



July 27, 2021

Director Andrew Myerberg  
Office of Police Accountability  
PO Box 34986  
Seattle, WA 98124-4986

Dear Director Myerberg,

Please see the below Management Recommendation response

**Case Numbers:** 2019OPA-0922 / 2020COMP-0012

**Topic:** Traffic Contact Report

**Summary of the Management Action:**

While investigating allegations of unprofessionalism during a traffic stop, OPA identified that an employee gave the driver a warning rather than issuing a citation. While the employee completed a Traffic Contact Report (TCR), he did not provide a copy of the TCR to the driver prior to leaving the scene.

**Original Recommendation:**

Consider whether to continue requiring in-person service of TCRs or amend the policy to allow service by mail. OPA notes that this policy change could reduce the time that officers spend on traffic stops.

**Action Taken:**

On August 1, 2021, Directive #21-00021 was issued advising a change to Policy 16.230 – Issuing Ticket and Traffic Warning. The revised policy allows for documenting traffic warning in Mark 43 and eliminates the hard copy Traffic Contact Report (TCR). When issuing a TCR, the Policy directs officers to provide the driver a business card with his/her name, serial number, and an event number. Attached is a copy of Directive 21-00021.

**SPD Considers this Management Action:**

Fully implemented

Please contact me if you have additional questions or concerns.

Sincerely,

Adrian Diaz  
Chief of Police