

TECHNICAL SERVICES BUREAU

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PO Box 42600 – Olympia WA 98504

Miscellaneous Records:

Technology Executive Committee (TEC) Records
Government Emergency Telecommunications Service (GETS)
Wireless Priority Service (GPS)

COMMUNICATIONS DIVISION

PO Box 42621 – Olympia WA 98504

Manuals:

Communications Administrative Procedures Manual
Communication Division Trainee's Manual
Communications Manual
Communications Trainer Manual

Reports:

Strategic Advancement Forum Reports (Bi-Monthly)
Operational Plan

Miscellaneous Records:

NewsFlash (Newsletter)

ELECTRONIC SERVICES DIVISION

PO Box 42645 – Olympia WA 98504

Manuals:

Electronic Services Section Manual

Reports:

State Interoperability Executive Committee (SIEC) Lead Agency report
Strategic Advancement Forum Reports (Bi - Monthly)
Operational Plan

HUMAN RESOURCE DIVISION

PO Box 42620 – Olympia WA 98504

Manuals:

Supervisors-Employee Reference Manual
Washington Management Service Procedure

Reports:

Equal Employment Opportunity Affirmative Action Plan
Strategic Advancement Forum Reports (Bi-Monthly)
Operational Plan

INFORMATION TECHNOLOGY DIVISION

PO Box 42646 – Olympia WA 98504

Manuals:

HEAT Self Services User Guide
Project Management Methodology

Reports:

Disaster Recovery/Business Resumption Plan
ITD Security Plan
Strategic Advancement Forum Reports (Bi-Monthly)
Operations Plan

PROPERTY MANAGEMENT DIVISION

PO Box 42626 – Olympia WA 98504

Facilities Management Section – PO Box 42626 – Olympia WA 98504

Fleet Section – PO Box 42627 – Olympia WA 98504

Logistics Section – PO Box 42625 – Olympia WA 98504

Manuals:

Blanket Authority for Limited Public

Fleet Section Manual

Logistics Section Manual

Logistics Section Catalog

Reports:

Adjustment Report

Fuel Inventory Reports

Pending Picks Report

Strategic Advancement Forum Report (Bi-Monthly)

Strategic Plan

Miscellaneous Records:

Biennial Summary

Charge Back Summary

Citation History

Expense Summary

Fund Summary

RISK MANAGEMENT DIVISION

PO Box 42600 – Olympia WA 98504

Administrative Services Section, Audit Inspection Section, Strategic Planning and Performance Section,

Public Disclosure Section - PO Box 42631 – Olympia WA 98504

Manuals:

Administrative Services Manual

Awards Manual

Correspondence Procedures Manual

Desk Reference Manuals (PDS, SPPS, Admin Services)

Forms Management Manual

Public Disclosure Procedures Manual

Regulation Manual

Risk Management Division Manual

Front Desk Reception Manual

The Officer's Evidence Handbook

The Property and Evidence Custodian Manual

Public Disclosure Section SOP Manual

Reports:

Agency Self Assessments

Commission on Accreditation for Law Enforcement Agencies (CALEA) Annual Report

Commute Trip Reduction (CTR) Annual Report

Final Audit Reports

Agency Strategic Plan

Government Management Accountability and Performance (GMAP) Quarterly Report

Strategic Advancement Forum Report (Bi-Monthly)

Washington State Quality Award Application and Report (Yearly)

Annual Risk Analysis Report

Miscellaneous Records:

Daily Bulletin

Records Retention Agency Unique Schedules

TRAINING DIVISION (ACADEMY)

631 W Dayton-Airport Rd – Shelton WA 98584

Manuals:

Career Development Program

Cash Handling Practices and Controls

Firearms Instructors Manual

FTO Program

Incident Management Handbook

Training Division Manual

Reports:

Strategic Advancement Forum Reports (Bi-Monthly)

Miscellaneous Records:

Academy Instruction Outlines