

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

| | | | |
|--|--------------------------------|---------------------|------------------------------------|
| DATE ISSUED: xx xx, 2025 | DATE EFFECTIVE: xx xx, 2025 | NUMBER: SO25-0xx | PAGE: 1 of 18 |
| TO: Distribution "A" | | | RETENTION DATE: Until Rescinded |
| SUBJECT: Manual Revision – 2-203 Early Intervention System | | | APPROVED BY: |

MP-8806

Introduction:

Effective with the issuance of this Special Order, Section 2-203 of the MPD Policy and Procedure Manual shall be added as follows:

2-203 Early Intervention System
(xx/xx/25)

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.
- Identify successful EIS engagements with positive outcomes.
- Address concerning patterns of behavior, including proactive identification of potential discriminatory policing.
- Provide members with individualized EIS engagements and support in a non-punitive or disciplinary manner.
- Proactively identify and intervene when behavioral warning signs are detected or reported.
- Promote a culture of wellness and peer-to-peer accountability.

II. Policy

A. Early Intervention System

The EIS is a system customized to the MPD's needs that utilizes predictive analytics for all sworn members with the ability to identify those requiring, or those who would benefit from, support and deliver appropriate non-disciplinary assistance, as needed.

1. The EIS analyzes data, listed in the System and Data Management section of this policy, for sworn members of the MPD. 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 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 non-disciplinary MAP will be developed and implemented to assist the member with professional development and support.

B. Information Privacy

1. Consistent with Mn State Statute Chapter 13, all EIS records and member data are considered private. Records shall be maintained according to all city and state requirements.
2. Any member may receive a summary report of their EIS alert and MAP history by requesting it through their direct supervisor.
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. Others, with a documented business need, requesting direct access to a specific member's EIS information, shall require the approval of 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 any discipline under this policy.

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. Pursuant to P&P 3-306, EIS records may inform transfer decisions when related to a MAP.

III. EIS Alerts and Member Action Plan (MAPs)

A. EIS Alerts

EIS alerts are automatically generated based on a sworn member's risk profile and likelihood of experiencing an adverse event in the next 12 months.

1. Alerts Warranting No EIS Engagement
 - a. Depending on the EIS alert, action may or may not be required.
 - b. When the supervisor determines that no EIS Engagement is necessary for an Advisable, Supervisor Initiated, Referral, or Configurable alert, they shall document the reason, which will be reviewed and approved by the EIS administrators.
2. EIS Alert Types
 - a. **Configurable Alert:** Generated when thresholds, as defined by the MPD (such as a certain number of reportable use of force incidents in a 12-month period) are met; exceeding a threshold does not imply an MPD policy violation has occurred; MAP is optional.
 - b. **Predictive Alerts:** a proactive notification generated using data analysis and predictive modeling to identify patterns or trends that suggest an increased likelihood of future adverse events or performance issues.
 - **Advisable Alert:** Early-stage patterns indicated a potential risk; MAP is optional.
 - **Actionable Alert:** High risk of an adverse event; MAP is mandatory.
 - c. **Manual Alerts:** a reactive notification, created by a member of the MPD.
 - **Supervisor Initiated Alert:** A supervisor observes or is made aware of events not fully analyzed by the EIS, suggesting potential risk; MAP is optional.
 - **Referral Alert:** Any member observes, is made aware of, or self-refers for events not fully analyzed by the EIS, suggesting potential risk; MAP is optional.

3. 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. Upon notification, the second-line supervisor shall confirm that the identified member's direct supervisor is available to evaluate the alert and, if necessary, develop a MAP within the timeline defined in this policy.
 - i. The second-line supervisor may reassign the EIS alert to a non-direct supervisor of the identified member, which could include reassigning it to themselves, for evaluation and/or MAP development, making them the assigned supervisor.
- d. EIS alerts shall be thoroughly reviewed by the end of each notified member's shift.

4. Responses on EIS alerts

- a. 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.
 - i. Identified members shall be informed of the reason for the alert, timeline requirements, and what to expect for next steps in the process.
- b. Supervisors shall document the responses to EIS alerts and include, whether, when, and in what manner the identified member was notified.
- c. Overdue EIS alerts generate notifications to the identified member's chain of command and EIS administrators. The next supervisor in the identified member's chain of command and EIS administrators shall be responsible for ensuring the EIS alert is addressed.
- d. EIS alerts are cleared at the discretion of supervisors, in collaboration with EIS administrators, or upon successful completion of a MAP.

B. Member Action Plan (MAPs)

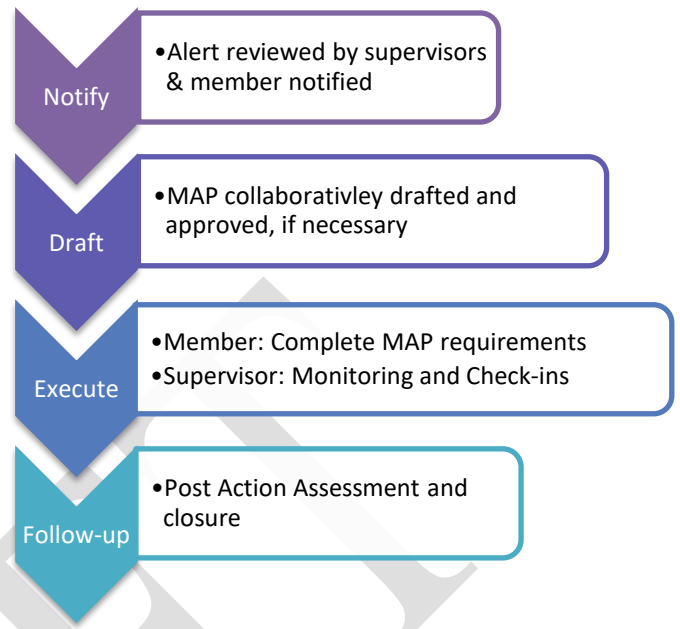
MAPs are collaborative tools that assist in addressing and preventing at-risk behavior, focusing on professional development and behavior modification.

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.

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 forms.
- **Secondary Action Plan Active:** When a second MAP becomes necessary due to a other risk factors.
- **Referred:** Non-compliance with a MAP may result in escalating the matter to the disciplinary process.



3. MAP Timelines

- a. The assigned supervisor shall evaluate the circumstances of the EIS alert to deem if an EIS Engagement is necessary.
- b. If a MAP is determined to be part of the EIS alert response, within six (6) calendar days of the Alert:
 - i. The assigned supervisor drafts a comprehensive, EIS alert-specific, MAP for the identified member to review.
 - ii. Once the MAP is drafted, an in-person meeting with the identified member and the MAP author shall occur to collaboratively finalize the terms of the MAP.
 - aa. The identified member is encouraged to be an active contributor during the drafting process. The identified member shall comply with the MAP.
 - ab. This meeting is to be used as a collaborative time with the identified member's chain of command to focus on support and growth.
- c. The finalized draft shall then be sent to the identified member's second-line supervisor for review.
- d. Within three (3) days of receipt:
 - i. The MAP shall be Approved, Rejected, or returned to Request Additional Information by the second-line supervisor.
 - ii. If the MAP is rejected or additional information is requested, the MAP author shall respond within three (3) calendar days and resubmit for approval.
 - iii. The identified member may request and/or the supervisor may direct additional meetings to discuss changes to the MAP.

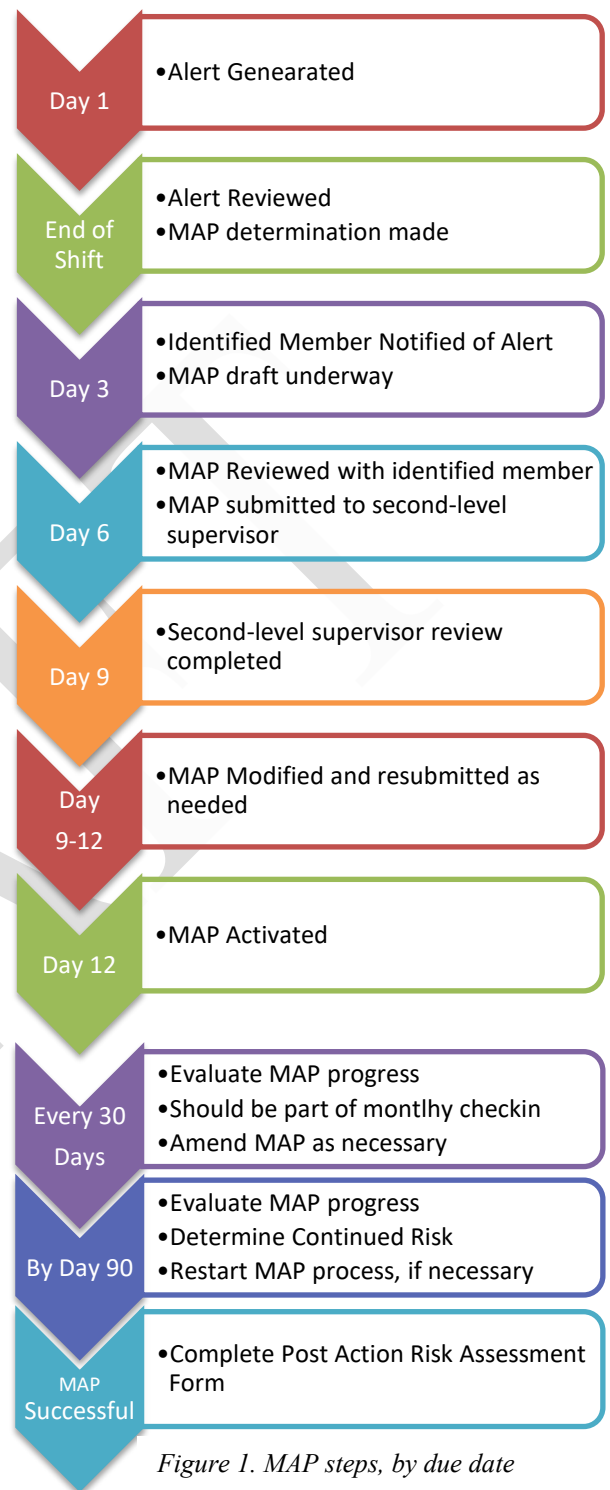


Figure 1. MAP steps, by due date

- iv. Should a collaborative agreement on MAP requirements not be met, the identified member's immediate chain of command may determine the final terms of the MAP.
 - e. All MAPs shall be approved and active within twelve (12) calendar days of the EIS alert.
 - i. Supervisors who do not resolve EIS alerts within twelve (12) calendar days will have an EIS alert created for the missed deadline. Failure to meet deadlines may be subject to the disciplinary process.
 - f. MAPs shall be a minimum of 30 calendar days and designed to conclude within 90 calendar days.
 - g. All MAP supervisory responsibilities should remain with the identified member's direct supervisor, whenever feasible.
 - h. Members shall receive a copy of the approved MAP.
4. MAP Considerations
- a. Should the member be under a Performance Improve Plan (PIP) or subject to any of its processes, the PIP may include MAP requirements but shall not interfere with the MAP or timelines.
 - b. To ensure proper use, a supervisor-initiated 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) admin day, the supervisor shall consult with the Health and Wellness Unit and EIS Administrators prior to finalizing the MAP.

5. MAP Non-Compliance

- a. Non-compliance with a MAP and/or MAP timelines, 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 meant as an opportunity for supervisors to assess the current state of the identified member's risk profile and MAP standing.

- 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 minimum, one completed MAP Progress Review form, which helps determine if a member's risk profile has moved to an acceptable level.
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 shall review the member's risk profile and associated documentation to collectively come to agreement on the identified member's risk determination.
 - i. Should the determination be made that the identified member's risk profile has not lowered to an acceptable level, they shall be considered a continued risk.
5. If it is determined that the identified member has successfully completed all MAP requirements and their risk profile is at an acceptable level, 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 considered at continued risk when:

- There is an active MAP and a new EIS alert, requiring an EIS engagement, is generated.
- MAPs remain incomplete past previously established deadlines.
- A supervisor determines that the identified member has made insufficient progress and/or that the member is still at-risk.

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

To maintain clarity and effective EIS engagements, when appropriate, efforts shall be made to ensure identified members have as few concurrent MAPs at one 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. A secondary MAP shall be created to address the similar EIS alerts, consolidating criteria and engagement strategies from the existing MAP into the new one.

- ii. Once the secondary MAP has been approved, the previously existing MAP's status shall change to Secondary Action Plan Active.
- iii. After successful MAP completion, all associated MAPs will be closed.
- iv. Supervisors shall address relapses or repeated EIS alerts with tailored EIS engagements in subsequent MAPs.

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 MAP:

- 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 and/or Actionable Alert Limits

- b. If a member is assigned three (3) or more MAPs and/or Actionable Alerts for the same/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 Identified Member's progress is found to be insufficient during a check-in, the MAP can 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 of an identified member's insufficient progress, additional EIS engagements and/or requirements may be added. These should not extend the current MAP timelines.
3. MAPs 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 may 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 members progress on the MAP remain insufficient after the amendment, a new MAP shall be created to address the outstanding concerns.

IV. EIS Engagement Strategies

EIS Engagement Strategies shall be tailored to the EIS alert, situation, member, and severity of risk. Intervention strategies can include direct mentorship, training, or other assistance that the member participates in to address the behavior of concern.

1. A supervisor may recommend one or multiple intervention 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)
2. 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.
 - a. Such intervention strategies shall be developed by the supervisor in collaboration with EIS Administrators and the Administrative Services Division, prior to being implemented.

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/or EIS Engagements.

A. Transfers

1. Prior to transfer, the Bureau/Deputy Chief or Unit Commander shall notify the EIS Administrator 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 days of the transfer.

3. 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. An EIS profile summary of members assigned to patrol shall be reviewed by all supervisors on the member's shift (eg. an officer assigned to 1st Precinct Daywatch will have their EIS profile summary reviewed by the Sergeants and the Lieutenant assigned to the same shift).
5. If a Transfer Review Form is not completed within 14 days, a notification will be made to the EIS Administrators and next-line supervisor.

B. Temporary Assignments

1. EIS Supervision shall remain with the member's permanent direct supervisor during temporary assignments.
2. Direct supervisors shall collaborate with and/or notify the temporary supervisor of any new EIS alerts and/or interventions.
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 the MPD. This can be done through active participation, communication, and fulfilling the responsibilities of each member involved.

A. Any Supervisor

All supervisors shall ensure compliance with EIS obligations and policies within their chain of command, attend EIS training to interpret outputs, carryout EIS Engagements, seek additional support, when necessary, identify positive performance, and support the professional development of members.

In addition, supervisors shall also fulfill the following duties.

1. Monitor
 - a. Assess, at minimum monthly, the appropriate EIS dashboard(s) for concerning patterns of behavior.
 - 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 and/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 reasons if it is determined 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 personnel during MAP creation and follow-ups.
- c. Coordinate and implement training, mentoring, and/or referrals to resources with appropriate experts and departments.
- 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 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 command monthly and familiarize themselves with patterns of behavior that may need addressing.
- 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 the Annual EIS Review form.

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 ensuring the supervisors under their command are adhering to all EIS requirements, effectively managing members under their assigned command, and as appropriate, participating in the EIS process.

1. General responsibilities performed by second-line and higher supervisors include:
 - a. Ensure EIS policy and procedure compliance by members under their assigned command.
 - b. Review and, as necessary, assign all EIS alerts in a timely fashion.
 - c. Work collaboratively with EIS Administrators and Health & Wellness to ensure MAPs are executed in a timely, equitable, and consistent manner.
 - d. Provide MAP feedback and support to members under their assigned command.
 - e. Review, approve, deny, or request more information for MAP drafts.
 - f. Evaluate MAP Progress Reviews prior to closure.
 - g. Ensure that all appropriate documentation related to each MAP is present in the EIS.
2. Deputy/Bureau Chiefs or Unit Commanders shall notify the EIS Administrators when a member is transferring within or their command, when practical, no less than five (5) 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 Member Action Plan 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 evaluation of the EIS and provide an assessment about the EIS unit generally, which will include, at a minimum:
 - a. An assessment of the overall effectiveness of the EIS and support interventions, 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 the Health and Wellness Unit) 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

All members, regardless of rank, shall be active participants in the use of the EIS to foster growth and professional development.

1. Members are responsible for complying with MAPs and attending EIS training.
2. Members are encouraged to refer themselves or others they believe are experiencing a crisis or in need of assistance to EIS and/or to Health and Wellness.
3. Members shall be an active participant in, and comply with, any assigned MAPs, reviews, and/or follow-ups.
4. 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 will be responsible for maintaining standard operating procedures that shall 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.
 4. Access permissions.
- B.** Information required shall be entered/uploaded to 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 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 identifying 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.
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.

VIII. Definitions

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.

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 Administrator(s): Any employee, sworn or civilian, assigned to the EIS Unit under the direction of the Administrative Services Commander.

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 employee, the community and/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.

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

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

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 from the current date.

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

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.