
Early Intervention System

209.1 PURPOSE AND SCOPE

The Early Intervention System (EIS) is a non-disciplinary proactive management tool comprised of automated software notifications and a structured department review process. The primary purpose of EIS is to provide employees and supervisors with relevant data to make informed decisions in the identification of potential training opportunities, need for policy review, and ensure the use of proper and effective tactics and equipment. EIS shall monitor all commissioned personnel.

209.2 POLICY

It is the policy of the Spokane Police Department to monitor, identify, and guide employee performance in an effort to ensure a professional and accountable work environment for employees and for the citizens they service in the City of Spokane.

209.3 DEFINITIONS

- A. **Indicator** - An indicator is the incident, data, and/or information compiled to identify and evaluate an employee's performance.
- B. **Threshold** - A threshold is the point at which a sufficient number of incidents have occurred to generate an alert.
- C. **Intervention** - An intervention is a meeting with the employee after a supervisory review of the incidents that generated the alert is conducted.
- D. **Incidents not Meeting Threshold Criteria**- Intervention alerts that are generated by incidents not meeting the intended criteria will be closed without further action. This includes but is not limited to vehicle collisions where the employee was not at fault.

209.4 ORGANIZATION

EIS shall be under the direction of the Office of Professional Accountability (OPA).

209.5 CONFIDENTIALITY OF EIS INFORMATION

All EIS information shall be strictly confidential. Information, data, and copies of reports utilized to develop EIS recommendations shall be treated as part of an employee's performance review.

Access to EIS data will be governed under the same policies and procedures outlined for an employee's personnel file and will not be subject to release except as provided by law. EIS data is to be shared only with an employee's supervisors, union representative, and others with a bona fide need to know (e.g., SPD Training Unit staff, subject matter experts, etc.). Any unauthorized release of EIS information may result in disciplinary action against the involved employee. The EIS System may result in an involved employee receiving additional training at the discretion of his/her supervisors, when applicable.

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209.6 INDICATORS AND THRESHOLDS

The Chief of Police or designee shall have the authority to establish EIS indicators and thresholds, which are subject to modification.

Indicators include the following:

- A. Use of Force
- B. Vehicle Collision/Legal Intervention
- C. Vehicle Pursuit
- D. Firearm Discharge
- E. Citizen Complaints
- F. Internal Complaints

Thresholds that cause an intervention to be generated include the following:

- A. A total of four (4) use of force incidents within 12 months. Not to include canine applications.
- B. A total of two (2) preventable vehicle collisions within 12 months.
- C. A total of two (2) legal interventions within 12 months.
- D. A total of three (3) vehicle pursuits within 12 months.
- E. A total of two (2) firearm discharges within 12 months.
- F. A total of three (3) citizen complaints within 12 months.
- G. A total of two (2) internal complaints within 12 months.

Supervisory alerts are also generated for groups of employees working in the same unit.

Thresholds that cause an intervention to be generated include the following:

- A. A total of twelve (12) use of force incidents within 12 months. Not to include canine applications.
- B. A total of six (6) preventable vehicle collisions within 12 months.
- C. A total of six (6) legal interventions within 12 months.
- D. A total of eight (8) vehicle pursuits within 12 months.
- E. A total of four (4) firearm discharges within 12 months.
- F. A total of eight (8) citizen complaints within 12 months.
- G. A total of four (4) internal complaints within 12 months.

209.7 IDENTIFICATION, REVIEW AND INTERVENTION PROCESS

When an employee reaches the established threshold for an intervention, the EIS system will automatically send a notification to the Office of Professional Accountability. The OPA shall review the threshold reached and any reports relating to the incidents that generated the alert. The Office of Professional Accountability shall review these incidents for possible incidents that do not meet the EIS criteria and close the alert if required. The OPA shall notify the identified employee's

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immediate supervisor of the alert. The OPA shall send the alert and associated reports to the appropriate training cadre for the type of threshold.

Pursuits-Emergency Vehicle Operations Course (EVOG)

Collisions-EVOG

Use of Force-Defensive Tactics (DT) Cadre

Firearm Discharge-Range Master

The appropriate department experts will review the alert and determine if the involved incidents require an intervention or are a false alert. If an intervention is required the alert and reports shall be forwarded by the department experts to the involved employee's supervisor. Citizen and Internal Complaint alerts shall be routed directly to the employee's supervisor.

If the department experts determine the alert is false, they will return the alert and incidents to the OPA for closure.

For alerts sent to the shift supervisor, the supervisor shall conduct a thorough review of all incidents and related policy.

The employee's supervisor shall notify the employee of the alert. A mandatory intervention meeting shall be scheduled between the employee's supervisor and employee as soon as practicable. The employee may bring a union representative to the intervention meeting. The employee shall have the opportunity to review the alert and ask questions about the process or incidents that generated the alert. The intervention meeting may include discussion about policy review, training, equipment, supervision, mentoring, and referrals to other resources.

A summary of the EIS meeting shall be documented in the employee's next performance evaluation under the category of training. When additional training or equipment needs are identified, the supervisor will coordinate with appropriate department trainers such as Firearms Instructors, Emergency Vehicle Operations Course (EVOG) instructors, Field Training Officers, Defensive Tactics Instructors, etc. to facilitate any additional training.

209.7.1 FACTORS FOR EIS REVIEW

At the time of the EIS review, supervisors will also consider other factors which include, but are not limited to:

- A. Officer commendations
- B. Awards
- C. Personnel annual reviews
- D. Disciplinary records
- E. Civil or administrative suits
- F. Training records, including missed training

Civil Suit Notification:

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The City Attorney's Office shall notify the Internal Affairs Lieutenant of all lawsuits filed against members concerning activities associated with their employment with the Spokane Police Department. Internal Affairs shall notify the appropriate Captain or equivalent command staff member. If necessary, the Captain may meet with the City Attorney's Office for a briefing and disseminate relevant information to the member's chain of command.

Training Notification:

Prior to an EIS intervention meeting, the Training Unit shall provide training records to the employee's supervisor, upon request. Additionally, the Training Unit shall notify an employee's supervisor of any missed training throughout the year (i.e., in-service).

209.8 SUPERVISOR EIS RESPONSIBILITIES

- (a) Conduct a thorough review of all incidents and related policy.
- (b) Notify the employee of the alert.
- (c) Conduct the intervention meeting.
- (d) If appropriate, coordinate with appropriate department trainers such as Firearms Instructors, Emergency Vehicle Operations Course (EVOC) instructors, Field Training Officers, Defensive Tactics Instructors, etc. to facilitate any additional training.
- (e) Upon the completion of all EIS interventions, forward the EIS Completion Form to the Office of Professional Accountability for review and inclusion in the EIS file.
- (f) Document the summary of the EIS meeting in the employee's next performance evaluation under the category of training.

209.9 OFFICE OF PROFESSIONAL ACCOUNTABILITY EIS RESPONSIBILITIES

- (a) Monitor the EIS and record all alerts generated by the system.
- (b) Review indicators and thresholds for incidents that do not meet EIS criteria.
- (c) Make proper notifications of alerts.
- (d) Provide the Office of the Chief with an Annual Report to include statistical data and performance review of the EIS.
- (e) Evaluate the effectiveness and make recommendations for adjustments to indicators and thresholds on a bi-annual basis.

209.10 EIS STATUS

All commissioned employees and their supervisors may receive their current indicator status within the EIS at any time by contacting the Office of Professional Accountability.