

READINGTON TOWNSHIP POLICE DEPARTMENT					
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SUBJECT: Early Warning Systems					
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BY THE ORDER OF: Joseph J. Greco Chief of Police					
SUPERSEDES ORDER #:					

PURPOSE: The purpose of this written directive is to establish a personnel early warning system.

POLICY: It is the policy of this department to implement and utilize an early warning system for tracking and reviewing incidents of risk and provide timely intervention consistent with Attorney General Guidelines.

I. Background

A. An Early Warning System ("EW System") is an important management tool designed to detect patterns and trends in police conduct before that conduct escalates. An effective EW System can assist a law enforcement agency in identifying and remediating problematic officer conduct that poses a potential risk to the public, to the agency, and to the officer. EW Systems, therefore, serve to not only increase public safety and public confidence in law enforcement, but also to assist officers through early intervention.

II. Selection of Performance Indicators

A. An EW System may monitor many different performance measures of officer conduct which indicate potentially escalating risk of harm to the public, the agency, and/or the officer. These performance measures may include, but are not limited to, the following documented 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 (for example, by internal affairs or a 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 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
14. Unexcused absences by the officer
15. Any other indicators, as determined by the agency's chief executive.

III. Initiation of Early Warning Process

- A. This agency's EW System policy will provide that three separate instances of performance indicators (as listed above) within any twelve-month period will trigger the EW 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. The Chief of Police may, in his or her discretion, determine that a lower number of performance indicators within a twelve-month period (i.e., one or two performance indicators) will trigger the EW System review process.

IV. Administration and Tracking

- A. The early warning system is primarily the responsibility of the Internal Affairs Officer, but any supervisor may initiate the early warning process based upon his/her own observations. Emphasis should be placed on anticipating employee problems before it results in improper performance or conduct.
- B. The Readington township Police Department will adopt a tracking system to enable the department to identify officers who display the requisite number of performance indicators necessary to trigger the EW System review process. The Internal Affairs Officer shall conduct a manual or computerized audit of its records every six (6) months to determine if an employee has the emergence of a pattern, practices or trend of inappropriate behavior or misconduct.

V. Remedial/Corrective Action

A. Once an officer has displayed the requisite number of performance indicators necessary to trigger the EW System review process, assigned supervisory personnel shall initiate remedial action to address the officer's behavior. When an EW System review process is initiated, personnel assigned to oversee the EW System will do the following:

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 and, if warranted, the internal affairs unit. Any statement made by the subject officer in connection with the EW System review process may not be used against the subject officer in any disciplinary or other proceeding. Remedial/corrective action may include but is not limited to the following:
 - a) Training or re-training;
 - b) Counseling
 - c) Intensive supervision
 - d) Fitness-for-duty examination
 - e) Employee Assistance Program (EAP) referral
 - f) Any other appropriate remedial or corrective action

VI. Notification to Subsequent Law Enforcement Employer

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

VII. Notification to County Prosecutor

A. Upon initiation of the EW System review process, the Chief of Police or his designee 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 or his designee shall 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.

