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| <b>Subject: Early Intervention System</b>  | <b>Page 1 of 2</b>                     |
| <b>Effective Date: February 2013</b>       | <b>Revision Date: February 2013</b>    |
| <b>Amends/Supersedes: 500.50/July 2008</b> | <b>Approved by: Chief Kevin Higdon</b> |
| <b>Meets Accreditation Standard:</b>       |  |

## **Section 500.50 Early Intervention System**

- I. Purpose:** A comprehensive Personnel Early Intervention System is an essential component of good discipline in a well-managed law enforcement agency. The Early Intervention System is a supervisory tool and not a disciplinary process. The early identification of employees exhibiting symptoms of stress or other behavior that could pose a liability to the community, the Department, or the officer must be detected as soon as possible. When appropriate, an intervention consisting of a menu of remedial actions can increase agency accountability and offer employees a better opportunity to meet the agency's values and mission statement.
- II. Policy:** The Department will establish an Early Intervention System to identify agency employees who may require agency intervention efforts. The system should identify patterns of behavior that might be symptomatic that an individual employee requires an intervention. The system should review at a minimum,
- A.** Citizen Observation Form
  - B.** Response to Resistance
  - C.** Unexcused Tardy
  - D.** Commendation
  - E.** Abuse of Sick Leave
  - F.** Accident
  - G.** Vehicle Pursuit
  - H.** Performance Evaluations
  - I.** Officer Involved Shooting
  - J.** Civil Litigation
  - K.** Domestic Misconduct

### **III. Definitions:**

**Early Intervention System (EIS):** A data based management tool designed to identify officers whose performance exhibits potential problems, and then to provide interventions, usually counseling or training, to correct those performance problems. Early Intervention Systems have emerged as an effective mechanism for enhancing accountability within law enforcement agencies.

### **IV. Procedure:**

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- A. The Early Intervention System will be maintained by either the Internal Affairs Section of the department, the Human Resources Section or a designated employee by the Chief of Police.
- B. The Department will establish thresholds in each of the indicated categories in Section II of this document. It is recommended that the nature of the assignment of the officer be considered when establishing the threshold and that first-line supervisors and a cross section of the agency be involved in establishing realistic thresholds.
- C. Once an officer has had one of the above listed incidents take place, their immediate supervisor shall forward the EIS Form containing the incident and date to the person designated by the Chief of Police to enter that data.
- D. That information only shall be entered into the database. The original specific documents shall be forwarded to the Chief of Police for the maintaining and security of the file by the officer's immediate supervisor.
- E. The review of the data will generate periodic reports identifying officers who have met the established thresholds triggering the Early Intervention System. These reports should be prepared on a monthly, quarterly, and annual basis or more frequently if the data is available on line.
- F. It will be the responsibility of the identified officer's chain of command, to recommend, in writing, the appropriate action initiated to correct any deficiency that might be identified. The recommended actions could include the following:
  - a. No further action required. The officer's actions that triggered the EIS have been thoroughly reviewed and do not indicate any concern for corrective action.
  - b. Supervisory Counseling
  - c. Periods of observation in the field by the first line supervisor.
  - d. Peer Counseling
  - e. Referral to the Employee Assistance Program
  - f. Referral to psychological services
  - g. Referral for remedial training
  - h. Re-assignment
  - i. Referral for anger management training
  - j. Referral for stress reduction training
  - k. Other action as deemed appropriate
- G. **Process:** Once the recommended action plan is discussed with the officer, and approved by the chain of command, the intervention will be engaged, and reported back in writing to the entity charged with the responsibility of maintaining the system. A follow-up component will be established in the action plan to ensure the behavior that triggered the intervention is no longer a concern.