



# OFFICE OF PROFESSIONAL ACCOUNTABILITY

## Closed Case Summary

Complaint Number OPA#2015-0748

Issued Date: 1/22/2016

<b>Named Employee #1</b>	
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	<b>Sustained</b>
Final Discipline	No discipline issued

### **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**

The evidence showed that the named employee did in fact not complete the mandatory eLearning training session(s) in 2015. Based on a review of relevant materials, the fact that this was the first time the named employee has made this error, and some confusion caused by the Department regarding civilian employees' obligation to complete eLearning, no discipline will be issued. This policy violation will be noted in the Performance Appraisal System (PAS) for this employee.

## **FINDINGS**

### **Named Employee #1**

#### Allegation #1

The evidence showed that the named employee did not complete the mandatory eLearning training in 2015. Therefore a **Sustained** finding was issued for *Employees Must Attend All Mandatory Training*.

Discipline imposed:                      No discipline issued

*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.*