

City of Ypsilanti Police Department



General Order: 2-19 Date Issued: Effective Date:
Title: Early Warning System Rescinds: All Previous Memos/Orders

.01 Purpose

Establish a personnel early warning system to identify Department employees who may require intervention efforts including referral to the employee assistance program.

.02 Policy

Recognizing that the Ypsilanti Police Department's most valuable asset is its personnel, it is the policy of the Ypsilanti Police Department to actively engage in the monitoring of all personnel to identify possible problems at the earliest opportunity. Early intervention will insure that officer wellness issues can be addressed and personnel problems can be identified and dealt with promptly and fairly. Work performance and job satisfaction can be adversely effected by a myriad of problems both professional and personal. This policy establishes guidelines for a personnel early warning system to identify employees who may require intervention and/or an employee assistance program.

.03 Early Warning System

A- First Line Supervisors

- 1-** This is a key element in the early identification of employees with potential problems. First line supervisors have the most consistent and immediate interaction. It should be the goal of all supervisors to have a thorough knowledge of their subordinates.
- 2-** First line supervisors observe an employee's daily work performance, evaluate the employee's overall performance, and discipline the employees.
- 3-** First line supervisors should be vigilant in observations and in reviewing patterns of behavior.

- 4-** They should be aware of issues relative to an employee's performance for patterns including, but not limited to, the following:
 - a-** Citizen complaints.
 - b-** Excessive number of Use of force incidents.
 - c-** Reported incidents of inappropriate work behavior.
 - d-** Disciplinary action.
 - e-** Accidents - including Worker's Compensation and traffic accidents.

- B-** First line supervisors have the responsibility to both observe and document conduct and behavior of employees consistent with the Rules and Regulations and Policy and Procedures of the Ypsilanti Police Department.
 - 1-** First line supervisors may use informal counseling to initially address some issues that are not serious enough to warrant formal disciplinary action. A second counseling on the same or similar issue shall be documented and forwarded to the shift/bureau Lieutenant.
 - 2-** Counseling reports may be forwarded through the chain-of-command by way of a memorandum.
 - 3-** First line supervisors are additionally tasked with taking remedial action including personnel counseling, referral to the EAP, or training recommendation.

- C-** Shift/Bureau Commanders
 - 1-** Shift and Bureau Commanders shall monitor records and reports of staff within their responsibility for problem indicators.
 - 2-** Shift and Bureau Commanders shall be responsible to inform the Chief of Police of resulting performance and conduct concerns.
 - 3-** Shift and Bureau Commanders are responsible for training, support and assistance of the first line supervisors.

- D-** Responsibilities of the Chief of Police

- 1-** The Chief of Police or designee shall be responsible to determine the need for intervention and work with the appropriate resources to develop the intervention method(s) that will best serve the employee's needs and the needs of the department.
- 2-** It is desirable that a problem-solving approach be taken, which would include the input of the employee, supervisors, and other City and outside resources.
- 3-** Employee participation may be voluntary or mandatory, as determined by the Chief of Police or designee depending on the circumstance and severity of the issue.
- 4-** Interventions may include any or all of the below as deemed appropriate:
 - a-** Development of performance plan.
 - b-** Psychological testing and/or counseling.
 - c-** Remedial Training.
 - d-** Substance abuse program.
 - e-** Other programs, as deemed appropriate.

E- Referrals to the Employee Assistance Program (EAP)

- 1-** Any supervisor may make a formal request that a subordinate be required to participate in the EAP based on work performance or some behavior that indicates the employee may be having some personal problem that is interfering with his/her ability to perform.
- 2-** The Chief of Police may make a formal EAP referral, as part of a corrective action to ensure that the employee is given the opportunity for assistance.
 - a-** In the event an employee is departmentally referred to the EAP, they shall receive prior written notification of such via the Chief of Police or designee. Included in this notice shall be a brief explanation as to the determination to utilize the EAP for the employee.
 - b-** The written notice will serve as a written order to participate. Ultimately the level of personal participation is up to the employee. However, this should be viewed as an opportunity for personal growth and understanding that should be taken seriously.

- c- Depending on the severity, subject matter or other criteria the Chief of Police may elect to forgo the EAP and deal directly with the Department Psychologist.

.04 Records

- A- All documentation with regard to the Earl Warning System and/or the utilization of the EAP shall be kept current in the employees personnel file.
- B- All records of employees admitted to a program are to be kept confidential.
- C- The EAP will make appropriate notifications to the Chief of Police and City of Ypsilanti Human Resources Director in the event the employee is unable to continue their duties while involved in the program.
- D- Likewise, any and all communications between the Chief of Police and the Police Psychologist shall be documented, kept current in the employee's personnel file and maintain the strictest confidentiality.

By Order of

Anthony DeGiusti
Chief of Police

