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CITY OF SEATTLE

17 DEC 14 PM 3:49

City of Seattle CITY CLERK
Mayor Jenny A. Durkan

December 12, 2017

Monica Martinez Simmons
Seattle City Clerk
City Hall, 3rd Floor
Seattle, WA 98104

Dear Ms. Simmons,

Ordinance 108333 (the Investigations Ordinance) requires the Chief of Police to audit select police files maintained exclusively for confidential information. This information was obtained through the Police Department's membership in the Law Enforcement Intelligence Unit (LEIU) and the Western States Information Network (WSIN). Chief of Police O'Toole has submitted the latest audit report and indicates that she found no violations during the audit process.

Ordinance 108333 further requires that "The Mayor shall certify the report as final audit to the City Council, the City Attorney, and the City Clerk for filing as a public record."

I am hereby forwarding to you and certifying as final, the Audit Report prepared by the Chief of Police.

Sincerely,

A handwritten signature in black ink that reads "Jenny A. Durkan". The signature is fluid and cursive.

Jenny A. Durkan
Mayor of Seattle

Attachment: Chief of Police Audit, November 2017

Copy: Peter S. Holmes, Seattle City Attorney
Bruce Harrell, Seattle City Council President



City of Seattle

Seattle Police Department

Hand Deliver

December 7, 2017

The Honorable Jenny A. Durkan
Mayor of Seattle
City Hall, 7th Floor
Seattle, Washington 98104

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CITY OF SEATTLE

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CITY CLERK

Dear Mayor Durkan:

This report regarding my audit of certain Police Department files is sent to you pursuant to Seattle Municipal Code Chapter 14.12 (the Investigations Ordinance), specifically Section 14.12.320C.

AUDIT CONCLUSIONS

The audit was completed on November 20, 2017 and concerned the specific files described below. I found the Seattle Police Department to be in compliance with the pertinent sections of the Ordinance. An inspection of the files and records revealed: (a) no violations of the Ordinance, and (b) a good faith effort by the officers of this Department to comply with the Ordinance in all respects.

Specifically, I confirmed that the Department has complied with the mandates of Ordinance Section 14.12.320C, which require that:

- (1) "...All information designated for audit by the Chief shall meet all the provisions of this chapter controlling the collection, receipt and/or transmittal of information.
- (2) Only information regarding organized criminal activity obtained by a designated departmental LEIU representative, or information regarding criminal narcotics activity obtained by a designated departmental WSIN representative, from designated LEIU or WSIN representatives, respectively, in other agencies, will be audited under this subsection by the Chief. All other information collected from outside agencies will be subject to audit by the appointed Auditor.
- (3) "Organized criminal activity" is defined as conduct that relates to a continuing enterprise engaged in solely for the purpose of obtaining monetary gain wholly or in part through racketeering, vice, narcotics, gambling, fencing, or similar criminal activity.
- (4) "Criminal narcotics activity" is defined as conduct that relates to the illegal manufacture, transportation, distribution, or sale of narcotics or other controlled substances.
- (5) All information designated for audit by the Chief shall be filed separate from other Department files.
- (6) Access to the information designated for audit by the Chief shall be limited to police officers specifically designated by the Chief of Police."

LAW ENFORCEMENT INTELLIGENCE UNIT (LEIU) FILES

The Department's Criminal Intelligence Section maintains the LEIU files. The LEIU files are made up of two kinds of records:

1. **ADMINISTRATIVE DOCUMENTS** - Those LEIU correspondence items, which deal with membership, training, and other purely administrative topics. No criminal documents or reference to specific individuals are retained in this category.
2. **CRIMINAL CORRESPONDENCE** - All other correspondence that contains or references criminal matters or specific individuals are listed under this category, including other agency correspondence.

LEIU

<u>Document Type</u>	<u>Total Audited</u>	<u>Received from LEIU this period</u>
Administrative Documents	44	2
Criminal Correspondence	0	0

There are currently 44 audited items being retained in the LEIU files. (Document totals vary due to periodic purging.)

WESTERN STATES INFORMATION NETWORK (WSIN) FILES

The Department's Criminal Intelligence Section maintains the WSIN files. The WSIN files are made up of three kinds of records:

1. **ADMINISTRATIVE DOCUMENTS** - Those WSIN/Department correspondence items which deal with membership and other purely administrative topics. No criminal documents or references to specific individuals are retained in this category.
2. **CRIMINAL CORRESPONDENCE** - Correspondence that contains or references criminal matters or specific individuals are retained in this category.
3. **INFORMATIONAL BULLETINS** - Training-type informational bulletins published by WSIN, includes various subject matters of interest to investigators.

WSIN

<u>Document Types</u>	<u>Total Audited</u>	<u>Received from WSIN this period</u>
Administrative Documents	18	18
Criminal Correspondence	61	61
Informational Bulletins	26	26

There are currently 105 audited items being retained in the WSIN files. (Document totals vary due to periodic purging.)

Copies of the bylaws for the Law Enforcement Intelligence Unit (LEIU) and the Western States Information Network (WSIN) were filed with previous audit reports.

Sincerely,


Kathleen O'Toole
Chief of Police