



PAWNEE COUNTY SHERIFF'S OFFICE
SHERIFF DARRIN VARNELL

Policy #	Related Policies:
Early Intervention System	
<i>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 of a complaint by The Pawnee County Sheriff's Office for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Oklahoma Statutes:	
CALEA Standard: 35.1.15	

- I. **Purpose:** A comprehensive Personnel Early Intervention System is an essential component of good discipline in a well-managed law enforcement agency. The 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 Sheriff's Office, or the Deputy must be detected as soon as possible. When appropriate, an intervention consisting of a menu of remedial actions can increase agency accountability and offer employees a better opportunity to meet The Sheriff's Office's values and mission statement.
- II. **Policy:** The Sheriff's Office 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 that an individual employee requires an intervention. The system should review at a minimum:
 - A. Complaints
 - B. Incidents involving use of force
 - C. Shooting incidents
 - D. Use of sick leave
 - E. Preventable accidents
 - F. Domestic misconduct incidents
 - G. Civil litigation
 - H. Performance Evaluations

I. Commendations

III. Definitions:

- A. Early Intervention System (EIS):** A databased management tool designed to identify Deputies whose performance exhibits 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.

IV. Procedure:

- A.** The Early Intervention System will be maintained by the Internal Affairs Section of the department, the Human Resources Section, or designated agency employee.
- B.** The Sheriff's Office 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 Deputy be considered when establishing the threshold and that first-line supervisors and a cross section of The Sheriff's Office be involved in establishing realistic thresholds.
- C.** The review of the data will generate periodic reports identifying Deputies who have met the established thresholds triggering the Early Intervention System. These reports should be prepared on a monthly, quarterly, and annual basis or more frequently if the data is available online.
- D.** It will be the responsibility of the Deputy's chain of command, to recommend, in writing, the appropriate action to correct any deficiency that might be identified. The recommended actions could include the following:
- a.** No further action required. The Deputy's actions that triggered the EIS have been thoroughly reviewed and do not indicate any concern for corrective action.
 - b.** Supervisory Counseling
 - c.** Periods of observation in the field by the first line supervisor.
 - d.** Peer Counseling
 - e.** Referral to the Employee Assistance Program
 - f.** Referral to psychological services
 - g.** Referral for remedial training
 - h.** Re-assignment
 - i.** Referral for anger management training
 - j.** Referral for stress reduction training
 - k.** Other action as deemed appropriate
- E. Process:** Once the recommended action plan is discussed with the Deputy, 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.