



TOWNSHIP OF IRVINGTON, NEW JERSEY
DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATIVE SERVICES BUREAU
RECORDS MANAGEMENT DIVISION
MEMORANDUM



TO: R Lord

DATE: April 21, 2022

FROM: Ms. Felicia Taylor

SUBJECT: OPRA Request

Dear R Lord

The Irvington Police Division received your Open Public Records Act (OPRA) request on April 4, 2022. This response to your request is being provided to you on the April 21, 2022 after requesting an extension on receiving said request.

Your OPRA request sought access to the following:

1. See attached request

The following records have been compiled and are responsive to your request from The Irvington Police Department Internal Affair Division:

1. 2018/2019/2020/2021 Annual IA Summary which are also posted on the departmental website
2. NJ AGLE Directive No. 2018-3
3. Departmental adopted policy SOP#2018-16

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the [insert name of agency] to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,

Ms. Felicia Taylor
Irvington Police Division
973-399-6719

Annual Report

INTERNAL AFFAIRS - CITIZEN COMPLAINTS

Administrative Disposition (Totals)

Agency: Irvington Police Department

County: Essex

Reporting Period: January 1, 2021 to December 31, 2018

Allegation	Total Received	Exonerated	Sustained	Not Sustained	Administratively Closed	Unfounded
Thefts Reviewed & Returned by Prosecutor	0	0	0	0	0	1
Other Crimes Reviewed & Returned by Prosecutor	10	1	0	6	0	2
Excessive Force	8	2	0	3	0	0
Improper Arrest	1	0	0	0	0	1
Improper Entry	0	0	0	0	0	0
Improper Search	1	1	0	0	0	0
Differential & Bias Treatment	0	0	0	0	0	0
Demeanor	44	6	0	16	1	5

Annual Report

INTERNAL AFFAIRS - ANONYMOUS COMPLAINTS

Administrative Disposition (Totals)

Agency: Irvington Police Department

County: Essex

Reporting Period: January 1, 2021 to December 31, 2018

Allegation	Total Received	Exonerated	Sustained	Not Sustained	Administratively Closed	Unfounded
Thefts Reviewed & Returned by Prosecutor	0	0	0	0	0	0
Other Crimes Reviewed & Returned by Prosecutor	0	0	0	0	0	0
Excessive Force	0	0	0	0	0	0
Improper Arrest	0	0	0	0	0	0
Improper Entry	0	0	0	0	0	0
Improper Search	0	0	0	0	0	0
Differential & Bias Treatment	0	0	0	0	0	0
Demeanor	1	0	0	1	0	0

Annual Report **INTERNAL AFFAIRS - INTERNAL COMPLAINTS** **Administrative Disposition (Totals)**

Agency: Irvington Police Department

County: Essex

Reporting Period: January 1, 2021 to December 31, 2018

Allegation	Total Received	Exonerated	Sustained	Not Sustained	Administratively Closed	Unfounded
Thefts Reviewed & Returned by Prosecutor	0	0	0	0	0	0
Other Crimes Reviewed & Returned by Prosecutor	0	0	0	0	0	0
Excessive Force	1	1	0	0	0	0
Improper Arrest	0	0	0	0	0	0
Improper Entry	0	0	0	0	0	0
Improper Search	0	0	0	0	0	0
Differential & Bias Treatment	0	0	0	0	0	0
Demeanor	4	0	1	0	0	0

Section IV.14B

PROFESSIONAL STANDARDS SUMMARY REPORT FORMS

Agency:

Irvington Police Department

County: Essex

Reporting Year:

2019

TABLE 1 -- COMPLAINTS FILED

Type of Complaint	Anonymous Complaints	Citizen Complaints	Agency Complaints	Total Complaints
Excessive Force	0	2	0	2
Improper Arrest	0	2	1	3
Improper Entry	0	0	0	0
Improper Search	0	3	0	3
Other Criminal Violation	1	3	7	11
Differential Treatment	0	0	1	1
Dememeanor	1	44	1	46
Domestic Violence	0	0	4	4
Other Rule Violation	1	68	138	207
TOTAL	3	122	152	277

Revised 2011

PROFESSIONAL STANDARDS SUMMARY REPORT FORMS

Agency: Irvington Police Department

County: Essex

Reporting Year: 2019

TABLE 2 -- AGENCY DISPOSITIONS

	Sustained	Exonerated	Not Sustained	Unfounded	Administratively Closed	Total Dispositions
Excessive Force	0	2	0	0	0	2
Improper Arrest	0	2	1	0	0	3
Improper Entry	0	0	0	0	0	0
Improper Search	0	0	1	0	0	1
Other Criminal Violation	0	0	0	1	1	2
Differential Treatment	0	0	1	0	0	1
Demeanor	0	6	36	1	0	43
Domestic Violence	1	0	0	11	1	13
Other Rule Violation	87	26	31	5	11	160
TOTAL	88	36	70	18	13	225

Revised 2011

PROFESSIONAL STANDARDS SUMMARY REPORT FORMS

Agency: Irlington Police Department

County: Essex

Reporting Year: 2019

TABLE 3 -- COURT DISPOSITIONS

Court	Cases Dismissed	Cases Diverted	Acquittals	Convictions
Municipal Court	0	0	0	0
Superior Court	1	0	1	0
TOTAL	0	0	0	0

Agency Name: Irvington Police, Essex County
 Year: 2020

Annual Internal Affairs Summary

	Source of Complaint				Criminal Outcome			Internal Disciplinary Outcome				Pending End of Year				
	Pending from Prior Years	New cases	Cases Closed	Agency	Civilian	Anon.	Conviction	Diversion	Acquittal	Dismissal	Exonerated		Not Sustained	Unfounded	Administratively Closed	Sustained
Excessive Force	0	29	23	22	1	0	0	0	0	0	14	1	8	0	0	6
Improper Arrest	0	3	3	0	3	0	0	0	0	0	3	0	0	0	0	0
Improper Entry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Improper Search	0	12	9	0	9	0	0	0	0	0	0	8	1	0	0	3
Other Criminal Violation	0	11	7	2	5	0	0	0	0	0	0	3	2	1	1	4
Differential Treatment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deamnor	0	20	18	0	18	0	0	0	0	0	4	13	0	0	1	2
Domestic Violence	0	1	1	1	0	0	0	0	0	0	0	0	0	1	0	0
Other Rule Violation	0	154	149	120	29	0	0	0	0	0	13	38	5	1	92	5
Total Cases Opened	230															
Total Cases Closed	210															
Total Pending Cases	20															
Total Cases >180 Days	4															

Agency Name: Irvington Department of Public Safety
 Year: 2021

Annual Internal Affairs Summary

	Pending from Prior Years	New cases	Cases Closed	Source of Complaint			Criminal Outcome					Internal Disciplinary Outcome			Pending End of Year
				Agency	Civilian	Anon.	Conviction	Diversion	Acquittal	Dismissal	Exonerated	Not Sustained	Unfounded	Administratively Closed	
Excessive Force	6	12	17	0	17	0	0	0	0	0	13	4	0	0	1
Improper Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Improper Entry	0	1	1	0	1	0	0	0	0	0	1	0	0	0	0
Improper Search	3	1	4	0	4	0	0	0	0	0	0	3	1	0	0
Other Criminal Violation	4	15	17	0	17	0	0	0	0	0	8	5	1	1	2
Differential Treatment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demagogue	2	32	28	2	26	0	0	0	0	0	2	23	1	0	6
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Rule Violation	5	153	142	118	24	0	0	0	0	0	12	14	8	5	16
Total Cases Opened	214														
Total Cases Closed	209														
Total Pending Cases	25														
Total Cases >180 Days	1														



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0080

GURBIR S. GREWAL
Attorney General

ATTORNEY GENERAL LAW ENFORCEMENT DIRECTIVE NO. 2018-3

TO: All Law Enforcement Chief Executives

FROM: Gurbir S. Grewal, Attorney General

DATE: March 20, 2018

SUBJECT: Statewide Mandatory Early Warning Systems

I. Background

An Early Warning System ("EW System") 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, 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, this Directive now mandates that all law enforcement agencies in New Jersey adopt and implement EW Systems consistent with the requirements set forth below.

Accordingly, pursuant to the authority granted to me under the Criminal Justice Act of 1970, N.J.S.A. 52:17B-97 to -117, which provides for the general supervision of criminal justice by the Attorney General as chief law enforcement officer of the State to secure the benefits of a uniform and efficient enforcement of the criminal law and the administration of criminal justice throughout the State, I, Gurbir S. Grewal, hereby **DIRECT** all law enforcement and prosecuting agencies operating under the authority of the laws of the State of New Jersey to implement and comply with the following policies, procedures, standards, and practices.



II. Implementation

A. Applicability

This Directive shall apply to all state, county, and municipal law enforcement agencies and sworn 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.

B. Establishment of EW System Policy

All state, county, and municipal law enforcement agencies shall adopt and/or revise their existing EW System policies, consistent with this Directive, either by rule, regulation, or standard operating procedure ("SOP"), as required by state law.

C. Selection of Performance Indicators

An EW System may monitor many different categories of officer conduct which indicate potentially escalating risk of harm to the public, the agency, and/or the officer. The following performance indicators shall be included in all EW Systems, but also can be supplemented based upon the unique characteristics of the department and the community it serves. The chief executive of the department shall determine any such supplemental performance indicators. To the extent possible, supplemental performance indicators should be objectively measurable and reasonably related to potentially escalating harmful behavior by the officer.

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;¹
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;
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;

¹ If EW System notification to the officer could jeopardize an ongoing criminal 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.

14. Unexcused absences by the officer; and
15. Any other indicators, as determined by the agency's chief executive.

D. Initiation of Early Warning Process

At a minimum, an agency's EW System policy shall provide that three separate instances of performance indicators (as listed in Section C, above) within any twelve-month period will trigger the EW System review process. 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 agency's chief executive 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.

E. Administration and Tracking

The agency's chief executive shall assign personnel to conduct the EW System function. Typically, the EW System should be administered by the agency's internal affairs unit. Supervisory officers in the subject officer's chain of command also should be directly involved in any EW System review process.

Every department shall adopt a tracking system to enable the department to identify officers who display the requisite number of performance indicators necessary to trigger the EW System review process. Many departments in New Jersey have adopted automated systems that are capable of flagging emerging behavioral patterns. At least every six months, personnel assigned to manage the EW System shall audit the agency's tracking system and records to assess the accuracy and efficacy of the tracking system.

F. 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 II.C, above) assigned supervisory personnel shall initiate remedial action to address the officer's behavior.

When an EW System review process is initiated, personnel assigned to oversee the EW System should (1) formally notify the subject officer, in writing; (2) conference with the subject officer and appropriate supervisory personnel; (3) develop and administer a remedial program including the appropriate remedial/corrective actions listed below; (4) continue to monitor the subject officer for at least three months, or until the supervisor concludes that the officer's behavior has been remediated (whichever is longer); (5) document and report findings to the appropriate supervisory personnel and, if warranted, the internal affairs unit. 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.

Remedial/corrective action may include but is not limited to the following:

1. Training or re-training;

2. Counseling;
3. Intensive supervision;
4. Fitness-for-duty examination;
5. Employee Assistance Program (EAP) referral; and
6. Any other appropriate remedial or corrective action.²

G. 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 than the one where he or she underwent the EW System review process, it is the responsibility of the prior or current employing law enforcement agency to notify the subsequent employing law enforcement agency of the officer's EW System review process history and outcomes. Upon request, the prior or current employing agency shall share the officer's EW System review process files with the subsequent employing agency.

H. Notification to County Prosecutor

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.

I. 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 this Directive and those that are not.

III. Public Accessibility and Confidentiality

All EW System policies adopted by law enforcement agencies shall be made available to the public upon request and shall be posted on the agency's website. Annual reports from the

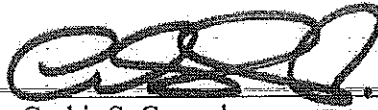
² This Directive, and EW Systems generally, are focused on corrective actions to remediate officer behavior and to provide assistance to the officer. This Directive, and EW Systems generally, do not address disciplinary actions that might be warranted against an officer. Such disciplinary actions – to include the decision to suspend, terminate or, if applicable, charge an officer with criminal conduct – remain within the purview of the agency'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.

County Prosecutors to the Attorney General (as required by Section II.I, 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 this Directive that identify specific officers are confidential and not subject to public disclosure.

IV. Effective Date

This Directive shall take effect immediately upon issuance. All EW System policies shall be adopted and/or revised in accordance with this Directive within 60 days.



Gurbir S. Grewal
Attorney General

ATTEST:

Elie Honig
Director, Division of Criminal Justice
Issued on: March 20, 2018

		TOWNSHIP OF IRVINGTON, N.J. DEPARTMENT OF PUBLIC SAFETY			
STANDARD OPERATING PROCEDURE					
Division		POLICE		#2018-16	
Issued Date		June 15, 2018		INTERNAL AFFAIRS PRO-ACTIVE RE: ALERT SYSTEM	
Effective Date		July 1, 2018			
<u>Supercedes</u>					
G.O.#2011-05		2/11/15			

I. PURPOSE

The purpose of this directive is to incorporate the policies, procedures and standards set forth by the **Attorney General's Statewide Mandatory Early Warning Systems** issued on March 20, 2018 into the Department's previously issued General Order governing the IA Pro Active Alert System initially issued 2011.

II. POLICY

It shall be the policy of the Irvington Department of Public Safety to maintain an Internal Affairs Pro-Active Alert System to provide systematic reviews of specific, significant events involving agency employees. The system shall utilize I.A. Pro software to facilitate the Department's ability to evaluate, identify, and assist employees who exhibit signs of performance and/or stress related problems. The Internal Affairs Pro-Active Alert System (I.A. Pro) shall be one method by which employees may be identified as possibly needing assistance with performance and/or stress related problems. The system is intended to serve as a systematic approach to highlight tendencies that may otherwise be overlooked.

III. DEFINITIONS

- A. **Internal Affairs Pro-Active Alert System – (I.A. Pro)** – A time sensitive system designed to effectively organize critical performance and evaluation data in a format conducive to promptly identify early indicators of certain performance and/or stress related problems and to facilitate any necessary or appropriate follow-up activities.
- B. **Statewide Mandatory Early Warning System:** policies, procedures, standards and practices established by the New Jersey Attorney General *'in identifying and remediating problematic conduct that poses a risk to the public, the agency and the officer'*.

SOP#2018-16 – INTERNAL AFFAIRS PRO
Re: Alert System



TOWNSHIP OF IRVINGTON, N.J.
DEPARTMENT OF PUBLIC SAFETY
STANDARD OPERATING PROCEDURE



IV. PROCEDURES: IA PRO ALERT

A. The reporting requirements for the Internal Affairs Pro-Active Alert System (I.A. Pro) system shall be:

1. Supervisors shall be responsible for reporting on all aspects of their subordinate's conduct and behavior. These reports shall include conduct that is both commendatory and problematic. All conduct and behavior reports shall be submitted to the Platoon/Division Supervisor and/or Bureau Commander of the employee whose actions are being reported.
 - a. Platoon/ Division Supervisors may request an I.A. Pro review of any employee based on a single "significant" event or based on an on-going pattern(s) of identified behavior(s).
2. Reports or forms containing information on selected types of pertinent incidents shall be entered into the Internal Affairs Pro-Active Alert System / (I.A. Pro). These reports may be in the form of performance evaluations, internal investigations, memoranda, case reports, reports of inquiry, exceptional activity reports, or other Departmental reports or forms.
3. As part of the Department's ongoing evaluation of its employees, supervisors shall continually monitor the actions and behaviors of all employees under their direction.
4. The Supervisor of the Office of Internal Affairs shall maintain and control all records of completed I.A. Pro reviews.

B. Internal Affairs Pro-Active Alert Review

1. An Internal Affairs Pro-Active review of an employee may be undertaken as follows:
 - a. Upon entry into the I.A. Pro System, the Office of Internal Affairs is alerted that the I.A. Pro "**tolerances**", established by Department policy, indicates that a review of the officers record is warranted.
 - b. Based upon empirical evidence and/or other identifying factors the officer's immediate supervisor, other supervisors, Platoon/Division or Bureau Commander shall submit an Administrative Report requesting an I.A. Pro review of an individual officer.



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- c. A review is directed by the Director of Public Safety.
2. When the level of significance or frequency of identified incidents is determined to be beyond the I.A. Pro "tolerances" or appear not to reflect Department standards, the Platoon/Division or Bureau Commander shall recommend an I.A. Pro-Active Alert review. Additionally, the Platoon/Division or Bureau Commander may initiate an I.A. Pro review based on a single significant event as determined by the Commander, or at the direction of the Director of Public Safety.
3. Materials to be evaluated on an ongoing basis to determine whether to initiate an I.A. Pro review, include but are not limited to:
- a. Internal Affairs Investigations;
 - b. Department performance evaluations;
 - c. Domestic Violence Allegation(s)
 - d. Citizen complaints
 - e. Disciplinary action;
 - f. Use of Force incidents;
 - g. Motor vehicle pursuits;
 - h. Supervisory and employee reports;
 - i. Arrest of Officer/DWI Charge;
 - j. Positive Drug Test;
 - k. Absenteeism, Tardiness, sick usage, officer injury report;
 - l. Assault on Officer;
 - m. Sexual Harassment Claims;
 - n. Motor Vehicle accidents [Fault/Not at Fault];
 - o. Civil litigation Filed
4. If the Internal Affairs Supervisor reasonably believes, after a review of the collected materials, that further review is necessary, the supervisor shall inform the Director of Public Safety and the Essex County Prosecutor's Office of Professional Standards of the findings. The Director of Public Safety shall examine the findings and if in agreement, the Office of Internal Affairs shall assign a supervisor to further review the Alert and submit recommendations for remedial action.
5. Once authorized by the Director, the Internal Affairs Supervisor shall schedule a meeting with the employee. The Internal Affairs Supervisor shall prepare a written summary of the meeting, indicating if further inquiry is warranted and any corrective actions deemed necessary consistent with Standard Operating Procedure #2017-03, Disciplinary Policy and/or with Section III of this directive:



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- a. This may be in the form of positive discipline such as training or counseling and/or negative discipline ranging from a verbal reprimand up to and including termination.

The summary shall be forwarded to the Director of Public Safety. The subject employee shall also be provided a copy of the summary of the review.

6. Internal Affairs personnel and/or Supervisors conducting a review shall have access to Department reports, reviews, summaries, and analysis that may aid them in completion of the I.A. Pro review.
7. If deemed necessary by the Office of Internal Affairs, a meeting shall be scheduled with the employee's Bureau Commander and Division supervisor to discuss the findings of the review and the recommended course of corrective action.
8. All reviews shall be maintained in the strictest confidence and shall not be discussed with other employees unless it is necessary for completion of the review. All employees made aware of a review shall be informed that unauthorized disclosure of any aspect of the review may result in disciplinary action.
9. The Office of Internal Affairs shall review every I.A. Pro Alert and based upon an examination of the records, previous complaints/alerts and/or supervisory interviews, make a determination as to whether the alert is Positive Alert or a False Positive Alert.
10. The Office of Internal Affairs shall submit a report to the Director of Public Safety and make notification to the Essex County Prosecutor's Office of Professional Standards as to the findings of a Positive Alert or False Positive Alert.
11. The Office of Internal Affairs shall make a recommendation to the Director on remedial actions. All remedial actions must have the approval of the Director of Public Safety.
12. All Positive Alerts shall be documented by placing the employee/officer on a "Monitored Member's List" for a minimum of 90 days. The "Monitored Member's List" shall be incorporated in the Internal Affairs Monthly Comstat Report.



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DEPARTMENT OF PUBLIC SAFETY



STANDARD OPERATING PROCEDURE

13. All I.A. Pro Active reviews resulting in disciplinary actions above a written warning (i.e., written reprimand, suspension, etc.) shall be sent to Internal Affairs to be incorporated into the members Internal Affairs file.

V. INITIATION OF I.A. PRO-ALERT SYSTEM

- A. At a minimum, three (3) separate instances of performance indicators, as listed in **Attachment A** of this Standard Operating Procedure, Early Warning – IA Pro Criteria within any twelve (12) month period shall trigger the IA Alert review process.
- B. If one (1) incident triggers multiple performance indicators, that incident shall **not** be double or triple counted, but recorded as only one (1) incident.

VI. REMEDIAL / CORRECTIVE ACTION

- A. Once an employee/member has displayed the requisite number of performance indicators necessary to trigger the Early Warning System the supervisor of the Office of Internal Affairs shall initiate the I.A. Pro Alert Review to determine if the Alert is:
1. **Founded:** the number of incidents and/or other previously related incidents have established a pattern of behavior that requires a remedial intervention with the officer/member and/or his immediate superior officer(s). The recommended level of intervention shall be presented to the Director of Public Safety for approval and follow-up. The officer/member shall be placed on the "**Monitored Officer List**" for a period of time as specified by the Director. The Essex County Prosecutor's Office of Professional Standards shall be advised in writing of the action(s) taken.
 2. **Unfounded - False Positive:** the number of incidents which triggered the Alert were examined and determined to have caused and/or are effected by other factors. Factors could include, but not be limited to the following: *extremely active officer engaging in extensive crime enforcement, and/or regulatory enforcement assignments such as pro-active traffic, drug enforcement, vice enforcement and/or part of a unit engaged in extraordinary contacts or calls involving pro-active interventions.*

The supervisor of Internal Affairs shall present the findings to the Director for approval and/or concurrence. False Positive results may subject members to



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remedial actions as per the discretion of the Director. False Positive findings shall be reported to the Essex County Prosecutor's Office of Professional Standards.

VII. REPORTING REQUIREMENTS

- A. The Office of Internal Affairs shall submit a report to the Director of Public Safety for every I.A. Pro-Alert listing the following:

1. Date of Alert
2. Alert # *[tracking number, calendar year, successive number]*
3. Officer/Subject Employee
4. Alert Category
5. Alert Review Conducted by:
6. Alert Disposition: *Positive or False Positive, Unfounded*
7. Recommendation Action
8. Notification of County Prosecutor

- B. The Office of Internal Affairs shall incorporate a Monthly I.A. Pro Alert Report into the Internal Affairs monthly report and into the monthly Comstat presentation by the 5th day of every month.

1. A copy of the Alert Report shall be forwarded to the Essex County Prosecutor's Office of Professional Standards.
2. Copies shall be provided to the Office of Quality Control for inclusion into the Comstat Manual.

VIII. ORIENTATION / DISSEMINATION

- A. This Standard Operating Procedure shall be entered into the Power Dms Software by June 11, 2018.
- B. A review of this directive shall be provided to the Command Staff at the Comstat conference on June 7, 2018.

IX. EFFECT

- A. This Standard Operating Procedure shall take effect on July 1, 2018.



TOWNSHIP OF IRVINGTON, N.J.
DEPARTMENT OF PUBLIC SAFETY
STANDARD OPERATING PROCEDURE



By Order Of:

A handwritten signature in black ink that reads "Tracy Bowers".

Tracy Bowers
Director of Public Safety

ATTACHMENT A - [Early Warning – I.A. Pro Criteria]

ATTACHMENT B - [Remedial Action(s)]



TOWNSHIP OF IRVINGTON, N.J.
DEPARTMENT OF PUBLIC SAFETY
STANDARD OPERATING PROCEDURE



ATTACHMENT A

EARLY WARNING – I.A. PRO CRITERIA

- A. **Alert Thresholds:** The thresholds that trigger alerts shall be based upon the following number of alleged violations and/or specific incidents.

CATEGORY	TIME PERIOD	NUMBER ALERT TRIGGERS
• Overall Incidents [any type]	12 month period	12 or more
• Citizen Complaints	12 month period	4 or more
▪ Supervisor	12 month period	12 or more
• Criminal Law Violation	60 month period	2 or more
• Department/Rule Violation	12 month period	3 or more
▪ Supervisor	12 month period	7 or more
• Demeanor Complaints	12 month period	2 or more
▪ Supervisor	12 month period	7 or more
• Domestic Violence Complaints	60 month period	2 or more
• Excessive Force Complaint	12 month period	2 or more
▪ Red Alert	60 month period	7 or more
• Improper Arrest Complaint	12 month period	3 or more
• Improper Entry / Search	12 month period	3 or more
• Firearm Discharge	60 month period	2 or more
• Neglect of Duty	12 month period	3 or more
• Police Involved Accident	60 month period	3 or more
▪ Supervisor	12 month period	7 or more
• Use of Force Incidents	12 month period	5 or more
• Vehicle Pursuit Incidents	12 month period	6 or more
▪ Supervisor	12 month period	12 or more
• Positive Drug Test	12 month period	1 or more
• Hostile Work Environment Complaint	12 month period	1 or more
• Civil Actions	12 month period	3 or more
• Case / Arrest Dismissed	12 month period	3 or more
• Case Evidence Suppressed	12 month period	3 or more
• False Statement (sustained)	12 month period	1 or more
• Excessive Sick Pattern	12 month period	1 or more
• Allegation / Complaint of Stress	12 month period	1 or more



TOWNSHIP OF IRVINGTON, N.J.
DEPARTMENT OF PUBLIC SAFETY
STANDARD OPERATING PROCEDURE



ATTACHMENT B

REMEDIAL ACTION(S)

LEVEL ONE REMEDIAL	LEVEL TWO REMEDIAL
Supervisory Counseling	Disciplinary History Review
Command Counseling	Inefficiency / Incompetency Charges
Internal Affairs Counseling	Disciplinary Charges
Training	Performance History Review
▪ Use of Force	Psychological Evaluation Test
▪ Verbal Judo	Functional Capacity Exam (F.C.E.)
▪ Search / Seizure	Monitored Officer Status (180+ - 1 year)
▪ Stop / Frisk	
▪ Driver Training	
▪ Pursuit Training	
Monitored Officer Status (90 – 180 Days)	



TOWNSHIP OF IRVINGTON, NEW JERSEY
DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATIVE SERVICES BUREAU
RECORDS MANAGEMENT DIVISION
MEMORANDUM



TO: R Lord,

DATE: April 11, 2022

FROM: Ms. Felicia Taylor

SUBJECT: OPRA Request for Extension

Dear R Lord,

The Irvington Police Division received your Open Public Records Act (OPRA) request on April 4, 2022. This response to your request is being provided to you on the 5th business day after the Irvington Police Division received said request.

Your OPRA request sought access to the following:

1. See attachment

Your request requires additional time beyond the seven (7) business days to fulfill. An additional extension of time until May 11, 2022.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the [insert name of agency] to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,


Ms. Felicia Taylor
Irvington Police Division
973-399-6719

Satava Williams

From: R Lord <opra+request-30638-469737d3@requests.opramachine.com>
Sent: Saturday, April 2, 2022 7:45 AM
To: Town Clerk
Subject: OPRA request - Early warning system data reports

Dear Irvington Township,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

The NJ attorney general ordered all police departments in the state of NJ to create early warning system data reports.
AG Directive 2018-3 Early warning system data

I am requesting the reports for
2018, 2019, 2020, 2021.

Yours faithfully,

R Lord

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-30638-469737d3@requests.opramachine.com

Is townclerk@irvingtonnj.org the wrong address for OPRA requests to Irvington Township? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=irvington_township

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/early_warning_system_data_report

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.