

	S.O.P.		Eff. Date: 3/8/2017
	Title: Early Warning System (EWS)		Number: 2.47
Issuing Authority: William Eliason, Chief of Police			Eval. Date: 1/1/20
Accreditation Chapter			
Accreditation Standards:			
Revision Date 10/16/19			Approved WTE

PURPOSE

To assist police supervisors in identifying officers and other employees whose performance warrants review and, where appropriate, intervention in circumstances that may have negative consequences for the employee, fellow employees, this agency, and/or the general public.

PROCEDURE

A. General

1. It is the duty of the Sergeants to directly monitor the performance and behavior of personnel under their charge on a daily basis.

2. The Early Warning System (EWS) is a tool to assist supervisory personnel in monitoring employee performance.

3. Supervisory personnel shall be familiar with alternatives and authorized actions they may take in response to personnel exhibiting behavioral problems with or without information provided through the EWS.

4. A total of 13 categories of performance data shall be tracked. Sergeants will monitor patrolman and submit an Early Warning System Notification form (attached) if one of the indicators are triggered. The Internal Affairs Supervisor will be notified and the EW System review process will be triggered if an officer has three or more events in a calendar year.

The Sergeant is one of the key players in the review of the employee's performance. After he / she reviews the information, it is up to the Sergeant to take the next step. The initial step may be the need for further action. If the supervisor determines there are legitimate reasons for the events that have occurred the EW System Notification form will not be forwarded to the Internal Affairs Supervisor. The Sergeant's review and determination can be reviewed by the Internal Affairs Supervisor if there is a question regarding the validity of a Performance Indicator trigger:

Performance Indicators:

1. Internal affairs complaints against the officer, whether initiated by another officer or by a member of the public;
2. Civil actions filed against the officer;
3. Criminal investigations of or criminal complaints against the officer;
4. Any use of force by the officer that is formally determined or adjudicated to have been excessive, unjustified, or unreasonable;
5. Domestic Violence investigations in which the officer is an alleged subject;
6. An arrest of the officer, including on a driving under the influence charge;
7. Sexual harassment claims against the officer;
8. Vehicular collisions involving the officer that are formally determined to have been the fault of the officer;
9. A positive drug test by the officer;
10. Cases or arrests by the officer that are rejected or dismissed by a court;
11. Cases in which evidence obtained by an officer is suppressed by a court;
12. Insubordination by the officer;
13. Neglect of Duty by the officer;

B. Internal Affairs Supervisor Roll:

1. After the IA Supervisor receives the written referral of a possible Personnel Early Warning System notification, he must investigate the situation to determine if it is founded. The IA Supervisor will take the following actions:
 - Formally notify the subject officer in writing that the EWS process has been initiated.

- Conference with the subject officer and his shift supervisor.
- Develop and administer a remedial program including the appropriate remedial/ corrective actions listed below.
- Continue to monitor the subject officer for for at least three months, or until the supervisor concludes that the officer's behavior has been remediated.
- Document and report findings to the Chief of Police.
- ANY STATEMENT MADE BY THE SUBJECT OFFICER IN CONNECTION WITH THE EWS REVIEW PROCESS MAY NOT BE USED AGAINST THE SUBJECT OFFICER IN ANY DISCIPLINARY OR OTHER PROCEEDING.

All actions taken by the Internal Affairs Supervisor need to be clearly documented with copies sent to the officer's personnel file and internal affairs file. In severe cases, this documentation may be used for a fitness-for-duty evaluation.

If improvement is noted, then the officer should not be flagged on the next Personnel Early Warning System Review. If improvement does not occur, then the officer will continue to be flagged on the bi-annual Personnel Early Warning System Report. The following corrective actions may be employed.

Remedial/ Corrective Action

1. Training or re-training;
2. Counseling;
3. Intensive supervision;
4. Fitness-for- Duty examination;
5. Employee Assistance Program (EAP)
6. Any other appropriate remedial or corrective action

The Internal Affairs Supervisor has the responsibility to monitor this process from the review of the 13 categories of performance data, to ensure the actions of the officer's immediate supervisor are appropriate and timely, to ensure the subject officer receives the assistance he / she needs, and to ensure phases of this process are documented correctly.

If any step in this process is not carried out correctly, the entire system is subject to failure. It is imperative the system is fair to all involved. Twice a year, the Internal Affairs Supervisor shall meet with the Chief of Police and present all data that has been garnered from the Early Warning System.

C. Chief of Police Responsibility:

Upon initiation of the EW System review process, the Chief of Police will make a confidential written notification to the County Prosecutor or his/ her designee of the identity of the subject officer, the nature of the triggering performance indicators, and the planned remedial program. Upon completion of the EW System review process, the Chief of Police will make a confidential written notification to the County Prosecutor or his/ her designee of the outcome of the EW System review, including any remedial measures taken on behalf of the subject officer.

JUSTIFICATION

This standard operating procedure complies with the Laws of the State of New Jersey and the Riverside Police Department Rules and Regulations. Changes or modifications shall be made in written form only.

Attached: [\(Early Warning System Notification Form\)](#)

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