



## OFFICE OF PROFESSIONAL ACCOUNTABILITY

### Closed Case Summary

Complaint Number OPA#2014-0380

Issued Date: 02/23/2015

Named Employee #1	
Allegation #1	<u>Seattle Police Department Manual</u> 5.001 (10) Standards & Duties – Truthfulness (Policy that was issued 7/16/14)
OPA Finding	<b>Not Sustained</b> (Unfounded)
Allegation #2	<u>Seattle Police Department Manual</u> 4.015 Restricted Time Off for a Pre-Planned Event (Policy that was issued 9/8/13)
OPA Finding	<b>Not Sustained</b> (Training Referral)
Final Discipline	N/A

#### **INCIDENT SYNOPSIS**

The named employee was assigned to work on July 26, 2014 for the Torchlight Parade and on August 2, 2014 during the hydroplane races. Both of these dates were restricted time-off dates for all employees. The named employee did not report for work July 26<sup>th</sup> and told a supervisor when asked that he had an approved vacation request for that time. The named employee called in sick on August 2<sup>nd</sup> as he was experiencing jet lag and did not feel it would have been safe or prudent to report to work.

#### **COMPLAINT**

The complainant, a supervisor within the Department, reported that the named employee did not report for work on July 26, 2014 and called in sick for August 2, 2014. Both of these dates were Department-wide restricted time off dates and there was no record of an authorized exemption

having been provided for vacation. The dates precede and follow a marked vacation period. The named employee told his supervisor that he had been granted an exception but could not provide the documentation.

## **INVESTIGATION**

The OPA investigation included the following actions:

1. Review of the complaint email
2. Review of the special events discretionary time off restrictions for 2014
3. Interview of SPD employees

## **ANALYSIS AND CONCLUSION**

The named employee had submitted multiple vacation slips and he believed that he had approved vacation slips that included the restricted time off. The witness believed that the named employee possibly made a mistake regarding the time. Further, it is understandable that the named employee would not come to work when he believed his abilities were compromised due to jetlag, resulting in his use of sick time.

## **FINDINGS**

### **Named Employee #1**

#### Allegation #1

The named employee believed that he had been granted an exception and that his vacation slip was approved and there was no evidence that showed he was not being truthful, therefore a finding of **Not Sustained** (Unfounded) was issued for *Truthfulness*.

#### Allegation #2

The named employee stated he submitted the request, but he did not verify approval or denial. Training will ensure the named employee understands and is aware of the policy regarding restricted time off during a Department pre-planned event. Therefore a finding of **Not Sustained** (Training Referral) was issued for *Restricted Time Off for a Pre-Planned Event*. The named employee's supervisor has been asked to provide him with training regarding the procedures to be followed when requesting leave.

*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.*