

Addressing and Correcting Officer’s Dealing with Boundary Issues.

The effective first line supervisor shall address boundary issues promptly and effectively.

The following are some steps we can take:

1. **Clearly Communicate Expectations:** Begin by ensuring that we have clearly communicated the boundaries and expectations to all employees. Make sure everyone understands what behaviors are acceptable and unacceptable in the workplace.

Put Our “Boundary Expectations” in Writing (Example)

I understand that I shall not enter the sergeant’s office without permission. I understand that I shall always knock on the door first and receive verbal or written permission before entering the sergeant’s office or work space. I understand that failing to abide by this written direct order shall be deemed insubordination and appropriate disciplinary administrative action shall be taken.

Officer’s Printed Name

Officer’s Signature Date/Time

Sergeant’s Printed Name

Sergeant’s Signature Date/Time

2. **Document Incidents:** Keep a record of specific instances where the employee has crossed boundaries. Include dates, times, and details of the incidents. This documentation will be helpful if we need to escalate the issue later.

3. **Address the issue privately:** Schedule a private meeting with the officer to discuss the problem. Be specific about the behavior that is causing concern and explain how it violates boundaries.

4. **Incorporate Active Listening Skills:** Give the officer an opportunity to share their perspective with an open-ended question and listen actively without

interrupting. Sometimes, officers may be unaware that their behavior is inappropriate or causing discomfort.

5. Reinforce Boundaries: Clearly restate the boundaries and expectations, emphasizing the importance of respecting personal and professional boundaries. Explain the impact of their behavior on the work environment and the team's dynamics.

6. Offer Guidance and Support: Provide guidance and expectations on appropriate workplace behavior and suggest alternative ways to communicate or interact. Offer resources such as trainings or employee assisted programs that may help the officer develop better interpersonal skills.

7. Set Consequences: Clearly outline the consequences if the behavior continues. It could range from a verbal warning to more severe disciplinary actions, depending on the severity and frequency of the violations. Make sure the officer understands the potential consequences.

8. Follow Up: Monitor the officer's behavior closely after the discussion. Provide feedback and positive reinforcement when they demonstrate improved behavior. Document any further incidents if they occur.

9. Involve HR or higher management: If the officer's behavior persists or escalates despite your interventions, involve the Human Resources department and/or higher-ranking professionals.

Remember, it's essential to handle such situations with **empathy**, **professionalism**, and **fairness** to create a respectful and healthy work environment for the entire squad.