



OFFICE OF PROFESSIONAL ACCOUNTABILITY

Closed Case Summary

Complaint Number OPA#2015-0891

Issued Date: 12/16/2015

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	Sustained
Final Discipline	Oral Reprimand

INCIDENT SYNOPSIS

The named employee did not complete the mandatory classroom training on Defensive Tactics in 2015.

COMPLAINT

The complainant, a supervisor within the Department, alleged that the named employee failed to complete the mandatory classroom training on as required by special order that required the training to be completed no later than April 13, 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 classroom training required by the special order by April 13, 2015. The evidence further showed that the named employee did not request an exemption from the training due to any extended leave issues or coordinate with her supervisor about the missed training.

FINDINGS

Named Employee #1

Allegation #1

The evidence showed that the named employee did not complete the mandatory classroom training by April 13, 2015. Therefore a **Sustained** finding was issued for *Employees Must Attend All Mandatory Training*.

Discipline imposed: Oral Reprimand

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.