

**TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL**  
**3.13 EARLY AWARENESS INTERVENTION PROGRAM**

<b>SUBJECT: Early Awareness Intervention Program</b>		
<b>3.13</b>	<b>EFFECTIVE:</b> 6/28/2024	<i>Bryan Wheelles</i> Bryan Wheelles, Chief of Police
	<b>REVISED:</b> 6/14/2024	
	<b>TOTAL PAGES:</b> 3	

**3.13.1 PURPOSE**

The purpose of the Early Awareness Intervention Program (EAIP) is to assist supervisors in identifying incidents and patterns that could lead to employee hardships and/or misconduct in the workplace and, where appropriate, may require assistance efforts.

**3.13.2 POLICY**

This policy is intended to assist police supervisors in identifying employees whose performance warrants review and, where appropriate, intervention. This program is to be maintained and held separate of discipline. Employees experiencing mental or emotional problems should receive support and not censure from fellow employees.

**3.13.3 PROCEDURE**

A. Problem Identification

1. Employees who are experiencing personal or work-related difficulties may exhibit an unusually high incidence of certain behaviors. To assist in the timely identification of employees who are potentially at risk, the Department will monitor several specific behaviors and indicators. The behavioral indicators and incidents which will be tracked include:
  - a. Citizen complaints
  - b. Internal investigations;
  - c. Use of Force/Show of Force incidents;
  - d. Disciplinary actions; and
  - e. On-duty injuries.
  
2. IAPro generates an alert when an employee reaches established numerical thresholds in any identified area. Alerts are forwarded by PSU to the Bureau Commander of the involved employee through Blue Team. Indicator thresholds are met if the employee is found to have the following number of incidents in:
  - a. A six-month reporting period:
    - 1) Two or more on duty injuries;
    - 2) Two or more disciplinary actions;
    - 3) Two or more PSU complaints/inquiries/investigations;
  - b. A thirty-day period:

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- 1) Three or more use of force/show of force incidents.

**B. Blue Team and IPro**

1. Behavioral indicators and incidents identified above will be tracked through Blue Team and IPro.
2. Indicator information shall be entered into the Blue Team or IPro by the approved users.
3. Bureau Commanders may provide a print out of specific information from the IPro at the request of a supervisor.
4. IPro is maintained by PSU. Bureau Commanders can request and shall be provided data as it relates to employees in their respective bureau; unless otherwise directed by the Chief or Chief of Staff.
5. All EAIP actions and documentation are classified as personnel files and as such, are closed under the Kansas Open Records Act.

**C. Intervention Process**

1. If after a review of information contained in Blue Team or IPro the Bureau Commander believes that intervention may be warranted, the Chief of Police will be notified that an employee has been identified.
2. A conference shall be convened among the following individuals to decide appropriate intervention and develop an intervention plan:
  - a. The employee's Bureau Commander;
  - b. The employee's Field or Unit Commander; and
  - c. The employee's immediate supervisor.
3. Other information, not tracked in the Blue Team or IPro, may be considered when developing an intervention plan. Information related to an employee's personal life may directly impact the employee's work performance. Areas not tracked, but that should be considered when developing a successful intervention plan include:
  - a. Off-duty employment;
  - b. Credit concerns;
  - c. Domestic relationships;
  - d. Amount of other accrued leave use; and
  - e. Health issues to include those not related to work.
4. If intervention is found to be unnecessary, the Bureau Commander shall document the results of the conference.
5. In the event that intervention is determined to be necessary, action should be taken that has the greatest likelihood for success. Such actions may include;
  - a. Supervisory consultation. However, when supervisory consultation is not successful the employee may be referred to an occupational psychologist or other professional for evaluation and/or counseling with Chief's office approval.

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- b. Change of assignment within current contractual provisions;
  - c. Training, which may include but is not limited to the following subject areas:
    - 1) Stress management;
    - 2) Anger management;
    - 3) Interpersonal communication skills;
    - 4) Use of Force/Show of Force actions;
    - 5) Custody and control; or
    - 6) Defensive driving.
  - d. Voluntary referral to service providers (such as the City's EAP, private counseling, etc.) in accordance with labor contract provisions or City of Topeka Human Resources Policy; and/or
  - e. Notification to Peer Support Coordinator for the purpose of providing the employee with a direct contact within the Peer Support Team; and/or,
  - f. Other actions as deemed appropriate.
6. The Chief and Chief of Staff shall be notified of the results of the conference.
7. Employees, when practical, shall be allowed scheduled time to complete the established intervention plan.
8. The employee's immediate supervisor shall ensure completion of all parts of the intervention plan with the exception of tracking voluntary referrals to outside service providers.

**D. Follow Up and Monitoring**

- 1. To ensure the success of the intervention plan, the assigned supervisor shall be responsible for:
  - a. Monitoring and follow-up for a period of 90 days. Such responsibilities will include:
    - 1) Monitoring the employee's behavior to determine if the same or similar behavior occurs; and
    - 2) Follow up with the employee to determine if the underlying, causal issue remains a problem.
  - b. Preparing a written report, forwarded through the chain of command to the Chief, outlining the intervention steps taken and the success of those steps over the 90-day period.

**E. Annual Review**

- 1. The Chief of Staff shall prepare a documented evaluation of the Early Intervention system annually.