



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John M. Fitzgerald

GENERAL ORDER: 4-12 EARLY WARNING SYSTEM

DATE: 11/04/2016 Pages: 1 ♦ New ♦ Amended ♦ Revised

I. POLICY

It is the policy of this agency to identify employees through the Early Warning System (EWS) who may be in need of assistance due to personal or professional difficulties before the problems get worse, and before they result in performance or conduct problems. If an employee is identified, the Chief, in consultation with others as necessary, will determine a course of action geared to:

- Eliminating/reducing the underlying problem(s);
- Helping/remediating the employee; and
- Protecting the interests of the public and the agency.

Nothing in this general order shall prohibit or otherwise limit the Department's ability to investigate the performance or conduct of employees, impose discipline for misconduct, or transfer/reassign employees as necessary for efficient and effective operations, and to maintain discipline and good order.

II. SOURCES OF THE EWS

- A. The Department's EWS is comprised of several sources of information which, collectively, serve to signal a potential problem. The sources of information include:
1. Formal internal affairs investigations
 2. Citizen complaints whether or not they result in discipline
 3. Use of force incidents
 4. Performance evaluations
 5. Tardiness
 6. Uniform appearance
 7. Overall attitude toward the job
 8. On-duty collisions
 9. Employee self-disclosures
 10. Office 'chatter' and/or confidential tips from any employee
- B. Any of the above, by themselves or in combination, may serve as 'triggers' for follow-up review or action by supervisors.

III. PROCEDURES

- A. The Lieutenant shall monitor the above EWS sources in an ongoing manner. If the Lieutenant has concerns about any employee from any source, he shall bring those concerns to the attention of the Chief.
- B. Any 'trigger' will result in a targeted review of the employee and a meeting between the Chief and the Lieutenant. The objective of the meeting is to determine if further action is warranted.
- C. If it is determined that further action is warranted, the Lieutenant shall document the plan of action in a memo to file with a copy to the Chief.
- D. The employee's immediate supervisor shall be responsible for implementing any plan of action that results from the meeting, and for closely monitoring the identified employee.
- E. If appropriate, the Lieutenant and/or Chief will meet with the employee identified by the EWS to discuss the reasons underlying the trigger. The meeting is not an interrogation and the goal is not discipline; the goal is to help the employee, to prevent further problems, and to provide support to the employee as necessary.
- F. In accord with §3-516 of the Public Safety Article of the Maryland Code, an officer shall be counseled by their supervisor if he/she has received three or more citizen complaints with a 12-month period. The counseling shall be documented and placed in the employee's file for one year.
- G. The documented counseling described above is non-punitive and confidential. This mandatory counseling does not prevent the Department from investigating or imposing discipline for any particular complaint.