

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Personnel Early Warning System, Fit for Duty		CHAPTER/SECTION NO.: 25.15	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: ** See Master File Sheriff	
STANDARD NUMBER: 35.1.15			

25.15 Policy

25.15.1 The Sheriff's Office hereby establishes a system by which a pattern or escalating pattern of minor misconduct or behavior inimical to Office goals and objectives by Office members, can be identified and abated through intervention before serious misconduct occurs or before other problems occur that adversely effect a members performance, productivity or employment status.

- A. This "early warning" system is not a periodic personnel performance evaluation as specified in previous sections of this chapter, but is a comprehensive conduct review to be completed on an as needed basis.
- B. A conduct review may be precipitated by a single incident of misconduct or by an observation of or credible reports of a pattern of behavior that may lead to misconduct or have an adverse effect on a members performance or productivity.
- C. The primary intent of a conduct review is not to find cause for disciplinary action but to provide a means for intervention. The conduct review however is similar to an internal investigation by an immediate supervisor with respect to confidentiality and procedures and should, in most cases, be initiated and completed by the immediate supervisor of the member in conjunction with the supervisors

superior.

25.15.2 Warning Signs

- A. It is not the intent of this policy to require supervisors to become technically proficient at analyzing the personal or psychological problems of subordinates, nor should supervisors become unnecessarily intrusive into the private lives of subordinates.
- B. Supervisors and all personnel however should be aware of general warning signs that may indicate a fellow member is experiencing problems that may lead to misconduct or have an adverse effect on his or her performance, productivity or employment status.
- C. Such symptoms often involve substance abuse or prolonged exposure to stress or traumatic situations for example and may be exhibited by members on the job.

25.15.3 Incidents and collected materials that are subject to review include but are not limited to the following:

- A. Performance evaluations
- B. Citizen or co-worker complaints
- C. Disciplinary actions
- D. Use of force incidents
- E. Internal affairs investigations
- F. Workers compensation claims
- G. Sick leave use and/or abuse
- H. Traffic accidents
- I. Substance/alcohol abuse
- J. Other supervisor or employee reports

25.15.4 Performance evaluations, discipline records and all reports of, and actions taken, regarding misconduct by members are documented and maintained in the members personnel file by the Office Administrative Assistant. Citizen complaints, use of force incidents and internal affairs investigations are maintained by the Professional Standards Section Commander for review and evaluation.

- 25.15.5 The Professional Standards Section Commander tracks internal investigations of misconduct and completed conduct reviews involving members and will evaluate and report on the "early warning" system on an annual basis to the Chief Deputy and the Sheriff.
- 25.15.6 Supervisors shall maintain close supervision of immediate subordinates and will document all incidents of misconduct and actions taken, including verbal warnings or counseling. See Chapter 18, Discipline.
- A. Supervisors will request a personnel conduct review of all incidents or collected materials when they become aware of recurring incidents of misconduct by a subordinate or patterns of behavior that may ultimately lead to misconduct or adversely effect a members performance or productivity. A misconduct incident may be investigated in conjunction with and/or incorporated into an overall conduct review.
 - B. Such requests will be made in writing to the first supervisors superior, outlining the reason/s for the request. The second supervisor will conduct the review with the immediate supervisor, summarize findings and determinations and make appropriate recommendations regarding disciplinary, corrective or remedial actions; or further investigation by internal affairs investigators in cases of serious misconduct.
 - C. All completed conduct reviews will be documented, forwarded to the Professional Standards Section Commander for final review and tracking number, and filed and maintained by the Office Administrative Assistant.
 - D. Any Office member may request a personnel conduct review of another member when he/she becomes aware of recurring misconduct or patterns of behavior that may lead to serious misconduct or adversely effect the performance or productivity of a member.

1. The requesting member will make the request in writing to his/her supervisor specifying the reasons for the request.
2. The requesting members supervisor will then forward the request to the named members supervisor for action as outlined in A,B and C.

25.15.7 Completed conduct reviews will include final determinations and, if appropriate, corrective action plans, counseling, and/or additional training that clearly defines what the member and supervisor are required to do in order to modify the behavior of the member. Findings of unfounded allegations of misconduct or negative behavior should be included if appropriate.

25.15.8 In some cases recommendations may be made that the member seek medical or psychological assistance and/or family or personal counseling through the Weber County Employee Assistance Program (EAP) or other approved appraisal program. When appropriate the member may be required to participate in the EAP program and/or undergo a Fit-For-Duty Evaluation. Refer to Chapter 16 of these policies and Weber County Personnel Policies Chapter 6.

25.15.9 While every effort should be made by supervisors to assist the member under review to engage in a voluntary effort to modify his/her behavior, failure by the member to cooperate in fulfilling specified corrective action plans, or continued misconduct may result in disciplinary action up to and including termination. Refer to Chapters 17 and 18 regarding Discipline and Grievance policies and procedures.