



OFFICE OF PROFESSIONAL ACCOUNTABILITY

Closed Case Summary

Complaint Number OPA#2016-0637

Issued Date: 02/08/2017

Named Employee #1	
Allegation #1	<u>Seattle Police Department Manual</u> 5.001 (3) Standards and Duties: Employees Must Attend All Mandatory Training (Policy that was issued April 1, 2015)
OPA Finding	Not Sustained (Training Referral)
Final Discipline	N/A

INCIDENT SYNOPSIS

The Named Employee did not complete mandatory training.

COMPLAINT

The complainant, the Compliance Bureau, alleged that the Named Employee did not attend the Tactical De-Escalation & Firearms Make-Up Training.

INVESTIGATION

The OPA investigation included the following actions:

1. Review of the complaint memo
2. Search for and review of all relevant records and other evidence
3. Interview of SPD employee

ANALYSIS AND CONCLUSION

The OPA investigation showed that Named Employee #1 was unavailable to attend the regularly scheduled training sessions due to an injury. He missed the first make up session because he was off work on a pre-approved vacation. Named Employee #1 missed the second and final make up session because he was attending training out of town as part of his duties with the Education and Training Section. While there was no evidence Named Employee #1 intentionally missed completing the required training and it appeared he was not aware of the make up sessions, ultimately it was his responsibility to ensure he completed all mandatory training as directed by SPD Special Orders.

FINDINGS

Named Employee #1

Allegation #1

A preponderance of the evidence showed that Named Employee #1 would benefit from additional training. Therefore a finding of **Not Sustained** (Training Referral) was issued for *Standards and Duties: Employees Must Attend All Mandatory Training*.

Required Training: The Named Employee's supervisor should counsel the employee about his obligations to notify a supervisor when he is unable to attend mandatory training. The Named Employee had a preapproved holiday scheduled at the same time one of the make-up classes was offered and was in approved training for something else on the day of the final make-up class. He is ultimately responsible himself for completing all mandatory training.

NOTE: The Seattle Police Department Manual policies cited for the allegation(s) made for this OPA Investigation are policies that were in effect during the time of the incident. The issued date of the policy is listed.