JOPLIN POLICE DEPARTMENT	2-02 STANDARD OPERATING GUIDELINE
SUBJECT: Personnel Early Warning System	**REVIEW DATE: Annually - February**
EFFECTIVE DATE: November 14th, 2007	**ACTION DATE:**
AMENDS/SUPERSEDES: 2-02 May 23rd, 2007	**AMEND DATE: November 14th, 2007**
ACCREDITATION INDEX: 35.1.9 a, b, c, d, e, f	**APPROVED:** Richard A. Pearson **Chief of Police**

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 a menu of remedial actions not only increase the agency's level of accountability, but also offer employees a better opportunity to comply with the department's values and mission.

This policy is intended to assist supervisors and commanders in identifying employees whose performance warrant review and, where appropriate, provide intervention in circumstances that may have negative consequences for the employee, fellow employee, this agency, and/or the general public. This intervention is intended to assist employees who exhibit signs of performance and/or stress related problems, preventing allegations of misconduct or disciplinary action.

II. PURPOSE

The Personnel Early Warning System shall be a means to identify and assess employees' performance in high-risk incidents and intervene where appropriate. (35.1.9)

III. PROCEDURE:

A. Supervisor Responsibilities: (35.1.9 D)

1. The immediate supervisor of an officer who is involved in the following incidents shall insure that relevant reports/documents are forwarded to the Office of Internal Affairs: (35.1.9 B)

   a. Allegations of misconduct – both internal and citizen complaints

   b. Use of Force Reports

   c. Pursuit Reports

   d. Traffic Accident Reports involving Department Vehicles

   e. Employee Counseling Forms

B. Office of Internal Affairs Responsibilities:

1. The Office of Internal Affairs shall be responsible for overseeing the Personnel Early Warning System. The Office of Internal Affairs shall maintain Personnel Early Warning System incident data reports for each member having generated reports reference incidents noted in section III.A.1.

2. Citizen complaint reports, use of force reports, officer-involved traffic accident reports and other incidents involving member discipline or internal affairs investigations shall be documented on the incident data report.

3. Upon entering data onto individual member's incident data report, the Internal Affairs Investigator shall review the member's incident data report for trends or unusual frequency of incidents, which may indicate previously unidentified problems with the employee or his/her performance.

4. If the Internal Affairs Investigator feels the data indicates this may be the case, he/she shall initiate a review by referring the appropriate data to the level of supervision above the member's immediate supervisor. Consideration into the circumstances of each incident may be utilized in weighing the need for review (example- two accidents in which the officer was not at fault may not be weighed the same as two caused by the officer). (35.1.9 A)

C. Reviewing Supervisor Role: (35.1.9 D)

1. Upon receiving the information for review, the supervisor shall examine the information provided. The supervisor may handle the review, or may direct the individual's immediate supervisor to do so. The person handling the review will be responsible for arranging for an interview with the member (if applicable), and any additional investigation required.

2. Upon completion of the investigative process, the supervisor who initially received the request for review shall forward a review report to the Office of Internal Affairs. The report shall include any findings, and shall detail measures being taken to correct the problem. These may include remedial training, referral (such as Employee Assistance Program, etc), reassignment, or other actions taken that will assist the employee's performance. (35.1.9 E, F)

3. Agency efforts to address the concerns shall be documented and presented to the Office of Internal Affairs by the reviewing supervisor for retention. (35.1.9 B)

D. Disposition:

1. The Office of Internal Affairs shall maintain the review report as an internal affairs file. (35.1.9 B)

2. Any activities performed to affect the problem behavior (i.e. monthly evaluations, training, counseling, etc.) will be maintained and verified by the Office of Internal Affairs. The review and findings are subject to review by the Chief of Police if, in the opinion of the Office of Internal Affairs, the findings or measures being taken to intervene are not or will not effectively address concerns.

3. The Office of Internal Affairs will submit to the Chief of Police an annual review and evaluation of the Personnel Early Warning System. The report shall detail the number of instances where department intervention in regard to employees was required and an evaluation of the system's effectiveness. Should revisions in the system be needed to make it more effective, they shall be documented and forwarded to the Chief of Police for staff discussion. (35.1.9 C)

IV. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules, or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

V. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in any evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only inform the basis of a complaint by this department, and then only in a non-judicial administrative setting.