

UW Whitewater Police



Personnel Early Warning System	Number: 35.1.9	No. Pages: 3
Special Instructions: CALEA 35.1.9	Reviewed Date: January 2025	Next Review Date: January 2029
Approved By: Chief Kiederlen	Effective Date: 8/22/23	Revised Date: New
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I. Purpose

To provide guidelines for the operation of the personnel early warning system.

II. Policy

The UW-Whitewater Police Department (UWWPD) has a responsibility to operate an early intervention system to capture critical incidents over a period of time in order to identify those employees who may benefit from assistance or further training.

III. Procedure

- A. Documented actions of first line supervisors are crucial elements to a successful personnel early warning system.
- B. If any supervisor is made aware of any of the following behaviors, it is the responsibility of that supervisor to forward the information to the involved employee's immediate supervisor.
 1. Employee injury reports;
 2. Preventable Department vehicle crashes;
 3. Significant or repeated policy violations;
 4. Founded or repetitive internal or external complaint investigations;
 5. Use of force incidents wherein the administrative review recommends further review by the chain of command beyond basic coaching;
 6. Unexcused absences, increased use of sick leave, habitual or documented tardiness (the employee's direct supervisor must review the employee's timesheet prior to or after submittal and be perceptive of patterns);
 7. Consistent inability to work effectively with coworkers;
 8. Ongoing or sudden poor performance, or substandard annual or probationary performance reports.
- C. The involved employee's supervisor will review the notification and determine whether it should be documented only, or if it has reached the level that the supervisor believes requires initiating the personnel early warning system. If the personnel early warning system is activated the supervisor will review the facts to determine if any intervention, such as Employee Assistance Program, Peer Support, training, etc. is recommended. If the

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supervisor determines that intervention is necessary, only the chief or designee can approve the report and authorize intervention. To assist supervisors in determining if a review should be conducted, the below chart should be referenced. If an employee meets the threshold in any of the categories in the last 12 months a review should be completed. The employee's supervisor can also initiate a review when they believe actions warrant it based on the circumstances of one or more occurrences.

<u>Behavior</u>	<u>Threshold</u>
Employee Injury Report	2 or more
Preventable Department Vehicle Accident	2 or more
Verbal Counselings	2 or more
Verbal Reprimands	2 or more
Written Reprimands	2 or more
Suspension	1 or more
Founded internal or extranal complaints	1 or more
Unexcused Absences or tardiness	2 or more
Use of Force Complaint Against Officer	1 or more
Pursuits	1 or more
Use of Force Incidents	2 or more

1. Review should be based on current patterns of collected material, including but not limited to: agency performance evaluations, citizen complaints, disciplinary actions, use of force incidents, internal affairs investigations, attendance records, and on-duty accidents and injuries.
2. Review findings should be approved by the Chief of Police or designee in a report.
- D. Upon determining intervention is required, it is the responsibility of the supervisor to facilitate the Department intervention effort.
- E. After initiating an intervention, an intervention strategy must be formulated and documented per appropriate policy (discipline, performance action plan, etc.). One or more of the following strategies shall be utilized:
 1. Coaching, counseling, formal training or discipline as outlined in GO 26.1.4 Discipline;
 2. Remedial training as outlined in GO 33.1 Training Administration.
 3. Weekly performance reviews with the immediate supervisor.
 4. Performance action plans;
 5. Participation in the Employee Assistance Program or Peer Assistance Program;
 6. Medical or family medical leave;
 7. Fitness for duty evaluation.
- F. After each review or investigation is concluded, the initiating supervisor shall prepare a summary of the incident and retain all formal documents related to the investigation to the Assistant Chief of Police for use in the annual evaluation of the department's Personnel Early Warning System.

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G. The Assistant Chief of Police or designee shall conduct a documented evaluation of the Department Personnel Early Warning System and forward it to the Chief of Police annually. Annual evaluations should consider:

1. The impact of benchmarks for activation of the system;
2. Findings and results of actions;
3. Value of available resources and impact of usage;
4. Review of key attributes for system activations; and
5. The overall effectiveness of the system in advancing its key objectives.