



OFFICE OF PROFESSIONAL ACCOUNTABILITY

Closed Case Summary

Complaint Number OPA#2016-1440

Issued Date: 06/06/2017

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	Sustained
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 not 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 showed that the Named Employee did not complete the mandatory eLearning by the date specified in the Special Order. The Named Employee told OPA she forgot to complete the training in time and finished it several days later when she logged into the Cornerstone System for another course and saw she needed to complete it. There was no evidence to suggest that the Named Employee willfully failed to complete the training on time, nor was there any evidence to suggest there was any reason why the Named Employee was unable to complete the mandatory training by the date specified in the Special Order.

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.