

Seattle Police Department Research Request Instructions

- 1.0 Individuals requesting cooperation and/or participation from the Seattle Police Department (SPD) in a research project must first send a request consistent with the requirements set out below to:

SPD_aprs@Seattle.gov, Subject Line: Research Request, or

Audit, Policy & Research Section
Attn: Research Request
Seattle Police Department, Seattle Police Headquarters
P.O. Box 34986
Seattle, WA 98124-4986

- 1.1 Consistent with the requirements set out below, research requests are subject to approval by the Office of the Chief of Police, or designee.
- 2.0 Letter of request must clearly indicate that a request for access to SPD records is needed, including reason for the request and the following information:
 - 2.1 Project Title;
 - 2.2 Project Purpose, Scope, and Time Frame;
 - 2.3 Project Design and Methodology;
 - 2.4 A detailed description of the information needed;
 - 2.5 The projected value of the research to the researcher, researcher organization, the Seattle Police Department and the community, if applicable;
 - 2.6 The sponsoring organization or researcher affiliation, as appropriate; and
 - 2.7 Contact information for the researcher.
- 3.0 In order to provide SPD with sufficient information with which to properly evaluate Department ability to respond and/or take action on the research request, please ensure the request:
 - 3.1 Defines the scope of the data needed for the research project, such as time period in which the data are being requested, crime types, particular geographic areas of interest, and a clear indication of how the information will be used.
 - 3.2 Indicates that a search of existing and public documents have already been searched, such as SPD Annual Reports, the Seattle Public Library, or other sources that may be expected to have similar or supporting data.
 - 3.3 Includes evidence of a policy of General Comprehensive Liability Insurance, or some other coverage, sufficient to protect and hold harmless the Department against liability from researcher actions/activity resulting from the research.
 - 3.4 Is signed or endorsed in writing by the teacher/professor supervising the project, if the researcher is a student.
- 4.0 The Audit, Policy & Research Section shall coordinate research request approval or disapproval with the Chief of Staff, Grants & Contracts Unit, Legal Advisor, Records Manager and the Bureau or Section which will be affected by, or benefit from, the research project.

Questions about this process may be directed to the Audit, Policy & Research Section at (206) 684-5751 or SPD_aprs@Seattle.gov.