



OFFICE OF PROFESSIONAL ACCOUNTABILITY

Closed Case Summary

Complaint Number OPA#2016-0638

Issued Date: 12/20/2016

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 February 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 failed to complete the mandatory training as required by Special Order S0015-014A that required the trainings to be completed.

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 complainant alleged that the Named Employee did not attend mandatory training per Special Order S0015-014A, SPD-2015 Tactical De Escalation and SPD 2015 Individual Firearms Skills Training. The make-up class was held on 12/10/2015. An additional class was scheduled on 02/05/2016. The Named Employee stated that he had an approved vacation request for December 2015, which was submitted prior to the announcement of the make-up class on 12/10/2015. He went on his vacation and missed the class; he did not notify his supervisor that he was going to miss the make-up class. The Named Employee stated that he assumed the supervisor knew because he signed the vacation request. It was not reasonable to assume that a supervisor would be able to keep track of all of the vacation requests and relate them to required training. The policy puts the responsibility on the employee for ensuring that they attend mandatory training and notify a supervisor when they have an authorized absence. The Named Employee was never notified that there was an additional make-up class in February 2016, the email was only sent to Captain and Lieutenants.

FINDINGS

Named Employee #1

Allegation #1

A preponderance of the evidence showed that the Named Employee would benefit from additional training on his responsibilities to ensure attendance at mandatory training and the appropriate notifications if he is unable to attend. 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 vacation schedule at the same time that the last make-up class was offered. He is required by policy to notify a supervisor to reschedule the training class.

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.