

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		P&P-D-120
Personnel Early Intervention System		
Effective Date: 01-02-26 Supersedes: 03-06-25	Approval: Sheriff	Number of Pages: 3
References:	Reevaluation Date: Annually	Standards: CALEA LE 35.1.9 COM 3.4.7

I. POLICY

A comprehensive personnel early intervention system is an essential component of a well-managed law enforcement agency. The early identification of potential problems and the implementation of work performance actions not only increases the agency's level of accountability, but also offers employees a better opportunity to comply with the Office's vision, mission, and values. It is the responsibility of all Sheriff's Office supervisors to identify, evaluate, and assist employees who exhibit signs of performance and/or stress related issues.

II. PURPOSE

To establish and maintain a personnel early intervention system in order to help identify Office members who may benefit from intervention. The personnel early intervention system is a tool to assist supervisors in monitoring employee performance. It is not intended to be used as a disciplinary device. However, disciplinary action may occur depending on the conduct of the member. The personnel early intervention system includes those events that have the potential to produce negative results, arouse negative community or media attention, generate potential liability for the agency/employee, or affect the employment status of the involved member. This includes but is not limited to internal and external complaints, use of force incidents, and performance-based information such as potential sick leave abuse or being repeatedly late for duty, or drastic changes in an employee's behavior or demeanor. <LE [35.1.9a](#)><COM [3.4.7a](#)>

III. PROCEDURE

A. Internal Affairs Responsibilities

Internal Affairs will monitor alerts generated in IAPro, which are created automatically based on the below thresholds of tracked incidents established by the Sheriff:

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| 1. Internal Affairs Investigations (IA): | Three (3) IA complaints in 12 months |
| 2. Personnel Comment Report (PCR): | Three (3) PCR complaints in 12 months |
| 3. Use of Force (UOF): | Three (3) UOF reviews in 12 months |
| 4. Accident Review Board (ARB): | Three (3) ARB incidents in 12 months |
| 5. Vehicle Pursuits (PUR): | Three (3) PUR evaluations in 12 months |
| 6. Overall Threshold: | Any Six (6) IAPro entries in 6 months |

Alerts will be generated for individual employees and for supervisors. Supervisory alerts encompass all employee tracked incidents under an assigned supervisor. Alerts will be assigned a tracking number and will be completed and approved by the member's chain of command. <LE [35.1.9.d](#)><COM [3.4.7b](#)>

Upon receipt of an alert identifying the member, the alert will be forwarded to the member's lieutenant/manager. A chain of command review will occur based on the pattern of that member's performance. <LE [35.1.9bc](#)>

The Internal Affairs commander will conduct an annual analysis of the Personnel Early Intervention System and submit it to the Sheriff or designee for review. <LE [35.1.9c](#)><COM [3.4.7e](#)>

B. Division Chief Responsibilities

Division chiefs should confer with their commanders, about potential issues, if any were identified, and possible solutions/course of action.

Division chiefs may forward alerts to Internal Affairs once they are completed and reviewed. <LE [35.1.9d](#)> <COM [3.4.7b](#)><LE [35.1.9f](#)>

C. Commander/Manager Responsibilities

Commanders/managers will receive alerts from Internal Affairs but may elect to assign those alerts to sergeants/direct supervisors for review. If an alert is generated on a member with the rank of commander/manager or above, their direct supervisor will receive the alert. <LE [35.1.9f](#)>

If performance issues have been identified, commanders/managers should confer with their division chief and the member's direct supervisor about possible solutions to assist the employee, if necessary. <LE [35.1.9b](#)><LE [35.1.9d](#)><COM [3.4.7b](#)>

D. Direct Supervisor Responsibilities

It is the duty of a direct supervisor to monitor, on a daily basis, the performance and behavior of personnel under their direction. Upon receipt of an alert, the supervisor will evaluate the report and the employee's conduct and determine what action, if any, is needed. The supervisor will document their findings and forward the alert, in BlueTeam, through their chain of command. <LE [35.1.9d](#)><LE [35.1.9f](#)>

If a supervisor feels that there is a pattern of concerning behavior occurring with an employee, the supervisor should confer with their commander/manager about the situation to determine the best course of action available to them to assist the employee. <LE [35.1.9b](#)><LE [35.1.9d](#)><COM [3.4.7b](#)>

The solutions may include but are not limited to:

- Closely monitoring the employee and their behavior
- Placing the employee on a work performance plan <LE [35.1.9e](#)><COM [3.4.7c](#)>
- The Employee Assistance Program <LE [35.1.9h](#)>
- The Peer Support Program <LE [35.1.9h](#)>
- Referring the employee to their insurance provider for treatment <LE [35.1.9f](#)><COM [3.4.7d](#)>

E. When performance issues are identified through the alert process, the reviewing supervisor will complete and submit the alert through the chain of command documenting their findings. Any subsequent disciplinary/corrective actions will be conducted by generating a separate BlueTeam entry. If the corrective action consists of

supervisory notes or a Letter of Counsel, a separate BlueTeam entry would not be required. <LE [35.1.9g](#)>

By Order of the Sheriff