



## **NORTH MIAMI POLICE DEPARTMENT**

### *STANDARD OPERATING PROCEDURES*



#### **ACTION REVIEW SYSTEM 100.04**

EFFECTIVE DATE: 02-05-21

APPROVED:

*[Signature]*  
Chief of Police

SUPERSEDES: 12-20-19

CFA: N/A

#### **I. PURPOSE**

To establish guidelines for an Action Review System (ARS) that will assist the North Miami Police Department in providing a timely and systematic review of significant targeted incidents involving Department employees.

#### **II. POLICY**

To use the ARS to identify potential concerns and possible training issues among Department employees. The Department has a responsibility to evaluate, identify, and assist employees who exhibit signs that could be indicative of performance and/or stress-related problems.

#### **III. SCOPE**

This policy applies to all members of the Department.

#### **IV. PROCEDURE**

The Office of Professional Compliance supervisor will be responsible for overseeing, reviewing, and evaluating the ARS.

##### **A. Benefits:**

1. An employee may benefit from training opportunities arising from the ARS.

2. The ARS motivates immediate supervisors to become actively involved in employee development.
  3. The Department can gain valuable information from the ARS to be used in developing positive changes in training, equipment, tactics and policies.
  4. Properly documented, Department action through the ARS may defend the Department against civil liability.
  5. The ARS encourages greater community confidence in the Department's ability to establish a sound review process of specific law enforcement activities, complaints, and training needs.
- B. The Office of Professional Compliance supervisor will maintain a record for each employee consisting of the following, when applicable:
1. Allegations of misconduct (i.e. Unit Complaints and Internal Affairs);
  2. Administrative Reviews, such as firearm discharges;
  3. Preventable traffic crashes;
  4. Vehicle Pursuit Critiques; and
  5. Supervisor Control of Persons Inventory reports, which depict when force is used and/or injuries occur as required by the Department's Response to Resistance policy, 300.16.
- C. The Office of Professional Compliance supervisor will initiate an ARS Alert (review) when an ARS pattern has occurred based on current data. The threshold for an ARS Alert may include, but is not limited to, the following:
1. Two (2) allegations of misconduct, whether Internal Affairs or Unit Complaints, or a combination thereof, in six (6) months.
  2. Two (2) Administrative Reviews in six (6) months.
  3. Two (2) preventable traffic crashes in six (6) months.
  4. Two (2) vehicle pursuits in six (6) months.

5. Three (3) Supervisor Control of Persons Inventory reports in six (6) months.
  6. Any other combination of any of the above, and/or any one incident, based on the totality of the circumstances.
- D. When a pattern of actions develops, the Office of Professional Compliance supervisor will forward an ARS Alert to the Chief of Police, or his/her designee, for approval. The report will include the employee's name, and a brief description of the specific incidents.
- E. The Chief of Police, or his/her designee, will forward the ARS Alert to the employee's Unit Commander, via the chain of command, for review. The review will be conducted within 20 calendar days.
- F. The Commander will assess the information provided in the ARS Alert, in conjunction with other personnel data, to determine if work-related stress and/or a performance problem exists.
1. Sources of additional information to complete an appropriate assessment shall include, but not be limited to, the following:
    - a. Employee's immediate supervisor and/or other shift/unit files;
    - b. Personnel files (i.e. performance appraisals, commendations, disciplinary actions, etc.);
    - c. Training records;
    - d. Attendance records;
    - e. Observed behavior; and
    - f. In-service injuries.
- G. Following a review of all available information, the Commander will submit an action/intervention recommendation via his or her chain of command to the Chief of Police, or his/her designee, for approval.
- H. Once approved by the Chief of Police, or his/her designee, the concerned Commander will notify the employee of any action/intervention, which may include, but is not limited to the following:
1. No additional action;
  2. Policy/procedure review;
  3. Monitoring by the employee's supervisor;

4. Remedial training, whether from instruction provided by the Department's Training Unit, or from courses provided by outside agencies;
  5. Verbal/Formal Counseling;
  6. Disciplinary Action;
  7. Reassignment of duties; and
  8. Referral to the Employee Assistance Program's (EAP) Guidance Resources Department at (888) 628-4824.
- I. All available options will be at the discretion of the Chief of Police, or his/her designee.
- J. Disciplinary action, if warranted, will follow the procedures outlined in the Office of Professional Compliance Internal Investigations, Complaints, Commendations, Counseling, and Discipline policy, 300.06.
- K. The employee's Commander will implement the approved action/intervention plan with the assistance of the employee's Sergeant(s).
- L. The final disposition and all attached documentation will be forwarded to the Office of Professional Compliance for retention.

## **V. ANNUAL REVIEW**

The Office of Professional Compliance supervisor will conduct an annual evaluation of the Department's ARS.