



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 570.06 EARLY INTERVENTION PROGRAM 10-11-19

### PURPOSE

The purpose of this order is to establish procedures for the Early Intervention Program (EIP), to proactively identify and manage behaviors that result in performance related problems by employees.

### POLICY

It shall be the policy of the Sacramento Police Department to maintain a confidential, non-disciplinary intervention program to assist our employees in their professional development through remedial training and/or other services that include, but are not limited to, the Peer Support Program and the Employee Assistance Program.

### PROCEDURE

#### A. DEFINITION

EARLY INTERVENTION PROGRAM (EIP) – A non-disciplinary, proactive system intended to enhance awareness of potential employee performance deficiencies and to meet the needs of the community and the Department's organizational values.

#### B. EARLY INTERVENTION PROGRAM INCIDENTS

1. EIP indicators include the following incident types:
  - a. Internal Affairs Investigations
  - b. Division Investigations
  - c. Complaints (historical)
  - d. Inquiries (historical)
  - e. 914S (Supervisory Message)
  - f. Use of Force
  - g. Vehicle Pursuits
  - h. Foot Pursuits
  - i. In-Custody Death
  - j. Officer Involved Shooting (including at animals or accidental discharge)
  - k. Vehicle Collisions

#### C. SUPERVISORY MESSAGE (914S)

1. If any person wishes to speak with an employee's supervisor or manager, their concerns shall be addressed without delay.
2. If the Communications Division receives the initial request, a computer-aided dispatch (CAD) call type (914S) shall be generated and assigned to the appropriate supervisor.
3. Supervisory Messages (914S) that are not personnel complaints, shall be entered into IPro Blue Team by the handling supervisor before the end of watch.
4. Supervisory Messages (914S) that are personnel complaints shall be documented in accordance with G.O. 222.01 and R.M. 220.01.
5. Valid concerns with existing Department policy, procedure or practice shall be referred to the Professional Standards Unit (PSU) via email ([SPDPSU@pd.cityofsacramento.org](mailto:SPDPSU@pd.cityofsacramento.org)).
  - a. Examples include:
    - (1) Priority dispatch sequence.
    - (2) Office of Investigation case follow-up guidelines.
    - (3) Minimum reporting level.



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### D. PROCESSING

1. Upon notice of an EIP indicator incident involving an employee as outlined in Section B.1, the EIP Coordinator shall:
  - a. Forward the EIP Alert electronically to the employee's captain.
  - b. Provide any relevant supporting documents to the employee's captain.
2. The area captain or designee shall:
  - a. Review the incidents within 30 days to determine if the employee qualifies for the EIP.
  - b. If EIP action is deemed appropriate, route the EIP Alert with the supporting documentation, and a recommendation of appropriate action to the employee's office chief.
  - c. If EIP program participation is not warranted, route the EIP Alert back to the EIP Coordinator with notes indicating why no action is necessary under the EIP.
3. After receiving EIP Alert the employee's office chief shall:
  - a. Review the supporting documentation and the recommendations made by the captain.
  - b. In instances in which the office chief does not support the recommendations, the office chief should consult with the area captain and make all necessary changes.
  - c. Forward the EIP Alert to the EIP Coordinator with a note indicating approval for implementation of the EIP recommendations.

### E. IMPLEMENTATION

1. The employee's captain or designee shall be responsible for the implementation of the recommendations and for monitoring the employee's progress.
2. Any record of remedial training shall be placed in the employee's watch file for a period of one (1) year.
3. No specific details of Peer Support or Employee Assistance Program involvement shall be documented in the employee's watch file. A note that Peer Support or Employee Assistance Program benefits were recommended in the EIP plan should be noted in records maintained by the EIP Coordinator.
4. The captain or designee shall notify the EIP Coordinator of the plan and outcome for documentation.
5. EIP Alerts and documentation shall be considered confidential employee personnel records.
6. The EIP Coordinator shall review the EIP indicators on a yearly basis to determine proper program implementation and processing.