

ALACHUA COUNTY SHERIFF'S OFFICE

(Date)

INTER-OFFICE CORRESPONDENCE

TO: (Appropriate Major's Name)

FROM: Chief Inspector (name)
Office of Professional Standards

RE: Early Identification System Report for (Employee's Name)
Monthly/Quarterly/Annual Report

The Office of Professional Standards has the responsibility to the Agency, its employees, and the community to identify and assist employees who show symptoms of job stress and/or performance problems. As a result, the Office of Professional Standards has created an Early Identification System (EIS) to provide a systematic review of the following incidents:

- Allegations (Administrative Investigations)
- Incident Reviews (Subject Resistance Reports)
- Early Warning Alerts

An EIS Report, along with an Employee Comprehensive Report, will be generated when an employee meets or exceeds a numerical threshold for the number of incidents the employee is involved in during a specific time frame. An EIS Report makes no conclusions or determinations and should be used by supervisors as a tool to assist in determining if job stress or performance problems exist. For a fair and meaningful assessment to be made, an EIS Report must be reviewed in combination with other criteria such as:

- Performance Evaluations
- Input from previous supervisors
- Observations
- Work product (quality and quantity)
- Commendations

The employee(s) who met the criteria for the review is listed below:

Name	Formal Complaint	Administrative Investigation	Fire Team	Response to Resistance	Total
D/S Name, ID #0123	2	0	0	3	5

Month – Month 20??: First Quarter Early Intervention Report

Date

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Supervisors in the employee's chain of command shall review the EIS Report to determine if any patterns or behaviors exists and report their findings and their recommendations, if any, to Chief Huckstep, via the Office of Professional Standards.

Attachments: Employee Comprehensive Report for (Employee's Name)

TMK/taw