


POHATCONG TOWNSHIP POLICE DEPARTMENT

	<h1 style="margin: 0;">S.O.P.</h1>		Effective Date: 7/30/2019										
			Number: 2.06										
<h2 style="margin: 0;">Title: Early Warning System</h2>													
Issuing Authority: Chief Scott D. Robb <i>X</i> _____			Evaluation Date:										
Distribution Group: All Employees		Distribution Date: 07/30/2019	Distribution Method: DMS										
Accreditation Standards: <table border="1" style="width: 100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>													
Revision Date(s)	Page Number(s)	Section(s)		Approved On									
<p><i>The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.</i></p>													

SUBJECT: Early Warning System
 SOP 2.06 (4pgs.)

2.06 Purpose:
 To assist the agency in identifying employees whose performance warrants review and, where appropriate, intervention, in circumstances that may have negative consequences for the employee, co-workers, the Pohatcong Township Police Department, Pohatcong Township, and/or the general public.

2.06 Policy:
 It is the policy of the Pohatcong Township Police Department to maintain an Early Warning System (EWS) that provides for a systematic review of an employee’s performance. This system allows the department to exercise its responsibility to evaluate, identify, and assist employees who exhibit signs of performance and/or stress related problems. The system is intended to serve as a systematic approach to highlight performance or behavioral patterns that may otherwise be overlooked.

- 2.06 Procedure:**
- A. An Administrative Officer who was assigned by the Chief of Police, shall be responsible for administering the EWS and generating reports specified in this policy or as otherwise directed by the Chief of Police.
 - B. The Administrative Officer shall collect, track and review data that includes, but not limited to:

1. Complaints against officers by citizens
2. Complaints against officers by employees
3. Discipline
4. Informal resolutions
5. Civil litigation
6. Incidents of domestic violence
7. Motor vehicle crashes
8. Unusual behavior
9. Wage garnishment
10. Performance-based counseling
11. Assaults against officers
12. Resisting arrest incidents
13. Sick leave
14. Commendations
15. Arrests
16. Motor vehicle pursuits
17. Motor vehicle summonses issued
18. Use of force incidents

C. The information required to track events 1 to 10 listed above shall be forwarded to the Administrative Officer through normal Internal Affairs Investigations procedures. The relevant data pertaining to 11 thru 18 listed above shall be obtained from the monthly reports submitted by the supervisors who will forward a copy to the Administrative Officer.

D. **REPORTING**

1. Supervisors are responsible for reporting on all aspects of their subordinate's conduct and different behavior. These reports shall include conduct that is both commendatory and problematic. During that process should a supervisor identify an issue or area of concern, he/she shall initiate an early warning supervisory review, through the Administrative Officer in accordance with department Internal Affairs procedures.

2. The Administrative Officer shall review and analyze the organizational findings of the Internal Affairs function to identify individual patterns of behavior that may be indicative of a performance deficiency.

a. The Administrative Officer may initiate an Early Warning System review anytime a pattern of the above measurable criteria or other negative behavior by a department member becomes evident.

3. The Administrative Officer shall collect the aforementioned data and calculate historical norms of all agency personnel functioning in the same or similar assignments.

a. Norms will be updated on an ongoing basis for each behavioral or performance indicator.

4. Statistics shall be maintained on a routine basis for all employees and reports shall be generated whenever an officer has exceeded the threshold established by this agency. (For example, an agency threshold might be an employee who has received two or more complaints and/or has been involved in two or more use of force incidents within a twelve-month period).
 - a. Reports on individual officers, based on deviations from those norms, will be distributed to respective organizational supervisors.
5. Reports shall provide a brief summary of complaints, uses-of-force incidents, and/or performance indicators and their respective dispositions where available. Reports shall draw no conclusions nor make any determinations concerning job performance. Reports are intended to assist supervisory personnel evaluate and guide their subordinates. Reports alone shall not form the basis for disciplinary action.
6. Supervisors shall review the EWS trigger with the subject officer and encourage him or her to provide insight to the itemized incident and problems identified in the report.
7. The subject's supervisor and the Administrative Officer shall meet to discuss the report and other relevant information and determine if corrective actions are warranted. These actions may include but are not limited to the following:
 - a. Refer the officer to an agency peer counselor;
 - b. Refer the officer to an agency-authorized mental health professional or the Employee Assistance Program (EAP);
 - c. Require that the officer participate in agency-authorized training, targeting personal or professional problems that the officer may be facing (e.g., communications, cultural awareness, coping with stress, anger management, performance improvement plan);
 - d. Initiate reassignment or transfer; or
 - e. Conclude that the officer's actions do not warrant immediate need for corrective action.
8. A report of action recommendations and justification for those recommendations shall be forwarded through the Administrative Officer to the Chief of Police or his/her designee for approval.
9. Once approved, the employee shall follow the plan to completion. The employee's progress shall be monitored and formally reported to the Chief of Police at intervals prescribed by this agency. Indications of employee compliance or non-compliance, to include evidence on completion, of the agreed upon plan should be included in the employee's EWS jacket for future reference.

E. SEMI-ANNUAL REVIEW

1. A semiannual review shall be made to the Chief of Police by the Administrative Officer outlining any individual and collective patterns of behavior indicating a problem along with recommendations for improvement.
 - a) The first semiannual review shall review the period of January 1st to June 30th. This report shall be due to the Chief of Police no later than July 31st.
 - b) The second semiannual review shall review the period of July 1st to December 31st. This report shall be due to the Chief of Police no later than January 31st.

F. EVALUATION OF THE EARLY WARNING SYSTEM

1. The Administrative Officer will conduct an annual evaluation of the EWS to determine the program's effectiveness, adjust EWS criteria, or make any other changes deemed appropriate.

G. DOCUMENTATION

1. Periodic reviews of the employee's improvement plan shall be documented by the employee's immediate supervisor with notification to the Administrative Officer, and the Chief of Police.
2. The EWS review, the improvement plan and periodic reviews shall be documented in the Administrative Officer's files, in the employee's current evaluation file.