



ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER PERSONNEL EARLY WARNING SYSTEM



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**ISSUING AUTHORITY – SHERIFF CARL E. DuBOIS
DISTRIBUTION – ALL DEPUTY SHERIFFS
& OFFICE PERSONNEL**

PURPOSE: The purpose of this General Order is to establish guidelines for dealing with employees that demonstrate performance problems or other job-related issues of concern.

I. PERSONNEL EARLY WARNING SYSTEM.

The Orange County Sheriff's Office has a responsibility to its employees and the community to identify and assist employees that demonstrate symptoms of job stress and performance problems. Although no particular set of criteria can determine these traits, it is important that certain "risk indicators" be reviewed routinely as possible indicators of behavior patterns. The Sheriff will annually review the items contained in this section in addition to reviews that shall be initiated by the supervisory staff.

A. Process:

The following threshold or trigger levels represents will initiate a review of employee actions or behavior for Personnel Early Warning System: examples

1. Disciplinary Problems
2. Internal Affairs Complaints
3. Vehicle Pursuits
4. Civil Litigation
5. Vehicle accidents involving agency vehicles
6. Negative performance evaluations
7. Civilian complaints
8. Excessive sick leave usage
9. Worker's Compensation claims
10. Adverse or extreme personality changes
11. Other personal issues
12. Use of force incidents
13. Tardiness
14. Unexcused Absences

- B. It shall be the immediate Supervisor's responsibility to ensure that a review is initiated when certain patterns of behavior, including but not limited to those outlined above, are exhibited by the employees they supervise. A review will be initiated when any of the above criteria is met. It is imperative that the immediate Supervisor initiates a review to avoid the escalation of more serious problems and to assist the employee as soon as practicable.
- C. A Supervisor who deems it necessary to initiate a review of an employee shall notify the Sheriff through the Chain of Command in order to explain the behaviors and/or incidents demonstrated by the employee. In order to ensure that a fair and meaningful assessment is made, it is important that all appropriate material is evaluated during the review. The Chief Deputy shall make a determination and or recommendation to the Sheriff which could result in one or more of the following alternative measures:
1. Assessment that no problem exists, terminating any further action
 2. Counseling by the immediate supervisor
 3. Remedial training
 4. Referral to employee assistance program(s) for counseling
 5. Referral to drug testing
 6. Referral to psychological or medical fitness for duty examination(s)
 7. Other corrective or disciplinary action as deemed appropriate
- D. Any remedial actions that are deemed necessary shall be documented and filed in the employees personnel file. The documentation shall remain on file for an indeterminate period of time.
- E. It shall be the duty of Command Staff Officers to annually evaluate the Personnel Early Warning System. The focus of which is to ensure that the system is operating efficiently and effectively to meet the needs of the Office.

CALEA – 35.1.9