



## OFFICE OF PROFESSIONAL ACCOUNTABILITY

### Closed Case Summary

Complaint Number OPA#2016-1435

Issued Date: 05/18/2017

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 April 1, 2015)
OPA Finding	<b>Sustained</b>
Final Discipline	Oral Reprimand

#### **INCIDENT SYNOPSIS**

The Named Employee did not complete mandatory training.

#### **COMPLAINT**

The complainant, the Compliance Bureau, alleged that the Named Employee did complete the Mandatory 2016 Public Records Act eLearning training.

#### **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 preponderance of the evidence from this investigation showed that the Named Employee did not complete the mandatory E-Learning module by the date specified in the Special Order. The Named Employee admitted to OPA that she had not completed the training by the time required and offered no explanation or reason for this, other than an inadvertent oversight. No evidence was discovered to indicate that the Named Employee was prevented from completing the training as required and it appeared this was simply an oversight on the part of the Named Employee. Once the Named Employee was notified by OPA of the failure to complete the eLearning, she immediately completed it.

## **FINDINGS**

### **Named Employee #1**

#### Allegation #1

A preponderance of the evidence showed that Named Employee #1 did not complete the mandatory training. Therefore a **Sustained** finding was issued for *Standards and Duties: 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.*