WOONSOCKET POLICE DEPARTMENT

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Chief of Police
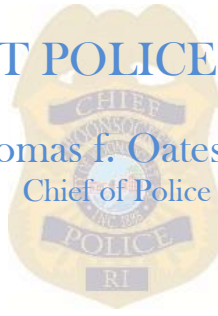
TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	130.08	1/24/2022	1/27/2022
SUBJECT		**PREVIOUSLY ISSUED DATES**	
LEFTA Shield		12/6/2017(Guardian Tracking)	
ACCREDITATION		**RE-EVALUATION DATE**	
RIPAC: 3.13 CALEA: 35.1.6		12/27/2021	
INDEX		**DISTRIBUTION**	
Internal Department Controls		All Personnel	

LEFTA SHIELD

I.   PURPOSE

The Woonsocket Police Department understands its most important asset is its personnel. The purpose of this policy is to establish consistent practices for documenting and managing employee performance and early intervention.

This policy is intended to standardize documentation for both positive and negative performance indicators and to identify employees who have developed a pattern of behavior that indicates intervention efforts may be necessary.

II.   POLICY

Shield from LEFTA Systems is an employee performance documentation software suite. The software is designed to benefit the entire organization by enhancing the supervisor's ability to manage employee performance. Information maintained by the software will assist with various organizational processes, such as performance appraisals, promotions, early intervention, recognition of training needs, employee recognition, awards, and discipline.

IV.   PROCEDURES

   A. Confidentiality – All documentation stored in Shield will remain confidential subject

to legal proceedings.

B. How documentation is recorded.

1. Discuss then Document - Documentation should reflect the personal communication between supervisor and employee. Whenever possible, negative performance should be discussed with the employee before documentation.
2. Supervisors shall consistently document employee behavior and performance promptly.
3. Document both positive and negative behavior.
4. Make it Contemporary – Events should be documented as they occur.
5. Entries are official documentation. As such, entries shall maintain the professionalism and respect expected of department supervisors.

C. Data Entry – Generally

1. Documentation on all agency personnel, including sworn and non-sworn is required.
2. Supervisors must log into Shield daily for notification of any new or updated entries on themselves, or anyone under their command.
3. Non-supervisory personnel should log into Shield for notification of any new or updated entries on themselves weekly at the minimum.
4. Accurate, fair, and consistent documentation will provide meaningful feedback in promoting employees' better judgment, increased insight into behavior, heightened awareness of organizational goals, and performance comparisons over time, all of which combine to increase employee motivation. This documentation should reflect both positive and negative behavior.
5. All pertinent categories, whether positive or negative, must be documented to ensure an accurate measure of employee performance.
6. Shield allows supervisors to create entries on personnel outside their chains of command.

    a. This does not relieve the supervisor of the responsibility of taking immediate action to correct serious infractions which may result in liability, injury, and/or disrepute.

D. Employee Conduct Tracking (EMCOT) and Internal Affairs

1. Shield's EMCOT application will assist the disciplinary process in a variety of ways, including but not limited to:

    a. Detecting those instances or patterns of behavior, when disciplinary action is warranted (remedial training, counseling, etc.);
    b. Informing employees when substandard performance is observed and giving them opportunities to improve;

c. Maintaining a record of disciplinary action;
d. Tracking documentation of internally and externally generated compliments; and
e. A tool that allows citizens to file online reports of employee conduct.

2. Shield's Internal Affairs application will assist Professional Standards to complete a thorough investigation of any type of complaint.

E. Managing Employee Training Records (METR)

1. Performance Evaluations - Shield's METR application is used in assisting with the personnel performance evaluation process in a variety of ways, including but not limited to:

a. Justifying high or low ratings;
b. Tracking counseling, training, and other measures to improve employee performance;
c. Setting goals and objectives or performance improvement plans.

2. METR also enables users to view their Employee Portfolio which includes:

a. Firearms Qualifications;
b. Issued Equipment;
c. Commendations/Discipline;
d. Field Training Records (LEFTA);
e. Self-Entered Records; and
f. Complaint & Compliment Records (EMCOT).

F. Force Accountability Transparency Software (FACTS)

1. FACTS enables officers to enter Response to Resistance (RTR) forms.

a. Each officer must report the force they used during the incident;
b. The primary officer must complete his RTR form first;
c. Secondary officers will complete their own "supplemental" form to report the force options they employed using the primary officer's RTR number; and
d. Forms are to be complete prior to the end of the reporting officer's shift.

2. Supervisors must submit their review prior to the end of shift; and
3. RTR forms are to be forwarded to the OPS review group to be reviewed for adherence to policy and current training.

G. Vehicle Pursuit Reporting Software (VIPR)

1. VIPR enables officers to enter Vehicle Pursuit forms.

      a.   Initiating/primary officers are responsible for entering the Vehicle Puruit Forms;

      b.   If the initiating officer transfers the primary role to another unit, then that unit will add a supplemental Vehicle Pursuit Form using the initiating officers Pursuit Form number (e.g. a detective unit initiates a pursuit then transfers the primary role to the first on scene marked unit); and

      c.   All forms are to be complete prior to the end of the reporting officer's shift;

2. Supervisors must submit their review prior to the end of shift; and

3. RTR forms are to be forwarded to the OPS review group to be reviewed for adherence to policy and current training.

H.   Employee Vehicle Damage Documentation Software (V-DOC)

1. V-DOC enables supervisors to document Police Vehicle Crashes

      a.   Supervisors must complete report with their review prior to the end of the their shift;

      b.   V-DOC (Vehicle Crashes) forms are to be forwarded to the Accident Review Board (ARB) review group to be reviewed for adherence to policy and current training.

2. V-DOC enables officers to document other police vehicle damage or maintenance issues.

      a.   Forms will be completed by the officer that discovers the damage or maintenance issue upon discovery;

      b.   Forms will be reviewed by an immediate supervisor prior to the end of their shift; and

      c.   Form will be forwarded to the Operations Captain for final review.

I.   Early Intervention System (EIS)

1. Role of First-Line Supervisor

      a.   When a threshold is met Shield will notify the Office of Professional Standards (OPS). OPS will then notify the relevant supervisor so that appropriate action may be taken.

      b.   When the early intervention warning is given, the following procedures must take place:

          1)   The appropriate supervisor shall conduct a review to determine if intervention is needed. This review should include;

a) All incidents which activated the intervention;
b) At least six months of the employee's performance records;
c) The supervisor's knowledge and observations about the employee; and
d) If warranted, an interview with the employee.

2) If no further action is necessary, the supervisor will notify OPS in writing, summarizing why no further action was taken.

3) If the supervisor determines that follow-up action is necessary, they will notify the appropriate chain of command in writing of their findings. The supervisor must detail what the review has identified and what steps, if any, have been taken (i.e. discussion, referral, verbal counseling, etc.).

4) All early intervention responses will be following General Order *130.06 Early Intervention System*.

c. It is important to note that supervisors must not rely solely on the Shield software to identify potential problems. An automated early intervention system (EIS) does not relieve supervisors of their responsibility to regularly monitor performance data and address any potential problems.

d. If a pattern is identified, supervisors should take the appropriate steps toward an intervention, regardless of whether their concerns were triggered by the EIS or their observations.

e. If another related incident occurs within the same period, a new intervention warning will occur.

2. Role of the Platoon/Unit Officer-in-Charge (OIC)

a. The OIC will be notified by OPS when an early intervention warning has been triggered.

b. The OIC will review all incidents which activated the intervention, plus at least six months of the employee's performance records.

c. The OIC then creates a response in writing to the OPS regarding the review. Any additional related incidents in Shield should be added to the response.

d. The division commander will also ensure that any necessary follow-up takes place.

3. Post Intervention Monitoring

a. After an intervention, the first-line supervisor will monitor the employee. This can be done in various ways dependant upon the circumstances. Monitoring activity will be documented.

b. Supervisors should recommend a different intervention if the first proved unsuccessful.

c. The division commander will review the post-intervention activity.

Per order,

Thomas F. Oates, III

Chief of Police

Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police