

TITLE: EARLY WARNING SYSTEM**CODIFIED: 36.1****EFFECTIVE: 07/23/04****RESCINDS/AMENDS: NEW POLICY****PAGES: 2****PURPOSE**

The purpose of this directive is to establish policy and procedures for identifying employees that may be experiencing difficulties in the workplace and providing assistance to the employee at early stages of the problem.

POLICY

Employees are the department's most important resource. Supervisors will make every effort to identify employees whose conduct or behavior adversely affects job performance. They will take steps to resolve the issues in an appropriate manner, consistent with department policy and procedures.

POLICY AND PROCEDURE**36.1.01 First Line Review**

A. First line supervisors must be aware of potential problems that may adversely affect an employee's work performance. These potential problems may be identified in:

1. Citizen Complaints
2. Tardiness
3. Absenteeism
4. Motor Vehicle Accidents
5. Substandard Performance Evaluations
6. Use of Force Incidents
7. Disciplinary Actions

36.1.02 Supervisors shall take appropriate action, consistent with department policy and procedure, whenever inappropriate employee conduct is observed. This action shall include a written report following the chain of command to the division commander. A copy shall be forwarded to the Office of Professional Standards.

A. This report shall include:

1. Details of the inappropriate conduct.
2. Witnesses.
3. Recommended intervention action, e.g. training, discipline, EAP referral, supervisory counseling, etc.

36.1.03 Responsibilities of the Division Commander

- A. The Division Commander will review all relevant reports from the supervisor and ensure that appropriate remedial action is taken to remedy the problem.
- B. The Division Commander, or his delegate will forward copies of the relevant reports to the Professional Standards Section.

36.1.04 Responsibilities of the Professional Standards Section

- A. The Professional Standards Section shall maintain individual files containing the forwarded reports.
- B. The Internal Affairs Commander shall review the Early Warning Files on a monthly basis and analyze them for trends. If signs of a deteriorating situation are observed the Internal Affairs Commander shall refer the situation to the applicable chain of command for action.

36.1.04 Evaluation of the Early Warning System.

- A. The Internal Affairs Commander shall review the Early Warning System for effectiveness on an annual basis. This review would involve an examination of those cases that were referred for intervention and whether the pattern of undesired behavior was corrected. A Report of the review

will be forwarded to the Office of the Chief of Police.

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APPROVED: 

BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04