

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO 0201
SUBJECT: PERSONNEL EARLY WARNING SYSTEM		
ISSUE DATE: April 29, 2002	REVISED: 7/16/04, 7/04/05	AMENDS/RESCINDS: N/A
Revisions continued: 05/11/10,		DISTRIBUTION: A

I. POLICY:

It shall be the policy of the St. Joseph Police Department to maintain a Personnel Early Warning System to identify potential employee problems and offer members a better opportunity to meet the standards required by the Department. The System is designed to operate using existing procedures while providing a means of identifying patterns of behavior which might indicate intervention is necessary. The system will be reviewed and evaluated annually with the required review of this general order.

II. PROCEDURE:

A. Supervisor Responsibilities:

1. The immediate supervisor of an officer who is involved in the following incidents shall insure that relevant reports/letters are forwarded to the Professional Standards Officer:
 - a. Use of force;
 - b. Officer-involved traffic accident;
 - c. A citizen's complaint; and/or
 - d. Disciplinary action of verbal warning or above.

B. Professional Standards Officer (PSO) Responsibilities:

1. The Professional Standards Officer (PSO) shall be responsible for overseeing the Personnel Early Warning System. The PSO shall maintain Personnel Early Warning System incident data reports for each member having generated reports reference incidents noted in section II.A.1.
2. Citizen complaint reports, use of force reports, officer-involved traffic accident reports and other incidents involving member discipline or internal affairs investigations shall be documented on the incident data report.

3. Upon entering data onto individual member's incident data report, the PSO shall review the member's incident data report for trends or unusual frequency of incidents, which may indicate previously unidentified problems with the employee or his/her performance.

4. If the PSO feels the data indicates this may be the case, he/she shall initiate a review by referring the appropriate data to the level of supervision above the member's immediate supervisor. The PSO may consider the circumstances of each incident in weighing the need for review (example-two accidents in which the officer was not at fault may not be weighed the same as two caused by the officer).

C. Reviewing Supervisor Role:

1. Upon receiving the information for review, the supervisor shall examine the information provided. The supervisor may handle the review, or may direct the individual's immediate supervisor to do so. The person handling the review will be responsible for arranging for an interview with the member, and any additional investigation required.

2. Upon completion of the investigation/interview process, the supervisor who initially received the request for review shall forward a review report to the Professional Standards Officer. The report shall include any findings, and shall detail measures being taken to correct the problem. These may include remedial training, referral (such as Employee Assistance Program, etc), reassignment, or other actions taken that will assist the employee's performance.

3. Agency efforts to address the concerns shall be documented and presented to the PSO by the reviewing supervisor for retention.

D. Disposition:

1. The PSO shall maintain the review report as an internal affairs file. Any activities performed to affect the problem behavior (i.e., monthly evaluations, training, counseling, etc.) will be maintained and verified by the PSO. The review and findings are subject to review by the Chief of Police if, in the opinion of the PSO, the findings or measures being taken to intervene are not or will not effectively address concerns.

Christopher Connally Chief of Police

Date