



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 570.06 EARLY INTERVENTION PROGRAM 8-25-17

### **PURPOSE**

The purpose of this order is to establish procedures for the Early Intervention Program (EIP), to identify potential employee problems, to determine their causes, and to develop solutions.

### **POLICY**

It shall be the policy of the Sacramento Police Department to maintain a confidential, non-punitive program to help identify employees who may require remedial training 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 misconduct and to meet the needs of the community and the Department's organizational values.

#### **B. EARLY INTERVENTION PROGRAM INCIDENTS**

1. Three (3) or more separate sustained or open citizen complaints (no final disposition determined) that are similar in nature within a twelve (12) month period.
2. A supervisor's determination that remedial training or advisement that other available services are appropriate due to an incident(s) consistent with the purpose of this order. A memorandum shall be generated by the supervisor and sent through the appropriate chain of command. These incidents include but are not limited to
  - a. Reportable use of force incident(s) in violation of Department policy.
  - b. Reportable K-9 bite incident(s) in violation of Department policy.
  - c. Vehicle pursuits in violation of Department policy.

#### **C. PROCESSING**

1. Upon notice of an incident involving an employee within a twelve (12) month period as outlined in Section B.1., the IAD lieutenant, area captain or designee shall
  - a. Generate an SPD 329 that includes a summary of each incident.
  - b. Provide the SPD 329 and supporting documents to the employee's area captain.
2. The IAD lieutenant, area captain or designee shall
  - a. Determine if the employee qualifies for the EIP.
  - b. If accepted, route the SPD 329 with the supporting documentation, along with a recommendation of appropriate action, to the employee's office chief.
3. After receiving the SPD 329, the employee's office chief shall
  - a. Review the supporting documentation and the recommendations made by the area 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 completed SPD 329 to the area captain for implementation of the recommendations.

#### **D. IMPLEMENTATION**

1. The area captain or designee shall be responsible for the implementation of the recommendations and for monitoring the employee's progress.
2. The record of remedial training shall be placed in the employee's watch file for a period of one (1) year.