



North Caldwell Police Department

DIRECTIVE NUMBER: 2018-#04		EFFECTIVE DATE: 5/1/2018		CHIEF OF POLICE: Mark A. Deuer	
SUBJECT: Personnel Early Warning System					
REFERENCE: Guidelines issued by the Attorney General of the State of New Jersey, Policy; Rules & Regulation; Personnel Orders, General Orders; Special Orders.			SPECIAL INSTRUCTIONS: All Employees Must Verify through Signature receipt of this Directive.		
APPLICABILITY: All Officers			NUMBER OF PAGES:		
REVISIONS					
DATE	PAGE	SECTION	DATE	PAGE	SECTION

01 - Purpose

The purpose of this policy is to establish a Personnel Early Warning System which 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, 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.

02 - Policy

The Personnel Early Warning System is designed to assist the department in identifying individual and collective employee patterns of poor performance and/or misconduct and then taking documented action to correct noted deficiencies. The Internal Affairs Unit shall be responsible for the collection and maintenance of data related to the department's Personnel Early Warning System.

03 - Procedures:

- A. The Personnel Early Warning System shall include a review of data related to, but not limited to:
1. Allegations of misconduct
 2. Use of force reviews
 3. Preventable motor vehicle accidents
 4. Civil litigation
 5. Notices of intent to sue
 6. Abuses of sick leave
 7. Habitual tardiness
 8. On-going poor performance or sudden poor performance
 9. Inability to effectively work with co-workers
 10. Unusual behavior
 11. Injured time
 12. Discretionary arrests
 13. Incidents of workplace violence
 14. Being the subject of a criminal investigation
 15. Garnishment of wages
 16. Being the subject of a restraining order
 17. Reports of prisoner problems and complaints
 18. Unfavorable traffic and pedestrian stop data
- B. Semi-annually, the Internal Affairs unit shall conduct a review and analysis of organizational findings of the Personnel Early Warning System to identify individual and collective patterns of behavior that may be indicative of a problem. The Internal Affairs unit however, may initiate a Personnel Early Warning System review immediately if a pattern of negative behavior by a department member becomes evident.
- C. A report shall be made to the Chief of Police by the Internal Affairs Unit outlining any individual and collective patterns of behavior indicating a problem and recommendations for improvement.

- D. Supervisor(s) of employees identified by the Personnel Early Warning System shall be notified of these findings and shall review the findings and act as a validation point. If the immediate supervisor's review of the findings of the Personnel Early Warning System are found to indicate poor performance and/or misconduct, the employee's immediate supervisor shall assist in providing as needed, additional supervision, guidance, counseling, training, requesting a change of assignment, peer counseling and/or referral to employee assistance programs to correct any current or future problems that might occur involving the employee identified as needing assistance.

- E. Employees identified during a Personnel Early Warning System review as having a pattern of poor performance and/or misconduct shall be notified by their immediate supervisor and have an improvement plan developed jointly by the employee, the employee's immediate supervisor and the employee's division commander.

- F. Periodic reviews of the employee's improvement plan shall be documented by the employee's immediate supervisor with notification to the employee's division commander and the Chief of Police.

- G. The Personnel Early Warning System review, the improvement plan and periodic reviews shall be documented in the Internal Affairs Unit files, in the employee's current evaluation file and the employee's personnel file.