



OFFICE OF POLICE ACCOUNTABILITY

Closed Case Summary

Complaint Number 2017OPA-0201

Issued Date: 11/08/2017

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 Anti-Harassment/Anti-Discrimination e-learning 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

Manual Policy 5.001(3) states that “[e]mployees will attend mandatory training and follow the current curriculum during the course of their duties.” The sole exception for missing training is for those officers who are on approved light or limited duty and have received a waiver from a supervisor. Employees that have missed mandatory trainings as a result of excused absences are required to make arrangements through their supervisor to complete the trainings within a reasonable timeframe.

On August 23, 2016, Special Order SO16-024 was issued. This Special Order required that SPD employees complete a mandatory Anti-Harassment/Anti-Discrimination training by December 31, 2016. The training commenced on the day the Special Order was issued. Named Employee #1 worked full time from August 23 until October 2, 2016, when she went out on leave. During that period, Named Employee #1 only missed two days, both times due to sickness.

At her OPA interview, Named Employee #1 stated that there was no specific reason why she did not take the training early in the period. Named Employee #1 stated that the training simply was not on her “radar.” Notably, the training was an e-learning training that could have been taken virtually anytime and anywhere. Named Employee #1 indicated that she was not excused from this training by a supervisor.

While NE#1 ultimately took the training on May 5, 2017, after she returned from her leave, Named Employee #1’s failure to do so within the required timeframe was in violation of policy.

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.