

RENO POLICE DEPARTMENT GENERAL ORDER

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Chief of Police: Michael Poehlman /s/		
Legal Advisor: Karen Fraley /s/		
Approving Deputy Chief:		
General Order No: E-350-05	Issued: May 5, 2005	Supersedes:
General Order Title: PERSONNEL EARLY INTERVENTION SYSTEM		

POLICY

It shall be the policy of the Reno Police Department to use a Personnel Early Intervention System (EIS) to provide for the timely, systematic review of significant events involving agency employees; and to enable the agency to exercise its responsibility to evaluate, identify, and assist employees who exhibit signs of performance and/or conduct related problems.

PURPOSE

The purpose of this General Order is to establish a system to effectively organize critical performance and evaluation data in a format conducive to prompt identification and response to early indicators of employee performance and/or conduct related problems.

DEFINITIONS

The following definitions are for the limited purpose of this General Order and may not apply in all other cases:

1. EIS: the Personnel Early Intervention System
2. Coordinator: The lieutenant in charge of Internal Affairs having responsibility for administration of the Early Intervention System
3. Threshold: The number of occurrences within a given time period of months where an alert will be triggered whenever the threshold is met or exceeded
4. EAP: Employee assistance program is a confidential, short term, counseling service for employees with personal problems that affect their work performance.

PROCEDURE

EARLY INTERVENTION SYSTEM

A comprehensive Early Intervention System (EIS) is intended to assist police supervisors and managers in identifying officers and other employees whose performance warrants review and,

where appropriate, intervention in circumstances that may have negative consequences for the employee, fellow employees, this agency, and/or the general public.

The EIS is a time-sensitive process designed to effectively organize critical performance and evaluation data in a format conducive to promptly identify early indicators of certain performance and/or conduct related problems and to facilitate any necessary or appropriate intervention activities.

The EIS is only one of the methods by which employees are identified as possibly needing assistance with performance and/or conduct related problems. The EIS is intended to serve as a systematic approach to highlighting tendencies that may otherwise be overlooked.

ADMINISTRATION

The Internal Affairs lieutenant will serve as coordinator of the Personnel Early Intervention System. The IAU Lieutenant will be responsible for developing and maintaining a system for collecting, tracking, and reporting on the target data for each agency employee as provided in this Order.

The IAU Lieutenant will periodically compare each category of collected target data to the corresponding historical norms of the agency. Norms will be updated on an on-going basis for each category of target data. The Internal Affairs Lieutenant will submit written recommendations to the Chief of Police regarding any indicated need for adjustment in established thresholds requiring EIS notice and review.

The following criteria are considered risk indicators and will be reviewed on an ongoing basis in order to identify employees with potentially problematic behaviors who are in need of intervention efforts:

1. Use of Force Reports
2. Departmental Motor Vehicle Accidents
3. Negative Performance Evaluations
4. Internal Affairs Investigations (Internal & External)
5. Civil Suits

The following initial thresholds have been established by the Department as requiring EIS notice to the relevant supervisors of an employee who has been the subject of or involved as a principal participant in:

1. Two or more citizen complaints in a twelve month period, or
2. Three or more Administratively Directed Investigations in a twelve month period; or
3. Three or more use of force incidents in a twelve month period;
4. Two or more pursuits in a twelve month period; or
5. Three or more vehicle collisions in a twelve month period; or
6. Three or more total targeted incidents in a twelve month period.

ROLE OF SUPERVISORS AND COMMANDERS

The EIS is a tool for supervisory personnel to review basic data regarding employee performance and become more actively involved in assisting their employees at the earliest practical time.

Supervisors assigned to oversee routine reporting and review functions related to employee performance, pursuits, use of force, citizen complaints, and vehicle operation must remain alert to patterns or indicators that suggest the need for follow up review and/or intervention. The goal is to identify escalating patterns of less serious misconduct that can be abated through early intervention.

Supervisors, commanders, and division deputy chiefs shall promptly provide all necessary documentation to the Internal Affairs Lieutenant for the purpose of compiling and tracking EIS data.

EIS NOTICES AND PRELIMINARY REVIEW

The Internal Affairs Lieutenant will provide a written EIS notice to alert the employee's immediate supervisor and Division Commander whenever an employee meets an established Internal Affairs threshold requiring supervisory review and intervention. EIS notices are intended to assist supervisors in evaluating and guiding their subordinates and will not form the basis for disciplinary action.

EIS notices will contain the employees' name, employee ID number, targeted event dates, a description of each targeted incident, i.e. Use of Force, Citizen Complaint, Accident, Administratively Directed Investigation, etc. and the associated dispositions. EIS notices shall draw no conclusions nor make any determinations concerning job performance.

EIS notices require that the employee's immediate supervisor and Division Commander meet to conduct a preliminary review of the EIS data, as well as other recent employee performance related information. It is expected that the immediate supervisor will review the reference events in person at Internal Affairs.

Based on this preliminary review, the Division Deputy Chief will submit a timely report to the Internal Affairs Lieutenant, as EIS Coordinator, articulating whether a formal review is recommended.

FORMAL EIS REVIEW AND INTERVENTION

The employee's immediate supervisor will be responsible for conducting formal EIS reviews. Such reviews will include a meeting(s) with the affected employee and relevant supervisory staff. Employees will be informed they have been identified for formal EIS review and informed of the purpose of the meeting(s).

EIS review meetings will result in options or courses of action being determined and established by the Division Commanders with input from identified employees and their supervisory chain of command. Options or courses of actions include, but are not limited to, any combination of the following:

1. Conclude that the employee's actions do not warrant immediate need for corrective action
2. Informal counseling and informal monitoring by immediate supervisor
3. Refer the employee to an agency-authorized mental health professional or other mental health care provider authorized by the department
4. Require that the employee participate in agency-authorized training, targeting personal or professional problems that the officer may be facing
5. Referral to the Employee Assistance Program (EAP) for counseling or referral assistance
6. Formal monitoring for a minimum of 12 weeks with monthly reviews and reports.
7. Other non-disciplinary corrective action as appropriate

ANNUAL EVALUATION

The Internal Affairs Lieutenant, as EIS Coordinator, will conduct an annual evaluation of the Personnel Early Intervention System for submission to the Chief of Police. The evaluation will include, but is not limited to, the following:

1. Statistical data about EIS activity during the past year
2. Assessment of the overall effectiveness of the EIS
3. Any recommendations for changes in EIS policy or procedures

The EIS annual evaluation will be made available to all supervisory personnel for review and comment.