



SPOKANE POLICE DIVISION

CRAIG N. MEIDL
CHIEF OF POLICE

Closed Case Summary

Complaint Number: C19-066 OPO Number: N/A
Date of Complaint: 7/20/2019
Allegation: Policy Violation
Chain of Command Finding: Sustained
Final Discipline: Written Reprimand

INCIDENT SYNOPSIS

A civilian employee was scheduled to attend training. She did not attend a day of the training due to illness. She did not notify her supervisor or enter her leave into the payroll system at the time. She did not enter her leave until her supervisor asked her about the training a week later. An internal investigation was opened after her supervisor notified Internal Affairs.

COMPLAINT

The allegation was for being absent without official approved leave, a violation of Administration Policy and Procedure 0620-19-22 (City's Sick Time Policy). Employees using illness leave are expected to comply with departmental procedures regarding notification and approval.

INVESTIGATION

Investigators reviewed all available documentation, including relevant emails, memos, and payroll reports. Investigators interviewed the employee and her chain of command.

ANALYSIS AND CONCLUSION

A chain of command review determined the allegation was Sustained. The employee received a Letter of Reprimand.