implied Consent Warning		x	DUI
<u>8</u> <u>8</u> <u>2a</u>	DUI _Blood Draw Form		x	DUI
<u>8</u> <u>89</u>	Parking Violation Notice - 72 hours	x		Parking
<u>8</u> <u>9</u>	DUI Certification _Declaration		x	DUI
<u>8</u> <u>94</u>	Parking Violation Notice - Sidewalk/Planting Strips	x		Parking

SPD Forms

<u>1_1_1</u>	CI Information Report	x		CI
<u>8_96</u>	Parking Violation Notice - Trailer/Camper Parking	x		Parking
<u>9_16</u>	Narcotics Arrest File Card	x		Narcotics
<u>9_17</u>	Narcotics Evidence Envelope	x		Evidence
<u>9_18</u>	Fingerprint Card	x		Records
<u>9_19</u>	Waiver of Extradition		x	Investigations
<u>9_24</u>	Fingerprint Analysis Report	x		QM
<u>9_26</u>	Crime Scene Log		x	Investigations
<u>9_27</u>	Statement (Use of Force)		x	Ops.
<u>9_27</u>	Statement Form	x	x	Ops.
<u>9_28_1</u>	Explanation of Rights (English & Spanish)	x	x	Ops./Spanish
<u>9_29</u>	Face Sheet		x	Investigations
<u>9_3</u>	Polygraph Consent		x	Investigations
<u>9_30_3</u>	Montage Identification Sheet	x		Investigations
<u>9_31</u>	Photographic Job Order	x		Photo Lab
<u>9_33</u>	Daily Transaction Report	x		Investigations
<u>9_45</u>	Custody Without Court Order		x	Investigations
<u>9_47</u>	Victim Follow Up Report	x	x	Investigations
<u>9_54</u>	(Spanish)Consent to Search	x	x	Spanish
<u>9_54</u>	Consent to Search Form	x	x	Investigations
<u>9_54_2</u>	Consent for Samples	x		Investigations
<u>9_55</u>	Consent to Search_ Computer	x		Investigations
<u>9_57</u>	Concent to Search_ Financial Institution		x	
<u>9_9</u>	Narcotics Activity Report		x	Narcotics
<u>10_2</u>	Business Association Permit_ Terms and Conditions	x		Ops.
<u>10_3</u>	Business Association Permit Application	x		Ops.
<u>10_4</u>	Records Check for Firearms Release_ Evidence Unit			Evidence
<u>10_5</u>	Fit for Duty_ Healthcare Professionals Findings and Recommendations		x	HR
<u>10_6</u>	Employee Medical Release Fit for Duty		x	HR
<u>10_7</u>	Fit for Duty_ Healthcare Professional's Findings and Recommendations		x	HR
<u>10_9</u>	DV Warrant Tracking Form			DV
<u>12_1</u>	Timesheet Correction		x	HR
<u>12_2</u>	Search Warrant Service Risk Assessment Matrix		x	SWAT
<u>12_3a</u>	Converted Property Form		x	Evidence
<u>12_4</u>	Juvenile Detainee Log Sheet		x	Ops.
<u>12_5</u>	Mental Health Contact Report		x	CIT
<u>12_6</u>	Traffic Contact Report	x		Ops.
<u>12_7</u>	Tow Company Complaint Form		x	Ops.
<u>12_8</u>	Safekeeping Tag	x		Evidence
<u>13_1</u>	Release of Evidence	x		Evidence
<u>13_11</u>	Evidence Sticker	x		Evidence

SPD Forms

<u>1_1_1</u>	CI Information Report	x		CI
13_12	Evidence Money Retention	x	x	Evidence
13_15	Special Duty Handgun Authorization		x	HR
13_18_A	Request for Replacement of Issued Equipment		x	QM
13_18_B	Request for Reimbursement Personal Property		x	QM
13_2_2	Receipt for Evidence	x		Evidence
13_3_5	Request for Replacement of Lost Check	x		Fiscal
13_7	Property Control Card	x		QM
13_9	Property Release Notice	x	x	Evidence
14_1	VIN Etching	x		Ops.
14_2	LEOSA Application Form			DRAFT
14_3	CPT Meeting Report		x	CPT
14_5	FTO Daily Observation Report_Phase II		x	FTO
14_6	FTO Alternate Weekly Observation Report_Phase III		x	FTO
14_7	FTO Alternate Weekly Evaluation_Phase II		x	FTO
14_8	FTO Alternate Weekly Summary_Phase II		x	FTO
14_9	FTO Performance Summary_Phase III		x	FTO
15_1	Early Intervention System Initial Supervisory Meeting Form		x	HR
15_2	CPT Case Assignment Form		x	CPT
15_3	Arson_Bomb Squad Incident Summary Report			Arson/Bomb
15_5	Disorderly Bus Conduct Admonishment Card	x		Ops.
15_6	Event Overtime Summary	x	x	HR
15_8	Special Duty Day		x	HR
15_9	Critical Incident Stress Management Intervention			CISM
16_4	ACT_Narcotics Operations Order			SWAT
16_5	ACT_Narcotics Operations Order_Buy Bust			SWAT
16_6	ACT_Narcotics Operations Order_Search Warrant			SWAT
16_7	ACT_Narcotics Operations Order_Additional Suspects			SWAT
16_8	Cloth Nametag Order Form	x		QM
16_9	Canvas Card	x		Violent Crimes
17_0	Critical Incident Guide	x		Ops.
17_1	Case Investigation Report		x	Investigations
17_2	Currency Envelope	x		Evidence
17_3	HIPPA Information Card	x		Training
17_4	Nightclub Supplimental		x	Ops.
17_6	Critical Infrastructure and Damage Assessment Form		x	Ops.
17_7	Strip Search Record		x	Ops.
17_8	Montage Identification Sheet		x	Investigations
17_9	Hospital Response Team Summary			CISM
18_2	Search Warrant After Action Report		x	SWAT
18_3	Approval Request of Fly Armed			HR

SPD Forms

1_1_1	CI Information Report	x		CI
18_4	Surveillance Camera Video Request from DPR			DRAFT
18_5	Public Safety Statement Card	x		Professional Standards
18_6	Domestic Violence Resource Guide			DV
18_7	Legal Notice to Designated Medical Marijuana Provider		x	Narcotics
18_8	Legal Notice to Medical Marijuana Patient		x	Narcotics
18_9	Off Duty/Secondary Employment and 6 hour break Verification		x	HR
19_0	Biohazard Clean Up Request		x	Ops.
19_1	Call Out Form_ Department Notification Protocol		x	Communications
19_2	Wanted Bulletin			DRAFT
19_4	Collision Report Multi Passenger Vehilce Continuation Sheet		x	TCIS
19_5	Holding Cell Camera Log Sheet			DRAFT
19_6	Gang Card	x		Gangs/Crime Gun
19_7	Preliminary Investigation Summary		x	Spider
19_8	Phone Number Pocket Card	x		Professional Standards
19_9	Audit/Inspection Report	x	x	Professional Standards
20_1	Seattle Police Department Informational Bulletin		x	Investigations
20_2	Impoundment of Vehicle Used in the Commercial Sexual Exploitation of a Minor Instruction Sheet	x		Auto Records
20_3	Deaf Pocket Resource Card	x		Community Relations/Shanna C Ops. HR
20_4	Group Trespass Agreement	x		
20_5	Application to Receive Sick Leave		x	
20_6	Application to Donate Sick Leave		x	HR
20_7	Change of Address/Phone Number-Human Resources		x	HR
20_8	Juvenile Photograph Log	x	x	Professional Standards
20_9	FTO Student Journal		x	FTO
21_1	Detective Follow Up Notes (hard copy)	x		Investigations
21_2	Felony Seizure Notice	x	x	Narcotics
21_3	Malicious Harassment Brochure	x		Shanna
21_4	Confidential Undercover Information		x	Tina Thompson_VICE
21_5	Identity Theft File Consent		x	Cindy Norad/D. Charles
21_6	PRU_Clearance Letter		x	Sheila Friend-Grey
21_7	PRU_Public Disclosure Request		x	Sheila Friend-Grey
21_8	PRU_Seattle Police Information Request		x	Sheila Friend-Grey
21_9	Vehicle Use Log_Motor pool_Units of Assignment		x	Motor Pool
22_0	Training Attendance Roster		x	Training
22_1	Medical Marijuana_Quick Reference Guide	x	x	Narcotics
22_2	Marijuana Grow Investigative Guidelines		x	Narcotics
22_3	Parking Violation Notice_combined	x		PEO
22_4	Cell Phone Location Request		x	Professional Standards
22_5	Use of Force Review Board		x	Bachler
22_6	Avoiding Noise	x		Professional Standards

SPD Forms

<u>1_1_1</u>	CI Information Report	x		CI
<u>22_7</u>	Cooperating Witness_Short Term Cooperation Checklist		x	Narcotics
<u>22_8</u>	Cooperating Witness_Cooperation Disclaimer		x	Narcotics
<u>22_9</u>	Cooperating Witness_Cooperation Release		x	Narcotics
<u>23_0</u>	Notification of Revocation of Computer Privileges			HR
<u>23_1</u>	Searc Warrant Packet Cover Sheet		x	Professional Standards
<u>23_2</u>	Pawnshop Hold_Release		x	Investigations
<u>23_3</u>	Pawnshop Release Letter		x	Investigations
<u>23_4</u>	Park Exclusion Notice	x		Professional Standards
<u>23_5</u>	Event Debrief Form		x	Professional Standards
<u>23_6</u>	Fireams Custody_Transfer Form	x		Professional Standards
<u>23_7</u>	SPD ICS Briefing Format		x	APRS
<u>23_8</u>	PMP			
<u>23_9</u>	Vetting Training Curriculum			Audit
<u>24_0</u>	Seattle Team for Youth Referral Card	x		Community Outreach
<u>24_10</u>	Use of Force_Type II Supervisors Review_Sgt		x	FIT
<u>24_11</u>	Use of Force_Type II Supervisors_Review_Lt		x	FIT
<u>24_12</u>	Use of Force_Type II Supervisors_Review_Capt		x	FIT
<u>24_13</u>	Use of Force_Type II Supervisors_Review_UOFRB_Chair		x	FIT
<u>24_14</u>	Use of Force_Type II Supervisors_Review_Bureau Chief		x	FIT
<u>24_15</u>	Use of Force_Type III Force Investigations_Det		x	FIT
<u>24_16</u>	Use of Force_Type III Force Investigations_Sgt		x	FIT
<u>24_17</u>	Use of Force_Type III Force Investigations_Lt		x	FIT
<u>24_18</u>	Use of Force_Type III Force Investigations_Capt		x	FIT
<u>24_19</u>	Use of Force_Type III Force Investigations_UOFRB Chair		x	FIT
<u>24_2</u>	Media Tip Card	x		Media
<u>24_20</u>	Use of Force_Type III Force Investigations_Bureau Chief		x	FIT
<u>24_21</u>	Use of Force_Guide_Involved Officer Statement		x	FIT
<u>24_22</u>	Use of Force_Guide_Witness Officer Statement		x	FIT
<u>24_23</u>	Use of Force_Guide_Supervisor Scene		x	FIT
<u>24_24</u>	Use of Force_Guide_Supervisor Precinct		x	FIT
<u>24_25</u>	Use of Force_Guide_Supervisor Documentation		x	FIT
<u>24_26</u>	Use of Force_Guide_Reviewing Lt		x	FIT
<u>24_27</u>	Use of Force_Guide_Reviewing Capt		x	FIT
<u>24_28</u>	Use of Force_Additioinal Involved Officers		x	FIT
<u>24_29</u>	Use of Force_Witness Statement_Non Officer		x	FIT
<u>24_3</u>	Use of Force_Public Safety Card	x		FIT
<u>24_6</u>	Use of Force_Involved Officer Report		x	FIT
<u>24_6_1</u>	Use of Force_Officer Statement Narrative		x	FIT
<u>24_7</u>	Use of Force_Type I Supervisors Screening Report_Sgt		x	FIT
<u>24_8</u>	Use of Force_Type I Supervisors Screening Report_Lt		x	FIT

SPD Forms

<u>1_1_1</u>	CI Information Report	x		CI
<u>24_9</u>	Use of Force_Type I Supervisors Screening Report_Capt		x	FIT
<u>25_0</u>	Notice Regarding Insurance Violation	x	x	Traffic
<u>25_1</u>	Emergent Detention Card	x		Investigations
<u>25_2</u>	Request for Event Release or Reassignment	x	x	SPOC
<u>25_3</u>	Sworn Affirmation form		x	DV
<u>25_5</u>	Use of Force_Witness Officer Statement		x	FIT
<u>25_75</u>	Vehicle Use Log (on line) City Form			City of Seattle
<u>26_0</u>	Complaint of Bias Based Policing		x	Compliance
<u>26_1</u>	Cross Precinct Preference Request		x	Patrol Operations
<u>26_2</u>	Blood Draw Form	x		Policy
<u>26_3</u>	Research Request Instructions	x		Policy
<u>26_4</u>	Detainee Property Form		x	Policy
<u>26_5</u>	AED/CPR Pocket Card	x		Training/Matt Nichols
<u>26_6</u>	CIT_Disorders Pocket Card	x		CIT
<u>26_7</u>	Marijuana Warning Card	x		Legal
<u>26_8</u>	Early Intervention System_Performance Review Committee Assessment Disposition form		x	
<u>26_9</u>	Issuing the Order to Disperse	x		
<u>27_1</u>	Vacant Building Trespass Warning and Enforcement Authorization	x		
<u>27_2</u>	Social Media Account Authorization		x	
<u>27_3</u>	Roll Call Training Roster			
<u>27_4</u>	Construction Zone Property Trespass Warning & Enforcement Authorization	x	x	
<u>27_5a</u>	Ticket Book Register_Notice of Infraction			
<u>27_5b</u>	Ticket Book Register_Criminal Citation		x	
<u>28_0</u>	Deployment Information Form		x	
<u>28_1</u>	After-Action Report		x	Special Operations
<u>28_2</u>	Cornerstone Course Creation Request		x	Training
<u>28_3</u>	Waiver of Liability_Training		x	Training
<u>28_4</u>	Receipt for Surrendered Weapons and Concealed Pistol License	x	x	DV-
<u>28_5</u>	Loaned Vehicle Instruction Sheet Form Letter		x	Auto Theft
<u>28_6</u>	Briefing Sheet		x	SPOC
<u>28_7</u>	Personnel Check in Form		x	SPOC
<u>28_8</u>	Juvenile Assistance Contact Card	x		Patrol Operations
<u>31_0</u>	Individual Course Attendance Record		x	Training
<u>32_0</u>	Special Event Personal Exemption Request		x	SPOC
<u>34_0</u>	Certification of Probable Cause			
<u>34_1</u>	Certification of Probable Cause			
<u>47_</u>	Search Warrant			
<u>50_0</u>	Photographic Evidence Envelope	x		Photo Lab
<u>58_0</u>	Consular notification FAX		x	Ops.
<u>64_4</u>	Fax Cover Sheet		x	QM

SPD Forms

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