

	S.O.P.		Eff. Date: 3/8/2017
	Title: Early Warning System (EWS)		Number: 2.47
Issuing Authority: H. David Jaensch, Chief of Police			Eval. Date: 11/1/2022
Accreditation Chapter			
Accreditation Standards:			
Revision Date 11/1/2022			Approved HDJ

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. This SOP is in compliance with New Jersey Attorney General Directive 2018-3.

PROCEDURE

I. General

- A. It is the duty of the Sergeants to directly monitor the performance and behavior of personnel under their charge on a daily basis. It is the duty of the Lieutenants to directly monitor the performance and behavior of the Sergeants under their charge on a daily basis. It is the duty of the Lieutenant in charge of Internal Affairs to monitor the overall performance and process of this standard operating procedure.

- B. The Early Warning System (EWS) is a tool to assist supervisory personnel in monitoring employee performance. The Riverside Township Police will use performance monitoring software known as “Guardian Tracking” to monitor performance. All officers will be administered a Guardian Tracking account at the point at which they are hired and begin their field training.

- C. A total of 13 performance indicators shall be tracked through Guardian Tracking. The Lieutenant in charge of Internal Affairs, will monitor all officers and make an

entry into Guardian Tracking if one of the performance indicators are triggered. A Sergeant may make the entry for a Patrolman who has an occurrence of a performance indicator if the Lieutenant is not available to do so. If a Sergeant makes the entry, the Lieutenant, Internal Affairs Supervisor, will be notified.

- D. The EW System review process will be triggered if an officer has **THREE OR MORE** instances of performance indicators within a 12 MONTH period.
- E. A Patrolman is responsible to immediately notify their assigned supervising Sergeant whenever they have an occurrence of any one of the 13 performance indicators. That Sergeant shall notify the Lieutenant by the end of their shift. The Lieutenant will make an entry into Guardian Tracking to record the occurrence of the performance indicator. Guardian Tracking will automatically notify the Lieutenants and the Chief of Police if the early warning system has been triggered for that officer.
- F. 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.
- G. 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;

II. Lieutenant / Internal Affairs Supervisor Responsibility

- A. After the Lieutenant/IA Supervisor receives the notice of an Early Warning System trigger, he will take the following actions:
 1. Review the listed incidents/cases associated with the trigger warning.
 2. Conference with the Chief of Police regarding the incidents/cases causing the early warning system activation
 3. Formally notify the subject officer in writing that the EWS process has been initiated.
 4. Conference with the subject officer and his shift Sergeant/Supervisor
 5. If necessary, develop and administer a remedial program including the appropriate remedial/ corrective actions listed below.
 6. Continue to monitor the subject officer for at least three months, or until the supervisor concludes that the officer's behavior has been remediated.
 7. Document and report findings to the Chief of Police.
 8. 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.
- B. 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.

- C. Once every 6 months the IA Supervisor will review the Guardian Tracking system to assess the accuracy and efficacy of the system.
- D. If any officer who has been the subject of an early warning system review process applies to another law enforcement agency, the IA Supervisor will notify the employing law enforcement agency of the officer's EW System review process history and outcomes.

III. Chief of Police Responsibility

- A. 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: [\(Attorney General Directive 2018-3\)](#)

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