

IDAHO STATE POLICE PROCEDURE

03.19 EARLY INTERVENTION SYSTEM

A. General

The Idaho State Police (ISP) is committed to assisting employees to do their work in as safe and stress-free environment as possible. When controllable or preventable factors adversely affect an employee's performance, the ISP endeavors to identify and remedy the sources as quickly as possible.

Certain behaviors or performance may indicate a need for remedial training, additional supervision, referral to the state's [Employee Assistance Program](#) or other similar non-disciplinary interventions. The Early Intervention System is not a disciplinary process; it is a resource to assist supervisors in their primary functions of personnel development and guidance.

The Early Intervention System allows for supervisory notification of potential performance issues. Additional supervision, counseling and coaching corrects, rather than punishes, behavior.

B. Definitions

“Complaint” means an allegation that an employee's conduct or behavior violates [I.C. § 67-5309](#), ([IDAPA 15.04.01.190.01](#)), ISP [Conduct Expectations](#), procedures, rules, or training. A complaint may be written or oral. A complaint may be filed by anyone. Complaints are handled pursuant to ISP procedure [03.02 Complaints](#), and investigated pursuant to ISP procedure [03.01 Incident Review and Administrative Investigation](#).

“IA Trak” means the software package that ISP uses to keep a record of each employee's conduct and performance over the course of the respective employee's employment. The system is programmed to track potential problematic behavior, incidents, and training needs.

“Notification Report” means the report generated by IA Trak triggered by the number and types of incidents listed in this procedure, section D.1.

C. Copies of All Complaints and Incident Review Forms Forwarded to Office of Professional Standards (OPS)

1. Captains/Managers or their designees forward copies of all completed investigations into citizen complaints, the [EHF 03-01 OPS-007](#), [EHF 06 15-01 Use of Force Report](#), [EHF 02 12-04 ISP Vehicle Crash and/or Pursuit Data](#) form to the Major regardless of the determination:
 - a. after review, the OPS Coordinator's office inputs data into IA Trak within 14 days of receiving the information;
 - b. forms are processed and retained in accordance with ISP procedure 03.01 section P (4).

IDAHO STATE POLICE PROCEDURE

2. OPS investigations are entered into IA Trak upon initiation.

D. Alerts

1. The OPS Coordinator is alerted to employees who, within a 12-month period, generate:
 - a. 3 or more Use of Force Reports; or
 - b. 3 or more vehicular pursuits; or
 - c. 3 or more firearms discharges, or
 - d. 3 or more complaints of misconduct, civil claims, and criminal complaint filings;
 - e. 3 or more fleet crashes; or
 - f. 3 or more of any combination of the selected Early Intervention System indicators.
2. IA Trak provides a Notification Report listing the employee's name, assignment, and the specific number and kinds of incidents used to identify the individual employee.
3. The OPS Coordinator reviews IA Trak Notification Reports and in consultation with the identified employee's Major determines if intervention is necessary.
4. When intervention appears appropriate, the OPS Coordinator, in conjunction with the identified employee's Major, initiates the [EHF 03 19-01 EIS Action Summary](#) form.
5. The [EHF 03 19-01 EIS Action Summary](#) is completed for each action by the assigned individual, saved and forwarded to the next recipient via e-mail.

E. Supervisor Responsibility

1. The Major/Manager completes the appropriate section of the [EHF 03 19-01 EIS Action Summary](#) and forwards it to the identified employee's district or work unit Captain/Manager.
2. The Captain/Manager completes the appropriate section of the EHF 03 19-01 EIS Action Summary, assigns the employee's immediate supervisor to meet with the employee and discuss the notification, and forwards the EHF 03 19-01 EIS Action Summary to the immediate supervisor.
3. The supervisor may contact OPS for a more complete understanding of the specific incidents involved that generated the Notification Report identifying the employee.

IDAHO STATE POLICE PROCEDURE

4. The supervisor through their chain of command responds to OPS within 10 working days of receiving the information, or at any point in the process can request an extension of the 10-day time period, using the EHF 03 19-01 EIS Action Summary.
5. The supervisor meets with the identified employee and discusses the behaviors or incidents that generated the Notification Report.
6. The supervisor prepares a report detailing the meeting and any recommended actions.
7. The employee may review the supervisor's completed report and may note on the report or separately, agreement, disagreement or any other comments.
8. Any versions of the EHF 03 19-01 EIS Action Summary, whether electronic or paper, must be deleted or destroyed when the completed Summary is forwarded to the OPS.

F. Approval of Supervisory Action

1. The supervisor returns all completed reports and the completed [EHF 03 19-01 EIS Action Summary](#) to OPS through the normal approval chain of command.
2. The OPS Coordinator consults with the Deputy Director, the identified employee's Major and ISP Legal on any action to be taken in each early intervention case.
3. The OPS Coordinator is responsible to ensure that recommended actions are implemented and recorded in the IA Trak system.
4. The OPS Coordinator stores all Early Intervention System reports in a secure file.
5. The OPS Coordinator destroys or deletes the EHF 03 19-01 EIS Action Summary after data is entered.
6. The reports are not part of the employee's personnel file.