P.O. 216 Early Identification System (EIS)			
Effective From:	4-09-2025	Effective To:	Current

P. P.O. 216 - *Early Identification System (EIS)*

1. PURPOSE
   i) 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.
   ii) EIS is neither a disciplinary process nor a Fit for Duty Evaluation process.

2. 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 become a part of the officer's personnel file.
   ii) 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.
   iii) The Troop/Section Commander shall ensure all applicable incidents or events are entered into EIS. They shall initiate an EIS Report when an employee exceeds the established threshold.
   iv) The following criteria are considered risk indicators and shall be included in 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, and
      g) Disciplinary action.
   v) A threshold event consists of the combined occurrence of either:
      a) Three (3) or more of the criteria in a 90-day period, or
      b) Six (6) or more of the criteria in a 12-month period.
   vi) The EIS Report shall provide a 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.
   vii) Troop/Section Commanders shall ensure all requested information in the electronic EIS is accurately recorded and shall forward the report to the employee's Command Inspector for review and intervention. If the respective chain of command does not have a Command Inspector, then the report shall be forwarded to the employee's Deputy Superintendent. The Command Inspector or their 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 additional support or intervention is warranted. These actions include, but are not limited to:
      a) Conclude 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,

    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, or

    d)   Consider reassignment, if such action would benefit the employee.

viii) The employee's Deputy Superintendent shall have final approval of the report and recommended course of action. The Troop/Section Commander will notify the employee of the Deputy Superintendent's decision.

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) Troop/Section Commanders shall forward the names of employees, criteria, and confirmation that support was offered, if applicable, to the Commander of Professional Standards and Compliance no later than January 14th of each year.

xi) 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 February 1st of each year.