



# PERSONNEL EARLY WARNING SYSTEM

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## **I. POLICY**

It is the policy of the Anne Arundel County Police Department to establish and maintain a system for tracking and reviewing incidents of potential risk to the public, the Department, and involved employees. The Personnel Early Warning System (PEWS) shall be used to identify and assess employee performance and provide intervention where appropriate.

## **II. DEFINITIONS**

### **A. Employee**

Any member of the Anne Arundel County Police Department, civilian or sworn.

### **B. Formal Complaint**

Any complaint in which an Internal Affairs case number has been assigned.

### **C. Sustained Complaint**

A formal complaint in which the investigation produces sufficient evidence to prove that the accused employee committed all or part of the alleged act(s) of improper conduct.

## **III. PROCEDURE**

### **A. General**

The PEWS is a non-disciplinary tool used to assist supervisory personnel in monitoring employee performance. The availability of the PEWS does not relieve line supervisors of their responsibility to directly monitor, on a daily basis, the performance of their subordinates and take appropriate action in response to performance or behavioral issues.

### **B. Maintenance**

Whenever a formal complaint is logged into the Internal Affairs database, Internal Affairs Section personnel will determine if the PEWS has been activated, based on the criteria listed below under "C. Criteria."

Whenever a use of force incident is logged into the Staff Inspections database, Staff Inspections Personnel will determine if the PEWS has been activated, based on the criteria listed below under "C. Criteria."

The Internal Affairs/Inspections Section will not retain any PEWS records, except to indicate that each database entry has been checked against existing PEWS criteria.

**C. Criteria**

The PEWS will be activated whenever:

1. Four (4) or more formal complaints are filed against an employee within a twelve-month period; or
2. Three (3) or more formal complaints filed against an employee, within a twelve-month period, are classified as “sustained”; or,
3. An employee has six (6) or more documented uses of force (those incidents requiring the completion of a Use of Force Report) within a twelve-month period.

**D. Reporting**

Upon activation of the PEWS, the commander of the Internal Affairs/Inspections Section will send an administrative report to the commanding officer of the affected employee’s district/component. The report will contain the following information:

1. A cover sheet (P.D. Form 303.5A) indicating that the PEWS has been activated, the name of the affected employee, and the reason for the activation.
2. A printout listing the date received, allegation, disposition, and punishment administered (if any) for all formal complaints.
3. Copies of all Use of Force Reports (if applicable).
4. A return form (P.D. Form 303.5B) to be completed by the reviewing supervisor and returned to the commanding officer of the district/component.

Once a PEWS report has been received by the commanding officer, no further contact with the Internal Affairs/Inspections Section is necessary.

**E. Commander’s Responsibilities**

Upon receipt of the PEWS administrative report, the commander will:

1. Assign a supervisor, preferably the highest-ranking supervisor in the affected employee’s chain-of-command, to conduct the PEWS review.
2. Ensure that the reviewing supervisor completes the PEWS review, including discussion with the affected employee.
3. Ensure that any recommended remedial action is appropriate. If remedial action is recommended, ensure that the action is implemented.
4. Receive, from the reviewing supervisor, the completed PEWS report, including the completed return form. The commanding officer of the district/component will retain the original cover sheet and return form in his or her secure files for a period of one (1) year from the date the PEWS report was received from the Internal Affairs/Inspections Section. Only the cover sheet and return form will be retained, any other documentation will be destroyed once the commanding officer is satisfied that the PEWS review is complete. At the conclusion of the one (1) year period, the cover sheet and return form will also be destroyed. Under no circumstances will any PEWS documentation be retained beyond the one (1) year period.

**F. Supervisor’s Responsibilities**

Upon receipt of a PEWS report, the reviewing supervisor will:

1. Review all information included with the report. Supervisors are encouraged to obtain additional information from any other source deemed relevant, such as the Police Personnel Section or Central Records. Upon request, a supervisor may make an appointment to review Internal Affairs records in further detail.

2. Meet with the affected employee and provide the employee an opportunity to respond (the employee may choose not to respond). The employee may add written comments to the return form if he or she desires.
3. Discuss the PEWS report with the immediate supervisor; or, if the immediate supervisor conducts the review, discuss the PEWS report with the second level supervisor.
4. After completing the review, determine if remedial action is necessary, which may include, but is not limited to: counseling, referral to the Employee Assistance Program (refer to Index Code 306 for procedures regarding the Employee Assistance Program), and training/retraining. Supervisors must remember that the PEWS is not a disciplinary process and no disciplinary sanctions may be imposed as a result of the PEWS review. The supervisor, upon completion of the review, may recommend that no action be taken if supported by the facts.
5. The supervisor will complete the return form and return the entire report to the commanding officer.

**IV. PROGRAM EVALUATION**

The Internal Affairs/Inspections Section will conduct an annual review of the PEWS to determine the program's effectiveness, adjust PEWS criteria, or make any other changes deemed appropriate.

**V. PROPONENT UNIT:** Internal Affairs/Inspections Section.

**VI. CANCELLATION:** None.