



Early Warning System

I. POLICY

The Ridgely Police Department utilizes an Early Warning System (EWS) to identify agency employees who may require agency intervention efforts. This is a non-punitive support system initiated to assist all employees in both their personal and professional lives. This system applies to all employees, both sworn and non-sworn.

II. COMPONENTS

1. The EWS is based upon the tracking of specific job-related occurrences in an effort to identify trends that may suggest that an employee is in need of intervention efforts.
2. Individual occurrences of certain incidents may not always cause concern, whereas repeated occurrences (or a combination of different occurrences) may.
3. Specific incidents that are tracked for the purposes of the EWS are as follows;
 - A. Written Counseling Reports
 - B. Use of Force Reports
 - C. Departmental Motor Vehicle Collision Reports
 - D. Pursuit Reports
 - E. Workers Comp Claims
 - F. Citizen Complaints (written or verbal)
 - G. Civil Litigation
 - H. Disciplinary Actions
 - I. Agency-initiated EAP referrals

III. RECORD KEEPING and ADMINISTRATION

1. The tracking of incidents that make up the EWS will be the responsibility of the agency lieutenant. The lieutenant will keep a ledger of agency personal and will note each time an incident (that affects the EWS) occurs. The lieutenant will be made aware each time an agency member has an incident as outlined in Sec II, Number 3.
2. Incidents that are tracked for the purpose of the EWS will be tracked for a period of one calendar year from the date of occurrence.

IV. EWS ACTIVATION

1. The Early Warning System will be activated by the agency lieutenant when an employee has received two (2) occurrences from any single category or three (3) or more occurrences from all categories combined within a twelve (12) month period.
2. The agency lieutenant will immediately prepare a written report to the Chief of Police advising of the EWS activation.
3. The Chief of Police will review the report and determine if a pattern of conduct is developing or has developed and if intervention is necessary.
4. If the Chief of Police determines intervention is appropriate, the Employee Assistance Program (RPD G.O. 1-10) will be initiated. The agency employee will be counseled by the Chief of Police so that the employee can be made aware of the Early Warning Report.
5. If the Chief of Police determines that no intervention is necessary, the employee will not be made aware of the EWS activation.
6. An annual evaluation of the EWS will be done by the agency lieutenant. This evaluation will be shared with the Chief of Police to determine the program's effectiveness. Changes to any part of the EWS will be made when it is determined to be in the best interest of the agency employees.

