|  |  |
| --- | --- |
| Policy #**Early Intervention System** | Related Policies: |
| *This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third-party civil claims against employees. A violation of this policy, if proven, can only form the basis for internal discipline and/or criminal charges.* |
| Applicable State Statutes: |
| KACP Accreditation Standard:  |
| Date Implemented: | Revision Date: May 1, 2025 |

1. **Purpose:**

The comprehensive personnel Early Intervention System is a supervisory tool and not a disciplinary process. The early identification of employees exhibiting symptoms of stress or other behavior that could pose a liability to the community, the department, or the officer, must be detected as soon as possible. When appropriate, an intervention consisting of a menu of remedial actions can increase agency accountability and department morale and offer employees a better opportunity to meet the agency’s values and mission statement.

1. **Policy:**

The department will establish an Early Intervention System to identify agency employees who may require agency intervention efforts. The system should identify patterns of behavior that might be symptomatic of an individual employee who requires an intervention. The system should review, at a minimum:

* 1. Complaints
	2. Foot pursuits
	3. Vehicle pursuits
	4. Incidents of response to resistance
	5. Shooting incidents
	6. Use of sick leave
	7. Injuries
	8. Damage to property
	9. Vehicle collisions
	10. Domestic misconduct incidents
	11. Civil litigation
	12. Performance evaluations
	13. Commendations
	14. Lateness/tardiness
1. **Definitions:**
	1. **Early Intervention System (EIS):** A data-based management tool designed to identify officers/deputies whose performance exhibit potential problems, and then to provide interventions, usually counseling or training, to correct those performance problems. Early Intervention Systems have emerged as an effective mechanism for enhancing accountability within law enforcement agencies.
2. **Procedure:**
	1. The Early Intervention System will be maintained by either the chief executive or designee.
	2. The department will establish thresholds in each of the indicated categories in Section II of this document. It is recommended that the nature of the assignment of the officer be considered when establishing the threshold and that first-line supervisors and a cross section of the agency be involved in establishing realistic thresholds.
	3. The data review will generate periodic reports identifying officers/deputies who have met the established thresholds triggering the Early Intervention System. These reports should be prepared monthly, quarterly, and annually, or more frequently if the data is available online.
	4. It will be the responsibility of the identified officer’s/deputy’s chain of command to recommend in writing the appropriate action initiated to correct any deficiency that might be identified. The recommended actions could include the following:
		1. No further action is required. The officer’s actions that triggered the EIS have been thoroughly reviewed and do not indicate any concern for corrective action.
		2. Supervisory counseling
		3. Periods of observation in the field by the first-line supervisor
		4. Peer counseling
		5. Referral to the employee assistance program
		6. Referral to psychological services
		7. Referral for remedial training
		8. Re-assignment
		9. Referral for anger management training
		10. Referral for stress reduction training
		11. Other action as deemed appropriate
		12. Where it is determined that the conduct is related to medical, psychological, employee assistance, or another issue subject to confidentiality under Kentucky state law, all records shall be maintained as confidential.
	5. **Process:**

Once the recommended action plan is discussed with the officer and approved by the chain of command, the intervention will be engaged and reported back in writing to the entity charged with the responsibility of maintaining the system. A follow-up component will be established in the action plan to ensure the behavior that triggered the intervention is no longer a concern.