Policy Manual Standard Operating Procedure	
SOP Number: 6-01f	**Subject:** Early Warning System

Authorized by: Chief Robert Connolly	**Effective Date:** July 24, 2025
Signed: The original signed copy of this directive is on file in the Office of Professional Standards	**Date signed:** 7/24/2025

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1. PURPOSE

This standard operating procedure establishes guidelines for the operation of the Early Warning System.

2. POLICY

The GTPD will actively monitor employees' conduct and provide appropriate intervention for employee behavior that could result in negative consequences for the employee and the Department.

3. RESPONSIBILITIES

3.1 Department employees will adhere to this directive.

3.2 The Deputy Chief will implement this directive.

3.3 The Office of Professional Standards will monitor the system (currently IAPro) for system-generated Early Warning Alerts and forward to appropriate division commander.

3.4 Division commanders will ensure effective implementation of this directive within their chain of command.

3.5 Supervisors will actively monitor employees' conduct and will intervene and/or notify as specified in this directive.
CALEA 6th ed. standard 35.1.9 f

4. ACTION

4.1 General Procedure

4.1.1 A computerized tracking system will document instances leading to the conditions listed in section 4.1.2.
CALEA 6th ed. standard 35.1.9 b

4.1.2 One or more of the following conditions will activate the Early Warning System.

1. Two complaints against an employee within a one-year period;

2. Two use of force or two vehicle pursuits within a one-year period;

3. Two at-fault motor vehicle collisions within a one-year period;

4. Two investigations within a one-year period;

5. A combination of four indicators from two or more conditions listed above within a one-year period.

4.1.3 The one-year period is measured from the date of the incident, not the date of the final administrative outcome. It is not based on a calendar or fiscal year.

4.1.4 An Early Warning System activation may be initiated upon written notification by an employee's supervisor that any of the following conditions exist:

1. Any act or threat of violence against another employee(s).

2. More than one unexcused absence from duty (assigned or selected) within a six-month period.

3. Any allegation of domestic violence involving the employee, whether as victim or aggressor.

4. Behavior by an employee that is so unusual or inappropriate that it disrupts normal working conditions or creates an unsafe work environment.

5. Any apparent indication that an employee is being mentally or physically abused (i.e. bruises, significant behavioral changes, excessive sleepiness, etc.).

6. An employee's involvement in an emotionally or physically traumatic incident that appears to be detrimentally affecting the employee's performance.

Any member of an employee's chain-of command may make the notification. The notification will be in writing and addressed to the employee's Division Commander with copies to the OPS Commander and the Deputy Chief of Police.
CALEA 6th ed. standard 35.1.9 a, d

4.2 Activating the Early Warning System
CALEA 6th ed. standard 35.1.9 b

4.2.1 The Office of Professional Standards (OPS) will maintain the IAPro computerized tracking system that is designed to store an accurate record of citizen complaints, administrative investigations, disciplinary documents, on-duty traffic collisions, and EWS activated case files. Records will be maintained for at least three years.

4.2.2 The Office of Professional Standards commander will monitor the database. When conditions from section 4.1.2 are met, he or she will activate the EWS. He or she will forward a synopsis of the incident(s) to the employee's Watch Commander (or Division Commander if there is no Watch Commander) for review. A copy of the activation will be sent to the Deputy Chief and the Division Commander when a Watch Commander is notified.

4.2.3 Division commanders will activate the EWS, when warranted, based on notification from a supervisor by making an entry in Blue Team. The Division Commander may, for just cause, request the review be conducted by another Division Commander.

4.3 Early Warning
CALEA 6th edition standard 35.1.9 c

4.3.1 If the notified Commander's investigation determines that there is no need for corrective action, he or she will indicate this result in the summary and forward the report to the Deputy Chief for review. Once

approved the Deputy Chief will forward the report to the Office of Professional Standards for inclusion in the IAPro database.

4.3.2 When there is a need for corrective action, the employee's Commander, within 14 days of receiving notification of negative conditions, will meet and discuss a plan of action with the employee and the employee's supervisor(s).

4.3.3 The purpose of the plan of action is non-punitive; it is intended to provide assistance to the employee to prevent a negative situation from escalating. The employee's Commander will include the plan in the BlueTeam report and forward it to the Deputy Chief for review. Once approved the Deputy Chief will forward the report to the Office of Professional Standards for inclusion in the IAPro database copying the Chief of Police.

4.3.4 The plan of action should have a planned completion date, no more than 90 days later.

4.3.5 The employee's immediate supervisors will monitor the plan of action and assist the employee, when necessary, to ensure compliance.

4.3.6 The employee's Commander will prepare a report at the end of the time allowed by the corrective action plan, documenting the results of the plan. He or she will distribute the report to the Division Commander (if applicable) the Deputy Chief and the OPS Commander to be added to the report in IAPro.

4.4 Authorized Actions
CALEA 6th edition standard 35.1.9 g

4.4.1 Actions that may be taken under EWS:

1. No action taken;

2. Informal counseling and monitoring by the employee's supervisor, to be documented in a memo;

3. Formal counseling statement describing a corrective plan of action;

4. Mandatory remedial or additional training designed to improve performance;

5. Voluntary or mandatory referral to the Faculty/Staff Assistance Program offered through the Georgia Institute of Technology Office of Human Resources;
CALEA 6th ed. standard 35.1.9 h

6. Voluntary referral to the GTPD Peer Support Team;

7. Reassignment;

8. Other actions deemed necessary.

4.5 Evaluation of Early Warning System
CALEA 6th ed. standard 35.1.9 e

4.5.1 The Office of Professional Standards Commander will provide an annual evaluation of the EWS to the Chief of Police and Accreditation Manager. The written documentation of the annual evaluation will identify trends in conditions, and any overall trends in the system suggesting the need for training, policy revision, and/or equipment needs.

5. DEFINITIONS

None

6. CANCELLATION

This directive cancels SOP 6-01e "Early Warning System"

7. REFERENCE

SOP 5-02, "Performance Evaluation"
SOP 5-07, "Departmental Awards"
Chapter 6a "Discipline and Grievance"

CALEA 6th edition standards 35.1.9