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|  | Houston Independent School District Police Department Directives | DIRECTIVE: 420-004 |
| | SUBJECT: Early Warning System | EFFECTIVE DATE: April 22, 2003 REVISED DATE: January 13, 2022 |

PURPOSE

This directive aims to create an early warning system to identify employee problems and deficiencies to determine if intervention is necessary. This directive applies to all Houston Independent School District Police Department Personnel.

CONFIDENTIALITY

All information obtained from the personnel early warning system is confidential. It will only be released per confidentiality law, as required by this directive, or as authorized by the Chief of Police or designee.

DEFINITIONS

Incident: Actions that may result in injury to employees or the public, cause civil rights violations, increase the civil liability to the department, or cause this agency to lose public support and confidence in its ability to perform its duty professionally.

Personnel Early Warning System: A system for the early identification of agency employees who may need some corrective action and a procedure for collecting and evaluating materials required for implementing such corrective action.

POLICY

It is the policy of the HISD Police Department to maintain a system for tracking and reviewing incidents of risk to the department, its employees, staff, students, and visitors of the school district. To accomplish this aim, the Personnel Early Warning System shall identify and assess the performance of employees involved in high-risk incidents and intervene where appropriate.

GUIDELINES

The Early Warning System is designed to assist supervisory and management personnel in monitoring employee performance. Utilization of the Early Warning System does not alter the critical role of supervisors indirectly monitoring the performance and behavior of personnel under their command. This system is in place as a warning of a potential problem. The investigation may reveal that an employee has done nothing wrong and any further action is not needed or warranted.

Supervisory and management personnel shall be familiar with alternatives and authorized actions they may take in response to personnel exhibiting behavioral problems with or without the information provided by the Early Warning System.

RESPONSIBILITIES

Assistant Chief of Police

Develop, implement and administer the Personnel Early Warning System. The Assistant Chief will generate the following reports:

- a. Biannual and yearly summary report to the Chief of Police identifying individual police personnel who exceed the established threshold of incidents. The report shall be a summary only and draw no conclusions or determinations concerning job performance.

- b. Ongoing notifications to respective supervisors regarding specific employees who exceed established thresholds of incidents in the following categories:
 1. Complaints
 2. Administrative Inquiries
 3. Use of Force Reviews
 4. Pursuit Reviews
 5. Injury Reviews
 6. Disciplinary Reports against an employee by a supervisor. (The report alone shall not form the basis for disciplinary action).

- c. Annual evaluation of the Personnel Early Warning System regarding its effectiveness in identifying potential problem employees, the ability of the system to increase department accountability to the public, and the ability of the system to offer employees a better opportunity to meet the department's values and mission statement.
 1. The evaluation will include a review of established thresholds to ensure they are reasonable compared to historical norms of agency personnel functioning in the same or similar assignments.
 2. The evaluation must contain a statement of the number of incidents or combination of types of incidents and activities is considered the threshold is indicating a need for intervention.
 3. The evaluation will be forwarded to all command staff members for review and input before it is finalized to the Chief of Police.
 4. The evaluation of the system will be completed each January and is based on the previous calendar year.

Primary and Secondary Levels of Supervision

Review the notification report that the activation threshold has been reached with a particular employee and encourage the employee to provide insight into the incidents and problems identified in the report.

Meet with their supervisor to discuss the notification report and other relevant information and determine if corrective actions are warranted. Complete a memorandum summarizing recommended actions and justification for such recommended actions.

The memo shall be forwarded to the subject employee's division commander through the chain of command for his review and approval. Copies shall be forwarded to the Chief of Police and the Assistant Chief of Police.

This report shall be filed in the confidential departmental personnel file for the affected employee. Upon approval of the division or unit commander, implement the recommended action plan by notifying the employee.

Monitor and formally report on the employee's progress in complying with the recommended action plan. Required reporting intervals shall be established by the division or unit commander. All reports shall be filed in the confidential departmental personnel file for the affected employee.

Notify the Assistant Chief of Police when an employee receives a below satisfactory rating on an evaluation or is placed on a performance plan.

Chief of Police, or Designee

Review and approve/disapprove recommended actions submitted by supervisory personnel.

Review reports on employee progress toward compliance with recommended actions.

Establish a reasonable system threshold prompting supervisory involvement.

Employee

Once an employee has been identified by the Personnel Early Warning System and has been notified by their supervisor, the employee will cooperate with the supervisor and the Assistant Chief of Police in identifying reasons for or resolutions to departmental concerns regarding the employee's actions.

Follow the agreed-upon plan of action to completion.

Incidents to be Considered in Threshold Count

The following activities/incidents shall be considered in identifying department employees who may require agency intervention efforts:

- a) Complaints lodged against employees to include;
- b) Complaints lodged by one employee against another;
- c) Summary disciplinary actions taken against an employee by a supervisor, with or without a formal complaint;
- d) Complaints lodged by citizens against department personnel;
- e) Allegations of violations of criminal or regulatory statutes;

- f) Disciplinary actions taken against employees;
- g) Administratively defined examples of improper actions and improper conduct.
- h) Use of Force Reports;
- i) Performance-based and related information to include but are not limited to the following:
 1. Traffic accidents;
 2. Pursuits, both within and out of policy;
 3. Lawsuits and claims (access to information related to pending litigation shall be cleared by the Chief of Police)
 4. Assaults on the officer;
 5. Officer reports of resisting arrest and obstruction;
 6. Sick leave abuse, as defined by the applicable departmental policy;
 7. Misuse or abuse of departmental property.
 8. Below satisfactory rating on a performance evaluation.
 9. Personal injury accidents

POSSIBLE CORRECTIVE ACTIONS THAT MAY BE REQUIRED

Corrective actions, when warranted, may include the following:

- a) Referral to the Employee Assistance Program;
- b) Referral to an agency authorized mental health professional or other mental health care provider authorized by the department;
- c) Requiring the employee to participate in agency authorized training, targeting personal or professional problems that the officer may be facing (e.g., Communications, Cultural Awareness, Coping with Stress, anger management);
- d) Reassignment or transfer; or
- e) A conclusion that the employee's actions do not warrant the immediate need for corrective action.

THRESHOLDS THAT ACTIVATE THE EARLY WARNING SYSTEM

Four (4) or more of any combination of the following Early Warning criteria in a Six (6) month period.

- a) Use of Force Reports, or

- b) Vehicle Pursuits, or
- c) Firearm discharges, or
- d) Complaints of Misconduct, or
- e) Fleet Accidents, or
- f) Injury Incidents.

**SIX (6) OR MORE OF ANY COMBINATION OF THE FOLLOWING
EARLY WARNING CRITERIA IN A TWELVE (12) MONTH PERIOD**

- a) Use of Force Reports, or
- b) Vehicle Pursuits, or
- c) Firearm discharges, or
- d) Complaints of Misconduct, or
- e) Fleet Accidents, or
- f) Injury Incidents.

Approved By


Pedro Lopez Jr. , Chief of Police