

1-4-52 Personnel Early Warning System

PURPOSE:

The purpose of this general order is to delineate an early warning system for employees that may have trouble with personal or work-related issues and require an employee assistance program.

PROCEDURE:

- I. The Bowling Green Police Division utilizes information received from several sources to review an employee's performance and to establish a personnel early warning system. Agency performance evaluations, review of citizen complaints, disciplinary actions, use of force incidents, internal affairs investigations, traffic accidents, workmen's compensation claims and sick leave usage, are some of the elements that will all be considered in the personnel early warning system. The system in its entirety shall provide procedures for:
 - A. Provisions to initiate a review will be based upon a current pattern that is observed from collected materials, or will be time based. When supervisory personnel believe that a review of a particular employee is necessary they will notify the Chief through the chain of command. The review request should be in written form and should include observations and other documentation that indicates a review might be necessary. Some internal processes and practices that should be reviewed to determine if a potential problem exists may be: performance evaluations, response to resistance and aggression reports, disciplinary actions taken against an employee, citizen complaints, traffic accidents, workers compensations claims, sick leave usage and observations that indicate a lack of motivation at work.
 - B. All conduct and behavior that is contrary to division policies, code of conduct or core values will be documented by the observing supervisor. This documentation will be in the form of employee observation sheets or other accepted documented processes within the agency (i.e. documented verbal warning, written reprimands).
 - C. A documented annual evaluation of the agency early warning system will be conducted by the Bureau Commanders and forwarded to the Chief of Police for review. The purpose of the review is twofold:
 1. To ensure that the process has sufficiently provided for the identification of potential problem employees.
 2. That the remedial options available offer employees the opportunity to meet the organizations values and mission statement.
 - D. For this early warning system to be successful it requires early involvement and participation on the part of the first and second level supervisors. The daily observation of employees and the documentation of employee performance and behaviors are extremely important. All concerns or observations will be documented in the observation forms and noted on the quarterly evaluations. These

observations/comments will be performed in a timely manner so as to encourage or discourage a particular behavior.

- E. When a supervisor notes a problem, the employee will first receive training if practical to ensure that the employee is aware of the violation or concern. An employee who fails to respond appropriately to training may then be subject to disciplinary action. If a problem persists and it appears as if other remedial actions are necessary, the supervisor will make a recommendation for additional remedial action.
- F. The City of Bowling Green utilizes the Comprehensive Assistance and Referral for Employees (CARE) employee assistance program and alcohol/drug counseling program through B.G.S.U. Psychological Services. An employee may choose to voluntarily utilize these resources or he/she may be ordered to undergo employee assistance services as part of the agency ordered intervention efforts.

REVIEW PROCESS:

- I. This directive shall be reviewed on an annual basis by the chief of police or his designee.

CANCELLATION:

- I. This general order shall remain in force until revoked or revised by competent authority.

(CALEA 35.1.9) (Rev. 6/11/2001, 1/1/04, 10/03/06, 4/18/17)