

**East Lansing Police Department
Policy & Procedure**

Subject: Early Warning System	ELPD Policy #: 200-7
Effective Date: March 1, 2022 Revised Date:	Distribution: Departmental
MACP Accreditation Standard : Early Warning System	MACP Standard: 2.2.3

I. PURPOSE

This order establishes the rules and guidelines for the utilization of an Early Warning System (EWS) for sworn and non-sworn employees of the East Lansing Police Department. This will assist supervisors and managers in identifying employees whose performance warrants review and where appropriate, intervention in circumstances that may have negative consequences for the employee, fellow employees, the department, and or those we serve.

It is the belief that this system will aide in employee performance, coaching, mentoring, training, and positive development for the employee. The EWS should be used as an early intervention system to provide the employee with appropriate tools to perform their duties to standard.

II. POLICY

The East Lansing Police Department recognizes its personnel as its most valuable asset. As such the department has a definitive commitment to use an EWS to evaluate all personnel and identify and assess employee performance involved in potential risk incidents and intervene, when possible, to guide the employee toward success. The department stands behind the concept of early intervention as means to provide the employee with the appropriate tools needed to succeed.

III. PROCEDURE

A. Reporting Procedure

1. Records of behavioral indicators shall be kept in the reporting system by supervisory personnel. This system shall be accessible for all supervisors. It is the duty of the supervisor to assure all relevant information is entered into he EWS. **(2.2.3c)**
2. Behavioral Indicators that shall be documented and monitored are: **(2.2.3a)**

- a. Complaints including:
 - i. Internal Investigations
 - ii. Administrative Inquires
 - iii. On Duty or Off Duty behaviors which conflict with ELPD Standards
 - b. Use of Force Incidents (excluding animal dispatches)
 - c. Performance-based incidents including:
 - i. At fault accidents
 - ii. Damage to Department/City Property
 - iii. Pursuits
 - iv. Lawsuits and Claims
 - v. Reports for resisting arrest and obstruction
 - vi. Assaults on the Officer
 - vii. Officer Injury Reports
 - viii. Workers Comp Claims
 - ix. Sick Leave used
3. All counseling memos and instances of training used in lieu of discipline will be created and maintained by Police Administration. These instances shall be entered into the EWS.
 4. Data collected and entered in the EWS shall be compared to historical data and norms of employees working in like positions. Just being outside the norms will not be conclusive for intervention. The department recognizes that the totality of the circumstances should be weighed in all decision governing a means of intervention.
 5. Employees shall be notified by the supervisor making the entry for all the listed categories. The employee should also be notified within a reasonable amount of time if there are indicators or patterns of concern once they are identified. **(2.2.3d)**

B. Supervisory Responsibilities

1. Supervisors are responsible for monitoring employees' behaviors and performance. Assuring the employee is provided with the opportunity to be successful in their duties is a key function of the supervisor.
2. Supervisors shall intervene and correct any behavior or action they witness or are made aware of that is outside the standards of the East Lansing Police Department. **(2.2.3e)**
 - a. This can be done as low-level coaching session or may rise to a

formal request for discipline. All instances should be documented in the EWS.

C. Employee Assistance Program

1. Supervision is encouraged to make employees aware of the City's EAP programs as described in Policy 200-1. This is a resource for employees that the employee can voluntarily utilize.(2.2.3f)
2. Supervision may request through Police Administration that an employee be involuntarily sent through to the EAP Program. This will not occur without the Chief making this recommendation and consulting with Human Resources.(2.2.3f)

D. Fitness-for Duty

1. In very few cases there may arise the need to send an employee to be evaluated for fitness of duty. This will occur only after the Chief of Police has consulted with Human Resources about matter and both are in agreement, that the employee needs being evaluated for occupational fitness. (2.2.3b)
 - a. Notification of such action will be made by the Chief of Police or Human resources.
 - b. The Chief and Human Resources will select and utilize a certified professional with Public Safety Training for all Fit for Duty Evaluations.

IV. CANCELLATIONS

None

Authorized By:



Kim Johnson, Chief of Police