

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>EARLY WARNING SYSTEM (EWS)</b>		
<b>POLICY AND PROCEDURE 4.3.2.2</b>		
<b>Effective Date :</b> 11/14/11	<b>Accreditation Standards:</b> CALEA 52.1.11 CFA	<b>Review Date:</b> 11/14/2012

## **CONTENTS**

- 1. Administration of System/Program**
- 2. Procedure**
- 3. Distribution and Disposition**
- 4. EWS Files**

**PURPOSE:** To establish a EWS for the review of complaints and the frequency of such complaints.

**SCOPE:** This policy and procedure applies to all members.

**REVIEW RESPONSIBILITY:** Administrative Support Bureau Major

**POLICY:** The Department hereby establishes a EWS to identify and document employees who experience a certain frequency of involvement in person's complaints, citizen complaints and complaints of a legitimate nature in order to utilize such a system/program to preserve the integrity of the Department and its member's actions as we conduct the business of law enforcement.

### **1. ADMINISTRATION OF SYSTEM/PROGRAM**

- a. The Administrative Support Bureau Major shall establish a Complaint Record on each employee who is subject to a personnel complaint or an Internal Affairs Investigation. Each incident of a personnel complaint or a separate Internal Affairs complaint will be registered on this record categorized as EWS I.
- b. The Administrative Support Bureau Major will establish a Control of Persons Record on each officer who uses force to control persons as defined by department policy. Each incident will be recorded on the officer's control of persons record categorized as EWS II.
- c. The Administrative Support Bureau Major will establish a Dog Bite Record on each canine officer. Each incident of a dog bite will be recorded on the canine officer's dog bite record. Dog bites will be kept separate from the other types of physical force usage and recorded as EWS III.
- d. The Administrative Support Bureau Major will establish a Discharge of Firearms Record on each officer who discharges a firearm in the line of duty (other than training). Each incident of a line of duty discharge of a firearm will be recorded on the officer's Discharge of Firearm Record and recorded as EWS IV.
- e. At least annually, the Administrative Support Bureau Major will evaluate the EWS and document the findings in the annual report.

### **2. PROCEDURE**

- a. All EWS reports will be released only by the authority of the Chief of Police.
- b. Supervisors and individual officers may review name files and EWS records at the discretion of the assigned authority and then only if there is a need to know.

- c. Semi-annually (as of June 30 and December 31) the complaint record on each employee will be reviewed and each report will list all employees with five (5) or more incidents for the previous two (2) years (i.e. EWS I & EWS III).
- d. The EWS I Report will be presented in three (3) parts:
  - i. Statistical Summary.
  - ii. A table format listing each employee with five (5) or more complaints in the previous two year period broken down into six (6) month periods, and
  - iii. A list of the complaints and findings for the previous two (2) years on each employee identified on the current EWS I Report.
- e. The EWS II Report will be Control of Persons (excluding dog bites and discharge of firearm). This report will be prepared and list each officer involved in five (5) or more control of person's incidents (excluding dog bites and discharge of firearms incidents).
- f. The EWS II Report will be presented in two (2) parts:
  - i. Statistical Summary.
  - ii. A table format listing the officers with five (5) or more Control of Persons Reports during the previous twelve (12) months, the career totals, and the number of times he/she has appeared on EWS II Reports.
- g. The EWS III Report will be Dog Bites and a report prepared listing each canine officer and the number of dog bites per six (6) month period for the previous two (2) years.
- h. The EWS IV Report will be Discharge of Firearms and a report prepared listing officers with three (3) or more Discharge of Firearms incidents within the previous five (5) years. The list will also show the number of incidents.
- i. The EWS Report will also contain a summary of disciplinary actions during the reporting period. Any employee exceeding the threshold of two disciplinary actions during a reporting period will be identified.
- j. The EWS Report will contain a summary of employee involved traffic crashes in City vehicles for the purposes of policy and procedure 4.2.3.22.

**DISTRIBUTION AND DISPOSITION:**

- a. EWS I, II, III and IV reports will be forwarded to the Chief of Police, Assistant Chiefs, Bureau Majors or Supervisors who have employees appearing on the reports.
- b. Each Major/Supervisor will ensure that each employee exceeding the designated thresholds is counseled when appropriate, training is made available if warranted, or other action is taken as appropriate depending upon the circumstances.
- c. Prior to counseling or requesting training Majors/Supervisors shall to review the I.A. files.
- d. A written record on the counseling and/or training request will be accomplished by the appropriate Majors/Supervisor and forwarded to the I.A. assigned authority in a timely manner.

**3.EWS FILES:**

- a. The I.A. authority will maintain complete EWS files.
- b. The filing system will consist of:
  - i. Master file of each type of EWS Reports (i.e., I, II, III, IV) which will contain the original EWS Reports.
  - ii. Individual officer's files which will contain any EWS Records, pertinent EWS information, and other relevant information that may be appropriate.

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**INDEX AS:**

- EARLY WARNING SYSTEM
- EWS

**RESPONSIBILITY INDEX**

- CHIEF OF POLICE
- ASSISTANT CHIEFS
- BUREAU MAJORS
- SERGEANTS
- SUPERVISORS

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**APPROVED:**



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**Stephen J. Stepp**  
Chief of Police

11/14/2011  
**Date**