

GREENWICH TOWNSHIP POLICE STANDARD OPERATING PROCEDURE/ DIRECTIVE	SOP.#2018-7
SUBJECT: EARLY WARNING SYSTEM POLICY	
Effective Date: 6/08/2018	
Reviewed Date: 6/08/2018	
Rescinds Order Dated:	
Issued By: Chief Joseph C. Giorgianni	
Authority Chief Joseph C. Giorgianni	

**GREENWICH
TOWNSHIP
POLICE
S.O.P.**

AUTHORITY: Chief of Police

EARLY WARNING SYSTEM POLICY

A. Background

This Policy is implemented pursuant to Attorney General Law Enforcement Directive No. 2018-3, which requires the Department to implement an early warning system ("EW System"). An 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. Many law enforcement agencies have recognized the utility of such systems and some County Prosecutors already require departments within their jurisdictions to use them.

B. Implementation

1. Selection of Performance Indicators

An EW System monitors various categories of officer conduct which may indicate potentially escalating risk of harm to the public, the agency, and/or the officer. The following performance indicators shall be monitored as part of the EW System:

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; and
15. Any other indicators, as determined by the Chief of Police.

The foregoing performance indicators may be supplemented by the Chief of Police based upon such factors as the unique characteristics of the Department and/or the community it serves.

2. Initiation of Early Warning Process

At a minimum, 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.

3. Administration and Tracking

The Chief of Police shall assign personnel to conduct the EW System function. Typically, the EW System should be administered by the Department's internal affairs unit. Supervisory officers in the subject officer's chain of command shall also be directly involved in any EW System review process.

The Department shall maintain 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. At least every six months, the supervisor assigned to manage the EW System shall audit the agency's tracking system and records to assess the accuracy and efficacy of the tracking system.

4. Remedial/Corrective Action

Once an officer has displayed the requisite number of performance indicators necessary to trigger the EW System review process (as set forth above) 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 should (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.

*If EW System notification to the officer could jeopardize an ongoing criminal investigation, the County Prosecutor may in his or her discretion permit delayed notification to the officer or delayed initiation of the EW System review process.

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.**

** The EW System is generally focused on corrective actions to remediate officer behavior and to provide assistance to the officer. EW Systems generally do not address disciplinary actions that might be warranted against an officer. Such disciplinary actions - to include the decision to suspend, terminate or, if applicable, charge an officer with criminal conduct - remain within the purview of the Department's internal affairs function, and may be imposed in accordance with existing internal affairs guidelines and applicable law, separate from and independent of the EW System.

5. Notification to Subsequent Law Enforcement Employer

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.

6. Notification to County Prosecutor

Upon initiation of the EW System review process, the Chief of Police or a 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 EW 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 EW System review, including any remedial measures taken on behalf of the subject officer.

7. Annual Report to Attorney General

By January 31st of each year, each County Prosecutor shall submit a report to the Attorney General, through the Division of Criminal Justice's Prosecutors' Supervision and Training Bureau. This summary shall include a statement indicating those agencies under the County Prosecutor's supervision that are in compliance with this Directive and those that are not.

8. Public Accessibility and Confidentiality

All EW System policies adopted by Department shall be made available to the public upon request and shall be posted on the Department's website. Annual reports from the County Prosecutors to the Attorney General also shall be made available to the public upon request and shall be posted on the agency's website. All written reports created or submitted pursuant to this Directive that identify specific officers are confidential and not subject to public disclosure.