P.O. 216 Early Identification System (EIS)			
Effective From:	10-19-18	Effective To:	Current

P. P.O. 216 - *Early Identification System (EIS)*
1. EARLY IDENTIFICATION SYSTEM (EIS)
   i) The EIS is established to identify Department employees who may require agency intervention. It is necessary so that the Department can exercise its responsibility to identify, evaluate and assist employees who exhibit signs of performance and/or stress related problems. EIS is intended to serve as a methodical approach to highlight tendencies that may otherwise be overlooked.
   ii) Troop/Section Commanders shall maintain an EIS file on all officers to provide time-sensitive, systematic reviews of specific, significant events involving officers and to intervene with employee assistance when appropriate. The EIS is not an investigative function, but serves as a means for supervisory personnel to guide Department employees to perform at their best level. An EIS review of an officer shall not become a part of the officer's personnel file.
   iii) First and second line supervisors shall be responsible for their subordinates' job performance and shall report employee conduct and behavior to the Troop/Section Commander.
   iv) The Troop/Section Commander shall ensure that all applicable incidents or events are entered into the EIS. He shall initiate an EIS Report when an employee exceeds the established threshold.
   v) The following criteria are considered risk indicators and shall be included in the EIS:
      a) Use of force incidents.
      b) Pursuits.
      c) Sustained and Not-Sustained citizen complaints.
      d) Weapons discharges.
      e) At-Fault state vehicle crashes.
      f) Personal counseling sessions.
      g) Disciplinary action.
   vi) A threshold event consists of the combined occurrence of either:
      a) Three (3) or more of the criteria in a 90-day period.
      b) Six (6) or more of the criteria in a 12-month period.
   vii) The EIS Report shall provide a brief summary of complaints, use of force incidents, and/or other risk indicators and their respective dispositions, if available. Reports shall not draw conclusions or make any determination concerning job performance. Reports are intended to assist supervisory personnel in evaluating and guiding their subordinates' conduct and job performance.
   viii) Troop/Section Commanders shall forward the report to the appropriate Major for review and intervention. If your chain of command does not have a Major, then the report shall be forwarded to the proper Deputy Superintendent. The Major or his designee, the employee's Troop/Section Commander and the employee's immediate supervisor shall meet to discuss the report and other relevant information and determine if corrective action is warranted. These actions include, but are not limited to:
      a) Refer the employee to the chaplain program or peer counseling.
      b) Refer the employee to a Department-authorized mental health professional or other mental health care provider.

- c) Require the employee to participate in Department-authorized training, targeting personal or professional problems that the employee may be facing, i.e., communications, cultural awareness, stress or anger management.
- d) Initiate reassignment or transfer.
- e) Initiate other disciplinary action.
- f) Conclude that the officer's actions do not warrant immediate need for corrective action.

ix) The employee's Deputy Superintendent shall forward the recommendations to the Superintendent for final approval. The Troop/Section Commander will notify the employee of the Superintendent's decision.

x) Once approved, the employee shall follow the action plan to its completion. The employee's progress shall be monitored by his immediate supervisor and reported to the Troop/Section Commander.

xi) Troop/Section Commanders shall forward the names of employees, criteria and results of the action taken, if any, to the Commander of Internal Affairs no later than January 14th of each year.

xii) The Commander of Internal Affairs shall conduct an annual evaluation of the EIS to determine the system's effectiveness and to propose any necessary changes to the system including risk criteria and threshold levels. It shall outline the EIS corrective measures taken within the previous year and be forwarded to the Superintendent no later than February 1st of each year.