


**AURORA POLICE DEPARTMENT
DIRECTIVES MANUAL**

08.35	Title: PERSONNEL EARLY INTERVENTION SYSTEM	
	Approved By: Terry Jones, Chief of Police	
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	Associated Policy:	
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8.35 PERSONNEL EARLY INTERVENTION SYSTEM

The Aurora Police Department has a responsibility to its employees and the community to identify and assist employees that show symptoms of stress and potential performance-related issues. Although no particular set of criteria can determine these traits, it is important that certain criteria be reviewed routinely as possible indicators of stress and negative behavior patterns. The Personnel Early Intervention System (PEIS) is only one of the methods by which employees are identified as possibly needing assistance with performance and/or stress-related issues. PEIS is intended to serve as a systematic approach to highlight tendencies that may otherwise be overlooked and to provide assistance to the member. PEIS is not a discipline system, but rather a system to help the Department identify members who may need assistance.

8.35.1 Definition

Personnel Early Intervention System – a time-sensitive system designed to effectively organize risk indicators in a format conducive to promptly identify early indicators of certain performance and/or stress-related issues and to facilitate any necessary or appropriate follow-up activities.

Automated Personnel Early Intervention System – a computerized system that archives entries for individual members, then notifies a supervisor when a member has reached a predetermined level of risk indicators.

8.35.2 Risk Indicators

Risk indicators include any articulable behaviors that may be indicative of stress. The following criteria are considered risk indicators, which will be included in the review process. This list is not intended to be all-inclusive and nothing will preclude a supervisor from documenting other behaviors if deemed appropriate.

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- Use of force that requires a use of force form
 - Use of force that requires a use of force form resulting in serious bodily injury
 - Vehicle pursuits resulting in injury to any person or a finding that the pursuit was unauthorized
 - Vehicle pursuits resulting in injury to any person or a finding that the pursuit was unauthorized and resulted in serious bodily injury
 - Arrest of member
 - Formal discipline, written reprimand
 - Formal discipline, greater than a written reprimand
 - Complaint made against the member
 - Motor vehicle accident, no fault
 - Motor vehicle accident, at fault
 - Motor vehicle accident, resulting in serious bodily injury
 - Excessive use of sick, less than 40 hours of available sick leave, Pattern abuse of sick leave. Calling in sick when not.
 - Noticeable, articulable change in attitude / disposition
 - Tardiness
 - Injuries to the member (on duty and requiring workmen's comp paperwork)
 - Noticeable, articulable change in work quality
 - Noticeable, articulable change in work quantity
 - Excessive overdue cases
 - Excessive "no file" cases
 - Member makes an arrest that is determined to be false
 - Member arrests a suspect and charges them with resisting arrest or assault on a police officer
 - Lost or damaged equipment
 - Missing court, training or other duty assignment (unexcused)
 - Being named as a party in a lawsuit
 - Off duty incidents that require the member to report (negative, no arrest)
 - Drinking or drug abuse (i.e. alcohol on breath, admission of problem, reported by other)
 - Fail to pass a required proficiency test (i.e. handgun, shotgun, arrest control, tazer, baton, job function etc.)
 - Close involvement in a critical incident
 - Off duty incidents that indicate possible stress. (These will be documented in a generic manner to protect the members' privacy.) Examples include but are not limited to:
 - Garnishments
 - Divorce
 - Financial problems
 - Significant health issue with member or his/her immediate family member
 - Other situation deemed by a supervisor as a risk factor

8.35.3 Automated Performance Appraisal Entries

In each instance that an employee engages in, or is the subject of, any action described as a risk indicator, the employee's immediate supervisor will document such behavior or conduct in the automated Performance Appraisal Entry (PAE) system. The supervisor will document the incident within 30 days of becoming aware of it. Any employee response, reports forms or remedial or corrective action taken will also be documented in the automated PAE system.

Supervisors will monitor, with assistance of the automated PEIS system, the information contained in their employees' PAE files. In those instances when an employee has reached the threshold triggering a review, the supervisor will initiate the formal review process. PEIS triggers are based on a ten point system in any twelve month period of time.

8.35.4 Personnel Early Intervention System Entries

Whenever a supervisor is notified by the automated PEIS system that a subordinate has reached the threshold and triggered the system, the supervisor will initiate the formal review process by completing a Personnel Early Intervention System Review Entry.

The automated system will indicate which incident(s) triggered the notification and include that information in the PEIS entry. Once completed, the supervisor will confidentially route the information up the member's chain of command. to the division chief level.

The entries will be automatically maintained in the employee's system records and will be handled as confidential files. These entries, as well as the PEIS process, will not be referred to in the employee's annual review.

8.35.5 Supervisory Responsibility

Supervisors are responsible to activate the PEIS formal review process when triggered by the automated system or whenever appropriate. The review process will consist of an evaluation of the contents of the entries or other report data, other relevant criteria, and information obtained through a conference with the employee, in order for a fair and meaningful assessment to be made. The information contained in the Early Intervention System Review Entry is not designed to make conclusions or determinations concerning job stress or performance issues. Rather, it is intended to aid supervisors in guiding the employee, to assistance when necessary.

The review and conference with the employee should be conducted by the employee's immediate supervisor as soon as possible to assist the employee in a timely manner.

8.35.6 Final Determination

During the formal review process and conference, the supervisor will make a determination, preferably with the agreement of the member, if further action is necessary and make the appropriate notation on the review entry summary. The supervisor will route it up the employee's chain of command to the division chief level for review. Security settings within the system provide for confidentiality of the entry.

If the supervisor determines an intervention is not necessary and the District Commander or Bureau Commanding Officer determines no further action is required, the entry will be closed and maintained within the system.

If additional referrals or other actions are necessary, based on the needs of the member, the intervention will be reviewed by the employee's chain of command, up to the Division Chief level, will jointly make a final determination based on an assessment of the review and conference with the employee. The final consideration may result in one or more of the following recommendations:

- Assessment that no problem exists, ending further action;
- Counseling by the immediate supervisor;
- Remedial training;
- Referral to Employee Assistance Program for counseling/support;
- Referral to the Peer Support program for counseling/support;
- Referral to a drug or alcohol rehabilitation program
- Other intervention action as deemed appropriate.

The completed PEIS intervention will be maintained in the employee's electronic record. The completed entry will include a listing of any relevant criteria, which were discovered through the review process, any information obtained through the employee conference, and determination results and recommendations.

Supervisors will not document specific medical conditions or symptoms in the Early Intervention System Review Entry. If the supervisor learns or determines the

employee's actions were or may have been, a result of a medical condition, the supervisor will indicate only that a "medical condition" was identified.

8.35.7 Follow-up

In all cases where the final determination is anything other than "no further action is necessary," the supervisor will conduct a follow-up conference with the employee. This conference should take place no more than 90 days after the final determination is reached. The supervisor will discuss the employees' progress and determine if additional resources are needed. The supervisor will document the findings in the PEIS entry.

8.35.8 Retention

Original PEIS Review Entries will be maintained in the employee's records for a period of one year from the time the entry is approved by the member's Division Chief.

8.35.9 Annual Evaluation of the Personnel Early Intervention System

The Professional Standards Section will conduct a documented annual evaluation of the PEIS to ensure that all elements of the system are operating efficiently and effectively to meet the needs of the Department. The annual evaluation will examine:

1. Quality of information entered into the system;
2. Proper utilization of the system;
3. Adherence to directive;
4. Recommendations of changes to the system, its usage, or department directive.