



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: JANUARY 19, 2007	REVISED DATE: April 5, 2011	NO. PAGES: 1 of 4	NUMBER: 1.1.20
SUBJECT: EARLY INTERVENTION PROGRAM (EIP)			
ASSOCIATED MANUAL:		RELATED ORDERS: GPO 1.1.32	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

Changes are not italicized as revisions are deletions only

PURPOSE: To create the Early Intervention Program (EIP) to actively intervene and provide guidance and assistance to members displaying changes in performance and/or diminished inter-personal skills. The intent of the EIP is to intervene before discipline is required. It is designed to prevent inappropriate conduct which may, without intervention, rise to a level where discipline becomes necessary.

POLICY: The Division of Police recognizes that a law enforcement career places stress on members and their families. In the belief that well adjusted members will deliver superior services to the community and have healthier interactions in their personal lives, the Division strives to create the best possible working environment for its members.

Member participation in the program is voluntary.

Any and all information/documents pertaining to an individual member's contact with the Early Intervention Program are confidential and are not subject to disclosure under the Ohio Public Records Act.

PROCEDURES:

I. Indicators:

- A. The Early Intervention Program (EIP) identifies members who are the subject of one or more of the following:
 1. Administrative charges (sustained by the Chief's Office).
 2. Sick time abuse (sustained by the Chief's Office).
 3. Office of Professional Standards (OPS) Complaints.
 4. Use of Force incidents.

5. Internal Affairs Investigations.

- B. Members shall be referred to EIP by the Occupational Medical Director of the Medical Unit when they exceed a pre-determined threshold of indicators. The threshold is the same for all members and is reviewed on a schedule set by the Chief.
- C. Members may be referred to the Employees Assistance Unit by the Chief's Office, the employees' commander, or other concerned members of the Division of Police, whereupon, the Employees Assistance Unit will determine the appropriate response which may include contact with the Occupational Medical Director and inclusion in the EIP.

Files that are created as a result of a referral shall be confidential and shall be maintained by the Occupational Medical Director in a separate locked storage unit/area (e.g. filing cabinet/office) in the Medical Unit.

II. EIP Office Responsibilities

- A. The EIP office is under the immediate supervision of the Employee Assistance Unit supervisor.
- B. The EIP office shall maintain statistical records, be responsible for data entry and operation of the Employee Wellness Tracking System (EW-TRAK) and other responsibilities related to the EIP.
- C. In instances where the assistance of the member's commanding officer is warranted, the EIP office shall produce an EIP package that shall be sent to the member's commanding officer for follow-up.
- D. In instances where the assistance of the member's commanding officer is not an appropriate response, the EIP office shall ensure that the appropriate commanding officer is aware that a member under their command has entered the EIP.

III. Notification of Member's Commanding Officer and Response

- A. Upon receipt of an EIP package, the commanding officer and the member's OIC or immediate supervisor shall meet within 72 hours to determine if intervention is appropriate.

- B. If the commanding officer, after consultation with the member's OIC/immediate supervisor, determines that intervention is not appropriate, the commanding officer shall make a notation of "Intervention Not Merited" where indicated on the EIP response form and include a brief synopsis supporting the finding.
- C. If the commanding officer, after consultation with the member's OIC/immediate supervisor, determines that intervention is appropriate or more information is required from the member to make that determination, the commanding officer shall schedule a meeting with the member within 72 hours. The member may have union representation at this or any subsequent meetings. An EIP officer shall be required to attend this meeting. The commanding officer shall be responsible for contacting the EIP office to give notice for the meeting.
1. Upon concluding the initial meeting, the commanding officer may determine:
 - a. The need for training or retraining (and/or)
 - b. A temporary change of shift, duty hours, partner or duty assignment may occur to assist the employee (and/or)
 - c. That closer supervision or other action deemed appropriate by the commanding officer is warranted (or)
 - d. That the EIP officer, in consultation with the Occupational Medical Director, shall initiate an appropriate intervention through the Employees Assistance Unit that may include referrals to a number of internal and external resources (or)
 - e. That no action is warranted
 2. If intervention by the EIP office is appropriate, the EIP officer shall submit monthly progress reports to the Occupational Medical Director for a minimum of six months.

IV. Exiting the Early Intervention Program

- A. After six months, the EIP officer, in consultation with the member and the Occupational Medical Director, shall determine whether the member should exit the program or continue on a month-to-month basis.

- B. Upon concluding the program, the EIP officer shall forward to the Occupational Medical Director an EIP summary report, including program synopsis, actions taken and results.
- C. Upon concluding the program, the Occupational Medical Director shall advise the member's commanding officer of the final outcome of the member's involvement in the EIP.