

CHAPTER TWENTY-TWO
EARLY IDENTIFICATION SYSTEM

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CHAPTER TWENTY-TWO
EARLY WARNING SYSTEM

I Purpose:

This policy is intended to assist managers in identifying officers and other employees whose performance and actions warrants review and, where appropriate, intervention in circumstances that may have negative consequences for the employee, fellow employees, this agency and the community. The Early Identification System, in conjunction with the various support programs provided through the agency is designed to identify sources of job and personal stress, to improve performance and thus benefit the employee, the agency and the community.

II. Policy:

It is the policy of this agency to establish a system for tracking and reviewing incidents of risk to this agency and the involved employees that have the potential of undermining the achievement of the agency's mission. To this end, the Early Identification System shall be used as a means to identify and assess employee performance involved in potential-risk incidents and intervene where appropriate.

III. Definitions:

- A. Early Identification System – a proactive, non-disciplinary system intended to enhance awareness by employees, supervisors and managers of potential employee problems before serious events occur.
- B. Early Identification System Coordinator – Internal Affairs Commander who monitors the number of EIS defined events occurring and is responsible for the proper flow of documentation. The EIS Coordinator ensures follow-up action is taken.
- C. Potential Risk Incidents – Actions that may result in injury to employees 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.

IV. Procedures:

A. General:

- 1. The Internal Affairs Division shall be responsible for administering the Early Warning System (EWS) and generating reports or ensuring reports are generated as specified in this policy or as other wise directed by the Sheriff.
 - a. Reports shall include an annual evaluation of the system forwarded to the Sheriff, via chain-of-command, by March 15th of each year. (CALEA 35.1.9, c)
- 2. It is the duty of line supervisors to directly monitor the performance and behavior of personnel under their charge on a daily basis. (CALEA 35.1.9, d)
- 3. The EIS is a tool to assist supervisory personnel in monitoring employee performance.
- 4. Supervisory personnel shall be familiar with alternative and authorized actions they may take (as detailed in the General Orders Manual) in response to personnel exhibiting behavioral problems with or with out information provided through the EIS. (CALEA 35.1.9, d)

B. Reporting Procedures:

1. This agency's Internal Affairs Division shall be responsible for establishing and administering the EIS and generating reports specified in this policy or as otherwise directed by the Sheriff. IA shall receive data and track the following:
2. Complaints and information lodged against and by the employees-to include:
 - a. IA's, DAF's, AI's, Preliminary Reports
 - b. Incidents of Domestic Disturbance/Violence
 - c. Disciplinary actions taken against employees
 - d. Use of Force reports
 - e. Discharge of Firearm
3. Performance based and related information shall also be included in the EIS, to include:
 - a. Traffic accidents (MVARB's)
 - b. Pursuits, both within and out of policy
 - c. Lawsuits and Insurance Claims of missing and damaged department property
 - d. Assaults on the officer (i.e., the officer as the victim)
 - e. Officer reports of resisting arrest, and obstruction (includes Resisting with and without violence arrests)
 - f. Sick leave usage (CALEA 35.1.15, b)

C. Threshold Levels

1. Complaints

- a. IA's, DAF's, AI's, Preliminary Reports – 3 in three months or 6 in twelve months.
- b. Incidents of Domestic Disturbance/Violence – One in any time period
- c. Disciplinary actions taken against employees – 3 in three months or 6 in twelve months.
- d. Use of Force reports – 3 in three months or 6 in twelve months.
- e. Discharge of Firearm –(including accidental) 2 in twelve months.

2. Performance based and related information shall also be included in the EIS, to include:

(CALEA 35.1.15, a,b)

- a. Traffic accidents (MVARB's) – 2 in six months or 3 in twelve months
- b. Pursuits, both within and out of policy – One in any time period.
- c. Lawsuits and Insurance Claims of missing and damaged department property - 3 in three months or 6 in twelve months.
- d. Assaults on the officer (i.e., the officer as the victim) - 3 in three months or 6 in twelve months.
- e. Officer reports of resisting arrest, and obstruction (includes Resisting with and without violence arrests) - 3 in three months or 6 in twelve months.
- f. Criminal arrests made

D. Once the employee has been documented on an EIS Notification Report for any of the above criteria, the employee's immediate supervisor will be notified by memorandum (paper or email) via chain of command with the appropriate documentation attached. The report from IA shall provide a brief summary of complaints, uses-of force incidents, and/or performance indicators and their respective dispositions where available. **(CALEA 35.1.15, a)**

E. Reports shall draw no conclusions nor make any determinations concerning job performance. Reports are intended to assist supervisory personnel evaluate and guide their subordinates. Reports alone shall not form the basis for disciplinary action.

- F. Supervisors shall review reports with employee and encourage him or her to provide insight to the itemized incident and problems identified in the report. (CALEA 35.1.15, d)
- G. The employee's commander and immediate supervisor shall meet to discuss the report and other relevant information and determine if corrective actions are warranted. These actions may include but are not limited to the following: (CALEA 35.1.15, d)
1. Refer the employee to an agency authorized mental health professional or other mental health care provider authorized by the department or Employee Assistance Program as provided by Monroe County Board of County Commission. (CALEA 35.1.15, f)
 2. Require the employee participate in agency authorized training, targeting personal or professional problems that the officer may be facing (e.g., communications, cultural awareness, coping with stress, anger management); (CALEA 35.1.15, e)
 3. Initiate reassignment or transfer request via chain of command
 4. Conclude the employee's actions do not warrant immediate need for corrective action. A report of action recommendations and justification for those recommendations shall be forwarded through the chain of command to the Sheriff or his designee for approval. (CALEA 35.1.15, e)
- H. Once approved, the employee shall follow the plan to completion. The employee's progress shall be monitored and formally reported via chain of command to the Sheriff or his designee on a monthly basis. Indications of employee compliance or non-compliance, to include evidence on completion, of the agreed upon plan should be included in the employee's EIS jacket for future reference.
- I. Annually the Commander of the Internal Affairs shall conduct an annual evaluation of the Early Warning System, by March 15 of each year and forward it to the Sheriff via Chain-of-Command.