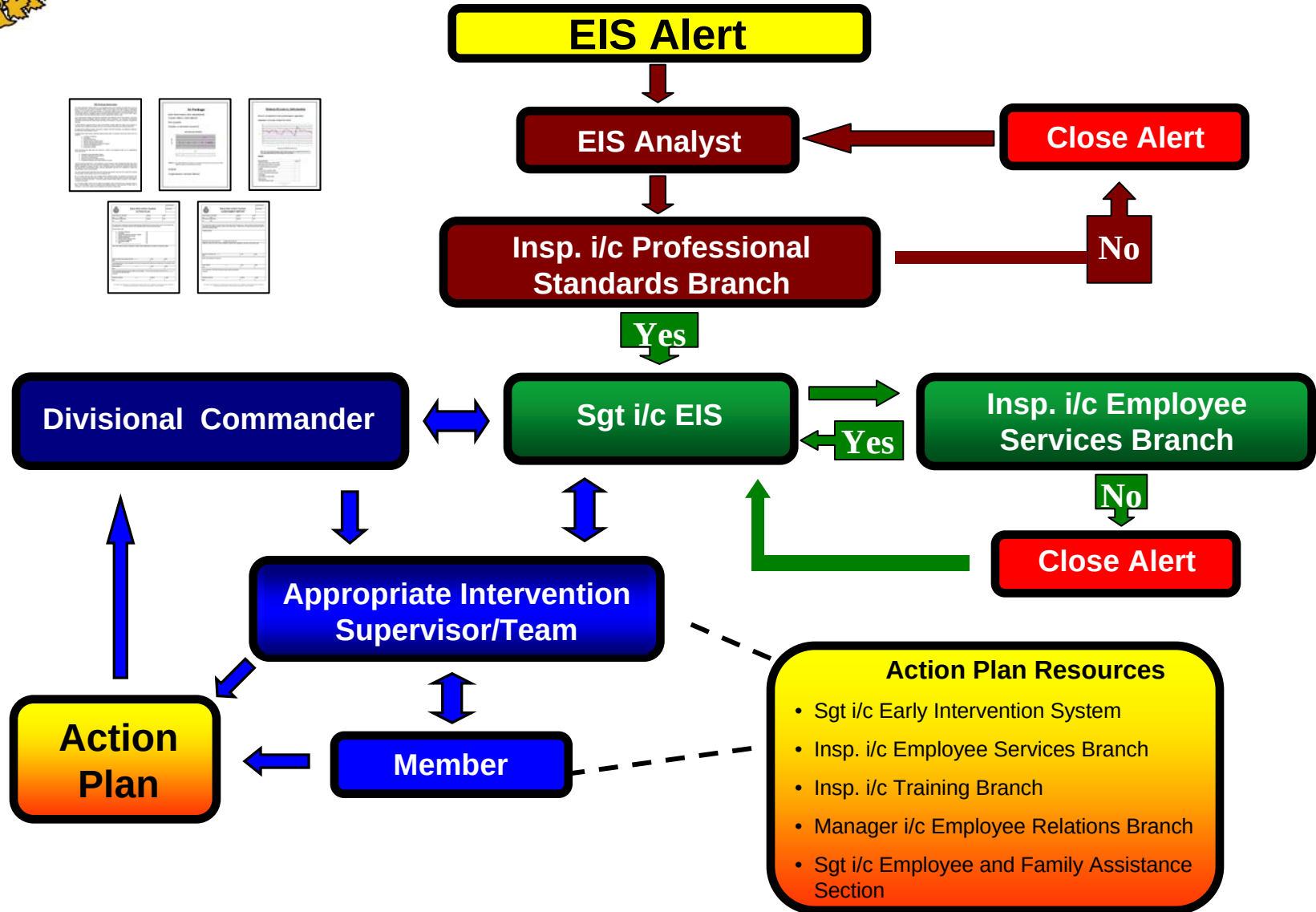




The EIS/SIP Process





The EIS/SIP Process

EIS Alert

Individual Thresholds

Incident type threshold settings

Incident type	No of months	Number allowed
⚠ Citizen Concern	6	3
⚠ Civilian Code of Conduct	6	1
⚠ Complaint of Conduct	6	2
⚠ Criminal Investigations	12	2
⚠ EI Assault PO/Resist Arrest	6	4
⚠ EI Civil Litigation	6	2
⚠ EPS Concern	6	3
⚠ Information Only	12	6
🚫 Overall threshold	6	12
⚠ Use of force	3	6
⚠ Vehicle accident	12	3
⚠ Vehicle pursuit	6	3

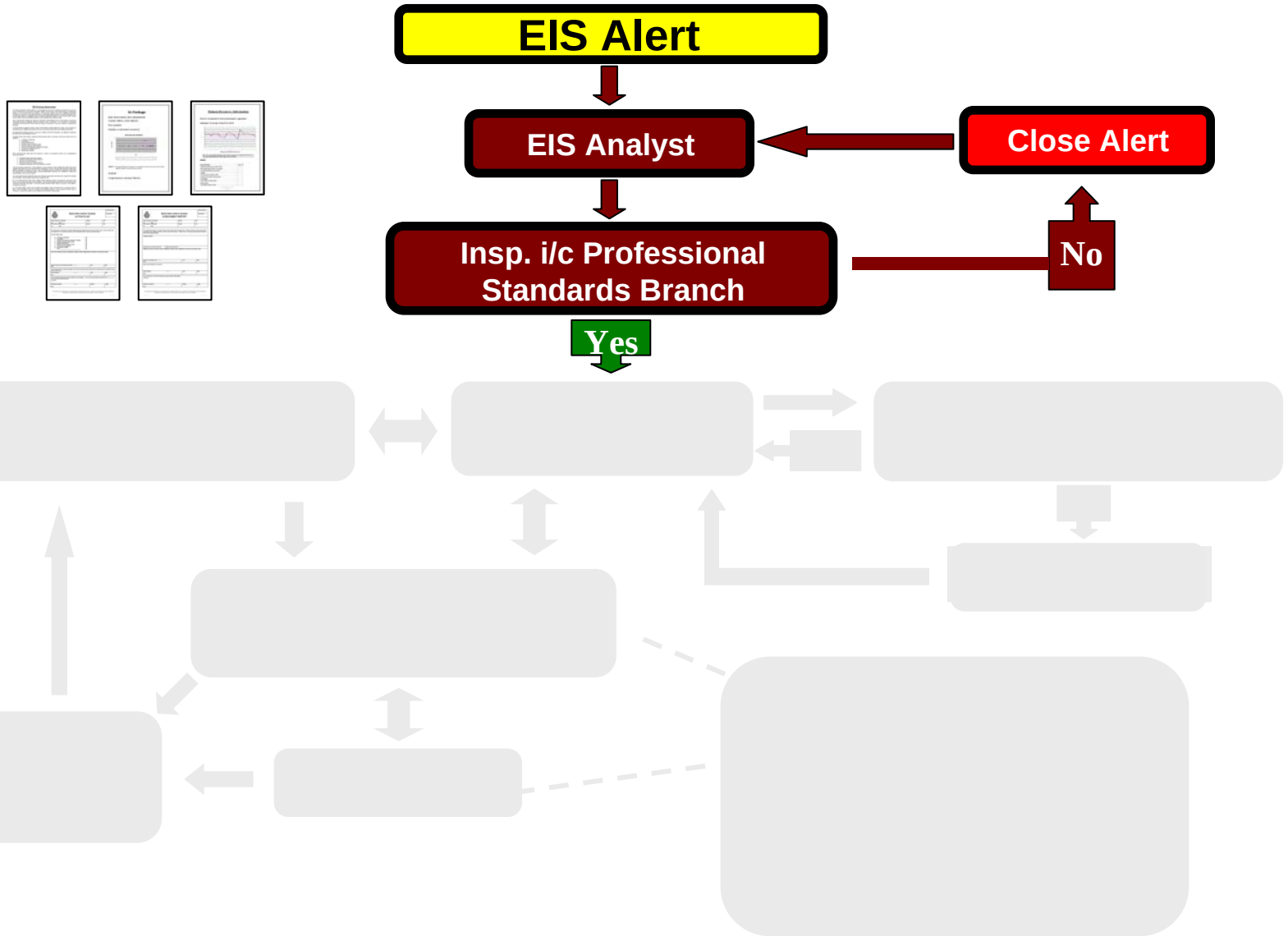


The EIS/SIP Process

EIS Alert

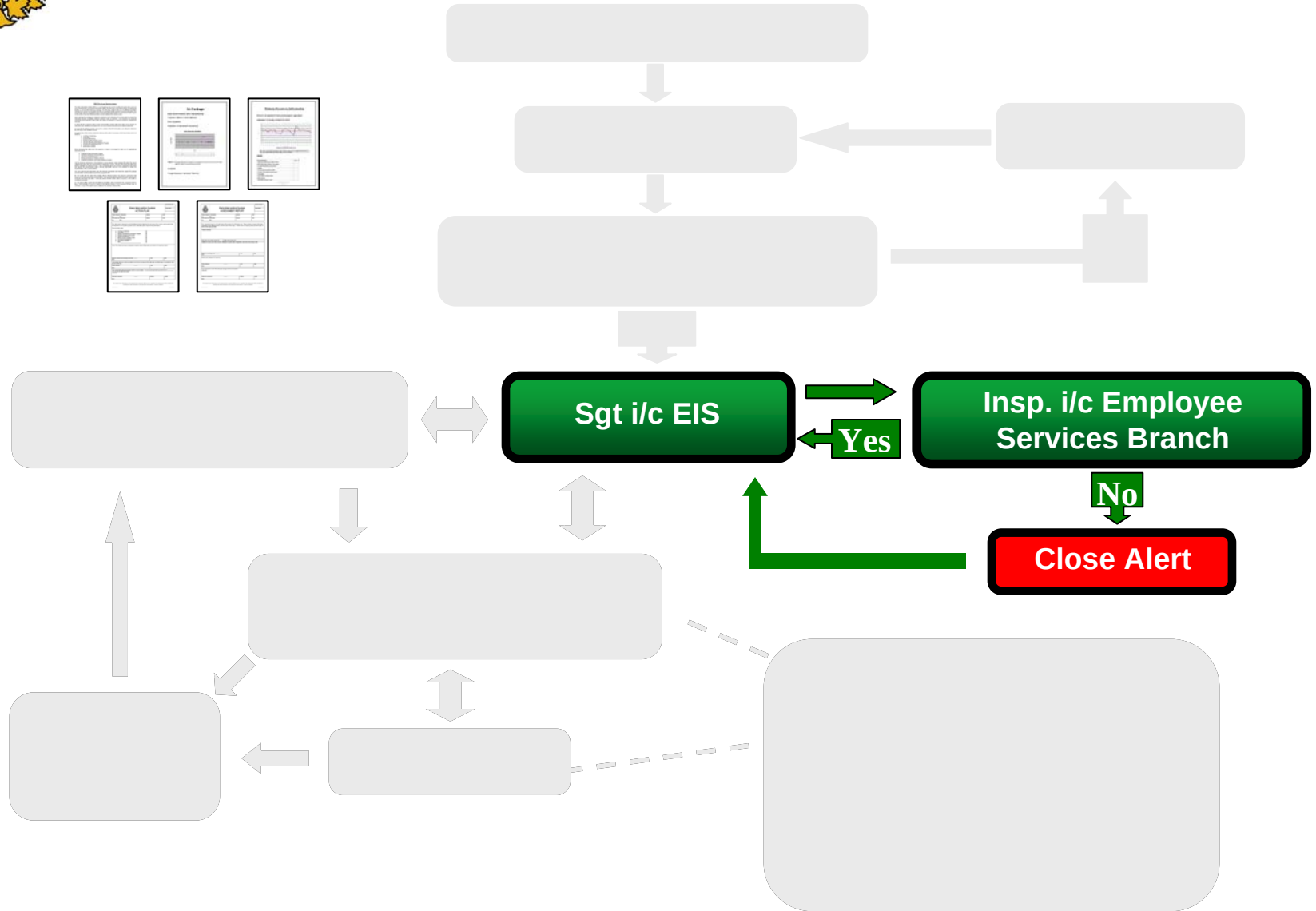
Supervisor Thresholds

Incident type	No of months	Number allowed
⚠ Citizen Concern	6	5
⚠ Civil Litigation	6	4
⚠ Civilian Code of Conduct	6	3
⚠ Complaint of Conduct	6	5
⚠ Criminal Investigations	12	4
⚠ EI Assault PO/Resist Arrest	6	6
⚠ EPS Concern	6	5
⚠ Information Only	12	12
🚫 Overall threshold	12	NA
⚠ Use of force	6	48
⚠ Vehicle accident	12	5
⚠ Vehicle pursuit	6	5



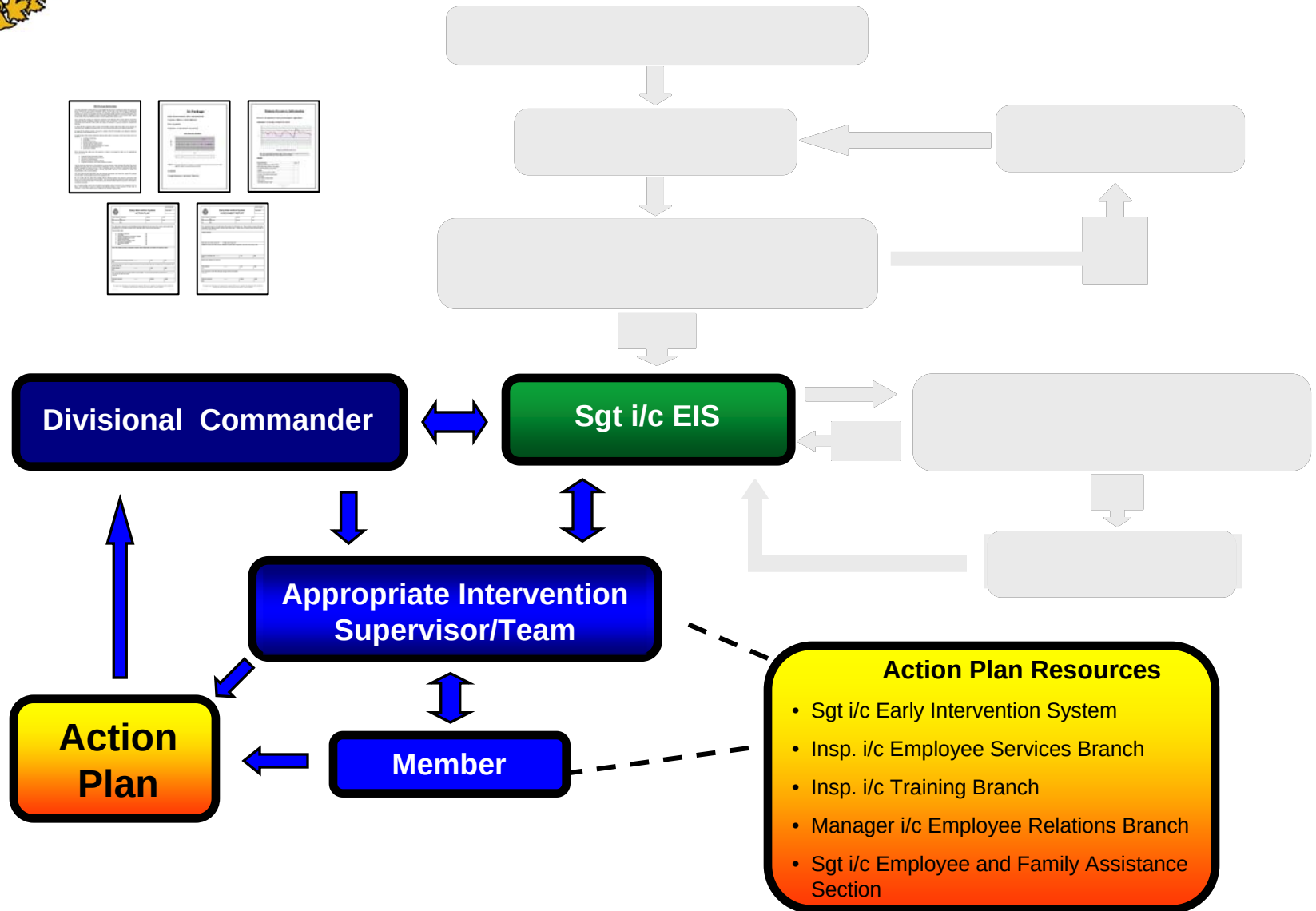


The EIS/SIP Process





The EIS/SIP Process





The EIS Package: Instructions

EIS Package Instructions

The Early Intervention System (EIS) is a non-disciplinary tool used to identify and assist sworn and non-sworn members who may require intervention efforts. The EIS uses a two stage process in determining whether or not proactive steps are required. The first stage relates to the use of statistical information collected from various sources within the EPS to proactively identify members requiring intervention. The second stage relates to a qualitative review conducted to determine whether or not a concern exists. Based on this review, it has been determined that a concern relating to this member exists.

Upon receiving this package, the divisional commander must determine who is best suited to conduct the intervention through consultation with the member's chain of command. At a minimum, the divisional commander shall review the entire profile and assign an individual or a group of people to complete the following:

- (1) Meet with the sergeant i/c EIS to review all information included within the profile, and to develop an intervention plan. Additional information from any source deemed relevant may be obtained at this time.
- (2) meet with the affected member, discuss the contents of the EIS information, and attempt to determine the root cause of the identified concern.
- (3) with the help of the member, determine what proactive action is necessary, which may include, but is not limited to:
 - a. coaching or mentoring,
 - b. counselling,
 - c. supplemental training,
 - d. direction to take a specific course,
 - e. referral to the peer support group,
 - f. referral to the Employee Assistance Program,
 - g. recommend reassignment, or a
 - h. performance contract

When developing this action plan, the supervisor or team is encouraged to make use of organizational resources such as:

- Sergeant i/c Early Intervention System
- Inspector i/c Employee Services Branch
- Inspector i/c Training Branch
- Manager i/c Employee Relations Branch
- Sergeant i/c Employee and Family Assistance Section

(4) The divisional commander, or the individual or group assigned, shall complete EIS Action Plan report outlining what action they are recommending to address the concern. This plan will include the method and timeline suggested to measure success. Upon completing report, the divisional commander shall review and approve the recommended action; ensuring appropriate resources are contacted to enable the implementation of the recommendation.

(5) Upon approving the intervention plan, the divisional commander shall return the original EIS package and the written recommendation report to the sergeant i/c EIS.

(6) Six months after the date of the meeting with the affected member, the divisional commander shall ensure a six month assessment report is written. This report will address whether the action agreed upon during the intervention was taken. It will also address whether further action is required, or the matter is considered concluded.

(7) All original written reports and all related documentation will be forwarded to the sergeant i/c EIS for filing. This information is open for viewing by the affected member or any supervisor in their chain of command. A copy of the reports may be retained in the member's divisional file.



The EIS Package: IA Information

Alert Information Package

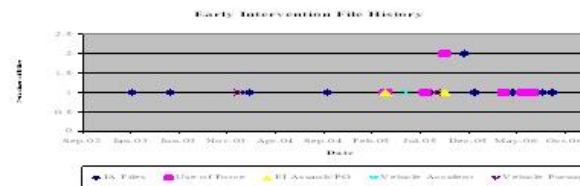
EIS Alert Information

Previous Intervention History

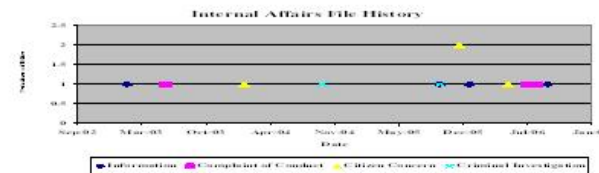
Concise EIS indicator History

Peer Group Analysis

Timeline of All EIS Information Gathered



Timeline of IA Incidents Generated



Analysis of EIS Information

Comprehensive Incident History

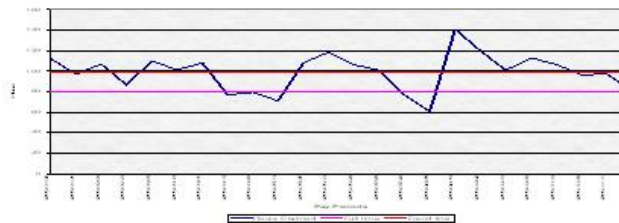


The EIS Package: HR Information

Human Resources Information

Review of member's last performance appraisal

Summary of hours worked in 2006



Note: This is an approximation of the hours worked. Count time is represented as the number of hours claimed, not the amount of hours actually worked. Red dot indicates date of LA request.

Synopsis

Special Duty	HFS	Accumulated Vacation:	HFS
Total Special Duty hours worked in 2006		Time in Bank:	
Most Special Duty worked in a pay period		Date of Hire:	
Average Special Duty per pay period		Current position:	
Court		Summary of Positions held since date of hire:	
Total Court hours claimed in 2006			
Average Court claimed per pay period			
Overtime			
Total overtime worked in 2006			
Sick Leave			
Total sicktime taken in 2006			
Vacation			
Total vacation taken in 2006			
Bank Time Used			
Total bank time taken in 2006			

Add Member's name
Add date



The EIS Package: Action Plan

	Early Intervention System ACTION PLAN		EIS File Number																		
			Report Date																		
Affected Employee Information		Division	Unit																		
Reg. Name																					
Direct Supervisor Information		Division	Unit																		
Reg. Name																					
This Action plan is designed to assist the affected member determine the root cause of the concern, and to assist in the development of a non punitive, proactive, and collaborative plan to improve their performance. Proposed Action plan: <table border="1"><tr><td>a. coaching or mentoring</td><td>☐</td></tr><tr><td>b. counselling</td><td>☐</td></tr><tr><td>c. referral to the Employee Assistance Program</td><td>☐</td></tr><tr><td>d. referral to the peer support group</td><td>☐</td></tr><tr><td>e. supplemental training</td><td>☐</td></tr><tr><td>f. direction to take a specific course</td><td>☐</td></tr><tr><td>g. recommend reassignment</td><td>☐</td></tr><tr><td>h. performance contract</td><td>☐</td></tr><tr><td>i. other: _____</td><td>☐</td></tr></table>				a. coaching or mentoring	☐	b. counselling	☐	c. referral to the Employee Assistance Program	☐	d. referral to the peer support group	☐	e. supplemental training	☐	f. direction to take a specific course	☐	g. recommend reassignment	☐	h. performance contract	☐	i. other: _____	☐
a. coaching or mentoring	☐																				
b. counselling	☐																				
c. referral to the Employee Assistance Program	☐																				
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e. supplemental training	☐																				
f. direction to take a specific course	☐																				
g. recommend reassignment	☐																				
h. performance contract	☐																				
i. other: _____	☐																				
Action Plan Details (summary, anticipated completion dates (if applicable), and method of measuring results)																					
Supervisor Involved in developing Action Plan		Signature	Date																		
Name																					
I acknowledge that I have had the opportunity to assist in the development of this action plan, and I further agree to undertake the steps agreed to in this plan.																					
Affected Member		Signature	Date																		
Name																					
I have reviewed this action plan and agree with the recommendations. An assessment report will be provided to me by _____ (6 months from the intervention date)																					
Comments:																					
Divisional Commander		Signature	Date																		
Name																					
The original copy of this form is to be returned to the sergeant i/c EIS once it is completed. This information will be available for viewing by the affected member or any supervisor in the member's chain of command.																					

EIS Action Plan Rev. 07/02/20



The EIS Package: Assessment Report

	Early Intervention System ASSESSMENT REPORT		EIS File Number
			Report Date
Affected Employee Information		Division	Unit
Reg. Name			
Direct Supervisor Information		Division	Unit
Reg. Name			
This Assessment report is a 6 month review of the results of the EIS action plan. Please provide a synopsis of the steps undertaken by the affected member, and the result of these steps. If further action is required, please provide the plan of action in the space provided.			
Results summary			
☐ Intervention successfully concluded ☐ Further action Required ☐			
Additional Recommended Action (summary, anticipated completion dates (if applicable), and method of measuring results)			
Supervisor conducting review		Unit	Date
Name			
Member acknowledgement (Comment):			
Affected Member		Unit	Date
Name			
I have reviewed the results of this action plan and agree with the determination. Comment:			
Divisional Commander		Division	Date
Name			
The original copy of this form is to be returned to the sergeant i/c EIS once it is completed. This information will be available for viewing by the affected member or any supervisor in the member's chain of command.			
EIS Action Plan		Rev. 07/02/20	



Commonly asked Questions

- Do the thresholds have to be met to initiate the EIS process?
 - Who has access to these records?
 - How long are these records kept?
 - How many times can EIS be used?
-



Questions?
