



**EAST ORANGE POLICE DEPARTMENT
GENERAL ORDER**

EARLY WARNING AND INTERVENTION

EFFECTIVE DATE	REVISED DATE	SECTION	GENERAL ORDER NO.	PAGES	FORMER ORDER NO.
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PURPOSE

This policy is intended to assist police supervisors and managers in identifying officers and other employees whose performance warrants review and, where appropriate, intervention in circumstances that may have negative consequences for the employee, fellow employees, this agency, and/or the general public.

POLICY

It is the policy of this agency to establish a system for tracking and reviewing incidents of risk to this agency and the involved employees. To this end, the Early Warning System (EWS) shall be used as a means to identify and assess employee performance involved in potential-risk incidents and intervene where appropriate.

PROCEDURE

General

It is the duty of line supervisors to directly monitor the performance and behavior of personnel under their charge on a daily basis.

The EWS is a tool to assist supervisory personnel in monitoring employee performance.

Supervisory personnel shall be familiar with alternatives and authorized actions they may take in response to personnel exhibiting behavioral problems with or without information provided through the EWS.

The Early Warning Intervention System, which is maintained by Professional Standards, will indicate when an employee has received more than the minimal number of complaints for a specific type of incident within a preset time period. The system will also indicate when an employee has exceeded the minimal number of complaints received quarterly and within a twelve (12) month period.

When activation occurs for the Early Warning Intervention system, an alert notification is sent to the Professional Standards Unit personnel detailing;

- A. Incident type,
- B. Number of incidents,

- C. Internal investigations associated with alert,
- D. Time frame between each incident, and
- E. Employee involved or identified.

The alert notification will be reviewed by the Professional Standards Unit Supervisor to determine if the information displayed is accurate and warrants further action. Once it is determined that the alert notification requires the commencement of further action, the Professional Standards Unit Supervisor must immediately notify the Chief of Police and the employee's Division or Unit Commander.

The Chief of Police will review the information to determine what course of action may be suitable, such as training, counseling or disciplinary action. The Chief of Police will direct the Professional Standards Unit supervisor to review the alert notification with the employee's Commander and take the recommended action. The Professional Standards Unit Supervisor will immediately submit an Early Warning and Intervention Notification form to the employees' Commander identifying the officer in question, type of complaint, and need for training or counseling to address any issue pertaining to the alert notification received. Supervisors shall review reports with the subject officer and encourage him/her to provide insight to the itemized incident and problems identified in the report. If there are no extenuating circumstances then the Supervisor shall administer the recommended course of action. In the event disciplinary action may be warranted, the Professional Standards Unit Supervisor or detective will immediately conduct an investigation and notify the Chief of Police of the results for further recommendation or action.

DIVISION/UNIT COMMANDER'S RESPONSIBILITY

When it is determined that the action needed to address any alert notification involves training or counseling, it will be the responsibility of the Commander of the employee involved or identified to take the appropriate steps to resolve the issue and document the action(s) taken. If outside training is provided, at the behest of the Chief of Police, a copy of the training certificate shall be provided to the Commander by the officer in question indicating the employees' successful completion of the course. Only the Chief of Police can recommend and authorize outside training. If agency training is provided, an Oral Counseling form will be prepared outlining, with detail, the type of training provided, the date and time provided and by whom.

The Commander of the employee involved or identified will submit an Administrative 1001 report to the Professional Standards Unit indicating the action(s) taken to address the alert notification (i.e. counseling, training etc.). A second report shall be submitted at the conclusion of the recommended training (if so recommended) delineating the date and time completed, as soon as possible. The Early Warning and Intervention Notification form and the Commander's Administrative 1001 report shall be maintained in the employees' Command File. A copy will also be maintained by the Professional Standards Unit for future reference.

The Professional Standards Unit supervisor and the Commander of the employee involved or identified will closely monitor the employees' performance for thirty (30) days following any corrective action(s) taken for any re-occurrences. Any re-occurrence may result in more progressive forms of discipline.

The Professional Standards Unit Supervisor, at the request of a Division or Unit Commander, and with permission from the Chief of Police, shall provide a listing of those employees under their command who have complaints initiated against them. The listing shall only provide the type of complaint/incident, number of incidents and the employee involved. Said listing will be utilized only to monitor the individual in question, and shall not be used by the Commander for disciplinary purposes.

Phyllis Bindi
Phyllis Bindi
Chief of Police
East Orange, N.J.