



**CLYDE H. PARRY**  
CHIEF OF POLICE

## GENERAL ORDER

**EARLY WARNING SYSTEM  
IMPLEMENTATION DATE: AUGUST 30, 2010  
REVOKES: NONE**

**GENERAL ORDER – 6A**

### 6A.1 INTRODUCTION

The policy and procedures set forth in this Order have been established to ensure the Department's adherence to monitoring the Early Warning System.

The Early Warning System shall be continually monitored by the Office of Professional Standards to ensure members are in compliance with the policies and procedures implemented by the Agency.

### 6A.2 DEFINITIONS

Early Warning System – A process which compiles information entered into the approved Office of Professional Standard software program to track specific occurrences in order identify potential personnel issues.

### 6A.3 POLICY/PROCEDURE

#### 6A.3.1 Procedure

- A. The Office of Professional Standards supervisor will be responsible for the review and evaluation of the Early Warning System.
- B. The Office of Professional Standards Supervisor will immediately identify any behavior requiring an Early Warning System review or intervention based upon the following data entered into the approved software program:
  - Internal Investigations
  - Citizen Complaints
  - Firearm Discharges
  - Traffic Crashes (Member's actions are a contributing cause.)
  - Response to Resistance Reports
  - Vehicle Pursuits
  - Supervisor Referral

- Supervisory Reviews
- C. The Office of Professional Standards supervisor will initiate a review of a member whenever an “alert” has occurred based upon set thresholds. The thresholds are as follows:
- Two or more internal investigations within a 12-month period.
  - Two or more firearm discharges within a 12-month period.
  - Three or more citizen complaints within a 12-month period.
  - Two or more traffic crashes involving a department vehicle within a 6-month period “at where the member’s actions were determined to be a contributing cause of the crash.
  - Three or more response to resistance incidents in a 12-month period (non-K9 unit officers).
  - Six or more response to resistance incidents in a 12-month period (K-9 officers only).
  - Three or more vehicle pursuits within a 12-month period.
  - Three or more supervisor referrals (i.e. records of discussion, negative performance behavior memorandums, etc.), within a 12-month period.
  - Three or more supervisory reviews within a 12-month period.
  - A combination of five cumulative aforementioned incidents within a 12-month period (non K-9 unit officers).
  - A combination of eight cumulative aforementioned incidents in a 12-month period (K-9 officers only).
- D. Once an alert is generated, the Office of Professional Standards supervisor will review the reason for the alert and will forward a memo to the Chief of Police detailing the reason for the alert, the outcome of all incidents, any corrective action already taken, and if ~~warranted~~, any recommendations for corrective action.
- E. The memo shall then be forwarded to the affected member’s supervisor, with email notification to the member’s chain of command, for them to review with the member.
- F. The memo shall then be returned with signatures of both the supervisor and affected member to the Office of Professional Standards for record retention.

#### **6A.3.2 Supervisor and Command Staff Responsibilities**

- A. Supervisors and Command Staff have the responsibility of evaluating other factors that may determine whether a member is in need of intervention. The other factors for review include but are not limited to:

- Abuse of sick leave
  - Verbal Counseling
  - Records of Discussion
  - Formal Discipline
  - Co-worker observations
  - Changes in work habits
  - Changes in demeanor/attitude
- B.** The supervisor will forward an Early Warning System memo to the Office of Professional Standards supervisor via the Chain of Command.
- C.** The supervisor or command staff member may initiate their own review based upon their direct supervision of a member and personal observation of the individual.
- D.** The Office of Professional Standards supervisor or affected commander, under the direction of the Chief of Police, may facilitate any required action to assist or correct the member's behavior or performance.
- E.** The corrective action may consist of informal or formal counseling, mandatory re-training, participation in the City's Employee Assistance Program (E.A.P.), or other professional counseling program.
- F.** Any and all information relating to an member's medical or psychological condition, treatment, or evaluation shall remain confidential. All information will be processed in a confidential manner.

#### **6A.3.3 Chief of Police Review and Evaluation**

- A.** Upon review of the Early Warning System memo, the Chief of Police may determine that action/intervention is warranted. The action/intervention may include but is not limited to:
- Verbal counseling
  - Record of Discussion
  - Formal discipline (if warranted and in accordance with policy and procedure set forth in General Order 6-Disciplinary Action)
  - Remedial Training
  - Counseling conducted through EAP, psychologist, stress management, etc.
  - Policy/procedure review

- B. The Office of Professional Standards supervisor will forward a status report memorandum to the Chief of Police every two weeks if an intervention action has been taken or until the intervention has been completed. The affected member's immediate supervisor will be made aware of the memo and any action that was taken.
- C. Supervisors are encouraged to review and monitor their member's behavior and document potential concerns as a way to identify those members who may need intervention.

**6A.3.4 Annual Evaluation of Early Warning System**

The Office of Professional Standards supervisor will conduct a written evaluation of the Early Warning System on an annual basis.

**APPROVED**



Clyde H. Parry  
Chief of Police