

INTERNAL AFFAIRS**Original Issue:** 03/11/2004**Effective:** 03/23/2022**Revision Number:** 12**Distribution:** All**CFA Standards:** 2.07M; 15.05M; 15.15M; 20.01M; 20.02M; 20.03; 20.04M

I. POLICY

The Delray Beach Police Department recognizes that a system to investigate citizen complaints and internally developed inquiries is necessary to evaluate the propriety of certain activities and individual employee conduct. Investigative guidelines are essential to ensure this agency is conducting administrative investigations in an impartial manner. [FSS 112.533](#) specifies that this agency shall maintain a system for the receipt, investigation, and determination of complaints received from any person, including employees of the department concerning allegations of definable misconduct by any employee of the Department.

Additionally, the Delray Beach Police Department has a responsibility to its employees, the agency, and the community to identify and assist employees who show symptoms of job stress, training deficiencies, improper or inappropriate use of force, behavior, character or performance deficiencies. Although no specific behavior is absolutely characteristic of job-related stress and/or performance problems, it is important that certain criteria be reviewed routinely as possible for symptoms of stress.

An Early Intervention System (EIS) within the department's IAPro internal affairs software has now been established to allow the agency to review the employee's frequency of involvement in complaints, use of force incidents, at-fault motor vehicle crashes, pursuits, and firearm discharge incidents. Therefore, it is the policy of the Department that all misconduct or alleged wrongdoing on the part of an employee(s), regardless of the source, shall be investigated by the Internal Affairs Section or other component of this agency and that an Early Intervention System be utilized to track and review incidents or patterns of behavior or involvement of risk to the agency and the involved employee as directed by the Chief of Police.

II. DEFINITIONS

Administrative Leave – Removal from duty at the discretion of the Chief of Police, or designee, for pending investigative or disciplinary purposes. Employees on Administrative Leave will be assigned to the Internal Affairs Section.

Blue Team – A web-based program utilized in the field to upload complaints, use of force reports, tire deflations, firearm discharges, department vehicle accidents, or any other violation. Additionally, Supervisors will be able to initiate, track, and manage the complaint process and a variety of administrative communications.

Conclusions of Fact – Final determination about allegations based on investigative findings.

Early Intervention System – Software within IAPro that will track and alert the Internal Affairs Commander when the number of complaints, use of forces, vehicle accidents, vehicle pursuits, and firearm discharges reaches a predetermined threshold level.

Exonerated – Alleged action(s) occurred but were justified, lawful, and proper. Employee acted in compliance with departmental Rules & Regulations, and/or policy and procedure.

Formal Discipline – A process for dealing with job-related behavior that does not meet expected and communicated performance standards set forth in department policy and procedures. Formal discipline will be documented and recorded action(s) that is administered to an employee deemed to have violated policy (examples include written reprimand or suspension for work).

IA Pro – Software used to store, manage, and track complaints, tire deflations, department vehicle accidents, use of force and firearm discharges and perform investigations in Internal Affairs.

Internal Affairs Investigation – A formal investigation, authorized by the Chief of Police or designee, of serious alleged misconduct or violation(s) of rules and regulations, Department policy, moral character violation as defined by CJSTC or criminal violation(s) by any member of this agency which may result in disciplinary action.

Not Sustained – Insufficient evidence available to prove or disprove allegation(s). The allegation(s) appeared to have merit, however, there was insufficient evidence to either prove or disprove the allegation(s).

Preponderance of Evidence – A requirement that more than 50% of the evidence points to something (i.e. there is a greater than 50% chance that the allegation is likely to be true, or “more probable than not”).

Supervisor’s Review – A formal investigation of alleged misconduct or violation(s) or rules and regulations and Department policy, which are minor in nature, by any member of this agency, which may result in disciplinary action.

Sustained – Allegations supported by sufficient evidence to justify a reasonable conclusion that the action(s) occurred. The allegation(s) proved by the investigative findings to be valid (guilty).

Unfounded – Allegation(s) are false or did not occur. The incident did not occur or is without foundation of existence.

III. THE ORDER

1.0 Inquiry Processing

- 1.1 Any citizen or employee may initiate an inquiry as outlined in G.O. 335 Complaint Processing.
 - a. [FSS 119.01](#) specifies that this agency shall maintain a system to provide for the custody, public access, and disposal of public records.

- 1.2 When an inquiry or complaint concerning an employee is brought to the attention of a member of the Department, the complainant shall be directed to the Watch Commander or designee who shall interview the complainant to determine the specific act(s) of alleged misconduct.
 - a. A Delray Beach Police Department Administrative Complaint shall be completed in Blue Team in accordance with [G.O. 335 Complaint Process](#) citing the alleged act(s) of misconduct and forwarded to the appropriate Division Commander for review.
- 1.3 The Chief of Police, or designee, shall assign the inquiry or complaint either to the Internal Affairs Section as an Internal Affairs Investigation; or, when appropriate, another component of the Department as a Supervisor's Review for investigation.
- 1.4 All inquiries or complaints shall be forwarded by the initiating supervisor through the chain of command to the Internal Affairs Section for assignment via Blue Team and logged into IA Pro. Either an Internal Affairs or Supervisor's Review case number shall be assigned.
- 1.5 The case shall be entered in IA Pro listing the name of the complainant(s), employee(s) under investigation, allegation(s) of misconduct and date the inquiry was received for investigation.
- 1.6 Upon completion of the final resolution relative to a Supervisor's Review/Internal Investigation, the case shall be forwarded to the Internal Affairs Section via Blue Team where entries shall be recorded in IA Pro indicating the date of final resolution(s) and finding(s).
 - a. Entries to the affected employee(s) Supervisor's Review/Internal Affairs Records file shall be made documenting investigated allegation(s) and the respective finding(s) to each.
 - b. Completed Supervisor's Reviews and Internal Affairs investigations shall be maintained by the office of Internal Affairs on a secure server.

2.0 Inquiry Disclosure

- 2.1 All active Supervisor's Reviews/Internal Investigations are considered confidential in nature pursuant to the provisions of Chapter 112.533(2)(a) of the Florida Statutes and are exempt from the provisions of Public Records Access described in Chapter 119 while the investigation is open.
 - a. Disclosure of information contained in active Supervisor's Reviews/Internal Investigations shall be done so only through the provisions of the applicable subsections enumerated in [Chapter 112 of Florida State Statutes](#).
 - b. The provisions set forth in [Chapter 119 of Florida State Statutes](#) shall govern all public access and inspections of closed Supervisor's Reviews/Internal Investigations. All requests for copies of any materials contained in either closed Supervisor's Reviews or Internal Affairs investigations shall be made

in accordance with [G.O. 1645 Public Records Requests](#) and [Administrative Policy and Procedure GA-29](#).

- 2.2 Employees shall be informed of all requests made for public access to either their closed Supervisor's Review or Internal Affairs records. This notification shall consist of the specific case that was examined and, if known, by whom.
- 3.0 Inquiry Investigation
- 3.1 All allegations of misconduct or alleged wrongdoing on the part of an employee(s), regardless of the source, shall be investigated by the Internal Affairs Section or other component of this agency as directed by the Chief of Police or designee.
 - a. The Chief of Police or designee shall determine when the administrative investigation shall begin.
 - b. Complaints involving allegation(s) of criminal misconduct that occur within the jurisdiction of the City of Delray Beach shall be evaluated by the Chief of Police, or designee, and the Internal Affairs Commander to determine if it shall be investigated by the Florida Department of Law Enforcement, another law enforcement agency with concurrent jurisdiction, or members of the Detective Bureau.
 1. The Chief of Police or designee shall determine when the administrative investigation of collateral criminal misconduct shall begin so as to not interfere with the criminal investigation and prosecution.
 - 3.2 Employees under investigation shall be notified via correspondence and personal contact at least 24 hours prior to the investigative interview of the time, date, and location of the interview as well as the allegations under investigation. A copy of the complaint summary, citing the allegation(s) against the employee, shall be attached to this notice.
 - 3.3 Other than the Chief of Police, sworn employees under investigation are entitled to the rights provided by the Delray Beach Police Department Police Officer's Bill of Rights as articulated in the [PBA Contract for Police Officers and Sergeants](#) and the [PBA Contract for Lieutenants](#). Sworn employees are also entitled to the rights provided through [FSS 112.532](#).
 - a. Professional Staff employees under investigation are entitled to the protection provided by the [City of Delray Beach's Personnel Policies and Procedures Manual](#).
 - b. All sworn members under investigation and subject to interrogation for any reason that can lead to any disciplinary action, suspension, demotion or dismissal are entitled to the protections provided by the Delray Beach Police Department General Orders, and the corresponding [FSS 112.531](#), [FSS 112.532](#), [FSS 112.533](#) and [FSS 112.534](#) governing internal investigations.

- 3.4 The employee under investigation shall be afforded the opportunity to read all existing statements taken pursuant to the investigation of allegations cited in the inquiry prior to the time of the investigative interview pursuant to [FSS 112.532 \(1\)\(d\)](#).
- 3.5 Sworn Personnel
- a. The interview shall be conducted in compliance with [Florida Statute Chapter 112](#) (Police Officer's Bill of Rights) and all applicable provisions of the current contract in effect between the City of Delray Beach and [PBA Contract for Police Officers and Sergeants](#), or the [PBA Contract for Lieutenants](#), whichever is applicable.
 - b. The employee under investigation shall be afforded the opportunity to read a copy of [Florida Statute Chapter 112](#) (the Police Officer's Bill of Rights) as well as the applicable provision in the current contract in effect between the City of Delray Beach and [PBA Contract for Police Officers and Sergeants](#), the [PBA Contract for Lieutenants](#) (if applicable) and the City of Delray Beach, also entitled "Police Bill of Rights," prior to the investigative interview.
 - c. Any sworn employee who is the subject of an administrative investigation who believes that any of his/her rights have been violated shall immediately notify the Chief of Police, designee or assigned investigator so that the department can cure the violation in a timely manner.
- 3.6 Professional Staff Personnel
- a. For those employees under investigation not covered by a collective bargaining agreement the interview shall be conducted in compliance with the [City of Delray Beach's Personnel Policies and Procedures Manual](#).
- 4.0 Removal from Duty/Administrative Leave
- 4.1 The City may remove an employee from active duty and place them on administrative leave when the City has reason to believe the employee may have engaged in serious misconduct. Serious misconduct includes, but is not limited to:
- a. Criminal misconduct and/or arrest
 - b. Domestic violence
 - c. Insubordination
 - d. Sabotage
 - e. Any threat to the Department members or the public
 - f. Suspected drug or alcohol use while on duty
 - g. Use of deadly force
- 4.2 Any member, sworn or otherwise, who takes any action (deliberate or accidental) that results in, or is alleged to have resulted in, serious bodily injury or death of another person, while performing work related duties, shall be placed on administrative leave pending a preliminary administrative review as directed by the Chief of Police or designee.

- a. A written report will be submitted in accordance with departmental reporting procedures.
 - b. The Internal Affairs Section Commander, or designee, will respond and observe the primary case officer's investigation and begin a separate but parallel internal, non-criminal administrative investigation into the incident.
- 4.3 Employees placed on administrative leave shall be transferred by memorandum titled **“Relieved From Duty/Restricted Status”** or **“Relieved From Duty/Modified Status”** to the Internal Affairs Section and be under the direct supervision of the Internal Affairs Commander until such time as determined by the Chief of Police, or designee.

a. Process

1. The employee shall be called to the office of the issuing authority to receive the “Relieved from Duty” memorandum. In some instances, the presenting supervisor and another member of the department may present the “Relieved from Duty” memorandum at the subject employee's residence.
2. The issuing authority shall review with the affected employee all stipulations and parameters of their relief from duty as enumerated in the “Relieved from Duty” memorandum as well as check on their individual wellness and fitness for duty; if necessary, refer them to Employee Assistance Program (EAP) or a physician where they can be further evaluated.
3. The affected employee shall sign and date where specified the “Relieved from Duty” memorandum acknowledging receipt. If the affected employee refuses to sign and date the memorandum, the presenting supervisor shall acknowledge refusal by writing “REFUSED” on the signature line of the memorandum.
4. “Relieved from Duty Equipment Inventory” shall be completed by the issuing officer, and equipment shall be entered into the Evidence Section by same (Refer below to Section 4.4).
5. A copy of the “Relieved from Duty” memorandum shall be given to the employee and the original shall be uploaded to the investigative case file as an attachment.

4.4 Building Access

- a. For security purposes, Front Desk, Communications, Payroll, and Department Administrative Assistants shall be notified when someone is placed on Administrative Leave.
- b. Employees who are placed on administrative leave from duty are not authorized admittance to the building past the security doors unless assigned to an escort which shall be determined by the Internal Affairs Commander or

designee. The same restricted admittance applies to the secured parking areas and facilities within the police complex.

- c. An employee who has been arrested or convicted of a crime will not be granted unescorted access to any Criminal Justice Information (CJI) including any software or physically secured areas where CJI is being handled, processed, or stored until an **FDLE Criminal Justice (CJI) Access Review Form Request** has been completed and a response with approval is obtained from FDLE.

4.5 Surrendering Equipment

- a. Sworn employees: items placed into Evidence shall include, but are not limited to, the following list while relieved of duty, paid or unpaid, until the action has been resolved:

1. Chest badge
2. Employee key card
3. Employee identification cards (wallet and clip-on)
4. Duty weapon & ammunition
5. Taser (if applicable)
6. Portable radio
7. Department computer
8. Vehicle Keys

- b. Professional Staff employees: items placed into Evidence shall include, but are not limited to, the following list while relieved of duty, paid or unpaid, until the action has been resolved:

1. Chest Badge, if applicable to the position
2. Employee key card
3. Employee identification cards (wallet and clip-on)
4. Portable radio (if applicable to the position)
5. Department computer (if applicable to the position)

4.6 Restrictions and Requirements

- a. Employees relieved from duty/restricted status must remain at home between the hours of 0900 to 1700, Monday through Friday, with weekends and City approved holidays off.

1. Each Monday through Friday, employees must report by telephone to Internal Affairs at 1000 and 1400 hours.
2. If the employee must leave their residence for personal reasons (medical appointments included), the employee must call Internal Affairs prior to departure and again upon return to their residence. Employees will use their accrued time (vacation, compensatory, Holiday Options, sick, etc.) if they must leave their residence for personal reasons.

- b. Employees relieved from duty/modified status will not be restrained to their residence but need to stay within Palm Beach and the adjoining counties. They will be required to contact Internal Affairs once a day for status assignment at 0900 hours and be available for recall during the identified work hours.
- c. Employees must honor all subpoenas and other court related requests. Employees shall notify Internal Affairs prior to departure to fulfill a subpoena request and then again upon return to their residence.
- d. Employees shall be required to attend any assigned Department business in plainclothes, and shall not be permitted to wear a uniform, carry a weapon, perform law enforcement functions or display any Department identification while relieved of duty.
- e. Off duty police jobs or details shall be suspended.
- f. Employees placed on unpaid administrative leave by the City Manager or designee, shall be transferred and available to the Internal Affairs Section.
- g. The conditions of Administrative Leave can be revised at the discretion of the Chief of Police or designee at any time during the internal or external investigation.

5.0 Preliminary Review and Assessment

- 5.1 When any employee is the subject of an investigation the assigned investigator shall make a preliminary review and assessment of the allegation(s) of misconduct cited in the inquiry or complaint.
- 5.2 The investigator shall gather and evaluate all available evidence such as: excerpts of Communications Section audio tapes, Crime Scene Section photographs, and police reports.
 - a. By order of the Chief of Police, or designee, and in compliance the [PBA Contract for Police Officers and Sergeants](#), the [PBA Contract for Lieutenants](#), and the City of Delray Beach, and the [City of Delray Beach Administrative Policies and Procedures PER-12](#), the subject employee shall submit to medical and/or laboratory examinations, including blood and urinalysis, any ballistics, chemical and Breathalyzer examinations or test. The Department shall pay the cost of such tests.
 - b. The use of Polygraph Examinations and/or Voice Analyzer Stress Tests for Department personnel shall be conducted in conformity with state statutes, contract agreements, and court decisions taking precedent at that time. Such tests shall be conducted or administered by the Department at the Department's expense.
 - 1. In accordance with the [PBA Contract for Police Officers and Sergeants](#), the [PBA Contract for Lieutenants](#) and the City of Delray Beach, sworn employees under investigation may not be compelled to submit to a

Polygraph Examination and/or Voice Analyzer Stress Test, or any other instrument designed to detect deception.

2. In accordance with the [PBA Contract for Police Officers and Sergeants](#), the [PBA Contract for Lieutenants](#) and the City of Delray Beach, sworn employees under investigation may request to voluntarily submit to a Polygraph Examination and/or Voice Analyzer Stress Test, or any other instrument that is designed to detect deception.
- c. An employee may be required to be photographed and/or participate in a lineup when reasonable suspicion exists that he or she was involved in an incident and the complainant is confident that an identification of the suspect employee can be made.
 1. If the suspect employee refuses to be photographed or appear in a lineup, he or she may be compelled to be photographed and/or appear.
 2. Refusal to comply could result in the Department obtaining a subpoena.
- d. An employee may be required to submit a financial disclosure statement when the actions are essential to a particular internal administrative investigation.
 1. If the suspect member refuses to disclose financial records, he/she may be compelled to supply the records.
 2. Refusal to comply could result in the Department obtaining a subpoena to acquire the records.

6.0 Investigative Report

- 6.1 An investigative report documents research into allegations of misconduct investigated either by the Internal Affairs Section or, in the case of a Supervisor's Review, by a component of the Department other than Internal Affairs. The Investigative Report shall contain:
 - a. A completed copy of the Delray Beach Police Department's Internal Investigative Report/Supervisor's Review on each employee who is the subject of the investigation.
 - b. A summary of the allegations and the investigation into them.
 - c. Investigative conclusions of facts based upon the evidence and testimony obtained in the case.
 - d. The investigating officer renders no findings as to whether the fact findings evidence any violation of policy.
- 6.2 Once an investigative report has been completed it shall be notarized, scanned, then uploaded into Blue Team, reviewed, and processed as follows:

- a. Forward to the Division Commander to review the investigative report and determine whether the fact findings evidence a violation of policy. The Division Commander will author a memo summarizing such finding.
 1. Findings relative to each allegation cited in the inquiry shall be designated as:
 - a) Exonerated
 - b) Unfounded
 - c) Not Sustained
 - d) Sustained
- b. Forward to the affected employee(s) Sergeant/Supervisor who will allow the affected employee(s) to review in Blue Team.
 1. Sergeant/Supervisor will note in comment box the employee(s) response agree or disagree of findings including the date and time of the review.
 2. If the affected employee disagrees with the investigative findings, they shall have 48 hours to respond in writing to the finding(s) in the form of a memorandum.
 3. This memorandum will be scanned and uploaded to the investigative file via Blue Team as an attachment.
- c. Forward to the appropriate Assistant Chief, in the chain-of-command, who shall:
 1. Note they "Agree" in the comment box portion when agreeing with the investigative finding(s) **and** author a memorandum of discipline recommendation(s), if applicable.
 2. Note they "Disagree" in the comment box portion when disagreeing with the investigative finding(s) and refer to their memorandum explaining the disagreement.
 3. The Assistant Chief shall include a memorandum via attachment or notation in the comment box articulating their reasons for disagreement and their recommended changes to the finding(s) and discipline recommendation.
- d. Forward to the Chief of Police who shall:
 1. If the employee has been exonerated or the allegations are not sustained or unfounded and the recommendations have not changed during the review by the chain-of-command, the Chief of Police may close the case or request a Chief's Hearing.
 2. If the allegations are sustained and formal discipline has been recommended the Chief of Police will note in the comment box the Final Resolution outcome noting the Rules and Regulation Violation(s) and

corresponding discipline. Additionally, the Chief of Police may request a Chief's Hearing or forward the case to the next step (e).

- e. In the case of formal disciplinary action to be imposed, the employee(s) shall be notified by the Executive Assistant that the noted case requires their review with their Sergeant/Supervisor.
- f. If after reviewing the allegation(s)/finding(s) and applicable recommendations by the employee(s) chain-of-command, the employee(s) may:
 - 1. Accept disciplinary recommendations.
 - 2. Request a hearing with the Chief of Police.
 - a) Sergeant/Supervisor will forward outcome to the Chief's Executive Assistant via Blue Team that the employee(s) has requested a Chief's Hearing or accepted disciplinary recommendation.
 - b) If acceptance of disciplinary recommendation, the Sergeant/Supervisor will note the date and time the employee(s) discipline will be served.
 - g. If after a hearing the Police Chief chooses to uphold discipline, the affected employee(s) (sworn only) may grieve the matter in accordance with prescribed procedures outlined in [PBA Contract for Police Officers and Sergeants](#) and the [PBA Contract for Lieutenants](#).

6.3 When an investigation or review of an allegation is concluded, the Internal Affairs Section shall notify the complainant, via letter, with a copy to the officer/employee of the outcome of the investigation.

- a. In cases where the complainant is the Delray Beach Police Department, the officer/employee will be notified of the outcome of the investigation by being given a copy of the complaint summary form created in IAPro.
- b. In cases of a merit review, the Division Commander's administrative assistant will ensure that the complainant is notified of the outcome.

6.4 In all cases, upon the completion of the final resolution relative to the Internal Investigation/Supervisor's Review, employees under administrative investigation shall be sent a copy of the Administrative Complaint form created within IA Pro.

7.0 Reporting Responsibilities of the Internal Affairs Commander

7.1 The Internal Affairs Section Commander shall compile and submit the following to the Chief of Police:

- a. Monthly and yearly statistical reports regarding Internal Affairs and Supervisor's Review investigations.

- b. A status report of all open Supervisor's Review inquiries, outstanding more than 30 days, by the 20th of each month.
 - c. A quarterly report regarding Early Intervention Alerts.
- 7.2 A professional law enforcement agency has a responsibility to its community and employees to demonstrate a positive approach to identifying and assisting an employee whose performance indicates a possibility of job stress or other adverse job-related problems. These symptoms may be exhibited by:
- a. Field performance by the employee which tends to indicate a propensity to use unnecessary or unreasonable force.
 - b. Personal techniques or habits which tend to exacerbate field contacts or arrest situations.
 - c. Over aggressiveness which causes unnecessary injuries or equipment abuse.
- 7.3 Within IAPro there is an Early Intervention System which is designed to assist supervisors in identifying these employees at an early stage. This Early Intervention Alert is not meant to be a disciplinary tool, but rather a problem-solving therapeutic approach to employee performance. Some remedial sources available to the supervisor are:
- a. Supervisory counseling/post incident reviews
 - b. Supervised observation periods in the field
 - c. Peer counseling
 - d. Remedial training
 - e. Psychological counseling/EAP
 - f. Temporary assignment change
- 7.4 The Internal Affairs Commander shall review all Early Intervention Alerts that have occurred based upon thresholds set forth in the IAPro System. The thresholds are as follows:
- a. A total of 6 or more Administrative Investigations during a 12-month period will be identified in the Early Intervention System.
 - b. A total of 3 or more Citizen Complaints during a 12-month period will be identified in the Early Intervention System.
 - c. A total of 6 or more Uses of Force during a 12 month period will be identified in the Early Intervention System.

- d. A total of 3 or more at-fault vehicle crashes during a 12-month period will be identified in the Early Intervention System.
 - e. A total of 2 or more vehicle pursuits during a 12-month period will be identified in the Early Intervention System.
 - f. A total of 1 or more firearm discharges during a 12-month period will be identified in the Early Intervention System.
 - g. A total of 7 or more display of firearms during a 12-month period will be identified in the Early Intervention System.
 - h. A combination of 11 cumulative aforementioned incidents during a 12-month period will be identified in the Early Intervention System.
 - i. A Supervisor that has 12 or more employees with Administrative Investigations during a 12-month period will be identified in the Early Intervention System.
 - j. A Supervisor that has 6 or more employees with Citizen Complaints during a 12-month period will be identified in the Early Intervention System.
 - k. A Supervisor that has 18 or more employees with Uses of Force during a 12 month period will be identified in the Early Intervention System.
 - l. A Supervisor that has 6 or more employees with vehicle accidents during a 12-month period will be identified in the Early Intervention System.
 - m. A Supervisor that has 4 or more employees with vehicle pursuits during a 12-month period will be identified in the Early Intervention System.
 - n. A Supervisor that has 2 or more employees with firearm discharges during a 12-month period will be identified in the Early Intervention System.
 - o. A Supervisor that has 14 or more employees with displays of firearms during a 12-month period will be identified in the Early Intervention System.
 - p. A Supervisor that has a combination of 30 or more cumulative aforementioned incidents during a 12-month period will be identified in the Early Intervention System.
- 7.5 When an Early Intervention Alert Report is generated, the employees Division Commander will be notified via Blue Team to review the Alert.
- a. The Division Commander will ensure that a Lieutenant and the employee's direct supervisor speak with the employee.
 - b. The Lieutenant and the supervisor will speak with the employee privately regarding the alert.

- c. The supervisor will generate a memorandum documenting the employee's actions, along with any pertinent information regarding the counseling session to include:
 1. Is there a pattern of the use of force?
 2. Is there any training issue that needs to be addressed, if so, what training requested?
 3. Is there any commonality (all hard hand techniques, Taser, etc.)?
 4. Does the officer have a higher number of arrests that would require them to use force more often comparative to officers that are not as active?
 5. Does their assignment factor into the use of force?
 6. Are other actions deemed necessary?
 - d. This memorandum will be forwarded to the Division Commander for review and then attached to the Blue Team Alert and forwarded to Internal Affairs.
- 7.6 All Early Intervention Alert Reports will be kept separate from an employee's Internal Affairs file.



JAVARO A. SIMS
CHIEF OF POLICE

Replaces: G.O. 915 dated 08/16/2021

References:

[PBA Contract for Police Officers and Sergeants](#)

[PBA Contract for Lieutenants](#)

[City of Delray Beach's Personnel Policies and Procedures Manual](#)

[City of Delray Beach Administrative Policies and Procedures PER-12](#)

[G.O. 335 Complaint Processing](#)

[G.O. 411 Disciplinary Process](#)

[G.O. 730 Grievance Process](#)

[Chapter 112 of Florida State Statutes](#)

[Chapter 119 of Florida State Statutes](#)

[FSS 112.531; FSS 112.532; FSS 112.533; FSS 112.534; FSS 112.535; FSS 119.01](#)