



Minneapolis Police Department Policy and Procedure Manual

Number:
2-200

Volume Two – Personnel Management

Professional Development and Performance

2-203 Early Intervention System

(xx/xx/xx)

I. Purpose

This policy establishes guidelines for the Minneapolis Police Department's (MPD's) use of the Early Intervention System (EIS). MPD recognizes that stressors, trauma, and the cumulative effects of modern policing can negatively impact member wellness and workplace performance. The EIS is used to promote career growth and support members and supervisors as they carry out their duties. The goals of the EIS are to:

- Enhance communication between supervisors and members.
- Encourage supervisor mentoring and professional development of members.
- Support positive performance.
- Address potentially concerning patterns of behavior, including proactive identification of potential discriminatory policing.
- Provide members with individualized EIS engagements and support in a non-punitive and non-disciplinary manner.
- Promote a culture of wellness and peer-to-peer accountability.

II. Policy

A. Early Intervention System

The EIS is configurable to MPD's needs and utilizes predictive analytics, while adapting to new information, for all sworn members. It helps supervisors recognize opportunities to provide timely, non-disciplinary support, professional development, and wellness resources to sworn members who would benefit.

1. This policy applies to non-sworn members only when they are involved in the execution or administration of EIS processes.
2. The EIS, EIS alerts, and corresponding Member Action Plans (MAPs) are non-disciplinary, not punitive, and are independent from established MPD disciplinary and corrective action policies and procedures.

3. The EIS evaluates MPD data, and based on multiple indicator categories, aggregates overall activity, behaviors, and trends relative to the individual member's assignment and peer group.
4. As necessary, a MAP will be developed to assist the member with professional development and support.

B. Information Privacy

1. All EIS records and member data are considered private under MN Statutes chapter 13. Records shall be maintained according to all city and state requirements.
2. Members may request their EIS alert and MAP history through their direct supervisor who shall provide it in a timely manner.
3. Supervisors shall only have access to EIS information of members under their command.
4. EIS information shall be exclusively accessed for business purposes and is generally only accessible by:
 - Member's immediate chain of command.
 - EIS Administrators.
 - Human Resources personnel assigned to MPD.
 - Deputy Chief of Professional Standards.
 - Chief of Police or their designee.
5. People with a documented business need may request access to a member's EIS information, subject to approval by the Chief of Police, or their designee.
6. Violations related to privacy requirements may be subject to penalties, pursuant to P&P 4-501, in addition to the disciplinary process.
7. All non-individualized aggregate statistical data shall be retained for the duration of each member's employment, plus seven years.

C. Promotion and Transfer Considerations

1. A member's EIS record will be considered as one of many factors when making promotional decisions but shall not be the sole consideration.
2. EIS records may inform transfer decisions, P&P 3-306, when related to a MAP.

III. EIS Alerts and Member Action Plan (MAPs)

A. EIS Alerts

The EIS automatically generates several alert types based on a sworn member's risk profile and likelihood of experiencing an adverse event in the next 12 months.

1. All alerts shall be properly reviewed, prior to any action.
2. Some alerts require action, called EIS engagements.
3. A supervisor may determine that no EIS engagement is necessary for some alert types.

1. EIS Alert Types

- a. **Configurable Alert:** Generated when a member meets or exceeds an MPD-defined threshold based on a best practice or performance standard (such as frequent responses to high-stress calls or a certain number of reportable uses of force in a 12-month period). MAP **may** be necessary.
- b. **Predictive Alerts:** A proactive notification generated using data analysis and predictive modeling to identify patterns that suggest a likelihood of adverse events or areas needing support.
 - **Advisable Alert:** Early-stage patterns indicate a potential risk; MAP **may** be necessary.
 - **Actionable Alert:** High risk of an adverse event; **MAP is mandatory.**
- c. **Manual Alerts:** A reactive notification created by a member of the MPD who observed behaviors or situations that may need follow-up. Members who observe an activity that warrants a manual alert shall promptly report and enter it into the EIS.

2. EIS Alert Notification and Assignment

- a. A new EIS alert is automatically **assigned** to the identified member's direct supervisor for evaluation.
- b. EIS Administrators and the first two levels of the identified member's immediate chain of command are **notified** of the EIS alert.
- c. EIS alerts shall be thoroughly reviewed by the end of **each** notified member's shift.
- d. Upon receiving an EIS alert, the second-line supervisor shall ensure the identified member's direct supervisor is available to review it and, if needed, develop a MAP within the required timeline.

- i. If necessary, the second-line supervisor may reassign the EIS alert to another supervisor of the identified member, including themselves. That person then becomes the assigned supervisor for the EIS alert and is responsible for review and MAP development.

3. Responses on EIS alerts

Each EIS alert requires an individualized response from a supervisor. Those responses vary, based on factors such as the alert type, circumstances contributing to the alert, number of alerts, and other factors.

a. Response Types

- i. Cleared with no MAP required
 - aa. If the EIS alert (excluding actionable alerts) reflects behavior within acceptable parameters or can be effectively adjusted through an informal EIS engagement, no MAP is required.
 - ab. Once an EIS alert is submitted as cleared, and the EIS Administrators concur, the member shall be notified.
- ii. MAP Required
 - aa. The EIS alert indicates a pattern or behavior that warrants a formal EIS engagement through a MAP.
- iii. Escalated
 - aa. Any instance where there is a disagreement between the identified member's supervisors and EIS Administrators, the EIS alert and any MAP shall be referred to the Deputy Chief of Professional Standards for resolution.

b. Response Requirements

- i. Responses on EIS alerts, to include notifying the identified member, shall be initiated as soon as possible, but must be initiated within three (3) calendar days.
 - aa. Identified members shall be informed of the reason for the alert, timeline requirements, and next steps in the process.
- ii. Supervisors shall describe their responses to EIS alerts, including the factors that informed their decision, and indicate when and how the identified member was notified.

- iii. If an EIS alert becomes overdue, notifications are sent to the identified member's chain of command and EIS Administrators. The next supervisor in the chain of command and EIS administrators shall be responsible for ensuring the EIS alert is addressed.
- iv. EIS alerts are cleared at the discretion of supervisors or when the EIS engagement strategy has demonstrated the intended outcome.
 - aa. An EIS Administrator shall review all EIS alert decisions. If there is a disagreement, the decision will be deferred to the Deputy Chief of Professional Standards for resolution.

B. Member Action Plan (MAPs)

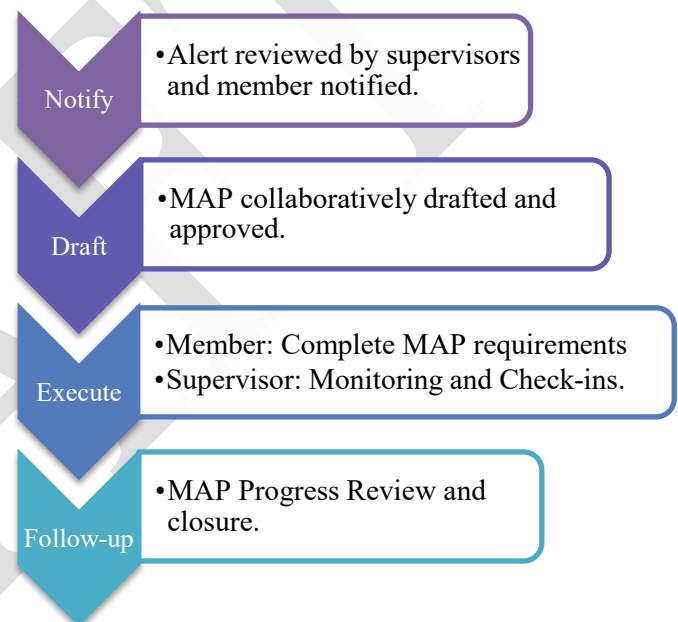
MAPs are collaborative tools that assist in addressing and preventing at-risk behavior, focusing on professional development and behavior modification.

1. MAPs shall be:

- Fair, equitable, and non-punitive.
- Timebound, with measurable milestones and regular check-ins.
- Developed using both qualitative and quantitative measures of success, as appropriate.

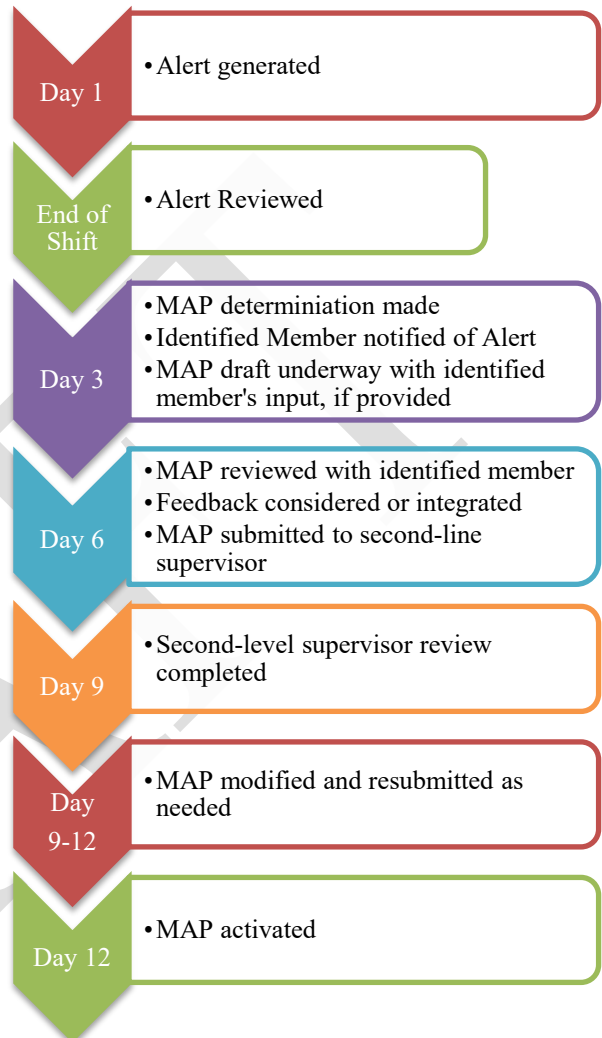
2. MAP Statuses

- **Development:** The collaborative drafting and approval phase of creating a MAP.
- **Evaluation:** Second-line and higher supervisory and EIS Administrator review.
- **Active:** MAP implementation and execution phase.
- **Completed:** All requirements met and documented on the MAP Progress Review Form.
- **Secondary Action Plan Active:** When a second MAP becomes necessary due to other risk factors.
- **Referred:** Non-compliance with a MAP may result in escalating the matter to the disciplinary process.



3. MAP Timelines

- a. If a MAP is part of the response, the following shall happen within six (6) calendar days of the alert:
- i. The assigned supervisor should, when possible involve the identified member in drafting a comprehensive MAP tailored to the alert.
 - ii. Once the MAP is drafted, the assigned supervisor and identified member shall meet, in-person, to finalize the MAP.
 - aa. The identified member is encouraged to be an active contributor during the drafting process.
 - ab. This meeting is a collaborative opportunity with the chain of command to focus on support and growth.
- b. The finalized MAP draft is sent to the second line supervisor for review.
- c. Within three (3) days of receiving the MAP:
- i. The second-line supervisor shall approve, reject, or request additional information.
 - ii. If rejected or returned for additional information, the assigned supervisor shall respond and resubmit within three (3) calendar days.
 - iii. Additional meetings may be requested by the identified member or directed by the supervisor to discuss changes to the MAP.
 - iv. Should a collaborative agreement on MAP requirements not be met, the identified member's immediate chain of command, or Deputy Chief of Professional Standards, may set the final MAP requirements.



- d. All MAPs shall be approved and active within twelve (12) calendar days of the EIS alert. Once finalized and active, the identified member shall comply with the MAP.
- e. EIS alerts will be created for members who do not meet required timelines.
- f. MAPs shall be a minimum of 30 calendar days and designed to conclude within 90 calendar days.
- g. Whenever possible, the member's direct supervisor should manage the MAP.
- h. Members shall receive a copy of the approved MAP.

4. MAP Considerations

- a. Should the member be under a Performance Improvement Plan (PIP), or subject to any of its processes, the PIP may include MAP requirements but shall not interfere with the MAP or its timelines.
- b. To ensure proper use, a MAP due to sick-time use shall not be created without first consulting the Health & Safety Coordinator and EIS Administrators.
- c. For a MAP including more than one (1) administrative day, the supervisor shall consult with Health and Wellness and EIS Administrators prior to finalizing the MAP.

5. MAP Non-Compliance

The EIS is non-disciplinary in nature, however, members are required to comply with any MAPs and EIS engagements. Failure to do so may lead to disciplinary action through standard processes, separate from the EIS itself.

- a. Non-compliance with a MAP, through neglect of the identified member, shall be considered insubordination and the member may be subject to disciplinary action.
- b. Examples of non-compliance include, but are not limited to, not attending scheduled trainings, missing meetings, lack of active participation, or dishonesty.

C. MAP Progress Review

MAP Progress Reviews may be conducted at any time and are for helping supervisors assess the identified member's current risk profile and if it has returned to an acceptable level.

- 1. MAPs shall require a supervisory review of progress, no greater than 30 calendar days apart. This can be conducted along with the monthly check-in.
- 2. Each MAP shall have, at a minimum, one completed MAP Progress Review Form.

3. Final MAP progress reviews shall be assessed by the second-line supervisor and EIS Administrator for agreement, prior to any determination of whether the member remains at risk.
4. If the supervisor determines that an identified member's risk persists, they may be considered a continued risk.
 - a. In the instance the identified member disagrees with the continued risk determination, it shall be documented in the MAP Progress Review.
 - b. The identified member's immediate chain of command, or the Deputy Chief of Professional Standards, shall review the member's risk profile and associated documentation to collectively decide on the identified member's risk determination.
 - i. Should the determination be made that the identified member's risk profile has not reached an acceptable level, they shall be considered a continued risk.
5. If it is determined that the identified member has successfully met all MAP requirements, the MAP is sent to the EIS Administrator for closure.
6. Once a MAP has been closed, the identified member shall be notified of successful MAP completion.

D. Continued Risk

An identified member is at continued risk when:

- There is an active MAP and a new EIS alert, warranting an EIS engagement, is generated.
- MAPs remain incomplete past previously established deadlines.
- A supervisor determines that the identified member has not made sufficient progress or that the member remains at-risk.

1. Active MAP and New EIS Alert(s) Warranting a MAP

To maintain clarity and effective EIS engagements, when appropriate, identified members should have as few concurrent MAPs at the same time as possible.

a. Similar EIS Alerts and/or MAP Requirements

If a member with an active MAP has a new EIS alert warranting a MAP with similar requirements:

- i. Supervisors shall address relapses or repeated EIS alerts with tailored EIS engagements in subsequent MAPs.

- ii. A secondary MAP shall be created to address the similar EIS alerts, incorporating and refining relevant criteria and engagement strategies from the existing MAP.
- iii. Once the secondary MAP is approved, the original MAP's status shall change to Secondary Action Plan Active.
- iv. After successful MAP completion, all associated MAPs will be closed.

b. Incompatible EIS Alert and Active MAP requirements

If a member with an active MAP has a new EIS alert warranting a MAP with requirements that do not fit with the existing one:

- i. A new MAP shall be created to address the new EIS alert.
- ii. Each MAP shall be treated independently, but may be discussed concurrently during check-ins.
- iii. Documentation requirements apply to each MAP independently.

2. Recurrent MAPs or Similar EIS Alerts After Closure

- a. After successfully completing a MAP, if the same or similar EIS alert is generated, the supervisor shall:
 - Review the alert and attempt to identify the underlying causes.
 - Create a new MAP, if necessary.
 - Implement additional tailored EIS engagements to mitigate the risk of reoccurrence.

3. MAP or Actionable Alert Limits

- a. If a member is assigned three (3) or more MAPs or Actionable Alerts for the same or similar behaviors in one rolling calendar year, they shall be referred to Internal Affairs, in accordance with P&P 2-100.

E. Amending MAPs

If circumstances change and a requirement within the MAP is no longer feasible, such as a MAP-required training being cancelled or the supervisor determines that an EIS engagement has not been effective, the MAP shall be amended.

1. Amendments shall be initiated by the direct supervisor and approved by the second-line supervisor and EIS Administrators.

2. In the event a supervisor determines that an EIS engagement has not been effective, additional EIS engagements or requirements may be added within the MAP's original timeline for completion.
3. MAP timelines may be extended if a delay in completing requirements is encountered by no deliberate actions of the identified member.
4. Amendments may only add 60 calendar days, in total, to the existing MAP.
5. No requirements shall be removed from a MAP unless it is no longer feasible or available due to circumstances outside the identified member's control.
6. MAP amendments and timelines shall adhere to MAP development requirements given above.
7. Should the identified member's progress on the MAP not yield designated outcomes after the amendment, a new MAP shall be created to address the outstanding concerns.

IV. EIS Engagement Strategies

EIS engagement strategies are ways to address the behavior of concern. Not all EIS engagements require a MAP.

- A. EIS engagement strategies shall be tailored to the EIS alert, situation, member, and severity of risk level.
- B. A supervisor may recommend one or multiple EIS engagement strategies that span a range of categories. Examples include, but are not limited to:
 - Mentoring.
 - Training.
 - Additional supervision or monitoring.
 - Employee Assistance Program (EAP).
 - Health & Wellness referral.
 - Peer Support referral.
 - Administrative day(s).
- C. More substantial EIS engagement strategies such as the issuance of multiple administrative days or a change of assignment are available and shall be considered on a case-by-case basis.
 1. Such EIS engagement strategies shall be developed by the supervisor in collaboration with EIS Administrators and the Administrative Services Division, prior to being implemented.

2. A change of assignment is not disciplinary and shall be made collaboratively with the identified member when their current assignment may not be the best fit, temporarily or otherwise.

V. Maintaining Supervisory Continuity

It is important that each sworn member's chain of command is reflected correctly in the EIS to maintain member privacy, continuity of supervision, and ensure timely recognition and EIS engagements.

A. Transfers Unrelated to EIS Processes

1. Prior to transfer, the Bureau/Deputy Chief or Unit Commander shall notify EIS Administrators of the member being transferred and their new assignment.
2. When a member is transferred to a new assignment, their direct supervisor **and** Unit Commander shall review their EIS profile within 14 calendar days of the transfer and complete the Transfer Review Form.
3. This review will include, at minimum, the last year of activity and all EIS alerts.
 - a. The purpose of the review is to familiarize the supervisor with the new member's work history and habits, determine what, if any, feedback has been provided to the member by previous supervisors, and identify any patterns or practices that may be indicative of future concerns or at-risk behavior.
4. If a Transfer Review Form is not completed within 14 calendar days, a notification will be generated to EIS Administrators and next-line supervisors.
5. An EIS Profile Summary of members assigned to patrol shall be reviewed by all supervisors on the member's shift (e.g. an officer assigned to 1st Precinct Daywatch will have their EIS Profile Summary reviewed by the Sergeants and Lieutenant assigned to the same shift).

B. Temporary Assignments

1. To ensure consistent EIS oversight during temporary assignments, EIS supervision shall remain with the member's permanent direct supervisor for the duration of such assignments.
2. Supervisors shall inform and coordinate with and notify the temporary and secondary supervisors of any new EIS alerts and EIS engagements.
3. Temporary supervisors shall acknowledge receipt of the new EIS alert within three (3) days.

VI. Responsibilities

All members have an obligation to enhance the professional growth and continual improvement of MPD. This is done through active participation, communication, and fulfilling the responsibilities of each member.

A. All Supervisors

All supervisors have a duty to use the EIS to support and guide members under their command.

In general, supervisor shall:

1. Ensure compliance with EIS obligations and policies.
2. Attend EIS training to understand how to use the system, interpret outputs, carry out EIS engagements.
3. Seek additional support, when necessary.
4. Support positive performance and the professional development of members.

To carry out EIS responsibilities effectively, supervisors shall also fulfill the following:

1. Monitor
 - a. Assess, at minimum monthly, the appropriate EIS dashboard(s) for patterns of behavior requiring attention.
 - b. Continually evaluate the wellbeing and performance of members under their supervision.
 - c. Address patterns that are indicative of future instances of at-risk behavior.
 - d. Notify the appropriate supervisor or EIS Administrators if concerns arise regarding members not directly under their supervision.
2. EIS alerts
 - a. Address EIS alerts promptly, per the timelines outlined above, and initiate appropriate responses.
 - b. Review previous supervisor feedback and MAPs, as available.
 - c. Document the justification when determining that no action is required for an EIS alert.

- d. Create a supervisor-initiated EIS alert, when necessary.
- e. Consult the member's previous supervisors, as needed.

3. MAPs

- a. Draft and implement MAPs in a timely and thorough manner.
- b. Collaborate with the identified member and relevant members during MAP creation and follow-ups.
- c. Coordinate and implement training, and mentoring, for the member and make appropriate referrals to resources, in consultation with Health and Wellness.
- d. Identify, schedule, and document any needed follow-up related to the MAP.
- e. Ensure all MAP-related documentation and requirements are accurate and up to date in a timely fashion.

4. Transfers

- a. Review EIS profiles of members transferred to their command within 14 calendar days of the transfer.
- b. Document this review by completing the Transfer Review Form.

5. Member Profile Reviews

- a. Review the profiles of all members under their direct command monthly to familiarize themselves with patterns of behavior that may need addressing, and any positive performance indicators.
 - i. Complete the Monthly Review Form for each member.
- b. Annually meet with each member under their command to review their EIS profile.
 - i. This activity may be performed in conjunction with the member's performance evaluation but shall not serve as a substitute for the member's performance evaluation.
 - ii. The purpose of these meetings is to ensure that members in need of support are offered that support or have an opportunity to request it.
- c. Complete and properly document the annual EIS review.

B. Assigned Supervisor

1. In cases where a member's direct supervisor is unable to create a MAP within six (6) calendar days of the EIS alert, another supervisor will be assigned to this duty. The assigned supervisor shall comply with all EIS alert and MAP responsibilities.
2. Once the MAP is approved and active, the monitoring of the MAP transitions to the identified member's direct supervisor.

C. Member's Second-Line and Higher Supervisors

Second line and higher supervisors are responsible for participating in the EIS process, as appropriate, and ensuring the supervisors and other members under their command are adhering to all EIS requirements.

1. General responsibilities performed by second line and higher supervisors include:
 - a. Regularly use the EIS to effectively manage members across all ranks, watches, beats, and precincts.
 - b. Ensure EIS policy and procedure compliance by members under their assigned command.
 - c. Review and, as necessary, assign all EIS alerts in a timely fashion.
 - d. Work collaboratively with EIS Administrators to ensure MAPs are executed in a timely, equitable, and consistent manner.
 - e. Provide MAP feedback and support to members under their assigned command.
 - f. Review, approve, deny, or request more information for MAP drafts.
 - g. Evaluate MAP Progress Reviews prior to closure.
 - h. Ensure that all appropriate documentation related to each MAP is present in the EIS.
2. Deputy/Bureau Chiefs or Unit Commanders shall issue a timely notification when a member within their command is transferring to different direct supervision, when practical, no less than three (3) days prior to the transfer becoming effective.

D. EIS Administrators

1. Review EIS alerts and supervisor responses for accuracy and sufficiency.
2. Monitor EIS alerts, MAPs, dashboards, and transfer reviews to ensure all timelines established in policy and specific MAPs are met.

3. Review all MAPs submitted by supervisors for quality, thoroughness, and consistency.
4. Provide support to a member's chain of command, including providing additional information, reports or referral opportunities that could assist the chain of command in determining the best MAP for the affected member.
5. Manage changes to EIS user roles, permissions, and chains of command.
6. Confirm that when members (or supervisors) transfer to new assignments, EIS alerts and MAPs are resolved by the appropriate supervisor.
7. Complete an annual assessment of the EIS and provide to executive leadership, which will include, at a minimum:
 - a. An assessment of the overall effectiveness of the EIS, across all ranks, units, and shifts, and EIS engagements, to include the number of MAPs and to the extent possible, the efficacy of MAPs.
 - b. An assessment of whether and to what extent supervisors are completing monthly reviews of EIS alerts regarding members under their direct command.
 - c. An assessment of whether and to what extent the MPD (through EIS and Health and Wellness) are providing interventions and offering support in a timely manner.
 - d. An assessment of whether the interventions and support provided are appropriate and effective.
 - e. Any recommendations on how to improve the effectiveness of EIS processes.
8. Provide an executive-level update to the Chief of Police or their designee quarterly, or upon request, on departmental use of EIS.
9. Ensure EIS policy, training, and SOPs are up-to-date and accurate, in a timely manner.

E. Members

1. All members, regardless of rank, shall be active participants in the use of the EIS to foster growth and professional development.
2. All members subject to EIS processes shall also:
 - a. Provide constructive feedback, as necessary, on the EIS processes and EIS engagements used.
 - b. Complying with MAPs and attending EIS training.

- c. Refer themselves or others they believe are experiencing a crisis or in need of assistance directly to Health and Wellness or through their supervisor.
 - d. Be an active participant in, and comply with, any assigned MAPs, reviews, and/or follow-ups.
- 3. Lack of compliance and/or participation in any part of the EIS process may be subject to the disciplinary process.

VII. System and Data Management

- A.** EIS Administrators shall be responsible for maintaining standard operating procedures that address all requirements for the configuration and management of the EIS, to include:
 - 1. Data storage, data retrieval, data use, and data analysis.
 - 2. Reporting, pattern identification, thresholds, and general functionality of the EIS.
 - 3. Documentation and audit procedures to continually improve accuracy.
 - 4. Access permissions.
- B.** Information required shall be captured in the relevant source systems in a timely, accurate, and complete manner.
- C.** To provide a holistic, accurate, and data-driven analysis, the EIS will receive and process information from relevant source systems to associate, visualize and report data for individual sworn members. The information received and processed will include, at a minimum:
 - 1. All reportable uses of force.
 - 2. All arrests made by officers.
 - 3. All injuries and deaths resulting from conduct by MPD personnel.
 - 4. All injuries to and deaths of persons in MPD custody.
 - 5. All vehicle pursuits and traffic collisions involving MPD equipment or personnel.
 - 6. All misconduct complaints, investigations, and the disposition of each allegation.
 - 7. All civil or administrative claims initiated against the city, MPD or individual sworn members for job-related conduct.
 - 8. All criminal proceedings initiated against a member.

9. Instances in which a negative credibility determination has been made about a member.
10. Instances in which MPD learns through the City Attorney's Office or the Hennepin County Attorney's Office that an affirmative finding was made during the course of a criminal proceeding that an MPD officer was untruthful, including any findings made at suppression hearings.
11. When a member is the subject of a restraining or protective order.
12. When the Department learns that a prosecutorial authority has declined or dismissed prosecution based in whole or in part on concerns about a member's credibility.
13. All recommendations of merit stemming from misconduct allegations and all findings of misconduct as determined by the Chief of Police with the specific policy violations.
14. Disciplinary history for all sworn members citing the specific policy violations or deficiencies.
15. All non-disciplinary corrective action for sworn members.
16. All violations of MPD's body-worn and in-car camera policies.
17. All awards, commendations, and positive supervisor feedback.
18. Sick time use.
19. Missed court appearance(s).
20. Total hours worked (to include all types of work).
21. Training history, internal and external to the MPD, and missed trainings.
22. Injuries sustained by MPD members.
23. Involvement in traumatic and/or critical incidents.
24. Rank, assignment, and transfer history.
25. Other qualitative data, such as performance evaluations, and quantitative data, such as hours worked and call type, to provide a holistic analysis of member's work.

Glossary

Adverse Event: Actions or behaviors that may occur in the future, absent of intervention, that violate law, MPD policy, or otherwise detract from the public's faith in the Department or the law enforcement profession. Such actions or behaviors include, but are not limited to, being

subject to a sustained finding in a misconduct investigation, a defendant in a civil lawsuit resulting in an adverse judgment or settlement, a direct participants in an officer involved shooting or death determined to be unjustified or out of policy by the Chief of Police or court of law, convicted of a crime, or experiencing suicidal ideation, chemical dependency or other self-harm.

Assigned Supervisor: A supervisor who has been chosen at the discretion of a higher-level supervisor to review an alert and develop a MAP if needed.

Behavior: The way a person acts, responds, or conducts themselves in various situations, including their actions, words, and decisions - whether observed or expressed.

Calendar Day: A period of 24 consecutive hours beginning at 0000 hours and ending at 2359 hours, including weekends and public holidays, unless otherwise specified.

Direct Supervisor: A member's first line supervisor in the immediate chain of command who is responsible for overseeing, directing, and evaluating the performance and conduct of a specific member.

Early Intervention System (EIS): A data driven management tool that incorporates numerous sources of information to help generate a holistic depiction of sworn employee activity to aid the MPD in connecting officers to resources that can improve their wellbeing and performance. The EIS, also known as FirstSign, is a research-based information tool that will be used to prioritize outreach to MPD employees who may need additional support from leadership or their peers and record any efforts made to assist employees.

EIS Administrators: Include any member, sworn or civilian, assigned to the EIS Unit.

EIS Alert: A notification initiated by the automated EIS through which EIS administrators and the identified member's immediate chain of command are notified. All EIS alerts generated through the EIS are reviewed by a supervisor, acted upon as appropriate and properly documented in the EIS. EIS alerts, and any subsequent Member Action Plan, may be used as a component of performance evaluations but shall not serve as a substitute to a formal performance evaluation.

EIS Engagement: Non-disciplinary interaction with MPD members by supervisors for the purpose of impacting behavior that, based on EIS indicators, deviates from the statistical norm and may lead to undesirable outcomes for the member, community or the MPD.

Identified Member: The member the EIS has created an EIS alert for due to an increased risk of an adverse event in the next 12 months.

Immediate Chain of Command: An MPD member's direct and next two higher-ranking MPD supervisors. (Example a patrol officer's chain of command is their Sergeant, Lieutenant, and Inspector. An investigative sergeant's chain of command is their Lieutenant, Commander, and

Deputy Chief.) The chain of command also includes the continuous line of authority to and from the Chief of Police as appropriate.

MAP Progress Review: A process to determine if a Member Action Plan changed the member's behavior(s) that prompted the initial EIS engagement.

Member Action Plan (MAP): A non-punitive, holistic strategy to help an MPD employee improve overall wellness, behavior and/or performance.

Peer Group: MPD members of similar rank, assignment, duties, or years of service. Peer group data sources identify activity patterns relative to an established norm and are broken down into category lines of Very Low, Low, Expected, High, and Very High.

Risk Levels: An indicator that highlights the probability of a sworn MPD member experiencing an adverse event (e.g., suspension, complaint investigation, etc.) in a 12-month rolling calendar year from the current date.

Risk Profile: The combination of factors that indicate a member is at risk of an adverse event, determined independently by supervisors or through the EIS by statistical methods.

Rolling Calendar Year: A continuous 12-month period that is measured backward or forward from a specified date. Each new day, shifts the start and end of the 12-month period, ensuring it always includes the most recent 12 months.

Second-Line Supervisor: A supervisory member of the department who has direct oversight of a first-line supervisor (e.g., sergeants) and is responsible for ensuring the effective management, accountability, and performance of personnel under their command. Second line supervisors typically hold the rank of lieutenant or above.