



148.0 EARLY INTERVENTION PROGRAM (Adopted 06/08)

The Early Intervention Program (EIP) is a resource to assist supervisory personnel in evaluating and guiding employees to perform at their best level.

The Early Intervention Program utilizes information collected from use-of-force investigations, formal complaints, administrative investigations, and officer involved shootings.

The program relies upon the understanding individual incidents may be justified, but when reviewed collectively, may indicate a pattern of behavior that may warrant intervention.



148.10 CRITERIA (Adopted 06/08)

The EIP utilizes quarterly and annual reports. To identify possible employees for early intervention, the following criteria are established:

- A. Quarterly Reporting: The report will contain the names of employees who meet one or more of the following criteria during a calendar quarter:
 - 1. One or more officer involved shooting(s), not to include vicious animals or animal euthanasia.
 - 2. Four or more combined incidents to include use-of-force investigations, formal complaints, and/or administrative investigations.
- B. Annual Reporting: The annual report will contain the names of employees who meet one or more of the following criteria:
 - 1. Two or more officer involved shootings, not to include vicious animals or animal euthanasia.
 - 2. Ten or more combined incidents to include use-of-force investigations, formal complaints, and/or administrative investigations.

148.20 RESPONSIBILITIES OF THE OFFICE OF PROFESSIONAL STANDARDS (Adopted 06/08)

- A. Enter the collected data from all use-of-force investigations, formal complaints, administrative investigations, and/or officer-involved shootings.
- B. Provide quarterly and annual EIP reports, listing employees identified for possible intervention.
- C. Distribute EIP reports to the appropriate Division/ Bureau Commanders.
- D. Ensure all investigative files are available for review at the request of the affected employee's supervisor.
- E. Forward all recommendations to the Chief of Police.

148.30 SUPERVISOR'S RESPONSIBILITIES (Adopted 06/08)

Once an employee is identified for possible intervention, the employee's supervisor and the next higher-ranking authority will:

- A. Complete an analysis of the documentation provided in the EIP report and, if necessary, the investigative files maintained in the Office of Professional Standards. The analysis of the facts should:
 - 1. Consider the totality of the circumstances surrounding each incident and/or complaint.
 - 2. Determine if there are any similarities among the incidents.
 - 3. Consider other possible indicators of stress such as an unusual amount of sick leave, tardiness, personal problems, etc.
 - 4. Determine if a trend or pattern of inappropriate behavior is indicated.
 - 5. Recognize there are circumstances when use-of-force is necessary and proper.



- B. Complete an analysis report including the supervisor's findings and conclusions based on a review of each incident and/or complaint.

148.40 RESPONSIBILITIES OF THE DIVISION COMMANDER (Adopted 06/08)

- A. Obtain the written summary from the employee's supervisor detailing the findings of their review.
- B. Submit a recommendation to the affected Bureau Chief within 30 days of receiving the EIP report.
 - 1. An assessment of no problem or inappropriate pattern of behavior exists.
 - 2. Remedial training.
 - 3. Fitness for duty evaluation.
 - 4. Transfer to another assignment either temporary or permanent.
 - 5. Provide information to the employee for voluntary referral to the Employee Assistance Program (EAP) for counseling or referral assistance.

148.50 RESPONSIBILITIES OF THE BUREAU CHIEF (Adopted 06/08)

Review and submit a recommendation to the Chief of Police.

148.60 RESPONSIBILITIES OF THE CHIEF OF POLICE (Adopted 06/08)

The Chief of Police will review the report and make the final disposition.