



West Windsor Township Police Department Policies and Procedures

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Personnel Early Warning System

I. PURPOSE

The purpose of this directive is to establish and outline the West Windsor Police Department's Personnel Early Warning System. The early identification of potential problem employees and a menu of remedial actions can increase agency accountability and offer employees a better opportunity to meet the department's values and mission statement.

II. POLICY

It is the policy of the West Windsor Township Police Department that this comprehensive Personnel Early Warning System be initiated when certain types of incidents occur. Additionally, as necessary, supervisors should recognize the actions of officers that could potentially lead not only to discipline, but referral to the Metro Employee Assistance Services (MEAS).

III. PROCEDURES

A. The following criteria will be monitored through the guardian tracking system as 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 (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.

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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.

B. Criteria for Initiating Supervisory Review

1. The Personnel Early Warning system will be initiated when, in any previous twelve (12) month period, an officer is directly involved in:
 - a. Three (3) of any criteria listed in section A; or
 - b. Two (2) Arrests on questionable legal basis; or
 - c. Two (2) Incidents of arrested persons injured; or
 - d. In addition to the above, should an officer be served with a Temporary or Final Restraining Order (TRO/FRO), be arrested or charged with a criminal offense, or be subject of a domestic violence complaint, the Personnel Early Warning system will be initiated as soon as the department is made aware of the incident.
 - e. 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.

B. Early Intervention Report

1. The "Early Intervention Report" will serve to document the following information:
 - a. The specific criteria that warranted the intervention as prescribed in Section III.A.1 above;
 - b. A supervisory summary, limited to the specific facts of the incident, avoiding any rendering of conclusions or determinations as to the

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involved officer. The supervisor will sign and date the written summary;

- c. A discussion between the sergeant and the involved officer, with the officer being provided the opportunity to make written comments to determine any potential underlying factors that may have been present regarding the incidents in question. The officer will sign and date his or her comments;
- d. A course of action to be determined. The course of action will be decided upon after the sergeant and the Shift Commander meet to discuss the facts and circumstances surrounding the intervention. The Shift Commander will sign off on the recommended course of action and the report will be forwarded through the chain of command to the Chief of Police. One or more of the following courses of action will be taken for every employee whose actions necessitate the completion of the “Early Warning Report”:
 - 1) No additional action or informal counseling;
 - 2) Formal counseling and/or corrective action – a detailed plan must be written and attached to the “Early Intervention Report”;
 - 3) Formal monitoring for a minimum of twelve (12) weeks, with monthly progress reports submitted in memorandum form by the supervisor through the chain of command to the Chief of Police.
 - 4) Mandatory training designed to improve the employee’s skills;
 - 5) Voluntary or mandatory referral to the Metro Employee Assistance Services (MEAS), and/or
 - 6) Reassignment.
 - 7) Suspension
 - 8) Demotion / Dismissal

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C. Post-Intervention Monitoring and Documentation

1. The shift sergeant(s) will monitor the employee after the completion of the “early Intervention Report” for further activity that may warrant additional intervention.
2. When the supervisor review finds no issues of concern, no additional action is needed.
3. When action is warranted beyond informal counseling, the course of action taken and progress made by the employee will be documented by the immediate supervisor in the “Performance Improvement Plan” section of the employee’s next performance evaluation.
4. Completed “Early Intervention Reports” generated by the Personnel Early Warning system will be confidentially maintained by the Internal Affairs Officer for a period of three years, separate from the employee’s personnel file. At the end of the three years, all documentation will be destroyed.

D. Annual Evaluation of the Early Warning System

1. On an annual basis, the Chief of Police will designate that an evaluation be conducted to determine the effectiveness of the system. The evaluation will document the number of interventions during the previous twelve (12) months, the course of action taken for each intervention, and a progress report on the performance of each officer, subsequent to the intervention.

E. Notifications

1. Upon initiation of the EW System review process, the agency's chief executive 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 agency's chief executive 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.