

**SUPERVISOR'S GUIDELINES
NONDISCIPLINARY INTERVENTION PROGRAM
Chicago Police Department**

These guidelines are to be used as an aid to supervisors when conducting Nondisciplinary Interventions pursuant to Special Order S08-01-08. These sessions are intended to be non-confrontational, educational exchanges. They will inform a member of a citizen's concern of unprofessional conduct and allow for discussions. During these sessions there is to be a review of applicable Department policy as well as other available training or counseling resources. Intervention sessions are nondisciplinary in nature, therefore members are not entitled to have union representation present.

After an incident is reported, supervisors will receive a Nondisciplinary Intervention Report (CPD-62.216). The report will include a description of the event, the number of previous incidents of eligible conduct reported for the identified member within five years, and a required intervention action. All eligible incidents will, at a minimum, include a discussion session. Subsequent reports of program eligible conduct within five years will require additional intervention actions as outlined within Special Order S08-01-08, Section VII, Schedule of Intervention Actions.

Supervisors are reminded that they may not take any additional or other intervention actions that exceed actions recommended for the intervention as indicated on the Nondisciplinary Intervention Report.

Supervisors will remain cognizant of the fact that the behavior described in the incident may or may not have occurred. Conducting a discussion centered upon unproven behavior can be difficult, members may feel resentful, and not wish to participate. At no time should the exchange become confrontational. Supervisors should utilize their knowledge of the member to guide the discussion and allow the member the opportunity to respond. Supervisors will refer to Department policy regarding professional conduct and review communication strategies and techniques with the effected member. The exchange will then be recorded on the Nondisciplinary Intervention Report following the criteria established within the Special Order S08-01-08, Section VI, Item G.

Upon completion of the intervention session, effected members may, but are not required to submit a To-From-Subject Report regarding the original incident to their commanding officer of exempt rank. The report must be submitted within 48 hours after the meeting has taken place. This report will be forwarded to the Director of the Human Resources Division for review.