

BATON ROUGE POLICE DEPARTMENT

General Order
No.109

Effective Date
10-01-2002

Revised Date
10-14-2019

Subject: Early Intervention System

Reviewed 10/10/19

POLICY

It is the policy of this department to track and review all incidents that may constitute a risk to the agency, any employee or the citizens of Baton Rouge. The Early Intervention System (EIS) has been established to assist supervisors and commanders in identifying any employee whose conduct warrants review and, where appropriate, intervention. The EIS is not designed to take the place of day to day monitoring of subordinates' performance and behavior by their supervisors and commanders.

The EIS is an assessment tool, not a disciplinary system. The following procedure will be used in cases where the Chief of Police determines an employee's job performance may be enhanced by additional training, counseling, and/or supervision. All employees that are placed into EIS shall be assigned a Portable Recording Device(s) (refer to IDP 501-05-02), or will utilize the issued in-car DMVR for monitoring or when the Chief of Police deems it necessary to protect the integrity of the officer and the department. Disciplinary proceedings will be conducted separately according to established procedures.

Records related to the EIS will be kept for the length of time prescribed by law and current union contract.

PROCEDURES

I. Early Intervention Coordinator (EIC)

- A. The EIC will be an employee in Internal Affairs designated to manage the system. Duties such as data entry, processing reports, etc. may be delegated as necessary. The EIS data will be considered sensitive. Only those employees designated by the Chief of Police will be allowed access.
- B. The EIC will be responsible for preparing the following reports for the Chief of Police:
 - 1. Reports on employees whose conduct has triggered the system.
 - 2. Reports on employees who are progressing through the EIS.
 - 3. An annual evaluation of the system.

II. Incidents Tracked By the EIS

- A. The following incident-types will be used by the EIS to track employee performance:
 - 1. Internal Affairs complaints, regardless of the outcome, if assigned for investigation
 - 2. Use of force (UOF) complaints
 - 3. Frequent complaints, regardless of type or outcome
 - 4. Use of Force reports
 - 5. Pursuits
 - 6. Fleet Accidents

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7. Repeated Conference Worksheets for policy violations/ negative behavior
 8. Civil law suits
 9. Abuse of sick leave
- B. Investigations involving an employee who has triggered the system will be given priority.
- C. Deadly force incidents and criminal investigations will not be entered into the system. Special investigations, depending on the circumstances, may be considered for entry into the system.
- D. The value assigned to each incident-type will be determined by the Chief of Police. The EIC will review the values and determine if they are appropriate as part of the annual evaluation of the system.

III. Responsibilities of the Bureau Commanders

- A. Once the Chief of Police has referred an employee to the EIS, their bureau commander will be notified and briefed on the employee's conduct.
- B. The bureau commander will then schedule a meeting with the employee, notifying him or her in writing of the time and place of the meeting, the fact he or she has been referred to the EIS and that the employee has the right to union representation at the meeting.
1. The bureau commander may have any of the employee's supervisors or commanders attend the meeting.
 2. The outcome of the meeting will be documented by means of inter-departmental correspondence and forwarded to the Chief of Police and EIC.
- C. As a result of the meeting the bureau commander may find there is no reason for the intervention. If so, the bureau commander must state a factual basis for that finding in the report to the Chief of Police and EIC.
- D. If the bureau commander determines there is a reason for intervention, he will devise a course of action (intervention strategy) designed to improve the employee's performance. Any acceptable method of training, counseling or supervision may be used by the bureau commander, including remedial actions.
1. Bureau commanders will make themselves familiar with the alternatives that are available through the department, the employee assistance program (EAP), or the City-Parish.
 2. It will be the bureau commander's responsibility to make the employee available for all appointments, sessions, etc. that results from the intervention.
 3. The intervention strategy shall be documented by means of inter-departmental correspondence and forwarded to the EIC.

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IV. Responsibilities of Commanders and Supervisors

- A. The employee's chain of command is responsible for the implementation and evaluation of the intervention strategy.
- B. The employee's immediate supervisor and unit/shift commander will be responsible for monitoring his or her performance and behavior on a daily basis.
- C. Performance will be documented in writing as often as the bureau commander determines is necessary.
- D. A meeting with the employee, his immediate supervisor and shift/unit commander will be scheduled as soon as the intervention strategy is determined. The employee will be briefed as to what is expected of him or her, what training, counseling or supervision he or she is expected to attend and the consequences of failing to participate.
 - 1. All meetings with the employee will be documented by means of a counseling worksheet. The employee will be allowed to retain copies for his or her records.
 - 2. Any counseling worksheets or other correspondence relating to the employee's performance will be forwarded to the EIC for record keeping.
 - 3. No copies will be maintained elsewhere.
- E. During the first 45 days following the intervention, the employee's immediate supervisor will monitor and assess his or her performance. At the end of this period the employee's supervisor and shift/unit commander will determine if the employee is progressing properly or not. A second meeting will be held and the employee will be advised of the assessment, in writing, by means of a counseling worksheet.
 - 1. If the employee is progressing properly (i.e. no further complaints are received and performance is acceptable according to department standards) the intervention strategy will continue.
 - 2. If the employee is not progressing properly, the employee's chain of command will re-evaluate the strategy and submit a revised recommendation to the bureau commander. Once the revised intervention strategy is approved, it will be implemented. The employee will be advised, in writing, of any revisions.
- F. Three months after the intervention strategy is implemented, a second assessment of employee's performance will be made by the immediate supervisor and shift/unit commander using the same procedure as above.

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- G. The final assessment and evaluation of the employee's performance will be made by the immediate supervisor and shift/unit commander after 6 months. Once documented and discussed with the employee, a report will be submitted to the bureau commander. It will be his or her responsibility to recommend to the Chief of Police one of the following courses of action:
 - 1. The employee's performance has substantially improved and further evaluation is unnecessary.
 - 2. The employee's performance continues to improve, but further evaluation is necessary. Additional training and/or counseling may be recommended.
 - 3. The employee's performance has not improved and there is no reasonable belief that further intervention would prove beneficial.
- H. The Chief of Police will review the bureau commander's recommendation and act accordingly. The employee will be notified in writing or in person of the decision.

V. Annual Evaluation of the EIS

- A. Each year the coordinator will evaluate the effectiveness of the EIS. Documentation of this evaluation will be submitted to the Chief of Police and Accreditation unit.
- B. The evaluation will cover the following areas:
 - 1. The functioning of the software.
 - 2. The number of participants and the outcome of each intervention strategy.
 - 3. An assessment of the effectiveness of each program used as a referral by a supervisor or commander.
 - 4. Recommendations for improvement.