



## OFFICE OF PROFESSIONAL ACCOUNTABILITY

### Closed Case Summary

Complaint Number OPA#2016-0636

Issued Date: 12/20/2016

Named Employee #1	
Allegation #1	<u>Seattle Police Department Manual</u> 5.001 (3) Standards and Duties: Employees Must Attend All Mandatory Training (Policy that was issued February 1, 2015)
OPA Finding	<b>Not Sustained</b> (Training Referral)
Final Discipline	N/A

#### **INCIDENT SYNOPSIS**

The Named Employee did not complete mandatory training.

#### **COMPLAINT**

The complainant, the Compliance Bureau, alleged that the Named Employee failed to complete the mandatory training as required by Special Order S015-014A that required the trainings to be completed.

#### **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. Interview of SPD employee

## **ANALYSIS AND CONCLUSION**

The complainant alleged that the Named Employee did not attend the mandatory 2015 Tactical De-Escalation and Firearms training as required. SPD published a Special Order requiring all sworn personnel to attend Tactical De-Escalation and Firearms training. The Named Employee was on limited duty for the majority of 2015 and was exempt from attending the regular classes because she was on extended sick leave. The Named Employee was available to attend the December 10<sup>th</sup> session, but was unable to schedule herself because the training system did not allow individual officers to do their own scheduling. Her permanent supervisor was off on extended medical leave and was unable to sign her up for the class. The Named Employee contacted two other supervisors on the watch and asked them to schedule her for the class. However, because the Named Employee's permanent supervisor did not delegate the responsibility within the training system, the other supervisors were unable to assign her to the training class in December. The Named Employee contacted the Training Unit who told her that they were unable to sign her up for the class. The system was new in 2015 and the process had just changed at the time of this training. The email communicating the make-up dates in 2016 were only sent to Captains and Lieutenants and never published in a bulletin. As a result, the Named Employee was not aware that there were dates available in 2016.

## **FINDINGS**

### **Named Employee #1**

#### Allegation #1

A preponderance of the evidence showed that the Named Employee would benefit from additional training on her responsibilities to ensure attendance at mandatory training. Therefore a finding of **Not Sustained** (Training Referral) was issued for *Standards and Duties: Employees Must Attend All Mandatory Training*.

**Required Training:** The supervisor should counsel the employee that it is her responsibility to ensure that she attends all mandatory training. The supervisor is responsible for scheduling employees but the employee is responsible to ensure that he/ she is scheduled. Ultimately the Named Employee did try to schedule the training with another supervisor but did not follow through with Training to make sure that she was able to attend the 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.*