



# ADMINISTRATIVE GUIDE

Section: Personnel		Procedure No: 320-54
<b>EARLY INTERVENTION PROGRAM</b>		
DATE EFFECTIVE: 10/14/21	LAST REVISION: I.O. 89	PAGE: 1 of 3

## PURPOSE

To utilize risk management strategies to intervene at the earliest possible opportunity in order to support employee wellness and professional development by attempting to identify and mitigate factors that lead to negative performance issues, employee discipline, or negative interactions with the public. The Early Intervention Program is a non-disciplinary program and is not punitive in nature.

## PROCEDURE

When Risk Management Bureau has determined a member of the service has crossed a designated threshold or is otherwise referred for review for potential intervention:

### MEMBER OF THE SERVICE, RISK MANAGEMENT BUREAU

1. Prepare **Profile Sheet** for member of the service, including information regarding their tenure, past and current assignments, history of CCRB or IAB investigations, history of arrests made, and whether they have previously been evaluated for potential early intervention.
2. Forward **Profile Sheet** to member of the service’s commanding officer.

### COMMANDING OFFICER, MEMBER CONCERNED

3. Review **Profile Sheet** and all relevant paperwork, including available body-worn camera (BWC) videos, regarding thresholds member of the service crossed.
4. Review 10 recent BWC videos recorded by member of the service that are unrelated to thresholds crossed and complete Department form **RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMANDING OFFICER RECOMMENDATION (PD439-180)**.
5. Prepare written recommendation on **Typed Letterhead** of what interventions, if any, are appropriate based upon:
  - a. The totality of your experience with, and knowledge of, member of the service,
  - b. The member of the service’s performance evaluations and training record,
  - c. The member of the service’s CPI, sick record and any history of monitoring or discipline,
  - d. Any medals, awards, Department recognition or commendation letters received by member of the service, and
  - e. An overview of what interventions, if any, were previously imposed at the command level for member of the service.
6. Forward, through channels, written recommendation on **Typed Letterhead** and **RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMANDING OFFICER RECOMMENDATION FORM** to Risk Management Bureau within five business days of receiving **Profile Sheet**.

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| <p><b>MEMBER OF THE SERVICE, RISK MANAGEMENT BUREAU</b></p> | <p>7.</p> <p>8.</p>              | <p>Prepare written recommendation on <b>Typed Letterhead</b> detailing what interventions, if any, are appropriate based on information on <b>Profile Sheet</b> and commanding officer’s recommendation.</p> <p>Forward <b>Profile Sheet</b>, commanding officer’s recommendation, and Risk Management Bureau’s recommendation to Early Intervention Committee.</p>   |
| <p><b>EARLY INTERVENTION COMMITTEE</b></p>                  | <p>9.</p> <p>10.</p> <p>11.</p>  | <p>Prepare <b>Typed Letterhead</b> indicating final recommendation regarding what interventions, if any, are appropriate for member of the service. Interventions may include:</p> <ul style="list-style-type: none"> <li>a. Training,</li> <li>b. Mentoring,</li> <li>c. Enhanced supervision,</li> <li>d. Further review of member of the service’s BWC footage,</li> <li>e. Conferral with command or bureau leadership, and/or</li> <li>f. Change in assignment.</li> </ul> <p>Notify the following when it has been determined that no intervention is necessary:</p> <ul style="list-style-type: none"> <li>a. Performance Analysis Section, when monitoring is appropriate,</li> <li>b. Medical Division’s Psychological Evaluation Section and Counseling Services Unit, for assessment and determination for fitness for duty,</li> <li>c. Health and Wellness Section, for assessment,</li> <li>d. Internal Affairs Bureau, for potential disciplinary action, and/or</li> <li>e. District Attorney’s Office, for potential criminal investigation.</li> </ul> <p>Forward, through channels, final recommendation on <b>Typed Letterhead</b> to Risk Management Bureau.</p> |
| <p><b>MEMBER OF THE SERVICE, RISK MANAGEMENT BUREAU</b></p> | <p>12.</p> <p>13.</p>            | <p>Prepare <b>RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMITTEE DECISION (PD439-121)</b> and include Early Intervention Committee’s final recommendation.</p> <p>Forward <b>RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMITTEE DECISION</b> to member of the service’s commanding officer within seven business days of the Early Intervention Committee’s decision.</p>   |
| <p><b>COMMANDING OFFICER, MEMBER CONCERNED</b></p>          | <p>14.</p> <p>15.</p> <p>16.</p> | <p>Complete appropriate section of <b>RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMITTEE DECISION</b> and detail implementation of Early Intervention Committee’s decision.</p> <p>Forward, through channels, <b>RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMITTEE DECISION</b> to Risk Management Bureau within 30 days following its receipt.</p> <p>Ensure information gathered and reviewed regarding member of the service is taken into account in their next performance evaluation, or if, and when, the member is being considered for a transfer or discretionary promotion.</p>   |

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**MEMBER OF  
THE SERVICE,  
RISK  
MANAGEMENT  
BUREAU**

17. Maintain database of recommendations and interventions.

**FORMS AND  
REPORTS**

***RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMANDING  
OFFICER RECOMMENDATION (PD439-180)***

***RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMITTEE  
DECISION (PD439-121)***

***Typed Letterhead***