



Jamestown Police Department

GENERAL ORDER 130.20

SECTION		EFFECTIVE DATE	PAGES
100 – Administration		October 1, 2015	3
SUBSECTION		PREVIOUSLY ISSUED DATES	
30 – Internal Control			
TITLE		BY ORDER OF	
130.20 – Early Warning System		 Chief Edward A. Mello	
REVIEW	LAST REVIEW DATE	RIPAC REFERENCE	
Annually	01/30/20	3.13	

I. PURPOSE

The purpose of this policy is to establish policy and procedures for identifying employees that may be experiencing difficulties in the workplace and providing resources to the employee at the early stages of the problem.

II. POLICY

Employees are the most important and crucial resource of the department. Supervisors will make every effort to identify employees who have issues that negatively impact their ability to effectively do their job and will make every effort to resolve such issues in an appropriate manner, consistent with department policy and procedures.

III. DEFINITIONS

- A. EARLY WARNING SYSTEM - A system for the early identification of agency employees who may require some type of corrective action or Department intervention and a procedure for collecting and evaluating materials required for implementing such action.
- B. GUARDIAN TRACKING SOFTWARE – A computer software program designed to document employee performance and support complex processes in law enforcement.

IV. PROCEDURE

- A. First line supervisor review: First line supervisors must be attuned to potential problems

that may negatively affect an employee's work performance and will use indicators to determine whether there is a pattern of activity that indicates the existence of a problem. These indicators shall be documented using the Guardian-Tracking software and may include, but are not limited to:

1. Poor performance evaluations
 2. Citizens' complaints
 3. Attendance patterns
 4. Disciplinary actions
 5. Use of force incidents
 6. Internal affairs investigations and reports
 7. Traffic accidents
- B. Supervisors should take appropriate action, consistent with department policy and procedure, whenever a supervisor observes inappropriate employee conduct.
- C. Whenever a supervisor observes a pattern of behavior that requires intervention efforts, the supervisor will forward a report, in writing, to the Lieutenant. The report shall include:
1. Details of the pattern of behaviors that raised the concern.
 2. Other witnesses to the behavior.
 3. Recommended intervention action, i.e. remedial training, counseling, E.A.P. referral, or disciplinary action.
- D. Administrative Review
1. The Lieutenant shall notify the Police Chief upon receipt of a written report requesting intervention.
 2. The Lieutenant shall then conduct a review of the report submitted, files and Guardian-Tracking entries that involve the employee's conduct and behavior.
 3. The Lieutenant will meet with the employee to discuss the matter.
 4. The Lieutenant will confer with the employee's O.I.C. to outline the plan of corrective action, (if warranted) and formulate a plan for follow-up. Employees will be referred to the Employee Assistance Program when applicable.
 5. The Lieutenant shall provide the Police Chief with a full written report of action at the conclusion of the investigation.
- E. Follow-Up Actions
1. The employee's supervisor will conduct monthly follow-ups by meeting with the employee for a minimum of three (3) consecutive months.
 2. The supervisor will provide a written report to the Lieutenant after the meeting

indicating the employee's progress.

3. The Lieutenant shall provide a written report to the Police Chief upon conclusion of all corrective action taken and required follow-up procedures.

F. Annual Review

1. The Early Warning System will be reviewed annually by the Chief or his designee. Input will be solicited from employees who have been involved in the system during the previous year in an effort to make it more responsive to the needs of the employee, the department and the town.