



PERSONNEL EARLY INTERVENTION SYSTEM

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I. POLICY

It is the policy of the Anne Arundel County Police Department to have a Personnel Early Intervention System. The Personnel Early Intervention System is a confidential non-disciplinary personnel management tool designed to identify potential individual or group concerns at the earliest stage so that intervention and support, if needed, can be offered in an effort to re-direct performance and behaviors toward the goals of the police department. The purpose is to provide officers with resources and tools to promote officer safety and wellness, and to prevent future disciplinary action.

II. PROCEDURE

A. General

The availability of the Personnel Early Intervention System does not relieve line supervisors of their responsibility to directly monitor, on a daily basis, the performance of their subordinates and take appropriate action in response to performance or behavioral issues.

B. Maintenance

Whenever a complaint is logged into the Internal Affairs database, Internal Affairs Section personnel will determine if the Personnel Early Intervention System has been activated, based on the criteria listed below under "C. Criteria."

Whenever a **Use of Force Report** is logged into the Staff Inspections database, Staff Inspections **Section** personnel will determine if the Personnel Early Intervention System has been activated, based on the criteria listed below under "C. Criteria."

The Internal Affairs Section/Staff Inspections **Section** will not retain any Personnel Early Intervention System records, except to indicate that each database entry has been checked against existing Personnel Early Intervention System criteria.

C. Criteria

The Personnel Early Intervention System will be activated whenever:

1. Four (4) or more complaints are filed against an employee within a twelve-month period; or
2. Three (3) or more complaints filed against an employee, within a twelve-month period, are classified as "sustained"; or,
3. An employee has 4 or more **Use of Force Reports** within a 2-month period **or 12 or more Use of Force Reports within a 10-month period.**

D. Reporting

Upon activation of the Personnel Early Intervention System, the commander of the Office of Professional Standards will send an administrative report to the District/Division Commander of the affected employee. The report will contain the following information:

1. A cover sheet (Form PD 705A) indicating that the Personnel Early Intervention System has been activated, the name of the affected employee, and the reason for the activation.

2. A printout listing the date received, allegation, disposition, and punishment administered (if any) for all complaints.
3. Copies of all *Use of Force* Reports (if applicable).
4. A return form (Form PD 705B) to be completed by the reviewing supervisor and returned to the District/Division Commander.

Once a Personnel Early Intervention System report has been received by the District/Division Commander, no further contact with the Internal Affairs Section/Staff Inspections *Section* is necessary.

E. District/Division Commander's Responsibilities

1. Upon receipt of the Personnel Early Intervention System administrative report, the District/Division Commander will:
2. Assign a Platoon/Section Commander, in the affected employee's chain-of-command, to conduct the Personnel Early Intervention System review.
3. Ensure that the reviewing commander completes the Personnel Early Intervention System review, including discussion with the affected employee if the District/Division Commander deems it necessary.
4. Ensure that any recommended remedial action is appropriate. If remedial action is recommended, ensure that the action is implemented.
5. Receive, from the reviewing commander, the completed Personnel Early Intervention System report, including the completed return form. The District/Division Commander will retain the original cover sheet and return form in his or her secure files for a period of one (1) year from the date the Personnel Early Intervention System report was received from the Internal Affairs/Section/Staff Inspections *Section*. Only the cover sheet and return form will be retained, any other documentation will be destroyed once the District/Division Commander is satisfied that the Personnel Early Intervention System review is complete. At the conclusion of the one (1) year period, the cover sheet and return form will also be destroyed. Under no circumstances will any Personnel Early Intervention System documentation be retained beyond the one (1) year period.

F. Platoon/Section Commander's Responsibilities

Upon receipt of a Personnel Early Intervention System report, the reviewing Platoon/Section Commander will:

6. Review all information included with the report. Supervisors are encouraged to obtain additional information from any other source deemed relevant, such as the Police Personnel Section or Central Records. Upon request, a supervisor may make an appointment to review Internal Affairs records in further detail.
7. Meet with the affected employee, if deemed necessary by the District/Division Commander, and provide the employee an opportunity to respond (the employee may choose not to respond). The employee may add written comments to the return form if he or she desires.
8. After completing the review, determine if remedial action is necessary, which may include, but is not limited to: counseling, referral to the Employee Assistance Program (refer to Index Code 306 for procedures regarding the Employee Assistance Program), and training/retraining. Platoon/Section Commanders must remember that the Personnel Early Intervention System is not a disciplinary process and no disciplinary sanctions may be imposed as a result of the Personnel Early Intervention System review. The Platoon/Section Commander, upon completion of the review, may recommend that no action be taken if supported by the facts.
9. The Platoon/Section Commander will complete the return form and return the entire report to the District/Division Commander.

III. PROGRAM EVALUATION

The Internal Affairs Section/Staff Inspections *Section* will conduct a *documented annual evaluation* of the Personnel Early Intervention System to determine the program's effectiveness, adjust Personnel Early Intervention System criteria, or make any other changes deemed appropriate.

IV. PROPONENT UNIT: Office of Professional Standards.

V. CANCELLATION: This directive cancels Index Code 303.5, dated *05-18-23*.