



POLICE DEPARTMENT, COUNTY OF SUFFOLK, NY
 ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008-1

ORDER NUMBER 15-10 15-57

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE		
SUBJECT/TOPIC/TITLE DEPARTMENT EARLY WARNING - EARLY INTERVENTION SYSTEM				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 11/04/11 11/04/11	DATE EFFECTIVE 02/20/15 12/04/15	DATE AMENDED 02/20/15 12/04/15	

RULES AND PROCEDURES

CHAPTER 5: TITLE: INSPECTIONAL CONTROLS

SECTION 5: TITLE: DEPARTMENT EARLY WARNING - EARLY INTERVENTION SYSTEM

I. PURPOSE

To provide procedures for the use of the Departmental Early Warning-Early Intervention and Officer Profile systems. When utilized regularly and proactively, these systems will assist management, improve officer accountability and promote professional police service to the communities we serve.

II. POLICY

A. It is the policy of the Suffolk County Police Department to identify patterns or trends of individual officers which may be indicative of improper or unprofessional conduct. Best police practices indicate that identifying, monitoring and addressing such conduct will enhance performance and prevent misconduct. To that end, the Department maintains an early warning and early intervention case management system known as IAPro.

B. It shall be the policy of the Suffolk County Police Department to analyze any trends in citizen complaints, including demographic data, which allege illegal profiling, bias-based policing or discriminatory policing. Best police practices indicate that identifying, monitoring and addressing these trends will enhance performance and promote professional police service to the communities we serve.

III. DEFINITIONS

A. IAPro - An early warning and early intervention case management system which automatically tracks the number of citizen complaints, use of force incidents, vehicle pursuits, firearm discharges, domestic incidents, Department-involved vehicle crashes and notifications involving an individual officer.

B. Early Intervention Alert (EI Alert) - IAPro is set up to automatically generate an early management intervention alert for certain types of incidents when certain time-constrained numerical thresholds, (i.e., defined triggers), are reached. IAB and police management utilize thresholds to monitor patterns or trends for the following types of incidents:

1. Citizen Complaint Alert
2. Use-of-Force (UOF) Alert
3. Vehicle Pursuit (VP) Alert
4. Overall Alert
5. Domestic Alert/Orders of Protection
6. Bias-based Policing

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

A. Rules and Procedures Chapter 2, Section 2, Rules of Conduct - Members of the Department, contains several important reporting and self-reporting requirements for all members of the Department. These and other requirements are also contained in several other Chapters and Sections throughout these Rules and Procedures. Members of the Department are required to be familiar with applicable provisions of the Rules and Procedures.

B. All allegations of officer misconduct relating to illegal profiling, bias-based policing or discriminatory policing, regardless of the manner in which reported, shall be forwarded to Internal Affairs Bureau no later than 48 hours from receipt.

VI. PROCEDURES

A. Designated Internal Affairs personnel shall regularly review and monitor IAPro and the Officer Profile System for

alerts, trends and/or patterns of officer activity which could be indicative of improper or unprofessional conduct. Noticeable trends or patterns of an officer's aberrant behavior will be promptly reported to the IAB Executive Officer or Commanding Officer.

1. Information regarding trends and possible patterns of discriminatory policing will be utilized to:

a. Alert appropriate Patrol and Detective Division personnel, including Precinct and Bureau Commanding Officers, of said activity.

b. Alert the Chief of Department and Police Commissioner of potential patterns of activity.

c. Coordinate with appropriate community-based groups and religious organizations.

B. Alerts - General IAB Responsibilities - Based upon the nature of the alert, the Internal Affairs Bureau shall develop suitable guidelines to review and assess each alert that is generated. The officer's pertinent complaint history will be reviewed to ensure the alert was generated correctly and/or no mitigating circumstances exist to negate the alert. Any decisions to negate an alert will be made by an IAB team captain, the IAB Executive Officer or Commanding Officer.

C. Alerts - IAB/Command Responsibilities - After review and approval by appropriate IAB personnel, some alerts may be forwarded to the officer's Commanding Officer or Division Chief with an appropriate notification. Upon return of the notification to IAB, the action taken by the involved officer's command will be noted in IAPro Alert folder by IAB staff.

D. Domestic Alerts - The IAB administrative staff shall forward all generated Domestic Alerts to a designated Internal Affairs Captain. The Captain shall assess the Alert to determine if further examination by the officer's commanding officer is warranted. If the Alert is to be forwarded, a "Domestic Notification Report", Alert and related paperwork shall be forwarded to the officer's Division Chief.

1. Orders of Protection Involving Department Members - The same IAB Captain assigned to monitor Domestic Alerts shall also review all orders of protection involving members of the Department. The reviewer shall

ensure that all appropriate court paperwork has been submitted by the member and that the current status of each Order is known, i.e., temporary or permanent, as well as any appropriate stipulations, sanctions and/or firearms restrictions. He or she will alert the IAB C.O. or X.O. to any circumstances involving these aforementioned members that might require Departmental action.

E. Early Intervention Command Responsibilities - Quarterly, or more frequently as circumstances require, all sworn supervisors shall review, via the Department Intranet, the early intervention alerts of all subordinates under their command. EI Alerts can be monitored as follows:

1. To access this report, select "Programs" from the Department Intranet page and click on the "Online Civilian Complaint Report" link. If you have not logged into this program before, enter your retirement number (including initial capitalized letter) as indicated, and then enter your retirement number again in the password field. You will then be prompted to create a password for future use. [If you have already created a password and forgotten it, contact IAB for assistance.]

2. Once logged in, click on the icon labeled "EI Dashboard", at which time a report will be generated (this might take several seconds). The report will list, in rows, all the employees in your command, including civilians. The type of alert will be labeled across the top in columns. As you scroll through the employees, any **yellow dots** indicate an employee who is close to generating an alert; **red dots** indicate an employee who has generated an alert. Click on the employee's name to view the summary of the alert details. To return to the list page, click EI Dashboard. When you are finished reviewing the report, click on the main page and then log out of the program.

3. Supervisors shall obtain the alert information from Internal Affairs Bureau, and seek appropriate guidance concerning potential remedial action or corrective measures, including services required.

4. Supervisors shall report any known discrepancies, including the accuracy of the list of employees, to Internal Affairs as soon as possible.

5. Commanding Officers shall be responsible for review and monitoring of this process to ensure they are aware of any positive or negative trends impacting his or her command. Commanding Officers shall also be knowledgeable of any discipline or supervisory corrective action taken to improve their subordinates' accountability.

6. Division Chiefs shall endeavor to reduce the risk of police misconduct and police liability. Quarterly reports shall be forwarded via Internal Correspondence to the Chief of Department, addressing, as appropriate, their action, goals and accomplishments in reducing civilian complaints, improving officer and supervisory accountability and overall performance of the police mission.

F. IRS Officer Profile Database - Intermediate and first-line supervisors shall review the IRS Officer Profile database for each subordinate employee on a monthly basis. Precinct command staff shall review this data on a quarterly basis, or more frequently as deemed necessary. This review will focus upon the following activities:

1. Attendance and use of Sick Leave
2. Arrests activity, including demographics of arrestees
3. Tickets issued
4. Field Interview Reports
5. Search and seizure
6. Other relevant data contained therein

Supervisors shall utilize this review in conjunction with a review of IAPro.

G. Patrol Division Monthly Activity Report Review (PDCS-1092) - Patrol Division immediate supervisors assigned to Precincts, Marine Bureau and the Highway Patrol Bureau will print out a Patrol Division Monthly Activity Report (PDCS-1092) for all officers for which they are responsible. This Monthly Activity Report will print out with pre-populated statistics from various sources. The immediate supervisor shall print out the activity report and meet with the corresponding officer. The activity report will be given to the officer for his or her review. After both the supervisor and officer have had a chance to review and

discuss the activity report, the supervisory comments section shall be completed as follows:

1. **Monthly** - Supervisors will only indicate that the officer's activity was reviewed and discussed with the officer. No further detail other than "*Discussed officer's activity*" is required for the non-quarter calendar months. For months ending a quarter, a year to date review of prior activity (as noted below) is required and specific language documenting the review, conference, and any supervisory direction provided, is required from the supervisor.
2. **First Quarter (March Monthly Activity Report):** The supervisor's comments will pertain to the officer's activity for the first three months of the year.
3. **Second Quarter (June Monthly Activity Report):** The supervisor's comments will relate to the officer's activity for the first half of the year.
4. **Third Quarter (September Monthly Activity Report):** The supervisor's comments will cover the officer's activity for the first nine months of the year.
5. **Fourth Quarter (December Monthly Activity Report):** The supervisor's comments will encompass the officer's activity for the full year.
6. The Supervisor shall hand print, in black ink, comments referencing the officer's activity and the discussion that took place regarding the activity as outlined above (**these comments are mandatory**). After the comments have been entered, the supervisor and officer shall each sign and date the form in the appropriate areas and the completed, signed report will be provided to the appropriate Squad Lieutenant for review, signature and date. The completed activity reports will then be forwarded to the Commanding Officer for review and appropriate retention at the command.

VII. ACCREDITATION

A. NYSLEAP

VIII. INDEX

Early Intervention Alert 5/5
Early Warning - Early Intervention System 5/5
EI Alert 5/5
IAPro 5/5
IRS Officer Profile Database 5/5
Monthly Activity Report - Patrol Division 5/5

END