

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 163-A

REFERENCE STANDARDS: 35.1.9

SUBJECT: Personnel Early Intervention System

PURPOSE: The purpose of this directive is to establish policy and operating procedures, to provide a personnel early intervention system to identify agency employees who may require agency intervention efforts. The Personal Early Intervention System shall not used for disciplinary purposes, thus discipline is not considered “appropriate action” for behavior that results in an alert from the System.

POLICY: Hanover Park Police Department recognizes that the organization’s most valuable asset is its personnel. It is the policy of this Department to evaluate all agency personnel to ensure the best use of human resources and to attempt to identify personnel problems which may require intervention so they may be dealt with promptly and fairly to ensure optimum work-performance and job satisfaction for each employee.

I. EARLY INTERVENTION SYSTEM

- A.** Line Supervisors in all Department sections are a key element in the early identification of employees with potential problems as part of their daily observations of work performance consistent with the requirements of the Department’s evaluation, career development, and discipline policies. Line Supervisors should be vigilant in observation and in reviewing patterns of employees’ behaviors and actions and review collected materials relative to the behaviors or actions including (35.1.9a, 35.1.9f):
 - 1. Sub-Standard Annual Performance Review
 - 2. Chargeable Department Vehicle Crashes
 - 3. Incidents of Discipline via Disciplinary Action Forms
- B.** Line Supervisors have the responsibility to both observe and document conduct and behavior of employees consistent with the Rules and Regulations of the department disciplinary policies to ensure that a complete objective evaluation is documented. In addition to any other required or appropriate reporting, all occurrences described in Section A shall be reported to the Personnel Early Intervention System Administrator, either directly or through customary channels of documentation flow (35.1.9f). The

system administrator shall be the Deputy Chief of Support Services. The system administrator shall enter the number of occurrences for each employee into a matrix (Appendix A) or other program to facilitate review. Documentation is the key to establishing a pattern. (35.1.9d).

- C. The Deputy Chief of Support Services or his/her designee shall conduct a documented annual review of the Personnel Early Intervention System to determine if the System is operating in an efficient and effective manner and is otherwise serving the needs of the department (35.1.9e).
- D. The Personal Early Intervention System shall be designed to tally the number of indicators for all employees and alert the system administrator if any employee has ten or more indicators within a twelve month time period. The system administrator shall then notify the Chief of Police, who will approve any review of the identified employee(s) based on current patterns of collected material (35.1.9c). The employee's supervisor shall then be tasked with reviewing the incidents noted in the System and taking action if appropriate (35.1.9b, 35.1.9f).
- E. Action can include (35.1.9g):
 - 1. Counseling by Supervisor
 - 2. Remedial Training
 - 3. Employee Assistance Program Referral (35.1.9h)
 - 4. Weekly Performance Review
- F. The supervisor also has the option to refer the employee a higher-level supervisor with a recommendation for (35.1.9g):
 - 1. Physical Examination
 - 2. Psychological Fitness for Duty Evaluation
 - 3. Assignment Change
- G. All actions taken shall be documented and appropriately forwarded up the chain of command. A copy of the documentation shall also be provided to the Personnel Early Intervention System administrator (35.1.9d, 35.1.9f).