

	<h1>CRANFORD POLICE DEPARTMENT</h1>	
	Issuing Authority: Chief Ryan Greco	Effective Date: 05/09/2018
	Distribution: All Personnel	Pages: 3
General Order:		Special Order:
Personnel Order:		Memorandum:
Standard Operating Procedure: 18-07		Supersedes: SOP 15-10
Subject: EARLY WARNING SYSTEM		

POLICY:

It is the policy of the Cranford Police Department to maintain an early warning system designed to identify any pattern or practice by any member of the agency which warrants intervention or remediation before it develops into a glaring problem.

PURPOSE:

The purpose of the early warning system is to track and document specific behaviors to provide relevant data to the Internal Affairs Unit, as well as agency supervisors, so that potential problems or patterns of behavior can be addressed and corrected before they impact the performance of the employee and/or agency.

PROCEDURE:

A. Administration and Tracking

Maintenance of the Early Warning System will be the responsibility of the Internal Affairs Unit. The system may be managed by way of computerized database or specialized software program.

B. Performance Indicators

The following behaviors will be monitored/tracked pursuant to the Early Warning System:

1. Internal affairs complaints against the police 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 (for example, by internal affairs or grand jury) 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 DWI 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
14. Unexcused absences by the officer
15. Pursuits that don't comply with department policy
16. Non-training firearms discharge in violation of department policy or New Jersey law

C. Initiation of Early Warning Process

Three separate instances of performance indicators (as listed in Section B, above) within any twelve-month period will trigger the Early Warning System review process. If one incident triggers multiple performance indicators, that incident shall not be double- or triple-counted, but instead shall count as only one performance indicator. At the discretion of the Chief of Police the Early Warning Process can be implemented if only one or two performance indicators are serious enough to warrant immediate action.

D. Remedial/Corrective Action

- a. Once an officer has displayed the requisite number of performance indicators or a serious event necessary to trigger the Early Warning System review process assigned supervisory personnel shall initiate remedial actions to address the officer's behavior.
- b. When an Early Warning System review process is initiated, the Internal Affairs Unit will:
 1. Formally notify the subject officer, in writing;
 2. Conference with the subject officer and appropriate supervisory personnel;
 3. Develop and administer a remedial program including the appropriate remedial/corrective actions listed below;
 4. Continue to monitor the subject officer for at least three months, or until the supervisor concludes that the officer's behavior has been remediated (whichever is longer);
 5. Document and report findings to the appropriate supervisory personnel.
- c. Any statement made by the subject officer in connection with the Early Warning System review process may not be used against the subject officer in any disciplinary or other proceeding.
- d. Remedial/corrective action may include, but is not limited to, the following:
 1. Training or re-training;
 2. Counseling;

3. Intensive supervision;
4. Fitness for duty examination;
5. Employee Assistance Program (EAP) referral; and
6. Any other appropriate remedial or corrective action as deemed appropriate by the Internal Affairs Unit and Chief of Police.

E. Notification to Subsequent Law Enforcement Employer

If any officer who is or has been subject to an Early Warning System review process applies to or accepts employment at a different law enforcement agency than the one where he/she underwent the Early Warning System review process, it is the responsibility of the prior or current employing law enforcement agency to notify the subsequent employing law enforcement agency of the officer's Early Warning System review process history and outcomes. Upon request, the prior or current employing agency shall share the officer's Early Warning System review process files with the subsequent employing agency.

F. Notification to County Prosecutor

Upon initiation of the Early Warning System review process, the Chief of Police or his designee shall 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 Early Warning System review process, the Chief of Police shall make a confidential written notification to the County Prosecutor or his/her designee of the outcome of the Early Warning System process review, including any remedial measures taken on behalf of the subject officer.

G. Public Accountability

All Early Warning System policies shall be made available to the public upon request and shall be posted on the Cranford Police Department website.

H. Confidentiality

All written reports created or submitted pursuant to New Jersey Attorney General Law Enforcement Directive No. 2018-3 that identify specific officers are confidential and not subject to public disclosure.