



Tulsa Police Department

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Policy # 304C

Effective Date 10/25/2022

Policy Name Employee Tracking and Assistance Program

Approved Date 10/24/2022

Approved by *Wendell Franklin, Chief of Police*

Previous Date 08/28/2014

PURPOSE OF CHANGE:

Update physical control hold with no injury not tracked in ETAP.

POLICY:

The Tulsa Police Department strives to make the environment in which its employees work as stress free as possible. Therefore, the Department has implemented the Employee Tracking and Assistance Program (ETAP). Its purpose is to help identify and assist employees who display behavior that is consistent with job related stress and to correct the behavior before it becomes detrimental.

The Employee Tracking and Assistance Program is a four-step process:

1. Phase 1, Identification.
2. Phase 2, Development.
3. Phase 3, Implementation.
4. Phase 4, Documentation and Exit.

There will be a documented, annual evaluation of the program by representatives of the Fraternal Order of Police and the Chief of Police.

The establishment of the ETAP shall not preclude the administration of the Tulsa Police Department from imposing traditional administrative action should an employee's action warrant. Traditional administrative action may also be imposed when an employee refuses to participate in the ETAP or refuses to assist in any phase where participation is required.

SUMMARY: Procedures for implementing the Employee Tracking and Assistance Program.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

A. PHASE 1 - IDENTIFICATION

1. The Internal Affairs Section (IA) will review the following statistical information quarterly. This information shall be the criteria used for eligibility in the program.
 - a. Complaints, both sustained and not sustained.
 - b. Automobile collisions classified as chargeable/preventable.
 - c. Deadly force incidents.
 - d. Assault and Battery incidents on a police officer (not including sexual assaults).

e. Use of Force incidents requiring the completion of a Use of Force Report (with the exception of Phys Cntrl, No Injury reports) per P&P 101A

2. IA will generate a quarterly report listing all employees who have had any occurrences as outlined in Procedure A.1. The report will also include a cumulative summary encompassing the previous four quarters.
 - a. The report will be compiled and distributed to the Chief of Police by the end of the month in January, April, July, and October of each year.
 - b. The Chief of Police will distribute copies of the report to the bureau deputy chiefs.
3. From the report, IA will identify employees who meet the following criteria:
 - a. A combined total of three or more IA complaints during a four-quarter period, whether sustained or not sustained (exonerated and unfounded will not be considered); or,
 - b. Any combination of nine or more occurrences, as outlined in Procedure A.1., within the previous four quarters.
4. IA will complete and forward to the Chief of Police an *ETAP Identification Form* for all employees who meet the criteria.
5. When an employee has been identified as being eligible for entry into the program by the Chief of Police, a conference will be held between the following personnel:
 - a. The employee.
 - b. Chief of Police (or designee).
 - c. Employee's bureau deputy chief.
 - d. Employee's division commander.
 - e. Employee's shift commander.
 - f. Employee's immediate supervisor.
 - g. When requested by the employee, a representative from the Fraternal Order of Police.
6. Decision for entry into the program will be made by a consensus of the conferees on a case-by-case basis based on all of the information presented in the conference. Extenuating circumstances may exist that make it obvious the employee is not in need of counseling or special training even though the employee is statistically eligible.
7. If circumstances warrant entry into the program, the employee will enter the Development Phase.

B. PHASE 2 – DEVELOPMENT

1. The Chief of Police (or designee) shall designate a supervisor to counsel with the employee and to develop an individual course of assistance.
2. Development of a course of assistance may include counseling, training, or changes in assignment. The training may include, but is not limited to, the following:
 - a. Stress management.
 - b. Anger management.
 - c. Interpersonal communication skills.
 - d. Use of force training.
 - e. Custody and control.
 - f. Precision Driver Training.
3. When counseling and/or training by the supervisor is not sufficient, or unsuccessful, the employee may be referred to an outside mental health professional for evaluation and/or counseling.

- a. The decision to refer an employee to an outside mental health professional will be made by a committee consisting of the employee's supervisor, captain, division commander, bureau deputy chief, and the Chief of Police (or designee).
- b. First Responders Support Services WILL NOT be used as a referral agency and/or used to evaluate employees who have entered the ETAP program.

4. When a course of action has been developed, document the plan on the *ETAP Development Form*. Return the original to the Office of the Chief of Police.

C. PHASE 3 - IMPLEMENTATION

1. After reviewing the *ETAP Development Form*, the Chief of Police (or designee) shall complete an *Interoffice Correspondence* detailing the approved course of action for the employee.
2. The Chief of Police will forward copies of the *Interoffice Correspondence* to every member of the employee's chain of command, including the affected employee.
3. The employee's immediate supervisor will direct the employee to participate in the prescribed development program.
4. The employee's immediate supervisor will coordinate adjustments in the employee's duty schedule to allow the employee to attend the approved course of action.
5. The employee's immediate supervisor will ensure that the employee completes the approved course of action in a timely manner.

D. PHASE 4 - DOCUMENTATION AND EXIT

1. The employee's immediate supervisor will verify that the employee participated in the program and completed the approved course of action.
2. The employee's immediate supervisor will prepare an *Interoffice Correspondence* containing the following information and forward it to the Chief of Police through the proper chain of command:
 - a. A description of the statistical data that identified the employee for entry into the program.
 - b. A narrative account of the development course of action.
 - c. A narrative account of the implementation process.
 - d. Any supporting documentation.
3. When an employee successfully completes their developed course of action, the Chief of Police will forward an *Interoffice Correspondence* to the employee, the employee's chain of command, and IA.
4. Employees who successfully complete their course of action will exit the ETAP. Data used as criteria for entry, as detailed in the Identification Phase, will begin again on the first day of the previous quarter.
5. The actions of an employee used as criteria for eligibility into the ETAP cannot be used again for re-entry into the ETAP after an employee has successfully completed Phase 4, except as specified in Phase 4 Procedure 6.
6. If an employee displays the same or similar behavior which caused initial entry into the program, within the first quarter following completion of Phase 4, the employee may be considered for re-entry into the program before meeting the basic criteria as set forth in the Identification Phase.

REGULATIONS: None

REFERENCES:

101A, *Use of Force*

CALEA 22.2.3, 22.2.6, 26.1.4, 33.1.5, 35.1.9