



OFFICE OF PROFESSIONAL ACCOUNTABILITY

Closed Case Summary

Complaint Number OPA#2015-1666

Issued Date: 05/09/2015

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 (Lawful and Proper)
Final Discipline	N/A

INCIDENT SYNOPSIS

The Named Employee did not complete the mandatory training by the date specified in Special Order 15-014.

COMPLAINT

The complainant, a supervisor within the Department, alleged that the Named Employee failed to complete the mandatory training as required by special order that required the training to be completed by September 3, 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 SPD employee

ANALYSIS AND CONCLUSION

The OPA investigation verified that the Named Employee did not complete the training by the required date in Special Order 15-014. The investigation also determined that the Named Employee had signed up for one of the last remaining training sessions but withdrew, citing a family emergency. The Named Employee and his supervisor attempted to register the Named Employee for the last training session, but it was full and the Named Employee could not attend. It should be noted that the Named Employee ultimately complete the mandatory training at a make-up session prior to the end of the year. Because the Named Employee was registered for a session of the training but was marked sick on that day and no available session remained before the expiration of the time period to complete the mandatory training, his absence was excused.

FINDINGS

Named Employee #1

Allegation #1

The evidence showed that the Named Employee did not complete all of the mandatory training as required by Special Order 15-014; however, there were extenuating circumstances. Therefore a finding of **Not Sustained** (Lawful and Proper) 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.