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| **Belvidere POLICE DEPARTMENT****POLICY & PROCEDURES** |  |
| **VOLUME:**  | **CHAPTER:****Article XXVIII** | **# OF PAGES:** **4** |
| **SUBJECT: Employee Early Warning System** |
| **BY THE ORDER OF: Matthew Scott** **Chief of Police** | **ACCREDITATION STANDARDS:** |
| **Effective Date:** | **Date of Last Revision:** |

**POLICY:**

The Belvidere Police Department recognizes the need to provide assistance to employees exhibiting below standard, unusual, or less-than-professional job performance attributable to trauma or personal stresses. Due to the need to avoid harm to themselves, fellow employees, or the general public, and because of the scope of responsibility of law enforcement employees, psychological fitness must be maintained at all times. Therefore, the Belvidere Police Department shall have an employee Early Warning System program in place to assist employees with meeting their personal and career goals.

**PURPOSE:**

The purpose of this policy is to identify early warning signs from those employees whose job performance alters or deteriorates noticeably, thereby requiring department intervention.

**I. Definitions**

1. Chief of Police— That person sworn officer the Chief of Police or Officer-In-Charge.
2. Counselor—a licensed psychologist, psychiatrist, peer counselor, police chaplain, or physician who gives advice and recommends a course of conduct.
3. Employee—everyone employed by the Belvidere Police Department, including sworn and civilian personnel. Volunteers, though not “employees,” are also members of the department when performing a function in the course of their official responsibilities.
4. Employee Assistance Program—a confidential, non-disciplinary program provided by the Town whereby a counselor can assist employees with the resolution of suspected personal or work-related issues such as, but not limited to drug, alcohol, anger management, family, and finance problems.
5. Supervisory Officer—members of the department assigned to a position requiring exercise of immediate supervision over the activities of employees.

**PROCEDURE:**

**II. Early Warning System Program**

A**.** The Belvidere Police Department has an Early Warning System program to provide systematic reviews of specific, significant events involving agency employees. The system shall have the following components:

1. A provision to initiate a review based on current patterns of collected material;

2. Reporting requirements of conduct and behavior;

3. Annual evaluations of the early warning system;

4. Identification of the role of first and second level supervision;

5. Remedial action and some type of employee assistance, such as a formal Employee Assistance Program, or peer counseling.

B. The Early Warning System is designed to identify critical performance indicators, patterns, or trends as well as to evaluate the data in a manner that is constructive to the employee and the agency. This program will assist supervisors and managers in highlighting behaviors that may be otherwise overlooked.

C.The Division Commanders shall serve as co-coordinators for the Early Warning System program. They shall be responsible for conducting periodic reviews of agency records as outlined in Table 1.

D.The Division Commanders will forward an initial report to the Chief of Police within fifteen (15) days after identifyingtargeted indicators. The report shall contain the identity of the employee, the date of events, and a brief description of the incident(s).

E. The Division Commanders shall meet with the responsible Supervisor to notify him/her of the activation of the Early Warning System as well as to gather additional information about the employee.

F. A collective follow-up report will be submitted to the Chief of Police regarding whether additional intervention is needed. Upon approval of the Chief of Police, a meeting will be arranged with the employee.

G. Early Warning System meetings will be conducted to inform the employee that they have been identified for participation in the system, why they have been identified for participation, and that the meetings are to be facilitative and non-disciplinary in nature.

H. Early Warning System meetings will result in options or course(s) of actions being determined and established by the Chief of Police with input from the identified employee, responsible Division Commander, and the employee’s Supervisor. Options or course(s) of action include, but are not limited to:

 1. No additional action;

2. Informal counseling and monitoring by employees’ rater;

3. Formal counseling or corrective actions as appropriate;

4. Performance Improvement Plan with reviews and reports;

5. Visit to the department’s health care professional

6. Voluntary or mandatory referral to the department’s Employee’s Assistance Program.

7. Mandatory remedial or additional training designed to improve employees’ skill;

8. Voluntary or mandatory referral to the department’s mental health professional.

H. The Early Warning System program will be continuously evaluated to determine the program’s effectiveness and to provide a method to implement necessary changes.

**III. Psychological Services Process**

A. The Chief of Police may implement a course of action (See" H" ) for an employee who has been referred by a supervisor or who is self-referred.

B. The psychological services will begin the process by administering diagnostic tests to confirm that the employee requires psychological treatment.

C. Treatment will be administered upon the advice of the counselor and with the approval of the Chief of Police.

D. Periodically, the Chief of Police, the counselor, and the employee's supervisor may review the recommendations of the counselor as to the placement and status of the employee.

1. If an employee is terminated as a result of his or her inability to regain acceptable job performance, the employee's psychological treatment record will be placed in the employee's personnel file.
2. If an employee regains acceptable job performance, the record of referral will remain in the files of the Chief of Police/Officer-In-Charge and in the files of the psychological services only.

**IV. Job Security and Confidentiality**

A. In matters involving “doctor-patient” communications, the applicable law dictates confidentiality parameters.

1. Due to the nature of the Employee Assistance Program, an EAP counselor may disclose a general opinion and/or recommendation relating to an employee’s continued performance.
2. Job security and promotional opportunities shall not be jeopardized by an employee's participation with a counselor. However, failure to correct deficiencies in job performance may eliminate promotional consideration or jeopardize continued employment.

**All police procedures heretofore employed by the Belvidere Police Department which conflict with this order are hereby rescinded. Supervisors shall be held accountable for the enforcement and application of this order. All members of the Belvidere Police Department are required to follow this order as applicable. Violations of this order subject members of this agency to disciplinary action.**