

	<h1 style="color: yellow;">S.O.P.</h1>		Eff. Date: 4/03/2018
	Title: Early Warning Tracking System		
Issuing Authority: <i>Shamus Ellis</i> <i>Chief of Police</i>			Eval. Date:
<p><i>The mission of the Brooklawn Police Department is to enhance the quality of life in the Borough of Brooklawn by working cooperatively with citizenry to enforce the laws, preserve the peace, reduce fear, and provide for a safe environment in a way which strikes the optimum balance between the collective interests of all citizens, and the personal right of all individuals.</i></p>			
5 pages			
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SUBJECT: EARLY WARNING TRACKING SYSTEM

OBLIGATION TO REVIEW POLICY AND SEEK ASSISTANCE AS NEEDED

All Officers will thoroughly review and fully familiarize themselves with the attached policy and will adhere to the procedures as described in this policy. Any officer shall request assistance from their supervisor if they should be in need of further explanation or training regarding this policy.

1. PURPOSE

To conform within the guidelines of the Attorney General’s Office **DIRECTIVE 2018-3 “STATEWIDE MANDATORY EARLY WARNING SYSTEMS”**

2. DISCUSSION

An Early Warning System (“EW System”) is an important 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. Indeed, many law enforcement agencies throughout the State have recognized the utility of such systems and some County Prosecutors already require agencies within their jurisdictions to use them. For all of these reasons, **Directive 2018-3** now **MANDATES** that all law enforcement agencies in New Jersey adopt and implement EW Systems consistent with the requirements of Directive 2018-3.

3. APPLICABILITY:

This policy shall apply to all Brooklawn Police Officers who are responsible for enforcing the criminal laws in New Jersey, come under the jurisdiction of the Police Training Act, and are authorized to carry a firearm under N.J.S.A. 2C:39-6.

4. SELECTION OF PERFORMANCE INDICATORS:

An EW System may monitor many different categories of officer conduct which indicate potentially escalating risk of harm to public, the agency, and/or the officer. Below is a list of performance indicators that shall be included in the Brooklawn Police Departments EW System. The Chief of Police has the sole discretion to add **additional** performance indicators as he/she see fit. To the extent possible, supplemental performance indicators will be objectively measurable and reasonably related to potentially escalating harmful behavior by the officer. These performance indicators include:

1. Internal affairs complaints against the officer, whether initiated by another officer or by a member of the public;
2. Civil actions against the officer;
3. Criminal investigations of or criminal complaints against the officer; **unless the EW System could jeopardize an ongoing 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.**
4. Any use of force by the officer that is formally determined or adjudicated (ex: 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 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.

** The Chief of Police, Sergeant, and/or Internal Affairs Officer will also periodically monitor the Agencies Demographics Analysis Report within our Record Management System (RMS) to determine if any possible inappropriate, alarming, or illegal police conduct is occurring. This will be determined based on the totality of the circumstances (target area, IA complaints, summons vs. warnings, etc.).

5. INITIATION OF EARLY WARNING PROCESS:

In the event a Brooklawn Police Officer has three (3) separate instances of performance indicators (as listed in **Section 4 (1-14) above**) within any twelve-month period, it will trigger an EW System review process. **NOTE: 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. Prior to this change, all officers will be made aware of this change and a REVISED Early Warning System Policy will be issued.

6. ADMINISTRATION AND TRACKING:

The Internal Affairs Officer shall be assigned to conduct the EW System function. The Chief of Police may also assist in the EW System Function. Supervisory officers in the subject officer's chain of command also should be directly involved in any EW System review process.

The Brooklawn Police Department will have a manual tracking system, stored in the internal affairs locked filing cabinet, to allow the Internal Affairs officer and/or the Chief of Police to input the necessary information. This will enable the Internal Affairs Officer and/or the Chief of Police to identify officers who display the requisite number of performance indicators necessary to trigger the EW System review process. Furthermore, the Chief of Police and the Internal Affairs Officer shall audit the records in this tracking system to assess the accuracy and efficacy of the tracking system.

7. 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 in **Section 4 (1-14) above**) the Sergeant and/or Internal Affairs Officer shall initiate remedial action to address the officer's behavior.

When an EW System review process is initiated, the Sergeant and/or Internal Affairs Officer should:

1. Formally notify the subject officer in writing;
2. Conference with the subject officer and their Platoon Sergeant;
3. Develop and administer a remedial program including the appropriate remedial actions listed (**Section 7A, below**);
4. Continue to monitor the subject officer for at least three (3) months;
5. Document and report findings to the Chief of Police and, if warranted, conduct the appropriate Internal Affairs investigation.

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.

A. 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; and
- F. Any other appropriate remedial or corrective action.

Directive 2018-3 and EW Systems generally, are focused on corrective actions to remediate officer behavior and to provide assistance to the officer. Directive 2018-3 and 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 with the purview of Brooklawn Police 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.

8. 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 that the one where he or she underwent the EW System review process, it is the responsibility of the Chief of Police or designee to notify the subsequent employing law enforcement agency of the officer's EW System review process history and outcomes. Upon request, the Brooklawn Police Department shall share the officer's EW System review process files with the subsequent employing agency.

9. 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.

10. 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 Directive 2018-3 and those that are not.

11. PUBLIC ACCESSIBILITY AND CONFIDENTIALITY:

This EW System policy, or any other future Brooklawn Police EW System policy, will be made available to the public upon request and will be posted on the agency's website. Annual reports from the County Prosecutors to the Attorney General (as required by **Section 10, above**) 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 Directive 2018-3 that identify specific officers are **CONFIDENTIAL** and not subject to public disclosure.