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1789

PERSONNEL EARLY WARNING SYSTEM
GENERAL ORDER NO: 2.4.15

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PURPOSE: The purpose of this policy is to identify and support department employees who may demonstrate symptoms of job stress, training deficiencies, and/or personal problems affecting their job performance, by the review of an employee’s reports relating to on the job incidents and their conduct; through use of the Personnel Early Warning System.

POLICY: It is the policy of the Albany Police Department to utilize the Personnel Early Warning System to foster positive corrective actions before aspects of job performance become critical issues.

DEFINITIONS: **Personnel Early Warning System (PEWS)** – The Personnel Early Warning System (PEWS) is a non-disciplinary referral process that seeks to support an employee’s career development through training, counseling, and/or mentoring. The PEWS does not replace the current disciplinary processes, nor does it preclude the investigation of any incident that may result in discipline.

Blue Team – Blue Team is the software application that allows field supervisors to supply the IAPro database with necessary information to properly assess an employee’s performance during specific incidents.

IAPro – IAPro is the database portion of the PEWS, which provides for the comparison of measurable indicators against established performance criteria.

Performance Criteria – Performance criteria are specific categories of incidents bearing particular weight in identifying a potential need for some type of intervention. These categories include use of force incidents, pursuits, department vehicle accidents, citizen complaints, and administrative investigations.

Threshold Matrix – Threshold matrix is an established number of incident occurrences, within the established performance criteria, which must be reached, during a period of six (6) or twelve (12) months, that calls for a review and evaluation of each incident by the Office of Professional Standards.

I. PERSONNEL EARLY WARNING SYSTEM

A. The PEWS shall utilize a database program designed to assist in logging, assigning, and managing vehicle pursuits, use of force reports, accidents, and complaints. The database is comprised of two components:

1. Blue Team:

a. Blue Team is designed for supervisors to enter initial data into the database through the software application called Blue Team. That information is forwarded electronically through the chain of command or directly to the Office of Professional Standards.

2. IAPro:

a. IAPro is the portion of the database utilized by the Office of Professional Standards section for management of the system.

II. PROCEDURES

A. The PEWS identifies employees who may require intervention efforts. When one (1) of the following events are generated the below listed procedures shall be followed:

1. A use of force incident, as documented on an [Albany Police Department Subject Resistance/Use of Force Report](#), APD Form # 422 shown on pages 8-10 of this order;
2. A vehicle pursuit, as document on a [Albany Police Department Pursuit Report](#), APD Form # 425 shown on page 11 of this order;
3. A vehicle collision involving a department employee vehicle, as documented on a MV-104A, Report of Motor Vehicle Accident;
4. A citizen's complaint involving a department employee; or
5. An OPS investigation involving a department employee.

B. Sergeants shall:

1. Review generated reports for accuracy and completeness.
2. Transcribe the incident into the Blue Team software application from a department computer, via the [department's homepage](#).
 - a. The Blue Team software and a detailed user manual can be found under the "Administrative" link on the department's homepage.
 - b. If one (1) incident generates multiple reports fitting the criteria in Blue Team, each report must be entered separately under its distinct incident type.
3. Forward the Blue Team entry to the shift lieutenant for review.
 - a. When two (2) operation lieutenants are working, the entry should be forwarded based upon the station of occurrence, and "Cc'd" to the officer's assigned station lieutenant, if different.

- b.** Sergeants assigned to specialized units shall forward entries to the unit lieutenant, if he/she is working. When the unit lieutenant is not on duty, the entry shall be forwarded to the operations lieutenant, in accordance with the above listed procedures.

C. Lieutenants shall:

- 1.** Review the Blue Team entries throughout, and at the end, of each shift:
 - a.** Reports in need of additional information shall be forwarded back to the issuing supervisor for corrections.
 - b.** Reports which are deemed complete shall be forwarded to the unit/station commander for review.
- 2.** Review generated reports involving sergeants for accuracy and completeness.
- 3.** Transcribe the incident into the Blue Team software application from a department computer, via the department's homepage.
- 4.** Forward the Blue Team entry to the unit/station commander for review.

D. In circumstances where a supervisor generates one (1) of the listed events in section II (A), their immediate supervisor shall be responsible for completing the following:

- 1.** Transcribe the incident into the Blue Team software application from a department computer, via the department's homepage and forward it appropriately.

E. Unit/Station Commander:

- 1.** Review and approve or deny Blue Team entries; and
- 2.** Once approved, forward the entries to the Office of Professional Standards.

F. The Commander of the Office of Professional Standards (OPS) shall:

- 1.** Review the Blue Team database, on a daily working basis, to ensure immediate review of any newly entered incidents.
- 2.** Enter any new Blue Team incidents into the IAPro database, which will indicate if the involved officer has met the threshold for a particular set of performance criteria.
- 3.** When an officer's early warning indicators meet the threshold for a particular set of performance criteria, the Commander of OPS shall determine if the employee is a candidate for the PEWS by evaluating the following information:
 - a.** Each incident;
 - b.** The employee's performance history;
 - c.** The employee's assigned command and hours;
 - d.** The employee's yearly evaluations;
 - e.** The employee's sick leave history; and

- f. Any other pertinent background history of the employee.
 - 4. If it is determined that additional information is needed, the Commander of OPS shall forward a written correspondence to that employee's immediate supervisor requesting further review of the employee's performance.
 - a. If the request for command review stems from an active OPS investigation, the facts of that case will not be discussed as that would be a violation of the employee's rights.
 - b. An effort shall be made however, to determine if there are other factors affecting the employee's job performance or if the employee is in need of a referral.
- G.** When a further review of an employee's performance is requested, per the Commander of OPS, the following shall apply:
- 1. Immediate Supervisor:
 - a. The employee's immediate supervisor shall analyze the incidents relative to the performance criteria threshold matrix being reached.
 - b. This shall be done by reviewing all of the facts and documentation available for each incident, which shall include, but not be limited to the following:
 - i. All police reports filed in regards to the incidents;
 - ii. Civilian complaints;
 - iii. Supervisor inquiries;
 - iv. Counseling forms; and
 - v. Commendation forms.
 - c. The supervisor shall then meet with the employee for the purpose of discussing the qualifying reasons for the review and to ascertain facts regarding the incidents. The inquiry of facts shall include, but not be limited to the following:
 - i. Consideration of the totality of the circumstances surrounding each incident;
 - ii. Drawing on the knowledge of human behavior;
 - iii. Department policies and procedures;
 - iv. Knowledge gained from law enforcement experience; and
 - v. Recognition that there are circumstances when force is necessary and proper.
 - d. The supervisor shall determine if there are any similarities among incidents.
 - e. Determine if a trend or pattern of behavior is indicated.
 - f. Determine if other possible indicators of stress are present. Possible indicators of stress include, but are not limited to the following:
 - i. An unusual amount of personal sick leave;

vehicle operation, certain department policies and procedures, etc.

- b)** If formal training is recommended, the Commander of OPS shall contact the Training Unit lieutenant. The Training Unit lieutenant shall coordinate the placement of the employee in an appropriate training class or assist with the development of a custom tailored curriculum.
 - c)** Every effort shall be made to specifically fit the training to the employee's needs.
 - d)** The training shall be scheduled and accomplished as soon as possible after the supervisor's meeting with the employee.
 - e)** A summary of the training shall be documented via IDC and shall be included with the PEWS review.

- ii.** Recommendation to receive voluntary EAP services or another outside psychological service program or spiritual services for counseling.
 - iii.** Recommendation to seek voluntary counseling, such as personal or family, financial and/or money management, and/or drinking or abuse assistance.
 - iv.** Recommendation to attend voluntary stress awareness courses with considerations given to physical fitness testing, weight management counseling, and enrollment into a physical exercise program.
 - v.** Recommendation of a voluntary transfer to another position within the department.

- c.** The Commander of OPS shall determine if the recommended referral will be mandatory or voluntary for the employee.
 - i.** If mandatory, attendance shall be considered on-duty time and the employee's schedule shall be adjusted accordingly.
 - ii.** The Chief of Police or his/her designee may also suggest that the employee be placed in an administrative position during the duration of their intervention.

- d.** The Commander of OPS shall inform the employee, the employee's unit/station commander, and the employee's immediate supervisor of the findings, as well as facilitate the implementation of the recommended referral, when appropriate.

H. Post Intervention Monitoring:

- 1.** An employee who was referred through the PEWS shall be subject to a post intervention monitoring period of thirty (30) days. During that time, the employee's supervisor shall:
 - a.** Observe the employee in work related situations;
 - b.** Report, via IDC, any improvements or deficiencies; and

- c. Make a recommendation to continue/discontinue monitoring or refer the employee back to the PEWS.

I. Annual Evaluation of the Personnel Early Warning System:

- 1. The Commander of OPS shall conduct a documented annual evaluation of the PEWS to determine its effectiveness and any recommended modifications, if warranted. The results of this evaluation shall be documented on an IDC to the Chief of Police.
 - a. The annual evaluation shall utilize data from between the dates of January 1st and December 31st of each calendar year, and shall be completed by March 31st of each year.

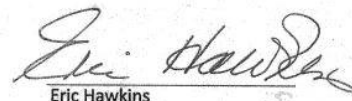
III. THRESHOLD MATRIX:

A. The established criteria for the threshold matrix shall consist of the following:

- 1. Use of Force Incidents:
 - a. Four (4) incidents in a six (6) month period.
- 2. Citizen Complaints:
 - a. Three (3) incidents in a twelve (12) month period.
- 3. Vehicle Pursuits:
 - a. Three (3) incidents in a twelve (12) month period.
- 4. Department Vehicle Crashes:
 - a. Three (3) incidents in a twelve (12) month period.
- 5. Administrative Investigations:
 - a. Four (4) investigations in a twelve (12) month period.
- 6. Combination of Overall Criteria:
 - a. Six (6) incidents in a Six (6) month period.

B. The threshold matrix criteria may be adjusted by the Chief of Police based upon relating conditions.

C. Should an employee desire to see their number of performance indicators during a given period of time, they may do so by submitting an IDC to the Chief of Police.



Eric Hawkins
Chief of Police



Albany Police Department Subject Resistance/Use of Force Report



Date/Time of Incident:		Incident#:		
Location of Incident:				
Supervisor Notified:		On Scene?		
Officer(s) Deploying Force:				
Interviewing/Filing Officer (If Different):				
Witness Officer(s):				
Force Deployed by the Officer(s):				
Physical Contact/Touch	<input type="checkbox"/>	Open Handed Technique	<input type="checkbox"/>	OC Spray
Taser		Baton		Firearm
Other, Explain:				
Witnesses:				
Officer Injured? No		Officer Taken to Hospital? No		
Distance to Subject: 1'to 3'	Officers Assessment of Subject During Incident: Select One			
Reason for Use of Force: Select One		Service Being Rendered: Select One		
Weather Conditions: Select One				
Subjects Name and Address:				
Sex: Male	Height:	Build: Medium	Race: White	DOB:
Charges:		Subject Injured? No		Subject Taken to Hospital? No

O.C. Administrative Warning To Be Given To Any Person Exposed To O.C.

1. You have been contaminated with Oleoresin Capsicum (OC), a natural product derived from cayenne peppers. I am going to treat you to reduce the discomfort you are feeling, as long as you cooperate.
2. OC is non-toxic and the effects will dissipate in a short time. The effects of OC may, however, mask or cover other medical conditions, including overdoses or toxic levels of drugs like cocaine, amphetamines, barbiturates, PCP and other hallucinogens, heroine and other opiates, or alcohol.
3. I am going to ask you 5 questions for your own safety. Not answering my questions, withholding information, or giving false or misleading answers could delay medical treatment and may seriously jeopardize your health and safety.
4. **Do you understand everything I have told you?** No

O.C. Administrative Questions To Be Asked Of Any Person Exposed To O.C.

1. Are you currently under the influence of Cocaine, Amphetamines, Barbiturates, PCP or other Hallucinogens, Heroine or other Opiates, or Alcohol?	No	
If Yes, Which One(s)?	Date/Time:	Initials:
2. Have you taken Cocaine, Amphetamines, Barbiturates, PCP or other Hallucinogens, Heroine or other Opiates, or Alcohol in the LAST 8 HOURS?	No	
If Yes, Which One(s)?	Date/Time:	Initials:
3. Do you normally take any illegal or prescription drugs?	No	
If Yes, Which One(s)?	Date/Time:	Initials:
4. Do you have heart problems, lung problems, diabetes, high blood pressure, or any other medical condition?	No	
If Yes, Which One(s)?	Date/Time:	Initials:
5. Do you have any allergies?	No	
If Yes, Which One(s)?	Date/Time:	Initials:
Witnessing Person and PIN#:		

Taser Use Report

To Be Completed Every Time The Taser Is Used

Taser Serial #:		Cartridges Serial #(s):	
Number of Cartridges Fired:	Number of Probe Contacts: <input type="text" value="0"/>	Number of Stun Contacts:	
Number of Probes Penetrating Skin: <input type="text" value="0"/>	Laser Sight Activated Only: <input type="checkbox"/>	Distance Between Probes:	
Location of each probe contact:			
Length of time for Electrical Current Application: Programmed 5 sec. if longer/shorter, or more than one application, explain total time frame involved:			
Approximate distance of probe launch:			
Did the application cause injury to the subject and/or others? No If yes, explain:			
Did the application of the Taser gain compliance from the subject?			
Describe the subjects demeanor after the Taser was displayed or deployed:			
Where were the probes disposed of?			
Reporting Officer:			PIN#
Approving Supervisor:			PIN#



Albany Police Department Subject Resistance/Use of Force Report



Date/Time of Incident:

Incident Number:

Location of Incident:

Narrative: Include actions taken by both the subject and the Officer(s), location of injuries on bodies, and any additional information.



Albany Police Department Pursuit Report

Day/Date/Time of Incident: _____ Incident #: _____

Location of and Time of Initiation: _____

Initiating Agency: _____

Initial Charge/Violation: _____

Supervisor Notified: _____ On Scene? Yes/No

Officer(s) Initiating Pursuit (Name and PIN): _____ Unit #: _____

Reporting Officer (if Different, Name and PIN): _____

Additional Officer(s) Involved:

Name and PIN: _____ Unit #: _____

Name and PIN: _____ Unit #: _____

Name and PIN: _____ Unit #: _____

Name and PIN: _____ Unit #: _____

Subject's Name: _____ Age: _____ DOB: _____

Sex: _____ Height: _____ Weight: _____ Race: _____ Contraband?: Y/N

Subject Vehicle Information: Make: _____ Model: _____ Year: _____ Color: _____

State/Reg: _____ Exp.: _____ VIN: _____

Registered Owner (If Not Subject): _____

Passenger(s): _____

Subject Under Influence of: Drugs/Alcohol/Other List, if Known: _____

Narrative Description of Incident (Include actions taken by both the Subject and the Officer(s)):

Weather Conditions: (a) Clear/No Precipitation (b) Rain (c) Snow (d) Sleet/Ice (e) Other

Roadway Surface Conditions: (a) Dry (b) Wet (c) Snow/Slush/Ice (d) Other

Vehicular Traffic Conditions: (a) Light (b) Moderate (c) Heavy

Pedestrian Traffic Conditions: (a) Light (b) Moderate (c) Heavy

Reason Pursuit Terminated: (a) Pursued Vehicle Voluntarily Stopped (b) Pursuit Aborted by Pursuing Unit (c) Pursuit Terminated by Supervisor (d) Pursued Vehicle Involved in Collision (e) Pursuing Unit Involved in Collision (f) Pursued Subject Fled Vehicle on Foot (g) Pursuing Unit Lost Sight of the Pursued Vehicle (h) Spike Strips Deployed (i) Other—Explain Above

Location and Time of Termination: _____

Charges at Termination: _____

Reporting Officer: _____ PIN _____ Supervisor Approving: _____ PIN _____