



ADMINISTRATIVE GUIDE

Section: Career Development		Procedure No: 329-28
EARLY INTERVENTION PROGRAM		
DATE EFFECTIVE: 10/24/22	LAST REVISION: I.O. 106	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 the 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 a report on **Typed Letterhead** 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 **Typed Letterhead** to member of the service's commanding officer.

COMMANDING OFFICER, MEMBER CONCERNED

3. Review **Typed Letterhead** 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 **RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMANDING OFFICER RECOMMENDATION (PD439-180)**.
5. Indicate what interventions, if any, are appropriate on **RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMANDING OFFICER RECOMMENDATION** 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 Central Personnel Index (CPI) 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.

COMMANDING OFFICER, MEMBER CONCERNED (continued)

6. Forward **RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMANDING OFFICER RECOMMENDATION** to Risk Management Bureau within five business days of receiving **Typed Letterhead**.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
329-28	10/24/22	I.O. 106	2 of 3

MEMBER OF THE SERVICE, RISK MANAGEMENT BUREAU

7. Prepare recommendation detailing what interventions, if any, are appropriate based on information on **Typed Letterhead** and commanding officer's recommendation.
8. Forward updated **Typed Letterhead**, including the commanding officer's recommendation, and Risk Management Bureau's recommendation to Early Intervention Committee.

EARLY INTERVENTION COMMITTEE

9. Determine what interventions, if any, are appropriate for member of the service during committee meeting. Interventions may include, but are not limited to, the following:
 - a. Training,
 - b. Mentoring,
 - c. Enhanced supervision,
 - d. Further review of member of the service's BWC footage,
 - e. Conferral with command or bureau leadership, and/or
 - f. Change in assignment.
10. Notify the following when it is determined that referral is appropriate:
 - a. Performance Analysis Section, for assessment for monitoring,
 - b. Medical Division's Psychological Evaluation Section and Counseling Services Unit, for assessment and determination for fitness for duty,
 - c. Health and Wellness Section, for assessment,
 - d. Internal Affairs Bureau, for investigation of potential misconduct, and/or
 - e. Any other internal unit or external agency deemed appropriate by the Committee.
11. Forward final Committee decision to Risk Management Bureau.

MEMBER OF THE SERVICE, RISK MANAGEMENT BUREAU

12. Prepare **RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMITTEE DECISION (PD439-121)** and include Early Intervention Committee's final decision.
13. Forward **RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMITTEE DECISION** to member of the service's commanding officer within seven business days of the Early Intervention Committee's decision.

COMMANDING OFFICER, MEMBER CONCERNED

14. Complete appropriate section(s) of **RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMITTEE DECISION** and detail implementation of Early Intervention Committee's decision.
15. Forward **RISK MANAGEMENT BUREAU EARLY INTERVENTION COMMITTEE DECISION** to Risk Management Bureau within thirty days following its receipt.
16. 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.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
329-28	10/24/22	I.O. 106	3 of 3

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

17. Maintain record of recommendations and interventions.