P.O. 216 Early Identification System (EIS)			
Effective From:	05/06/2026	Effective To:	Current

P.O. 216 – Early Identification System (EIS)

1. PURPOSE
   i) The Early Identification System (EIS) is established to identify Department employees who may require agency support or intervention. It is necessary so the Department can exercise its responsibility to identify, evaluate, and assist employees who exhibit signs of performance or stress-related problems. EIS is intended to serve as a methodical approach to highlight tendencies that may otherwise be overlooked. While supervisors are expected to know their employees well and recognize potential issues, EIS serves as a safeguard, providing a formal method of documentation.
   ii) EIS is neither a disciplinary process nor a Fit for Duty Evaluation process.
2. DEFINITIONS
   i) Indicator Entry – when a supervisor logs a single risk indicator into the system for tracking purposes.
   ii) Risk Indicator – behaviors or actions that are included in the system for review.
   iii) Threshold – a level to initiate a review of an employee's actions or behavior.
   iv) Threshold Review Report – a report that is generated when the EIS threshold is met and includes a formal summary of events, supervisory discussion, and a recommended course of action.
3. POLICY
   i) Troop/Section Commanders must update the Department's electronic EIS reporting and tracking system for all officers to ensure timely, systematic reviews of significant events involving officers and to intervene with employee assistance as needed. 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 be included in the officer's personnel file.
   ii) First-and second-line supervisors are directly responsible for monitoring and supporting their subordinates' job performance. They shall document and report employee conduct and behavior to the Troop/Section Commander, ensuring that potential issues are addressed proactively and in alignment with the purpose of EIS.
   iii) The Troop/Section Commander shall ensure all risk indicators are entered into EIS as Indicator Entries. They shall initiate a Threshold Review Report when an employee meets the established threshold.
      a) In cases where the risk indicator occurs under the temporary supervision of another commander, the commander with supervisory control at the time of the event is responsible for ensuring the Indicator Entry is completed.
      b) The officer's permanent commander is responsible for completing the Threshold Review Report process.
   iv) The following criteria are considered risk indicators and shall be included in EIS:
      a) Use of force incidents
      b) All formal complaints (including internal or external complaints)
      c) Firearms discharges, both intentional and accidental (excluding training or dispatching an animal)
      d) At-fault state vehicle crashes
      e) Formal, written personal counseling
      f) Failure to appear for duty or mandatory training (without prior notice or approval)
   v) A Threshold Review Report shall be generated by the commander when five or more risk indicators occur within 180 days.

a) A commander may also generate an EIS review and submit a report at any time, regardless of thresholds.

vi) Commanders shall review all reports and other documentation, including dispositions, related to the indicator entries that generated a threshold review. Commanders may consider other relevant factors that occurred during the same time period, such as awards, commendations, or citizens' compliments, when generating the Threshold Review Report. Threshold Review Reports are intended to help supervisory personnel in evaluating and guiding their subordinates' conduct and job performance.

vii) Commanders shall consult with the officer's direct supervisors to develop an appropriate plan of action. This plan shall be included in the completed Threshold Review Report. These actions include, but are not limited to:
   a) Conclude that the officer's actions do not warrant an immediate need for additional support or intervention.
   b) Refer the employee to the Trooper and Employee Assistance Program (TEAP) for support by notifying the TEAP director.
   c) Require the employee to engage in Department-approved training to address personal or professional issues, such as communication skills, cultural awareness, stress management, or anger management.
   d) Consider reassignment if such action would benefit the employee.

viii) Commanders shall forward the recommended plan of action to the officer's Command Inspector for review and concurrence. If no Command Inspector is available, the report shall be sent to the Deputy Superintendent. The Deputy Superintendent shall have final approval of the report and recommended course of action.

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

x) Once an Indicator Entry has been formally reviewed as part of a Threshold Review Report, it shall be considered addressed and not be counted again toward future threshold calculations.

xi) Technology and Communications Support shall submit an end-of-year summary to the Commander of Professional Standards and Compliance no later than February 14th of each year. This summary shall include:
   a) The names of employees for whom a Threshold Review Report was generated,
   b) The criteria that led to the threshold being met, and
   c) Confirmation of any support, intervention, or action plan offered or implemented.

xii) The Commander of Professional Standards and Compliance shall conduct an annual evaluation of 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 EIS corrective measures taken within the previous year and be forwarded to the Superintendent no later than March 1st of each year.