



Approved:
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Subject:

823. Personnel Early Warning System

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823.1: PURPOSE AND SCOPE

The Early Warning System (EWS) is intended to assist police supervisors and managers in identifying employees whose performance warrants review and, where appropriate, intervention in circumstances that may have negative consequences for the employee, the department, or the community. An EWS is an essential component of good supervision within a well-managed organization. The EWS provides a mechanism for tracking and reviewing incidents of risk to the involved employees, the department, and the community. It is the duty of all supervisors to directly monitor the performance and behavior of personnel assigned to them. The EWS is a tool to assist supervisors in monitoring employee performance and identifying potential employee patterns of misconduct.

823.2: PROCEDURE

- a. The Accreditation Manager, or designee, shall be responsible for the maintenance of data in Guardian Tracking related to the EWS specified in this policy or as otherwise directed by Command Staff.
- b. The Accreditation Manager shall have access to the following reports:
 - 1) Use of Force Response Investigative Reports
 - 2) Citizen Complaint Investigations
 - 3) Internal Affairs Investigations
 - 4) Disciplinary Actions
 - 5) At-fault On-duty Employee Involved Traffic Collisions
 - 6) Vehicle Pursuit Reports
- c. Reports are automatically generated, using Guardian Tracking for any employee who has exceeded the EWS threshold (EWS thresholds are defined in section 823.3). Each EWS report generated is automatically sent to the employee's Lieutenant via the chain of command through Guardian Tracking to conduct a review of the employee's actions and/or behavior.
- d. The EWS report is intended to assist supervisors in evaluating and guiding their subordinates.
- e. Lieutenants shall review the EWS report and the reports that triggered the EWS.

- f. The employee's Lieutenant shall create an EWS Review document in Guardian Tracking, which is reviewed by the employee's immediate supervisor to determine if further actions are warranted. These actions may include but are not limited to the following:
- 1) Refer the employee to the Employee Assistance Program.
 - 2) Provide the employee with appropriate training to address the area(s) needing additional development.
 - 3) Conclude that no further review or corrective actions are necessary.
- g. If a work improvement plan is developed to help the employee improve performance in an identified area, it shall be included in the employee's annual performance evaluation.
- h. All completed summary reports are maintained in Guardian Tracking.
- i. Annually, the Accreditation Manager shall conduct a review and analysis of organizational findings of the EWS to identify collective patterns of behavior.

823.3: EWS THRESHOLDS

The thresholds for generation of EWS reports are as follows:

Use of Force: 8
Citizen Complaints: 4
Internal Affairs: 2
At-fault Crashes: 2
Vehicle Pursuits: 5
Overall Incidents: 10

EWS thresholds for citizen complaints, internal affairs, at-fault crashes, and vehicle pursuits are tracked based on a rolling 12-month period, which is looking back at the previous 12 months from the last incident.

EWS thresholds for use of force and overall incidents are tracked based on a rolling 6-month period, which is looking back at the previous 6 months from the last incident.

823.4: RULE

- a. EWS reports shall not form the basis for disciplinary action.
- b. EWS records shall be purged following the City of Albany Records Management Policy and Oregon Administrative Rules.