

Early Warning System

1029.1 PURPOSE AND SCOPE

The Sahuarita Police Department (SPD) uses an Early Warning System (EWS) in an effort to help track member performance. The EWS is the collection of data through the BlueTeam/IA Pro system designed to assist supervisors in intervening with poor or unacceptable performance before it develops into a larger or more significant issue. The EWS can help identify poor (substandard) performance as well as possible training needs and other potential issues. The EWS will generate an alert (report) that will cause an automatic review of the data associated with the alert. While it is understood that the statistical compilation of data may identify a performance issue, the data alone cannot account for and must be carefully balanced with the many variables in law enforcement, such as:

- An officer's ability to detect crime
- An officer's work ethic
- An officer's work assignment and shift
- An officer's physical abilities, stature, etc.
- Randomness of events

1029.2 RESPONSIBILITIES

- A. Under the authority of the Chief of Police, the Office of Professional Standards (OPS) Lieutenant is responsible for collecting early warning indicators and other relevant data that may generate an EWS alert. The OPS Lieutenant will forward information about the alert to the member's division commander (member the alert is for). Typically, unless overridden by a commander or the Chief of Police, it will be the responsibility of the OPS Lieutenant to determine whether or not the alert requires any needed follow up (formal or informal counseling, etc.).

1029.3 COMPONENTS OF THE EARLY WARNING SYSTEM

- A. The EWS will include the following components:
 1. Early warning indicators
 2. Data analysis
 3. Employee review
 4. Follow-up monitoring (if applicable)

1029.4 PERFORMANCE INDICATORS

Early warning indicators represent the categories of member performance activity the Chief of Police has determined may be relevant data for the generation and analysis of an Early Warning Alert. Early warning indicators and associated timeframes may include, but are not limited to:

Sahuarita Police Department

Policy Manual

Early Warning System

- A. Frequency and findings of use-of-force incidents.
 - 1. Three use of force incidents within six months
- B. Frequency of involvement and conduct during vehicle pursuits.
 - 1. Three pursuits within one year
- C. Frequency and findings of citizen complaints.
 - 1. Two or more complaints within six months
- D. Claims and/or civil suits related to the member's actions or alleged actions as member of the SPD.
 - 1. Listed as a defendant in two or more claims or civil suits in one year
- E. Canine bite incidents (Canine Officers).
 - 1. Two or more dog bites within one year
- F. Administrative Investigations.
 - 1. Involved as the subject officer in two or more administrative investigations within one year.
- G. Intentional or unintentional firearm discharge (regardless of injury).
 - 1. Two or more firearm discharges within one year
- H. Vehicle collisions.
 - 1. Two or more vehicle collisions within one year
- I. Documented Counseling Memorandums (DCM).
 - 1. Two or more (DCMs) within one year
- J. Officer is the victim of an Aggravated Assault while on-duty
 - 1. Two or more occasions within one year
- K. Three or more involvements in any category (A-J) within one year
 - 1. I.E.- One use of force, one personnel complaint and one pursuit within twelve months would trigger an early warning report, as long as the three were not in conjunction with the same initial incident.
 - (a) If an officer were to get in a pursuit, utilize their taser and get a personnel complaint under the same sequence of events, this would not trigger an early warning report.
 - (b) If an officer were to get in a pursuit under one sequence of events, the next day use their taser and a month later get a personnel complaint not related to the first two incidents, this would trigger an early warning report.
- L. Simply because the EWS generates a report which causes a review of a member's activity does not indicate the member was involved in any wrongdoing. Warnings are only intended to prompt supervisors to review a member's performance.

Sahuarita Police Department

Policy Manual

Early Warning System

1029.5 DATA ANALYSIS AND ACTION

- A. The OPS will utilize IPro, BlueTeam and other SPD authorized systems (MakeNote/DEENS) to compile and track EWS alerts for each member.
- B. The OPS Lieutenant will forward information associated with any alert to the commander of the division of the involved member (member the alert is for).
- C. Upon receipt of any alert, the OPS Lieutenant will determine whether follow up associated with the alert is required.
 - 1. Unless overridden by a division commander, the OPS Lieutenant will determine who will be assigned to conduct follow-up and/or have any discussion with a member regarding an EWS alert.
 - 2. If there is disagreement about how the alert should be dealt with, the division commander of the involved member (member the alert is for) will determine how the alert will be dealt with.
 - 3. Alerts may require no action, informal or formal counseling, additional training, or other action.
 - 4. When meeting with a member is needed regarding an alert, the supervisor or superior officer who meets with the member to address the alert shall document the review of the alert with the member via a MakeNote/DEENS note.
- D. If informal counseling, training or another recommendation is made, outside of formal discipline, the supervisor or superior officer and member, shall meet at least once, at least 30 days after an initial disposition, to check in with each other and/or assess the member's progress towards any goals associated with the alert.
 - 1. The check in and/or discussion of progress shall be documented via a MakeNote/DEENS note in an effort to close the alert in the EWS.
- E. If a supervisor or superior officer believes that an officer's performance warrants action beyond informal counseling or training (e.g., fitness for duty evaluation, inquiry or administrative investigation), they shall promptly communicate their recommendation to the member's (member the alert is for) division commander prior to any action.
- F. The results of all EWS Alerts shall only be closed by the OPS Lieutenant or higher ranking member. The closure of an alert shall also be documented via a MakeNote/DEENS note, if other documentation is not utilized (e.g., DCM, etc.).
- G. If formal discipline or other adverse action is initiated against an officer as a result of an EWS alert, the officer shall be entitled to all rights and processes outlined in the Personnel Complaints and Administrative Investigations Policy (Lexipol 1010), as well as allowed by law (ARS/POBR), SPD GOs, directives and the Town Personnel Policy Manual.
- H. Twice a year the EWS and pertinent associated data will be reviewed during SPD manager meetings in order to identify possible issues, trends, and training needs.

Sahuarita Police Department

Policy Manual

Early Warning System

1029.6 CONFIDENTIALITY OF DATA

- A. Information, data and copies of materials compiled to develop EWS alerts shall be considered private as part of the member's personnel record and will not be subject to discovery or release except as provided by law. Access to the data in the system will be governed under the same process as access to officer's personnel file as outlined in the Personnel Records Policy (Lexipol 1013).

1029.7 RETENTION AND PURGING

- A. Except as incorporated in separate training or disciplinary records, all EWS alerts and data shall be minimally retained in accordance with records retention laws.

1029.8 POLICY ISSUANCE OR REVIEW

06/13/2024 - Reviewed by Chief John Noland - SP002