

DALTON POLICE DEPARTMENT

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<i>Subject</i> Personnel Early Intervention System		
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<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> February 27, 2020 2022	<i>No. Pages</i> 3

I. Policy

It is the policy of the Dalton Police Department to maintain a comprehensive personnel early intervention system. This system ~~will~~ shall alert the ~~Agency~~ Department when an employee has committed an act or acts that may indicate the employee has a potential problem, which, if not corrected, could adversely affect the operations of ~~the~~ a well-managed law enforcement agency.

~~Failure to utilize any of the steps of this policy does not preclude or exempt an employee from disciplinary action.~~

II. Purpose

The purpose of the ~~Dalton Police~~ Department's personnel early intervention system is to assist the Department in identifying those employees who may require ~~agency~~ intervention efforts in order to afford them an opportunity to meet the ~~agency's~~ Department's values and mission ~~statement~~.

III. Procedures

A. Positive and negative behavior and performance indicators of employees ~~will~~ shall be documented and a record maintained. The following documentation ~~will~~ shall be forwarded to the Support Services Division to be entered into Guardian Tracking:

- ~~A.1. Use of Force Reports~~ Supervisory Reviews of Use of Force
- ~~B.2. Employee Inquiries~~ Completed Inquiry Reviews
- ~~C.3. Employee Complaints~~ Completed Complaint Reviews
- ~~D.4. Vehicle Pursuit Reports~~ Supervisory Reviews of Vehicle Pursuits
- ~~E.5. Departmental Vehicle Crashes~~ Accident Review Committee Reports

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- B. The thresholds for each category ~~will~~ shall be established by the Chief of Police or his / her designee. If an employee meets or exceeds a threshold in any of the listed categories, the employee's actions ~~will~~ shall be reviewed, based on current patterns of collected material, by the appropriate Supervisor(s).

IV. **Supervisory Review**

- A. When an employee meets or exceeds the threshold for a review, the Guardian Tracking system will display an "Intervention" tab. This tab ~~will~~ shall be viewable by all supervisory personnel within the employee's chain of command until a response is made. This flag ~~will~~ shall not be viewable by the individual employee until a final approval and determination of action is made.
- B. Upon notice of the review, ~~one of~~ the employee's direct supervisors shall conduct a review and then provide an "Early Intervention Response" in Guardian Tracking that corresponds to the type of early intervention triggered. This response shall determine whether any remedial action or prevention methods are necessary. The review process ~~should~~ shall consist of the following.
1. All incidents ~~which~~ that activated the intervention
 2. At least six months of the employee's performance records
 3. The Supervisor's personal knowledge ~~about~~ and observations ~~about~~ of the employee
 4. An interview with the employee (if warranted)
- C. Recommendations may include, but are not limited to, the following:
1. Remedial training
 2. Re-assignment or transfer to alternate position
 3. Disciplinary action
 4. Referral to EAP (Employee Assistance Program)
 5. Continued monitoring of employee
 6. No corrective action needed
- D. After the employee's direct Supervisor has reviewed the early intervention information and provided the appropriate "Early Intervention Response," the Division Operations Supervisor from the employee's Division shall also review the early intervention information. This review ~~should~~ shall include—at minimum—a review of all incidents ~~which~~ that activated the intervention plus at least six months of the employee's performance records.

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- E. The Division Operations Supervisor ~~will~~ shall then create a “sub-entry” in the Guardian Tracking system regarding the review. This sub-entry ~~should~~ shall be linked to the previous Supervisor’s response to the early intervention.
- F. Once both supervisory reviews are completed, the Division Commander of the employee shall be responsible for final approval of the Early Intervention Response and any sub-entries entered by the employee’s Supervisors. The Division Commander is also responsible for ensuring that any necessary follow-up takes place and that all recommended actions are fulfilled.
- G. Failure to utilize any of the steps of this policy does not preclude or exempt an employee from disciplinary action.

V. **Post Intervention Monitoring**

- A. If warranted, the direct Supervisor of the employee ~~will~~ shall monitor the employee after the initial intervention process. Monitoring activity ~~will~~ shall be documented as a “sub-entry” to the original “Early Intervention Response” entry.
- B. Supervisors shall recommend a different intervention **process** if the first proves unsuccessful.

VI. **Employee Assistance**

The ~~Dalton Police~~ Department is committed to assisting its employees through a variety of initiatives. All Supervisors are encouraged to provide information to all employees for the Employee Assistance Program when they feel some type of intervention is warranted.

VII. **Annual Evaluation**

On an annual basis, the Support Services Division Commander shall complete a documented evaluation of the Personnel Early Intervention System. After completion, the evaluation shall be forwarded to the Chief of Police.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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