



**CHAPTER 35  
PERSONNEL EARLY WARNING SYSTEM**

**Effective: July 2007**

**Revised: January 2020**

**35.0 PURPOSE**

The purpose of this chapter is to provide information and guidelines about the department's Personnel Early Warning System.

**35.1 POLICY**

It is the policy of the Golden Police Department to utilize a Personnel Early Warning System for identifying warning signs of potentially unsatisfactory performance or misconduct of its members. The system is intended to alert a member's supervisor when a behavior pattern or a combination of events may be indicative of unsatisfactory performance or misconduct. It is intended to allow for supervisory review of the events in order to evaluate if there is a need for an early intervention. The system is a device to be used to optimize the performance of members and to avoid corrective and/or disciplinary action.

**35.2 VARIABLES TO BE REVIEWED**

Variables to be reviewed to aid with identifying warning signs of unsatisfactory performance or misconduct include, but are not necessarily limited to:

- A. Use of force incidents.
- B. Professional standards investigations.
- C. Motor vehicle crashes.
- D. Vehicle pursuits.
- E. Substance use / abuse.
- F. Corrective and/or disciplinary actions.
- G. Supervisory recommendations(s) for inclusion of an event into the Personnel Early Warning System.

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**35.3 BEHAVIORS TO BE REVIEWED**

Behaviors to be reviewed to aid with identifying warning signs of unsatisfactory performance or misconduct include, but are not necessarily limited to:

- A. A member involved in 4 use of force incidents, not including use of a firearm (non-discharge) to compel arrest, within a 12 month period.
- B. A member involved in 2 traffic crashes within a 12 month period.
- C. A member who is the subject of 3 professional standards complaint investigations within a 12 month period.
- D. A member involved in 2 motor vehicle pursuits within a 12 month period.

A combination of these and/or other behaviors, i.e., noticeable decline in performance, may initiate a review at the direction of any supervisor in conjunction with the member's Division Head.

**35.4 REVIEW INITIATION / RECORDING**

When a review is initiated, it will be done via the *IAPro Software* and the *IAPro Software Web Application (BlueTeam)*.

**35.5 SUPERVISORY RESPONSIBILITIES**

Following notification, the supervisor will conduct a review of the events and behaviors to determine if any further action is necessary. The review **only** will be completed within seven business days from receipt of the notification.

If it is determined that no further action is necessary, the supervisor will notify the Division Head and Professional Standards in writing via the *IAPro Software Web Application (BlueTeam)*.

If further actions are determined to be necessary, the supervisor, in conjunction with the Division Head, will establish a plan and a timeline for intervention (refer to the *Intervention* section of this chapter). Documentation of the plan, its execution and an evaluation will be completed in writing and forwarded to Professional Standards via the *IAPro Software Web Application (BlueTeam)* for retention.

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**35.6 INTERVENTION**

An intervention is an action intended / designed to correct a member's behavior and/or actions. This may include, but is not limited to the following:

- A. Supervisor counseling.
- B. Professional counseling, i.e., Employee Assistance Program (EAP), psychological services.
- C. Training / Remedial training.
- D. Performance plan / contract.

**35.7 POST REVIEW / INTERVENTION NOTIFICATIONS**

Post review / intervention notifications as part of the Personnel Early Warning System may be in either hard copy or electronic format via email. If received via email, members shall acknowledge receipt through an email receipt (read receipt) using Microsoft Outlook.

- A. Members must have their email configured to allow for read receipts.
- B. Members must send a receipt in response to request for a read receipt.
- C. If a member is not prompted for a read receipt or does not respond with a read receipt for any reason, the member will respond to the message originator by email and acknowledge receipt.

When a review has been completed and results in an intervention, Professional Standards will notify the immediate supervisor and Division Head as well as the involved member. If a completed review results in no action then only the immediate supervisor and Division Head will be notified.

**35.8 STORAGE / RETENTION**

Database information and hard copy files of Personnel Early Warning System Information are considered personnel files and stored by Professional Standards. The information will be retained for the remainder of the calendar year plus one additional year. After that time, the information will be purged.

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**35.9 ANNUAL EVALUATION**

A documented evaluation of the Early Intervention Program will be completed as part of the *Professional Standards Annual Report*.