



# Village of Schaumburg Police Department

## Policies and Procedures Manual

<i>Section :</i>	2 Administration Section	Status:	Active
<i>Chapter :</i>	16 Internal Affairs/Professional Standards	Issued:	12/16/2003
<i>Title:</i>	16-25 Personnel Early Warning System	Effective:	12/16/2003

### **16-25 PERSONNEL EARLY WARNING SYSTEM**

**The Personnel Early Warning System (PEWS) is designed to help the employee by providing systematic reviews of specific, significant events involving department employees. The early identification of potential problems and a variety of remedial actions can increase agency accountability and offers employees a better opportunity to meet the department's values. PEWS is only one of the methods by which employees are identified as possibly needing assistance with performance problems. PEWS is intended to serve as a systematic approach to highlighting tendencies that may otherwise be overlooked.**

- A. The PEWS Coordinator (Professional Standards Manager) will review the Targeted Incidents statistical information which will be used as the criteria to determine an individual's eligibility into the program. Targeted Incidents include, but are not limited to, the following:
  - 1. Use of Force Incidents
  - 2. Complaints against the employee
  - 3. Police Vehicle Crashes
  - 4. Excessive absences, or tardiness
  - 5. Performance Evaluations that do not meet Department expectations
  - 6. Duty Related Injuries
  - 7. Pursuits
  - 8. Excessive Irritability or Loss of Temper
- B. On a quarterly basis, the PEWS Coordinator shall generate a report examining the most recent twelve (12) month period for instances of employees' involvement in Targeted Incidents.
- C. When a pattern of behavior/conduct is discovered which meets either of the following criteria, an initial notice **MUST** be forwarded to the employee's immediate supervisor.
  - 1. A combined total of three (3) or more internal investigation type of complaints (formal

- or informal) during the previous six (6) months; or
2. Any combination of five or more occurrences as outlined in the Identification Phase within the previous twelve (12) months
- D. Issuance of an initial notice mandates the employees' immediate supervisor meet with the employee within one (1) week of receipt of notice, to review information contained in the notice as well as recent employee performance information.
- E. Based on information provided in this initial meeting, the employee's immediate supervisor is required to take one of the following two actions.
1. Determine if a stage two notice should be generated If there is any doubt at all on the part of the immediate supervisor, he/she must AUTOMATICALLY submit a memorandum to the employee's Division Commander or Manager, and to the PEWS Coordinator, indicating that formal follow-up is required.
  2. Explain in writing to the PEWS Coordinator the outcome of the meeting with the employee and why the process should not proceed to stage two.
- F. When stage two notices do occur, the employee's Division Commander or Manager will conduct timely PEWS meetings with identified employees, supervisors and command staff. This shall be done within one (1) week, using the following procedures:
1. Employees will be informed if they have been identified for follow-up in the PEWS, the purpose of the meeting/s, and that the meeting/s is/are facilitative and non-disciplinary.
  2. Remedial actions shall be instituted for the purpose of correcting the pattern of conduct/behavior. Options or course of actions include, but are not limited to:
    - a. No additional action
    - b. Supervisory counseling
    - c. Professional counseling
    - d. Monitoring for a minimum of twelve (12) weeks with monthly reviews and reports
    - e. Mandatory remedial or additional training designed to improve skills
    - f. Reassignment
    - g. Corrective actions
  3. Stage two remedial actions must be reviewed and approved by the Director of Police.
- G. The PEWS Coordinator will conduct annual evaluations of the PEWS in order to advise the Director of Police on the system's effectiveness and propose any necessary changes.

By Order Of:

Director of Police