

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>Specific Personnel / Administrative Policies</b>		<b>P&amp;P-D-120</b>
<b>Personnel Early Warning System</b>		
Effective Date: 04-01-19 Supersedes: 05-13-15	Approval: Sheriff	Number of Pages: 3
References:	Reevaluation Date: Annually	Standards: CALEA 35.1.9 COM 3.4.7

**I. POLICY**

A comprehensive personnel early warning system is an essential component of a well managed law enforcement agency. The early identification of potential problems and the implementation of work performance actions not only increases the agency's level of accountability, but also offers employees a better opportunity to comply with the Office's vision, mission and values. It is the responsibility of all Sheriff's Office supervisors to identify, evaluate, and assist employees who exhibit signs of performance and/or stress related issues.

**II. PURPOSE**

To establish and maintain a personnel early warning system in order to help identify Office members who may benefit from intervention. The personnel early warning system is a tool to assist supervisors in monitoring employee performance. It is not intended to be used as a disciplinary device. However, disciplinary action may occur depending on the conduct of the member. The personnel early warning system includes those events that have the potential to produce negative results, arouse negative community or media attention, generate potential liability for the agency/employee, or affect the employment status of the involved member. This includes but is not limited to internal and external complaints, use of force incidents, and performance-based information such as potential sick leave abuse or being repeatedly late for duty, or drastic changes in an employee's behavior or demeanor. <35.1.9a><COM 3.4.7a>

**III. PROCEDURE**

**A. Professional Standards Responsibilities**

The Professional Standards Chief Deputy shall share internal documents about a member with the division captains.

Professional Standards will monitor alerts generated in IAPro and assign those alerts to the appropriate Division Commander or his designee. Alerts are generated automatically based on thresholds of tracked incidents established by the Sheriff. Alerts will be generated for individual employees and for supervisors. Supervisory alerts encompass all employee tracked incidents under an assigned supervisor. Tracked incidents, for the purpose of this policy, include PCR and IA investigations, , and accidents involving county owned vehicles. Alerts will be assigned a tracking number and will be completed and approved by the member's chain of command. Use of Force incidents and Pursuits will be captured in the overall alert threshold. <35.1.9.d><3.4.7b>

The Professional Standards Chief Deputy will conduct an annual review of the Personnel Early Warning System and submit it to the Sheriff for review. <35.1.9c><COM 3.4.7e>

#### B. Division Captain Responsibilities

Division captains should confer with their chief deputy and the Professional Standards Chief Deputy when necessary about potential issues and proposed solutions.

Upon receipt of an alert from Professional Standards, the Division captain or his designee will assign the alert to the member's immediate supervisor.

#### C. Lieutenant/Manager Responsibilities

The lieutenant or manager should confer with the supervisor involved about possible solutions to assist the employee. The solutions may include but are not limited to:

- Closely monitoring the employee and their behavior
- Placing the employee on a work performance plan <35.1.9.e><COM 3.4.7c>
- The Employee Assistance Program
- The Peer Support Program
- Referring the employee to their insurance provider for treatment <35.1.9.f><COM 3.4.7d>

The lieutenant or manager should always communicate with their division captain about potential problems or issues with employees under their command. <35.1.9d><COM 3.4.7b>

#### D. Supervisor Responsibilities

It is the duty of a supervisor to directly monitor, on a daily basis, the performance and behavior of personnel under their direction. Upon receipt of an alert report the supervisor will evaluate the report and the employee's conduct and determine what action if any is needed. The supervisor will document their findings and report to their chain of command using the alert assigned in Blue Team. Once completed, alert reports will be sent back to Professional Standards for review. <35.1.9.d>

The immediate supervisor of an employee who is involved in the following incidents will ensure the appropriate documentation is forwarded to Professional Standards through their chain of command:

- Performance Plans
- Completed Alert reports
- Personnel comment reports (PCR)
- Use of force reports
- Pursuit reports
- Traffic accidents involving Office vehicles

If a supervisor feels that there is a pattern of concerning behavior occurring with an employee they should confer with their lieutenant/manager about the situation to determine the best course of action available to them to assist the employee. <35.1.9b><35.1.9d><COM 3.4.7b>

When a supervisor places an employee on an action plan, that plan will be sent to Professional Standards through Blue Team. Professional Standards upon receipt of an action plan will assign a tracking number in IAPro and assign the action plan to the managing supervisors. The assigned supervisor will manage the action plan in Blue Team and attach documentation to the Blue Team file on a schedule as determined by

the action plan. Once completed the action plan will be sent to Professional Standards through the chain of command. <26.1.8>

By Order of the Sheriff