



OFFICE OF PROFESSIONAL ACCOUNTABILITY

Closed Case Summary

Complaint Number OPA#2015-0723

Issued Date: 12/16/2015

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| Named Employee #1 | |
| Allegation #1 | <u>Seattle Police Department Manual</u> 5.001 (3) Employees Must Attend All Mandatory Training (Policy that was issued 07/16/14) |
| OPA Finding | Not Sustained (Training Referral) |
| Final Discipline | N/A |

INCIDENT SYNOPSIS

The named employee did not complete one or more mandatory eLearning training session(s) in 2015.

COMPLAINT

The complainant, a supervisor within the Department, alleged that the named employee failed to complete the mandatory eLearning training session(s) in 2015.

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. Interviews of witnesses
4. Interviews of SPD employees

ANALYSIS AND CONCLUSION

Around the time period when the email regarding the E-Directive was issued and the mandatory training was available as eLearning, the named employee was on approved leave connected with the death of a sibling and the serious illness of a parent. The named employee should receive specific training on how to appropriately deal with the large volume of email she receives so that she does not miss important messages in the future and a clear reminder that she should regularly check the E-Directives to make certain she has read them in a timely manner and will follow them as required.

FINDINGS

Named Employee #1

Allegation #1

The evidence showed that the named employee did not complete the mandatory eLearning training in 2015, however; there were extenuating circumstances. Therefore a finding of **Not Sustained** (Training Referral) was issued for *Employees Must Attend 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.