



# Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**Policy #** 304C Attachment

**Effective Date** 11/30/2005

**Policy Name** Employee Tracking and Assistance Program – Attachment

**Approved Date** 11/30/2005

**Approved by** *Wendell Franklin, Chief of Police*

**Previous Date** 04/28/2004

## TULSA POLICE DEPARTMENT EMPLOYEE TRACKING AND ASSISTANCE PROGRAM

Identification Phase

ETAP NUMBER \_\_\_\_\_

Employee Name

SOC# \_\_\_\_\_ DOB \_\_\_\_\_ DOE \_\_\_\_\_

Present Assignment: \_\_\_\_\_

Criteria being used for identification into the program include:

IA Case #	Type of Case	Findings
_____	_____	_____
_____	_____	_____
_____	_____	_____

Assault Incident #	Date	Disposition
_____	_____	_____
_____	_____	_____
_____	_____	_____

Accident Report #	Date	Determination
_____	_____	_____
_____	_____	_____
_____	_____	_____

A conference has been held in accordance with Policy 304 C, Phase 1, and Paragraph 5. A review of the information has resulted in the employee being  admitted  not admitted into the Employee Tracking and Assistance Program.

Chief of Police (or designee)

Bureau Deputy Chief

Division Commander

Shift Commander

Immediate Supervisor

Date of Conference

# **TULSA POLICE DEPARTMENT EMPLOYEE TRACKING AND ASSISTANCE PROGRAM**

## **Development Phase**

**ETAP Number:** \_\_\_\_\_

The Development Phase of the Employee Tracking and Assistance Program is a phase where the identified employee can have quality counseling time with an assigned supervisor. It is the responsibility of all supervisors in the employee's chain of command, as well as the employee, to contribute in this planning stage for preparing a program of training/assistance to assist the employee.

On \_\_\_\_\_ (date) Employee \_\_\_\_\_ and Supervisor \_\_\_\_\_ met and the following training/assistance or plan of action was developed: \_\_\_\_\_

I feel the employee is in need of professional evaluation or counseling. I recommend that a committee meet in accordance with Policy 304 C, Phase 2, Paragraph 3.A.

Explain:  $\lim_{x \rightarrow 0} \frac{\sin x}{x} = 1$

The employee has refused to participate in the program and/or cooperate in developing a plan of action.

Explain:

Assigned Supervisor's Signature:

#### **Employee Comments:**

Employee's Signature: