



OFFICE OF PROFESSIONAL ACCOUNTABILITY

Closed Case Summary

Complaint Number OPA#2016-0760

Issued Date: 01/06/2017

| Named Employee #1 | |
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| 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 | Not Sustained (Training Referral) |
| Final Discipline | N/A |

INCIDENT SYNOPSIS

The Named Employee did not complete mandatory training.

COMPLAINT

The complainant, the Compliance Bureau, alleged that the Named Employee did not attend the Mandatory Integrated Use of Force and Tactics Training per Special Order #15-029.

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 complainant alleged that the Named Employee did not attend the mandatory 2015 Integrated Use of Force and Tactics training as required. SPD published a Special Order 15-029 requiring all sworn personnel to attend Integrated Use of Force and Tactics training. The Named Employee was scheduled to attend the training on 11/03/2015 but did not attend because of a medical issue. He was transferring between units and did not have a permanent Sergeant, and the Acting Sergeant did not have permissions in the training system to sign him up. The Named Employee told OPA he could not recall if he contacted Training for assistance in scheduling himself for mandatory training. During this transition from employees scheduling their own training to supervisors scheduling all subordinates, there was a lot of confusion over how to reschedule classes. This was understandable, but did not relieve employees of the responsibility to ensure they attended all mandatory training. Employees are responsible for ensuring they are scheduled and complete mandatory training; they must be an active participant in the process. When the Named Employee was unable to attend his scheduled class and given that he did not have a permanent supervisor, he could have been more proactive getting scheduled for a class.

FINDINGS

Named Employee #1

Allegation #1

The Named Employee should be reminded of his own responsibility to make certain he completes mandatory training. Therefore a finding of **Not Sustained** (Training Referral) was issued for *Standards and Duties: Employees Must Attend All Mandatory Training*.

Required Training: The Named Employee's supervisor should remind the Named Employee of his own responsibility to make certain he completes mandatory training.

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.