

WOLFEBORO POLICE DEPARTMENT

SOP 6.13

Date Issued: 12/27/2019

Review: 03/25/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

PERSONAL EARLY WARNING SYSTEM

Purpose To establish a procedure for identifying employees with a pattern of behavior that may be detrimental to the achievement of the goals and objectives of the Department and initiate a process for the provision of appropriate corrective action.

Policy The Wolfeboro Police Department will actively monitor all employees' conduct and provide appropriate intervention where it is evident that behavior problems exist and there is the potential for undermining the achievement of Departmental goals and objectives

Responsibilities Supervisors will be responsible for ensuring the effective implementation of this policy within their chain of command.

Supervisors shall actively monitor employees' conduct, intervene when deemed necessary, and provide proper notification when an employee's behavior is contrary to the Department's goals and objectives.

All employees shall be responsible for their own conduct. Any employee who is the subject of an Early Intervention/Early Warning review or referral will promptly and fully cooperate with the Department, the Psychological Services and any other involved persons regarding the completion of the review and/or referral process of the employee. Any failure by the employee to do so shall be subject to disciplinary action up to and including dismissal.

Action The Wolfeboro Police Department is committed to addressing stress management for all employees. If any employee detects stress-related behavior that is adversely affecting or may affect an employee's performance

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of duties, the immediate supervisor shall be notified so that appropriate action may be taken.

Identification of an employee review under the chain of command at or above the level of immediate supervisor; and

Psychological Services will be provided.

An Early Intervention Review (EIR) may be initiated when any of the following conditions exist:

1. Two or more accidents within a twelve (12) month period by an employee operating a vehicle owned, leased or used by the Town of Wolfeboro;
2. Any discernible pattern of repeated complaints or allegation against an employee which are similar in nature within a twelve (12) month period;
3. Three citizen complaints, whether formal or informal, against an employee within a six-month period;
4. A discernible pattern of abuse of leave or excessive tardiness;
5. Two or more separate occasions of unexcused absences from duty within a six (6) month period;
6. Apparent changes in behavior, personality, or presentation of an employee observed by a supervisor within the chain of command which rises to a level of concern regarding the employee;
7. Any behavior displayed by an employee which is so unusual or inappropriate, it creates an unsafe or disruptive work environment; and/or
8. Any situation where an employee's fitness for duty is objectively questionable (e.g., an outward display of emotional and mental distress).

Notification for Early Intervention

If a decision is made to recommend an EIR of an employee's behavior, appropriate notification

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will be given. Such notification will be in writing and will be controlled by the following conditions:

1. When an employee's supervisor identifies an employee under the EIR guidelines, the supervisor will notify his or her chain of command, up to and including the Captain/Executive Officer.

Employee Intervention Review (EIR)

The employee's immediate supervisor will initiate a review/referral of an employee identified.

The employee's EIR may consist of any one of the following actions:

1. A review of any pertinent documents to include; complaint files, performance evaluations, accident packages, etc.; or
2. A discussion or meeting with the employee, the employee's supervisor and any person(s) with information which may aid the reviewer with his or her review.

When an EIR is conducted, the Captain/Executive Officer will prepare a brief written summary of the employee review regardless of whether or not any problems are identified. This summary shall include but is not limited to any recommendations, corrective actions, training, coaching, and counseling.

Corrective Actions

If the section commander or designee, after examining the information gathered from the employee's EIR, determines that a need exists, he or she may order the initiation of appropriate corrective action(s), including but not limited to:

1. Training (individual enhancement training, remedial drivers training, firearms training, sensitivity training, etc.); or
2. Employee referral with an identified counseling or therapy program (i.e. Peer Support Group).

Corrective actions are not disciplinary and should not be used in place of disciplinary action.

Early Warning Review (EWR)

The employee's immediate supervisor and their immediate supervisor's supervisor are crucial to the successful implementation of the EWR, in that

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they have regular contact and ongoing interactions with their employees and will have gone through the EIR process with the employee.

Identification of an employee under the EWR may originate from the following sources:

1. The employee's chain of command at or above the level of immediate supervisor;
2. The Psychological Services

The Captain/Executive Officer will initiate the review process by making the proper notification when it becomes aware that any employee has a record of one or more of the following conditions:

1. Any sustained unauthorized use-of-force complaints against the employee within a one-year period;
2. Two or more unauthorized force complaints against the employee within a one-year period, whether sustained or not;
3. Any allegation of domestic violence involving the employee where the employee is the primary aggressor;
4. Two or more firearm discharges within a twelve-month period;
5. Any act or threat of violence by an employee toward another employee or employees;
6. Two or more chargeable vehicle accidents within a twelve-month period;
7. Two sustained citizen complaints within a twelve-month period;
8. Any DUI arrest; or
9. Any situation where an employees' fitness for duty is objectively questionable (i.e. an outward display of emotional and psychological distress).

Once they have been requested for assistance, Psychological Services will also monitor employee behavior to detect psychological/behavioral problems that interfere with the employee's personal well-being and/or job performance, and where problems exist, will initiate an EWR.