

TECHNICAL SERVICES BUREAU

COMMUNICATIONS DIVISION

PO Box 42621 – Olympia WA 98504

Manuals:

Communications Division Desk 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 Handbook
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

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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

Miscellaneous Records:

2007 Customer Services Survey Results

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

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RISK MANAGEMENT DIVISION

PO Box 42600 – Olympia WA 98504

Administrative Services Section, Audit Inspection Section, Strategic Planning and Performance Section - PO Box 42631 – Olympia WA 98504, **Public Disclosure Section**

Manuals:

Administrative Services Manual
Awards Manual
Correspondence Procedures Manual
Desk Reference Manuals (PDS, SPPS, Admin Services)
Final Audit Reports
Forms Management Manual
Public Disclosure Manual
Records Retention Manual
Regulation Manual
Risk Management Manual
Tape Transcription Manual
The Evidence Section Desk Manual
The Officer's Evidence Handbook
The Property and Evidence Custodian Manual
Operations Plan (Audit, PDS, SPPS)

Reports:

Agency Self Assessments
Commission on Accreditation for Law Enforcement Agencies (CALEA) Annual Report
Commute Trip Reduction (CTR) Annual Report
Final Audit Reports
Government Management Accountability and Performance (GMAP) Quarterly Report
Strategic Advancement Forum Report (Bi-Monthly)
Washington State Quality Award Application and Report (Yearly)

Miscellaneous Records:

Daily Bulletin
Annual Risk Assessment; Results and Analysis

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