

# MONROE COUNTY SHERIFF'S OFFICE

## General Order

<b>CHAPTER:</b> 022		<b>TITLE:</b> Early Warning Intervention System	
<b>EFFECTIVE DATE:</b> January 3, 2014	<b>NO. PAGES:</b> 3	<b>REVIEWED/REVISED:</b> June 1, 2018	
<b>REFERENCE:</b> CALEA 35.1.9		<b>RESCINDS:</b>	
 <b>Sheriff of Monroe County</b>			

### I. PURPOSE:

This policy is intended to assist managers in identifying officers and other members whose performance and actions warrants review and, where appropriate, intervention in circumstances that may have negative consequences for the member, fellow members, this agency and the community. The Early Warning Intervention 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 member, 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 members that have the potential of undermining the achievement of the agency's mission. To this end, the Early Warning Interventions shall be used as a means to identify and assess member performance involved in potential-risk incidents and intervene where appropriate.

### III. DEFINITIONS:

**Early Warning Interventions (EWI)** – a proactive, non-disciplinary system intended to enhance awareness by members, supervisors and managers of potential member problems before serious events occur.

**EWI Coordinator** – Internal Affairs Coordinator who monitors the number of EWI defined events occurring and is responsible for the proper flow of documentation. The EWI Coordinator issues a number and ensures follow-up action is taken in a timely manner.

**Potential 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.

### IV. PROCEDURES:

#### A. General:

1. The Internal Affairs Division shall be responsible for administering the EWI and generating reports or ensuring reports are generated as specified in this policy or as otherwise directed by the Sheriff.

2. It is the duty of line supervisors to directly monitor the performance and behavior of personnel under their charge on a daily basis.
3. The EWI is a tool to assist supervisory personnel in monitoring member 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 without information provided through the EWI.

**B. Reporting Procedures:**

1. This agency's Internal Affairs Division shall be responsible for establishing and administering the EWI and generating reports specified in this policy or as otherwise directed by the Sheriff. Internal Affairs (AIM) Administrative Investigation Management system shall receive data and track the following:
2. Complaints and information lodged against and by the members-to include:
  - a. IA's (Internal Affairs), SR's (Supervisor Reviews) AI's (Administrative Investigations), PR's Preliminary Reports
  - b. Incidents of Domestic Disturbance/Violence
  - c. Disciplinary actions taken against members
  - d. Use of Force reports
  - e. Discharge of Firearm
3. Performance based and related information shall also be included in the EWI to include:
  - a. Traffic accidents PR or SR
  - 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

**C.** Annually, the Commander of the Internal Affairs Division shall prepare an evaluation of the Early Warning System. This shall include, but is not limited to a review of the current threshold levels for each criteria tracked. Current active threshold levels, which will initiate a review of employee actions or behaviors, may be retrieved from the AIM (Administrative Investigations Management) System in Internal Affairs. A listing of the threshold levels shall be available in the office of Internal Affairs. Recommendations for any changes shall be included in the report and forwarded to the Sheriff, via Chain-of-Command, for approval.

**D.** Once the member has been acknowledged on a EWI Notification Report for any of the above criteria, the employee's immediate supervisor will be notified via chain of command with the appropriate documentation attached. If necessary, the investigating supervisor will call I.A. for a copy of the members commendation file.

**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. This system is a preventative measure, and not intended in any way to be punitive.

**F.** Supervisors shall review reports with members and encourage them to provide insight to the itemized incident and problems identified in the report.

- G.** The member'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.
1. Refer the member 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.
  2. Require the member 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);
  3. Conclude the member's actions do not warrant immediate need for corrective action. A report of action recommendations and justification for those recommendations shall be noted in the EWI System report note field and closed appropriately.