



OFFICE OF PROFESSIONAL ACCOUNTABILITY

Closed Case Summary

Complaint Number OPA#2015-1657

Issued Date: 07/08/2015

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	1 day suspension

INCIDENT SYNOPSIS

The Named Employee did not complete the mandatory training by the date specified in Special Order 15-014.

COMPLAINT

The complainant, a supervisor within the Department, alleged that the Named Employee failed to complete the mandatory training as required by special order that required the training to be completed by September 3, 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 SPD employee

ANALYSIS AND CONCLUSION

The evidence showed that the Named Employee did not complete the mandatory training required by Special Order 15-014 in a timely manner. The OPA investigation verified that the Named Employee did not complete either of the two four-hour blocks of training by September 3, 2015. The investigation also determined that the Named Employee was not absent from work due to an approved extended leave during the time in which the mandatory training was to be completed, nor was there any known barrier to completing the training as required. During the OPA interview the Named Employee acknowledged not completing the mandatory training by the required date. It should be noted that the Named Employee ultimately did complete the mandatory training at a make-up session on December 10, 2015.

FINDINGS

Named Employee #1

Allegation #1

The evidence showed that the Named Employee did not complete the mandatory training in a timely manner as required by Special Order. Therefore a **Sustained** finding was issued for *Employees Must Attend All Mandatory Training*.

Discipline imposed: 1 day suspension

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.