

HUNTINGTON WOODS DEPARTMENT OF PUBLIC SAFETY

GENERAL ORDER

	DATE OF ISSUE: 11-9-2018	EFFECTIVE DATE: 11-9-2018	NUMBER: 075
SUBJECT: WD.PERSONNEL EARLY INTERVENTION SYSTEM	BY ORDER OF: ANDREW PAZUCHOWSKI, DIRECTOR OF PUBLIC SAFETY		DISTRIBUTION: ALL PERSONNEL
REFERENCE: IACP MARCH 2002		AMENDS: 2-25-2018 8-4-2014 5-17-2005	REEVALUATION DATE: ANNUALLY

PURPOSE

This policy is intended to assist 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.

POLICY

It is the policy of this agency to establish a system for tracking and reviewing incidents of risk to this agency and the involved employee. To this end, the *Early Intervention System (EIS)* shall be used as a means to identify and assess employee performance involved in potential-risk incidents and/or at-risk behavior and intervene where appropriate.

I. DEFINITIONS

Use-of-Force: Efforts employed by an officer to compel compliance from an unwilling subject, to include but not limited to the use of hands on physical force; chemical, electronic; and impact devices; firearms; and other weapons of means.

Excessive Use-of-Force: The application of an amount and/or duration of force greater than that required to compel compliance of a non-complaint subject.

Potential Risk Incidents: Actions that may result in injury to employees or the public, cause civil rights violations, increase the civil liability to the Department, or cause this agency to lose public support and confidence in its ability to perform its duty in a professional manner.

At-Risk Behavior: Any behavior exhibited by Department employees that represents actual or potential risk to the individual members of this agency, the Department or the community.

II. PROCEDURES

A. General

1. It is the duty of first-line supervisors to directly monitor the performance and behavior of personnel under their command on a daily basis.
2. The EIS is a tool to assist first-line supervisory personnel in monitoring employee performance.
3. Supervisory personnel shall be familiar with alternatives and authorized actions they may take in response to personnel exhibiting behavior problems with or without information provided through EIS.

B. Reporting Procedures

The Director of Public Safety or his designee shall be responsible for establishing and administering the EIS and generating reports specified in this policy. The Director of Public Safety shall receive copies of the following:

1. Complaints lodged against employees in accordance with provisions of this agency's policy on investigation of employee misconduct, to include the following:
 - a. Complaints lodged by one employee against another;
 - b. Summary disciplinary actions taken against an employee by the supervisor with or without a formal complaint;
 - c. Complaints lodged by citizens against agency personnel;
 - d. Incidents of spousal abuse;
 - e. Disciplinary actions taken against employees;
 - f. Administratively defined examples of improper conduct.

2. Use-of-Force Reports

All use-of-force reports shall provide the following information:

- a. Name and badge number of the officer involved;
 - b. Case number and the date of the incident;
 - c. Name of subject(s);
 - d. Location of the incident;
 - e. Nature of the force and weapon used by the officer, and the injuries sustained by the officer and subject, if any; and
 - f. Narrative report of the incident (may be the incident report that is used).
3. Performance-based and related information shall also be included in the EIS, to include the following:
 - a. Traffic accidents;

- b. Pursuits, both within and out of policy;
- c. Lawsuits and claims;
- d. Assaults on the officer (i.e., officer as victim);
- e. Officer reports of resisting arrest, and obstruction;
- f. Sick leave used;
- g. Criminal arrests made; and
- h. Commendations and awards.
- i. Violations of Departmental policies and General Orders.
- j. Violations of Departmental Rules & Regulations.

C. Reports

1. The Director of Public Safety shall collect and report on the aforementioned data, and information by comparing it to historical norms (thresholds) of all agency personnel functioning in the same or similar assignments. Norms (thresholds) will be updated on an on-going basis for each behavioral or performance indicator (see attached Appendix A). Reports on individual officers based on deviations from those norms will be distributed to respective supervisors.
2. Reports shall be completed on an as needed basis for all employees but shall be generated whenever an officer has exceeded the threshold established by this agency requiring supervisory review and intervention.
3. Reports shall provide a brief summary of complaints, use-of-force incidents, and/or performance indicators and their respective dispositions where available. Reports shall draw no conclusions nor make any determinations concerning job performance. Reports are intended to assist supervisory personnel to evaluate and guide their subordinates. Reports alone shall not form the basis for disciplinary action.
4. Supervisors shall review reports with the subject officer and encourage him/her to provide insight to the itemized incident and problems identified in the report.
5. The supervisor and the Director of Public Safety shall meet to discuss the report and other relevant information and determine if corrective actions are warranted. These actions may include but are not limited to the following:
 - a. Refer the officer to an agency authorized Employee Assistance Program counselor;
 - b. Refer the officer to an agency-authorized mental health professional or other mental health care provider authorized by the Department;
 - c. Require that the officer participate in agency-authorized training, targeting personal or professional problems that the officer may be facing (e.g., communications, cultural awareness, coping with stress, anger management);
 - d. Initiate reassignments; or
 - e. Conclude that the officer's actions do not warrant immediate need for corrective action.
6. A report of action recommendations and justification for those recommendations shall be forwarded to the Director of Public Safety for approval.
7. Once approved, the employee shall follow the plan to completion. The employee's progress shall be monitored and formally reported to the Director of Public Safety at intervals prescribed by this agency. Indications of employee compliance or non-compliance, to include evidence on

completion, of the agreed upon plan should be included in the employee EIS jacket for future reference.

D. Evaluation of the Early Intervention System

Annually, the Director of Public Safety shall evaluate the Early Intervention System to determine is the system is being used properly according to this policy and to make changes to the system if necessary.

This General Order is for internal use only and does not enlarge an officer’s civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Huntington Woods Public Safety Department and then only in a non-judicial hearing.

APPENDIX A

Threshold	Measure Type	Components
Use-of-Force to Total Arrest	Ratio	# of Use-of-Force to # of Arrests
Vehicle Pursuits	Count	# of Vehicle Pursuits
Vehicle Accidents	Count	# of Vehicle Accidents
Citizen Complaints - Demeanor	Count	# of Demeanor Based Citizen Complaints
Citizen Complaints - Procedure	Count	# of Procedure Based Citizen Complaints
Sick Time Usage - Undocumented	Count/Ratio	# of Days of Undocumented Used Sick Leave
Supervisory Initiated Complaints	Count/Ratio	# of Supervisory Initiated Complaints - Rule, Policy, Procedure
Lawsuits & Claims	Count/Ratio	# of Civil Lawsuits, Proceedings & Claims
Supervisory Referral	Single Event	--
Awards & Commendations	Count/Ratio	# of Awards & Commendations
Citizen Praise & Appreciation	Count/Ratio	# of Citizen Praises & Offers of Appreciation