

FORT MYERS POLICE DEPARTMENT GENERAL ORDER 7.8

TITLE: Early Warning System

INDEXING: Early Warning System; Performance; Intervention

ISSUED: 08/24/10

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RESCINDS: 8/24/2010

C.A.L.E.A. STANDARDS: 35

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This general order contains the following sections:

- I. Procedure

PURPOSE

Early intervention has been shown to be effective in reducing misconduct, improving community relations, and reducing turnover. The purpose of the Early Warning System is to correct behaviors through training and intervention. **(CALEA 35.1.9)**

SCOPE

These procedures shall apply to all Fort Myers Police Department personnel.

POLICY

A comprehensive 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 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.

SECTION I: PROCEDURES

A. Supervisor Responsibilities: (CALEA 35.1.9f)

1. The immediate supervisor of an officer who is involved in the following incidents shall insure that relevant reports/documents are forwarded to Internal Affairs: **(CALEA 35.1.9d)**
 - a. Allegations of misconduct – both internal and citizen complaints
 - b. Use of Force Reports
 - c. Pursuit Reports
 - d. Traffic Crash Reports involving Department Vehicles

e. Supervisory Discipline Reports

B. Internal Affairs Responsibilities:

1. Internal Affairs shall be responsible for overseeing the Early Warning System. Internal Affairs shall maintain Early Warning System Alert data in the IA Pro system for each member having generated reports listed above in section I.A.1. **(CALEA 35.1.9c)**
2. Citizen complaint reports, use of force reports, officer-involved traffic crash reports and other incidents involving member discipline or internal affairs investigations shall be documented in the IA Pro system.
3. Upon a supervisor entering data into an individual member's profile the system will evaluate the member for trends or unusual frequency of incidents based on previously determined thresholds. This may indicate potential unidentified problems with the employee or his/her performance.
4. Internal Affairs will review these alerts and ensure the Lieutenant receiving the alert addresses the concern. 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). **(CALEA 35.1.9c)**
5. Based upon the previously identified criteria in section I.A.1, the following threshold levels have been established within the Early Warning System: **(CALEA 35.1.9a,b)**
 - a. **Administrative Investigation:** (3) Three within a 9-month period.
 - b. **Internal Investigation:** (2) Two within a 12-month period.
 - c. **Preliminary Assessment:** (3) Three within a 9-month period.
 - d. **Racial Profiling:** (1) One within a 12-month period.
 - e. **Supervisory Discipline:** (3) Three within a 9-month period.
 - f. **Use of Force:** (2) Two within a 1-month period.
 - g. **Vehicle Accident:** (2) Two within a 12-month period.
 - h. **Vehicle Pursuit:** (3) Three within a 12-month period.
 - i. **Total Incident Activity (Any):** (6) Six within a 12-month period.

C. Reviewing Lieutenant Role: **(CALEA 35.1.9f)**

1. Upon receiving an alert on an employee in the IA Pro system, the lieutenant shall examine the information provided. The lieutenant handling the alert will be responsible for arranging an interview with the member (if applicable), and for any additional investigation into the alert. This shall include a review of the members discipline history.
2. Documentation of the investigation, interviews and any remedial action shall be outlined in the Alert. The report shall include any findings, and shall detail measures being taken to correct the problem, if any. These may include remedial training, referral (such as Employee Assistance Program, etc), reassignment, or other actions taken that will assist the employee's performance. **(CALEA 35.1.9f,g)**

3. Agency efforts to address the concerns shall be documented and routed through the chain-of command to Internal Affairs by the reviewing Lieutenant for retention. **(CALEA 35.1.9d)**

D. Disposition:

1. Internal Affairs shall maintain the Alert as an internal affairs file in IA Pro. **(CALEA 35.1.9b)**
 2. Any activities performed to affect the problem behavior (i.e. monthly evaluations, training, counseling, etc.) will be maintained and verified by Internal Affairs. The review and findings are subject to review by the Chief of Police if, in the opinion of Internal Affairs, the findings or measures being taken to intervene are not or will not effectively address concerns.
 3. Internal Affairs will conduct an annual review and evaluation of the Early Warning System. 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. **(CALEA 35.1.9e)**
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APPROVED:

[Electronic Signature on File]

10/03/2024

Jason Fields, Chief of Police
Fort Myers Police Department

Date _____