



Early Intervention System	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Arkansas Statutes:	
CALEA Standard: 35.1.9	
Date Implemented:	Review Date:

- I. **Purpose:** A comprehensive Personnel Early Intervention System is an essential component of good discipline in a well-managed law enforcement department. 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 department accountability and offer employees a better opportunity to meet the department’s values and mission statement. This non-disciplinary system aids in identifying employees who may be experiencing personal or professional difficulties so that the employee may be assisted with corrective action steps to resolve these difficulties before a crisis occurs.
- II. **Policy:** It is the policy of this department to utilize an Early Intervention System to identify department employees who may require intervention efforts. The system should identify patterns of behavior that might be symptomatic and indicate that an individual employee requires an intervention.
- III. **Definitions**
 - A. **Early Intervention System (EIS):** A management tool designed to identify employees 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**
 - A. The EIS will be maintained by the Chief of Police or their designee.
 - B. The system should review at a minimum:
 - i. Complaints;
 - ii. Incidents involving use of force;
 - iii. Shooting incidents;

- iv. Use of sick leave;
 - v. Preventable accidents;
 - vi. Domestic misconduct incidents;
 - vii. Civil litigation;
 - viii. Performance evaluations; and
 - ix. Commendations.
- C. Programs of this type rely heavily on first and second level supervisors who will continually monitor the above data for each employee. Supervisors should indicate the review on each evaluation and be prepared to initiate the system whenever a trend or pattern emerges indicating an employee may be in need of assistance.
- D. It is the responsibility of the identified employee's chain of command to provide a written recommendation for appropriate action to correct any identified deficiencies. The recommended actions could include the following:
- i. No further action required. The employee's actions that triggered the EIS have been thoroughly reviewed and do not indicate any concern for corrective action;
 - ii. Supervisory Counseling;
 - iii. Periods of observation in the field by the first line supervisor;
 - iv. Peer Counseling;
 - v. Referral to the Employee Assistance Program (if applicable);
 - vi. Referral to psychological services;
 - vii. Referral for remedial training;
 - viii. Re-assignment;
 - ix. Referral for anger management training;
 - x. Referral for stress reduction training; and
 - xi. Other action as deemed appropriate.
- E. **Process:** Once the recommended action plan is discussed with the employee and approved by the chain of command, the intervention will begin. Results will be reported in writing to the entity charged with the responsibility for 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.