



OFFICE OF PROFESSIONAL ACCOUNTABILITY

Closed Case Summary

Complaint Number OPA#2015-1676

Issued Date: 05/11/2015

| | |
|--------------------------|--|
| 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 | Not Sustained (Training Referral) |
| Final Discipline | N/A |

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 employees

ANALYSIS AND CONCLUSION

The evidence showed that the Named Employee did not complete the mandatory training required by Special Order 15-014. The OPA investigation verified that the Named Employee completed a four-hour block of the required training by the required date but did not complete the remaining four-hour block. The Named Employee completed the first four-hour block of training, while taking part in a train-the-trainer session for that class. The OPA investigation, including interviews with the Named Employee and two trainers, found there was significant confusion regarding whether or not the train-the-trainer session completed by the Named Employee satisfied his obligation to complete remaining four-hour block of training. It should be noted that the Named Employee ultimately did complete the mandatory training at a make-up session prior to the end of the year.

FINDINGS

Named Employee #1

Allegation #1

The evidence showed that the Named Employee did not complete all of the mandatory training as required by Special Order 15-014; however, there were extenuating circumstances.

Therefore a finding of **Not Sustained** (Training Referral) was issued for *Employees Must Attend All Mandatory Training*.

Required Training: The Named Employee should receive a specific reminder from his supervisor regarding the importance of completing all mandatory training in a timely fashion and, in particular, to check with his supervisor should he have any questions regarding whether train-the-trainer sessions he attends fulfill his mandatory training obligation.

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.