

<b>SUNRISE POLICE DEPARTMENT</b>  POLICIES AND PROCEDURES MANUAL  CHAPTER 26  PERSONNEL EARLY WARNING SYSTEM	Effective Date	05/01/87
	Revision Date	07/21/20
	Revision No.	1.4
	Page No.	1 of 6
	Approval:	

26. PURPOSE

The purpose of this policy is to provide guidance to employees, supervisors and administrators so that each can demonstrate a proactive philosophy in identifying and assisting an employee whose performance may be indicative of job stress or other adverse job-related problems which if left untended could reflect negatively on the employee, fellow employee, the Department, or the general public.

26.1. REVISION HISTORY

<u>Date</u>	<u>Rev.No.</u>	<u>Change</u>	<u>ReferenceSection</u>
05/01/87	1.0	New Policy	Personal Equipment
06/01/92	1.1	Add basketweave pocketknife holder	26.2.1.2.
08/06/01	1.2	Policy Rescinded	Incorporated into Chapter 74
11/08/02	1.3	New Policy	Personnel Early Warning System
07/21/20	1.4	Changed District to Division, changed Within any consecutive To in any three-month period.	Throughout, 26.6.4.

26.2. PERSONS AFFECTED

All Department Personnel

26.3. POLICY

It is the policy of the Sunrise Police Department to maintain a system for tracking and reviewing incidents of risk to the agency and the involved employee(s). The Personnel Early Warning System will be used as a means to identify and assess member performance involved in high-risk incidents or other criteria and intervene when

necessary. This system is necessary for the agency to exercise its responsibility to evaluate, identify and assist employees who exhibit signs of performance and/or stress related problems.

#### 26.4. DEFINITIONS

26.4.1. Employee or Member – Any sworn or civilian personnel employed by the Department. This term also applies to police trainees who have not been certified by the Criminal Justice Standards and Training Commission nor sworn to act as a police officer.

26.4.2. High-Risk Incidents – Actions that may result in injury to members or the public, cause civil rights violations, increase the civil liability to the Department or cause this agency to lose public support and confidence in its ability to perform its duty in a professional manner.

26.4.3. Personnel Early Warning System – A time-sensitive system designed to effectively organize critical performance and evaluation data in a format conducive to promptly identify early indicators of certain performance and/or stress related problems and to facilitate any necessary or appropriate follow-up activities.

26.4.4. Supervisor’s Observation Report – A form designed to assist supervisory personnel in identifying employee behavior, which if continued, could generate a Personnel Early Warning Report.

#### 26.5. RESPONSIBILITIES

26.5.1. All police personnel are responsible for complying with this policy. Supervisory Personnel are responsible for the enforcement of this policy. Unjustified violations may result in disciplinary action, up to and including termination.

26.5.2. This Policy is not intended to be all-inclusive. It is intended to be a general guideline to be read in conjunction with all other Department rules, regulations, policies and procedures, as well as other City rules and ordinances.

#### 26.6. PROCEDURES

26.6.1. The Personnel Early Warning System is a tool to assist supervisors in monitoring the performance of both sworn and civilian personnel.

26.6.1.1. The availability of the Personnel Early Warning System does not alter the critical role of line supervisors to directly monitor the performance and behavior of personnel under their command on a daily basis.

26.6.1.2. Supervisory personnel should be familiar with alternatives and authorized actions they may take, e.g., Employee Assistance Program (EAP) or other City

authorized services, in response to employees who may require these services with or without information provided through the Personnel Early Warning System.

26.6.2. Internal Affairs will be responsible for administering the Personnel Early Warning System and generating reports specified in this policy or as otherwise directed by the Chief of Police.

26.6.3. Supervisors will ensure that Internal Affairs is immediately provided copies of all the following when they occur:

26.6.3.1. Complaints generated against Department members. This includes complaints generated by any supervisor, any employee or any citizen. The manner in which the complaint is submitted (verbal, letter, etc.) shall not alter the requirements of this policy.

26.6.3.2. Use of Force Reports, this also includes K-9 Contact Reports.

26.6.3.3. Pursuit Review Reports.

26.6.3.4. Employee Performance Evaluations, when the overall rating is Needs Improvement or Unsatisfactory.

26.6.3.5. Offense Incident Reports, whether an arrest is made or not, which include the following:

26.6.3.5.1. Assault or Battery on a Law Enforcement Officer.

26.6.3.5.2. Resisting Arrest with Violence.

26.6.3.5.3. Any Obstruction Arrest that significantly impairs an officer from performing their duty, e.g., Depriving an Officer of their Weapon or a means of Communication.

26.6.3.6. Officer Involved Motor Vehicle Accidents.

26.6.3.7. Worker's Compensation Reports.

26.6.3.8. Lawsuits or other Claims against a member (if known).

26.6.4. A Personnel Early Warning Report will be generated when any of the aforementioned incidents, whether individually or collectively, occurs four times in any three-month period involving the same Department member.

26.6.4.1. Internal Affairs will be responsible for initiating the Personnel Early Warning Report on the affected member. This will be completed on Department memorandum.

26.6.4.1.1. Supervisor's Observation Report.

26.6.4.1.1.1. The Supervisor's Observation Report is used to monitor those behaviors and activities that may be exhibited by employees, which may affect their overall performance.

26.6.4.1.1.2. The Supervisor's Observation Report includes, but is not limited to, those behaviors and activities that if exhibited over a period of time or in conjunction with the above listed events may require a Personnel Early Warning Review.

26.6.4.1.1.3. Supervisors who recognize members under their command that have exhibited these behaviors and/or activities within the threshold as specified in 26.6.4., will forward a memorandum citing their findings, via chain of command to the Chief of Police so that a Personnel Early Warning Review and Report (if necessary) can be authorized through Internal Affairs.

26.6.4.2. The Personnel Early Warning Report will provide a brief summary of the incidents, and any dispositions (when available).

26.6.4.3. These reports will neither draw conclusions nor make any determinations concerning job performance.

26.6.4.4. Reports are intended to assist supervisory personnel in evaluating and guiding their subordinates.

26.6.4.5. Reports alone shall not form the basis for disciplinary action.

26.6.4.6. All reports will be maintained in the strictest confidence and will not be discussed with other employees unless it is necessary for completion of the report. All members made aware of the reports will be informed that unauthorized disclosure of any aspect of the report may result in disciplinary action.

26.6.5. Reports will be sent to the appropriate Division Commanders who will review and send them through the chain of command to the member's immediate supervisor. Each level of command shall review the report.

26.6.5.1. Upon receipt and review of the report, the affected member's immediate supervisor will schedule a meeting with the employee to discuss the information with them. Members are encouraged to provide insight regarding the incident(s).

26.6.5.2. After this review, the supervisor will meet with the Division Commander or Division Lieutenant and discuss the report and any other relevant information offered by the member to determine if remedial action is warranted. Once determined, these actions may include, but not be limited to:

- 26.6.5.2.1. Referring sworn member to the Employee Assistance Program.
- 26.6.5.2.2. Referring members to an agency authorized mental health professional or mental health care provider authorized by the Department.
- 26.6.5.2.3. Requiring that the member participate in agency authorized training, which targets personal or professional problems that the member may be facing, e.g., communications, cultural awareness, coping with stress or anger management.
- 26.6.5.2.4. Initiating reassignment or transfer.
- 26.6.5.2.5. Supervisory counseling.
- 26.6.5.2.6. Supervised periods of observation in the field.
- 26.6.5.2.7. Concluding that the member's actions do not warrant need for corrective action.
- 26.6.5.3. Recommendations for remedial action will not be deferred to another command but will rest with the immediate supervisor and Division Commander or Division Lieutenant.
- 26.6.5.4. The immediate supervisor will forward a memorandum, via chain of command, within ten working days to Internal Affairs outlining the recommendations and justifications for those recommendations based upon their meeting with the affected employee and subsequent meeting with the Division Commander or Division Lieutenant.
- 26.6.5.5. Internal Affairs may review these recommendations with Division Commanders should they feel that alternative action or further review is warranted.
- 26.6.5.6. Internal Affairs will forward all recommendations to the Chief of Police or designee, who will conduct a final review and approval or provide other recommendations, if any.
- 26.6.5.7. Once approved, the member will be provided with the recommendations and shall follow them to completion.
  - 26.6.5.7.1. The member's progress will be monitored by their supervisor for a period of three months, unless otherwise determined by the Chief of Police or designee.
  - 26.6.5.7.2. Upon completion of the review period a supervisory progress report will be forwarded to the Chief of Police, via chain of command. If further action is required, this will be noted in the supervisor's progress report.

26.6.5.7.3. The supervisory progress report will be generated on Department approved memorandum.

26.6.6. A copy of the Personnel Early Warning Report, supervisor's recommendation memorandum, supervisor's progress report and any other written reports generated that pertain to the review will be maintained with Internal Affairs in a separate Personnel Early Warning file.

26.6.7. The purpose of the Personnel Early Warning System is to review, with the affected employee, situations of high-risk incidents or other criteria that may affect their future performance and agree on corrective action before other adverse conditions occur. This system does not take the place of, nor should it circumvent Department disciplinary procedures.

26.6.7.1. Should any supervisor or Internal Affairs recognize behavior that clearly violates Department policies and procedures, the appropriate action shall take place, which includes all employee procedural safeguards.

26.6.8. Annually, Internal Affairs shall conduct an evaluation on the Personnel Early Warning System. An annual evaluation report will be submitted to the Chief of Police or designee. The evaluation will include:

26.6.8.1. Quality and timeliness of information sent to Internal Affairs.

26.6.8.2. Proper utilization of the system by supervisors.

26.6.8.3. Adherence to procedures associated with the system.

26.6.8.4. Recommendations for changes to the system, its usage or Department policy.