

POLK COUNTY SHERIFF'S OFFICE

**OFFICE OF THE SHERIFF
CHIEF OF STAFF**

ADMINISTRATIVE INVESTIGATIONS SECTION



2010 Administrative Complaint Annual Report

April 1, 2011

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INTRODUCTION

A system to investigate and review all complaints made against Polk County Sheriff's Office (PCSO) Members is essential to establish and maintain the confidence of the citizens of Polk County, to protect the integrity/rights of the agency members, and to protect the public from inappropriate behavior by Sheriff's Office members.

It is the policy of the Sheriff's Office to investigate all administrative complaints against the agency and its members and to maintain an Administrative Investigations Section (AIS) which shall thoroughly, expeditiously, and impartially investigate all assigned complaints or cases involving the agency's integrity. The AIS is an organizational component reporting directly to the Sheriff/Chief of Staff. [CALEA 52.1.3] [PSCA 1.4.2]

The AIS shall be responsible for recording and registering all administrative complaints against the agency and its members. The AIS shall maintain the integrity and confidentiality of all administrative investigation files and records, in accordance with Section 112.533, F.S. and shall maintain a computerized Administrative Investigations Management (AIM) System containing said files and records. [CALEA 52.1.2] [FCAC 4.15 A, B]

In accordance with PCSO G.O. 52.1 – Administrative Inquiries and Investigations, all administrative complaints are initially documented on an Administrative Complaint Form (PCSO Form 183). The AIS assigns a sequential master complaint referral (CR) number to each complaint (e.g.: CR10-001, CR10-002, etc.) received during each calendar year (January 1 – December 31).

Each CR is subsequently assigned a corresponding Administrative Investigation (AI) or Administrative Inquiry (AQ) number (e.g.: AI10-01, AI10-02, or AQ10-001, AQ10-002, etc.). This numbering system facilitates the tracking and accountability of each complaint assigned to a particular department/office for an AI or to the Administrative Investigations Section for an AI.

All administrative complaint information is entered in the AIS AIM System for case management and reporting.

Pursuant to PCSO G.O. 52.1.E.12 – Annual Report, and CALEA Accreditation Standard 1.2.9d, an annual review and analysis regarding all reported administrative complaints initiated by the citizens of Polk County, PCSO agency members and outside/contract agencies has been completed.

Accordingly, the 2010 Administrative Complaint Annual Report provides a comprehensive review and detailed summary of these reported administrative complaints.

2010 ADMINISTRATIVE COMPLAINTS

A total of 214 administrative complaints were reported and documented by the Polk County Sheriff's Office between January 1, 2010 and December 31, 2010. The 2010 total of 214 administrative complaints represents a decrease of 22 (-9%) from 2009.

Table 1 summarizes the total number of 2010 administrative complaints reported and documented by the Polk County Sheriff's Office.

2010 ADMINISTRATIVE COMPLAINTS

SUBJECT OFFICE/DEPT. OF COMPLAINT	YEAR 2007	YEAR 2008	YEAR 2009	YEAR 2010	DIFFERENCE 2009 / 2010
Office of the Sheriff	0	1	0	2	+2
Department of Law Enforcement	205	172	206	187	-19
Department of Detention	41	35	26	24	-2
Office of Business Affairs	8	3	3	0	-3
Outside/Contracted Agencies	7	2	1	1	No Change
TOTALS	261	213	236	214	-22

TABLE 1

SOURCE: PCSO AIM SYSTEM, 2011

Table 2 summarizes the total number of 2010 Office of the Sheriff's administrative complaint distribution.

2010 ADMINISTRATIVE COMPLAINT DISTRIBUTION OFFICE OF THE SHERIFF

OFFICE OF THE SHERIFF	YEAR 2007	YEAR 2008	YEAR 2009	YEAR 2010	DIFFERENCE 2009 / 2010
Administrative Investigations Section	0	0	0	0	No Change
Office of Professional Compliance	0	1	0	2	+2
Office of Communications	0	0	0	0	No Change
Office of Legal Affairs	0	0	0	0	No Change
TOTAL – OFFICE OF THE SHERIFF	0	1	0	2	+2

TABLE 2

SOURCE: PCSO AIM SYSTEM, 2011

Table 3 and Chart 1 summarize the total number of 2010 Department of Law Enforcement's administrative complaint distribution occurring within specific districts/bureaus.

2010 ADMINISTRATIVE COMPLAINT DISTRIBUTION BY DISTRICT / BUREAU - DEPARTMENT OF LAW ENFORCEMENT

DEPARTMENT OF LAW ENFORCEMENT	YEAR 2007	YEAR 2008	YEAR 2009	YEAR 2010	<i>DIFFERENCE 2009 / 2010</i>
Central District - CEN	-	1	17	18	<i>+1</i>
Northeast District - NE	33	23	29	16	<i>-13</i>
Southeast District - SE	48	30	28	30	<i>+2</i>
Northwest District - NW	38	25	27	26	<i>-1</i>
Southwest District - SW	49	30	56	52	<i>-4</i>
Bureau of Criminal Investigations - BCI	10	8	4	3	<i>-1</i>
Bureau of Special Investigations - BSI	3	7	6	13	<i>+7</i>
Bureau of Support Operations - BSO	11	20	21	16	<i>-5</i>
Bureau of Support Services - BSS	13	28	18	13	<i>-5</i>
TOTAL - D.L.E.	205	172	206	187	<i>-19</i>

TABLE 3

SOURCE: PCSO AIM SYSTEM, 2011



CHART 1

SOURCE: PCSO AIM SYSTEM, 2010

Table 4 and Chart 2 summarize the total number of 2010 Department of Detention's administrative complaint distribution occurring within specific facilities/bureaus.

2010 ADMINISTRATIVE COMPLAINT DISTRIBUTION BY FACILITY / BUREAU
DEPARTMENT OF DETENTION

DEPARTMENT OF DETENTION	YEAR 2007	YEAR 2008	YEAR 2009	YEAR 2010	<i>DIFFERENCE 2009/2010</i>
Central County Jail - CCJ	8	14	6	10	+4
South County Jail - SCJ	9	10	10	11	+1
Court & Support Svcs. Bureau - C&SS	11	6	5	2	-3
Intake & Records Bureau - I&RB	9	4	5	1	-4
TOTAL - D.O.D.	37	34	26	24	-2

TABLE 4

SOURCE: PCSO AIM SYSTEM, 2011

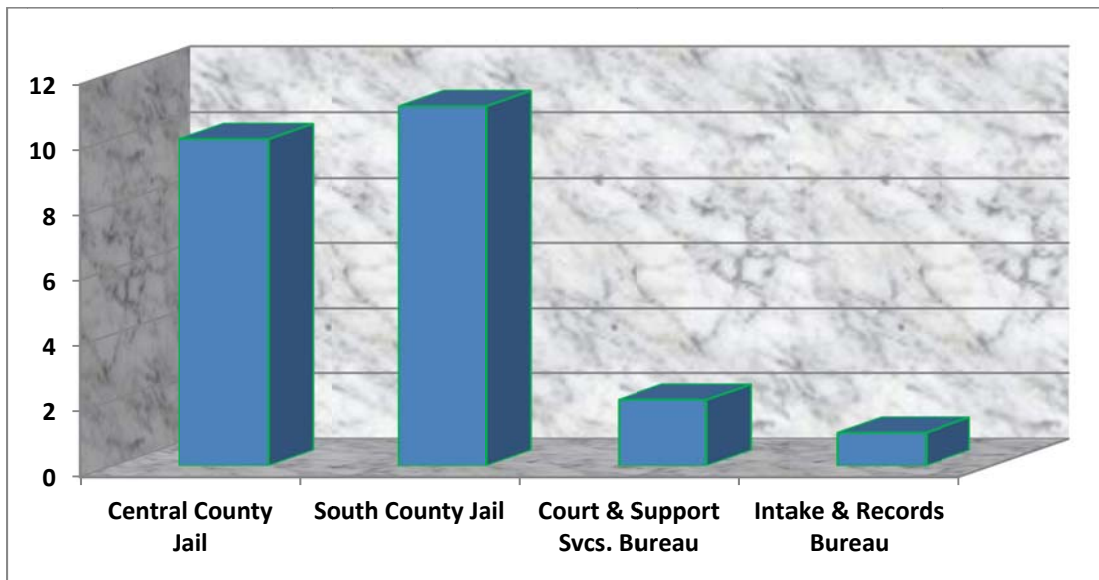


CHART 2

SOURCE: PCSO AIM SYSTEM, 2011

Table 5 summarizes the total number of 2010 Office of Business Affairs' administrative complaint distribution occurring within specific division.

2010 ADMINISTRATIVE COMPLAINT DISTRIBUTION BY DIVISION
OFFICE OF BUSINESS AFFAIRS

OFFICE OF BUSINESS AFFAIRS	YEAR 2007	YEAR 2008	YEAR 2009	YEAR 2010	<i>DIFFERENCE 2009/2010</i>
Business Services Division	1	0	0	0	<i>No Change</i>
Human Resources Division	6	2	2	0	<i>-2</i>
Fiscal Services Division	0	0	0	0	<i>No Change</i>
Information Technology Division	1	1	1	0	<i>-1</i>
TOTAL – O. B. A.	8	3	3	0	<i>-3</i>

TABLE 5

SOURCE: PCSO AIM SYSTEM, 2011

Table 6 summarizes the total number of 2010 Outside/Contract Agencies' administrative complaint distribution.

2010 ADMINISTRATIVE COMPLAINT DISTRIBUTION
OUTSIDE / CONTRACT AGENCIES

AGENCY	YEAR 2007	YEAR 2008	YEAR 2009	YEAR 2010	<i>DIFFERENCE 2009/2010</i>
City of Fort Meade	1	0	0	0	<i>No Change</i>
Correctional Medical Services	0	0	0	0	<i>No Change</i>
Davenport Police Department	1	0	0	0	<i>No Change</i>
Eagle Lake Police Department	1	0	0	0	<i>No Change</i>
Haines City Police Department	3	2	1	0	<i>-1</i>
Lake Hamilton Police Department	1	0	0	0	<i>No Change</i>
Lake Wales Police Department	0	0	0	1	<i>+1</i>
TOTAL OUTSIDE / CONTRACT AGENCIES	7	2	1	1	<i>No Change</i>

TABLE 6

SOURCE: PCSO AIM SYSTEM, 2011

Table 7 and Chart 3 summarize the total number of 2010 Polk County Sheriff's Office administrative complaints by origin.

**2010 ADMINISTRATIVE COMPLAINTS BY ORIGIN
POLK COUNTY SHERIFF'S OFFICE**

ADMINISTRATIVE COMPLAINTS BY ORIGIN	YEAR 2007	YEAR 2008	YEAR 2009	YEAR 2010	DIFFERENCE 2009/2010
Agency Initiated	58	73	93	83	-10
Citizen Initiated	179	125	130	124	-6
Anonymously Initiated	7	3	6	0	-6
Inmate Initiated	10	1	2	2	No Change
Outside Agency Initiated	7	11	5	5	No Change
TOTALS	261	213	236	214	-22

TABLE 7

SOURCE: PCSO AIM SYSTEM, 2011

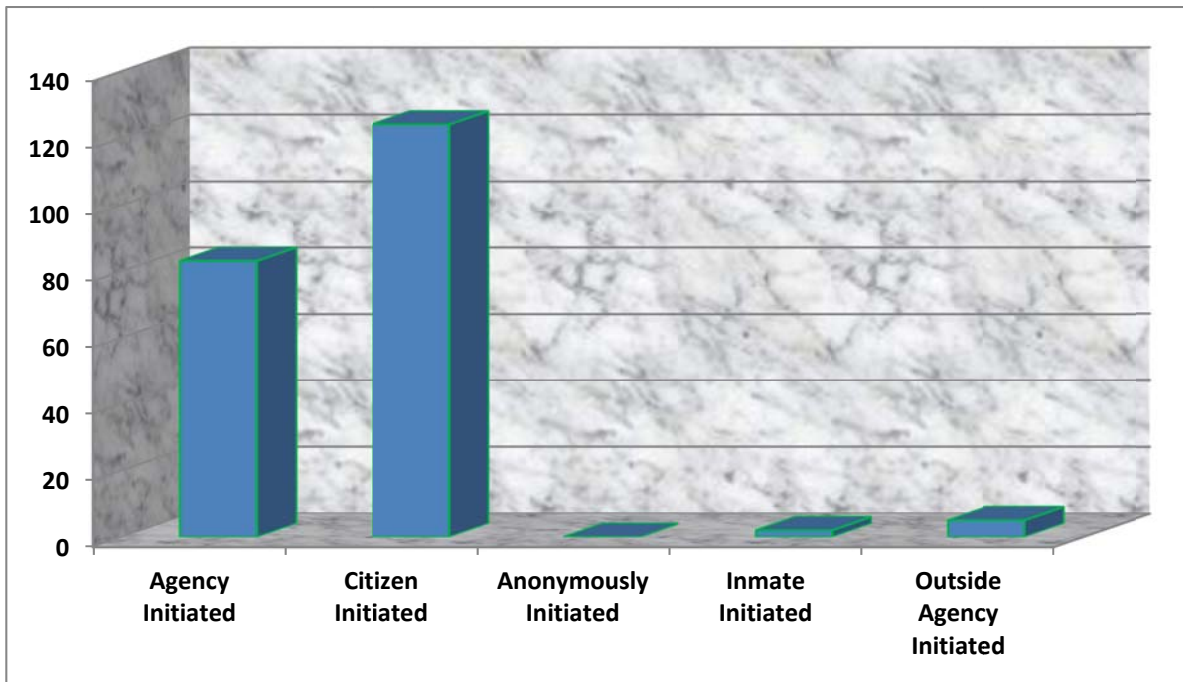


CHART 3

SOURCE: PCSO AIM SYSTEM, 2011

**2010 ADMINISTRATIVE INQUIRY AND
ADMINISTRATIVE INVESTIGATION DISTRIBUTION**

In accordance with PCSO G.O. 52.1 – Administrative Inquiries and Investigations, a total of 164 complaints were referred for administrative inquiry (AQ) and were investigated by supervision/command staff within the respective departments/office. The remaining 50 administrative complaints were authorized for completion of an administrative investigation (AI) by the AIS. Eight of the 50 AI’s are pending with 5 pending completion of the investigation and 3 pending Staff Review for finding and disposition.

Table 8 summarizes the total number of 2010 Polk County Sheriff’s Office administrative inquiry and administrative investigation distribution.

**2010 COMPLAINT REFERRAL, ADMINISTRATIVE INQUIRY AND
ADMINISTRATIVE INVESTIGATION DISTRIBUTION
POLK COUNTY SHERIFF’S OFFICE**

ADMINISTRATIVE COMPLAINTS	YEAR 2007	YEAR 2008	YEAR 2009	YEAR 2010	<i>DIFFERENCE 2009/2010</i>
Complaint Referrals- CR	0	1	6	0	<i>-6</i>
Administrative Inquiries - AQ	176	137	175	164	<i>-11</i>
Administrative Investigations - AI	85	75	55	50	<i>-5</i>
TOTAL ADMINISTRATIVE COMPLAINTS	261	213	236	214	<i>-22</i>

TABLE 8

SOURCE: PCSO AIM SYSTEM, 2011

2010 ADMINISTRATIVE COMPLAINT ALLEGATIONS

In accordance with PCSO G.O. 52.1 every administrative complaint is required to be documented on an Administrative Complaint Form (PCSO Form 183) and classified under one or more of the following general categories as enumerated in G.O. 26.1 – Disciplinary Procedures:

- G.O. 26.1.E. 8. Insubordination Offenses
- G.O. 26.1.E. 9. Neglect of Duty Offenses
- G.O. 26.1.E.10. Improper Conduct Offenses
- G.O. 26.1.E.11. Competency, Job Knowledge, Proficiency
- G.O. 26.1.E.12. Unlawful Conduct Offenses
- G.O. 26.1.E.13. Damage to County Property by Neglect
(Additionally, miscellaneous categories of allegations as directed by the Sheriff or the Chief of Staff.)

A total of 407 administrative complaint allegations were received and documented by the agency during 2010. This represents a decrease of 51 (-11%) from 458 administrative complaint allegations in 2009.

Table 9 (Page 12) and Chart 4 (Page 13) summarize the total number of 2010 administrative complaint *allegations* received and documented by offense category.

Please note that the number of administrative *complaints* as summarized in Table 8 and the number of administrative complaint *allegations* summarized in Table 9 will differ from the number of actual complaint referrals due to the fact that some complaint referrals may have multiple allegations as well as multiple subject members.

**2010 ADMINISTRATIVE COMPLAINT
ALLEGATIONS BY OFFENSE CATEGORY**

OFFENSE CATEGORY	YEAR 2007	YEAR 2008	YEAR 2009	YEAR 2010	DIFFERENCE 2009/2010
GO 26.1.E.8. Insubordination Offenses	10	6	13	8	-5
GO 26.1.E.9. Neglect of Duty Offenses	34	36	65	44	-21
GO 26.1.E.10. Improper Conduct Offenses	275	211	229	228	-1
GO 26.1.E.11. Competency, Job Knowledge, Proficiency	99	84	124	100	-24
GO 26.1.E.12. Unlawful Conduct	29	23	17	16	-1
GO 26.1.E.13. Damage to County Property	0	0	1	0	-1
Deadly Protective Action (Incl. Officer-Involved Shooting)	0	4	5	5	<i>No Change</i>
In-Custody Death/Death Investigations	3	8	1	5	+4
Inmate Escape	0	0	0	1	+1
Miscellaneous (Injunction for Protection and Accidental Discharge/Weapon w/Injury)	3	3	3	0	-3
TOTAL ADMINISTRATIVE COMPLAINT ALLEGATIONS	453	375	458	407	-51

TABLE 9

SOURCE: PCSO AIM SYSTEM, 2011

**2010 ADMINISTRATIVE COMPLAINT ALLEGATIONS
DISTRIBUTION BY OFFENSE CATEGORY**

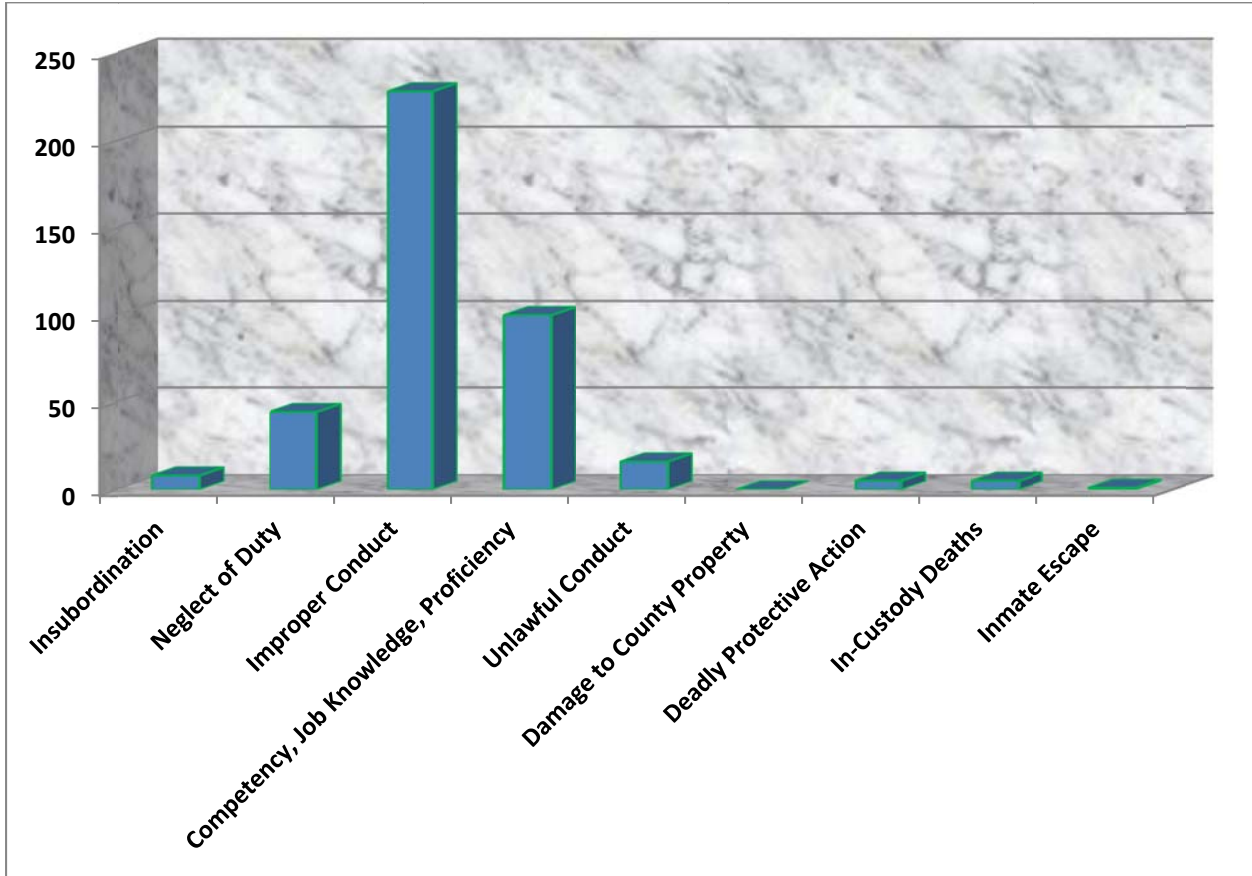


CHART 4

SOURCE: PCSO AIM SYSTEM, 2011

Table 10 summarizes the total number of 2010 administrative inquiry (AQ) allegations by category occurring within the Polk County Sheriff's Office as well as the Office or Department in which they occurred.

2010 ADMINISTRATIVE INQUIRY (AQ) ALLEGATIONS

OFFENSE CATEGORY OF ALLEGATION	OFFICE OF THE SHERIFF	DLE	DOD	OBA	OA*	TOTALS 2010	PERCENTAGE OF TOTAL* - 2010
GO 26.1.E.8. Insubordination Offenses	0	5	1	0	0	6	2.0%
GO 26.1.E.9. Neglect of Duty Offenses	0	24	4	0	0	28	9.3%
GO 26.1.E.10. Improper Conduct Offenses	1	161	8	0	0	170	56.3%
GO 26.1.E.11. Competency, Job Knowledge, Proficiency	0	87	1	0	0	88	29.1%
GO 26.1.E.12. Unlawful Conduct Offenses	0	10	0	0	0	10	3.3%
GO 26.1.E.13. Damage to County Property	0	0	0	0	0	0	0.0%
Miscellaneous – (Injunction for Protection and Accidental Discharge/Weapon W/Injury	0	0	0	0	0	0	0.0%
TOTAL AQ ALLEGATIONS – 2010	1	287	14	0	0	302	100.0%

TABLE 10
Note: Rounded to nearest one-tenth of one percent.
***Outside Agency**

SOURCE: PCSO AIM SYSTEM, 2011

Table 11 summarizes the total number of 2010 administrative investigation (AI) allegations by category occurring within the Polk County Sheriff's Office as well as the Office or Department in which they occurred.

2010 ADMINISTRATIVE INVESTIGATION (AI) ALLEGATIONS

OFFENSE CATEGORY OF ALLEGATION	OFFICE OF THE SHERIFF	DLE	DOD	OBA	OA*	TOTAL 2010	PERCENT-AGE OF TOTAL 2010
GO 26.1.E.8. Insubordination Offenses	1	1	0	0	0	2	1.9%
GO 26.1.E.9. Neglect of Duty Offenses	0	10	5	0	1	16	15.2%
GO 26.1.E.10. Improper Conduct Offenses	0	41	16	0	1	58	55.2%
GO 26.1.E.11. Competency, Job Knowledge, Proficiency	1	11	0	0	0	12	11.4%
GO 26.1.E.12. Unlawful Conduct Offenses	0	4	2	0	0	6	5.7%
GO 26.1.E.13. Damage to County Property	0	0	0	0	0	0	0.0%
Deadly Protective Action (Incl. Officer-Involved Shooting)	0	5	0	0	0	5	4.8%
In-Custody Death/Death Investigation	0	0	5	0	0	5	4.8%
Inmate Escape	0	0	1	0	0	1	1.0%
Miscellaneous - (Injunction for Protection and Accidental Discharge/Weapon w/Injury)	0	0	0	0	0	0	0.0%
TOTAL AI ALLEGATIONS - 2010	2	72	29	0	2	105	100.0%

TABLE 11

Note: Rounded to nearest one-tenth of one percent.

*Outside Agency

SOURCE: PCSO AIM SYSTEM, 2011

Table 12 summarizes the total number of 2010 Polk County Sheriff's Office administrative complaint allegation findings by origin.

**2010 ADMINISTRATIVE COMPLAINT ALLEGATION FINDINGS
BY ORIGIN
POLK COUNTY SHERIFF'S OFFICE**

FINDINGS	INITIATED BY					TOTAL	PERCENT -AGE OF TOTAL
	AGENCY	CITIZEN	ANONY -MOUS	INMATE	OUTSIDE AGENCY		
Exonerated	7	14	0	3	0	24	6.1%
Not Sustained	21	73	0	2	1	97	24.7%
Partially Sustained	0	4	0	0	0	4	1.0%
Policy Failure	0	0	0	0	0	0	0.0%
Sustained	97	62	0	0	5	164	41.7%
Unfounded	2	45	0	0	0	47	12.0%
Violation Not Based On Original Complaint	18	31	0	0	0	49	12.5%
Other - No Violation Noted	6	0	0	0	0	6	1.5%
Other - Forwarded to Outside Agency	0	0	0	0	2	2	.5%
TOTAL FINDINGS - 2010	151	229	0	0	8	393	100.0%

TABLE 12
Note: Rounded to nearest one-tenth of one percent.

SOURCE: PCSO AIM SYSTEM, 2011

2010 HARASSMENT/DISCRIMINATION COMPLAINT SUMMARY

Two grievances were investigated in 2010 regarding allegations of harassment or discrimination based upon a protected class or status. These complaints were documented and assigned a complaint referral (CR) number. All of the complaints were investigated by the Human Resources Division, closed and assigned an administrative investigation or inquiry number.

1) CR10-033. On 3/18/2010, a female civilian assigned to the Southwest District reported that she had been shown a picture of a sexual nature by a male deputy sheriff who had also been making sexual comments/jokes/innuendos to her in the presence of other members. Upon investigation into this grievance, it was determined that another male deputy had also been making sexual comments/jokes/innuendos to her and others. Both deputies were found in violation of G.O. 26.1, E. 10. nn – Harassment or Discrimination. Dismissal was recommended for both deputies, and they both resigned.

2) CR10-069. On 5/10/2010, a male deputy sheriff assigned to the Bureau of Criminal Investigations reported that he was involved in a conversation with another male deputy sheriff when a derogatory ethnic remark was made. Upon investigation into this grievance, it was determined that the deputy sheriff was in violation of G.O. 26.1, E. 10. gg – Derogatory Ethnic Remarks, for which the member received a Written Reprimand and was required to attend classes on Diversity in the Workplace and Harassment in the Workplace.

2010 BIAS-BASED PROFILING COMPLAINT SUMMARY

Two (2) allegations of bias-based profiling were received and investigated in 2010. These allegations were assigned a complaint referral (CR) Number and investigated by the AIS in accordance with G.O. 52.1 – Administrative Inquiries and Investigations, and resulted in the following:

- 1) AI10-09. On 3/6/2010 a black male alleged a traffic stop and subsequent canine sniff of his vehicle by two PCSO law enforcement deputies were motivated by bias-based profiling. Following the investigation into this allegation, the complaint was Unfounded and no disciplinary action was noted.
- 2) AI10-18. On 3/2/2010 a white female accompanied by a black male alleged a traffic stop of their vehicle by a PCSO law enforcement deputy was motivated by bias-based profiling. Following the investigation into this allegation, the complaint was Not Sustained and no disciplinary action was noted.

A review and analysis of bias-based profiling complaints in 2010 did not reveal any patterns or trends that indicate the requirement for policy review or modification, or any other action.

2010 DEADLY PROTECTIVE ACTION SUMMARY

There were no deadly protective actions reported in the Office of the Sheriff, the Office of Business Affairs, or in the Department of Detention in 2010.

The Department of Law Enforcement reported four (4) instances of deadly protective action (firearms) against individuals and seventeen (17) deadly protective actions involving injured or dangerous animals, equaling a total of twenty-one (21) instances of deadly protective action in 2010. This represents a decrease in the total number of deadly protective actions of 15 from 2009 (36.)

An analysis of the seventeen (17) deadly protective action incidents involving injured or dangerous animals revealed the following: that all involved the use of agency-issued firearms and that all were properly reported, documented and approved by supervisory/command staff, requiring no further inquiry/investigation. Further, it was determined that no policy violations occurred during these protective actions.

The four (4) instances of deadly protective action (firearms) against individuals were documented and assigned a complaint referral (CR) number. In accordance with G.O. 52.1 – Administrative Inquiries and Investigations, these incidents were investigated by the Administrative Investigations Section and resulted in the following:

1. AI10-19. On 4/26/10, a PCSO law enforcement detective utilized deadly protective action during an undercover operation by firing his agency-issued firearm into a vehicle wherein a suspect was trying to flee after ramming two other vehicles (one of which held two children.) The administrative investigation concluded on 8/18/10 with a finding of “Other; No Violation Noted.”
2. AI10-26. On 6/25/10, a PCSO law enforcement deputy utilized deadly protective action when a suspect discharged his firearm and shot two deputies during the lawful performance of their duties. The deputy utilizing the deadly protective action was one of the two deputies who had been shot and he managed to return fire with his agency-issued firearm in their defense. The suspect was fatally wounded and both deputies were transported to Lakeland Regional Medical Center. The administrative investigations concluded on 12/9/10 with a finding of “Other; No Violation Noted.”
3. AI10-29. On 8/8/10, a PCSO law enforcement deputy utilized deadly protective action during a law enforcement pursuit by discharging his agency-issued firearm into the fleeing suspect’s vehicle as the suspect was heading toward his agency vehicle at a high rate of speed, placing him in fear of serious bodily injury or death. One of the three shots fired at the suspect’s vehicle struck the passenger in the vehicle who was treated and released at Lakeland Regional Medical Center. The administrative investigation concluded on 11/21/10 with a finding of “Other; No Violation Noted.”
4. AI10-43. On 10/23/10, two PCSO law enforcement deputies responded to a call for service and during the service call encountered the suspect who fired his weapon at the deputies, and both deputies returned fire. The suspect was fatally wounded and pronounced dead at the scene. The administrative investigation has not concluded.

2010 IN-CUSTODY DEATH SUMMARY

Five (5) in-custody deaths occurred and were investigated in 2010. These incidents were documented and assigned a complaint referral (CR) number. In accordance with G.O. 52.1 – Administrative Inquiries and Investigations, these incidents were investigated by the Administrative Investigations Section and resulted in the following:

1. AI10-20. On 5/1/2010, an in-custody death occurred at the Lakeland Regional Medical Center, following a surgical procedure, with hospital medical staff in attendance. The administrative investigation concluded on 1/28/2011 with a finding of “Other; No Violation Noted.”
2. AI10-31. On 8/28/2010, an in-custody death occurred at the Bartow Regional Medical Center with hospital medical staff and Polk County Emergency Medical Services personnel in attendance. The administrative investigation has not been concluded.
3. AI10-32. On 5/16/2010, an in-custody death occurred while enroute to the Bartow Regional Medical Center with Polk County Emergency Medical Services personnel in attendance. The administrative investigation concluded on 2/25/2011 with a finding of “Other; No Violation Noted.”
4. AI10-40. On 10/12/2010, an in-custody death occurred at the Bartow Regional Medical Center during a surgical procedure with hospital medical staff in attendance. The administrative investigation has not been concluded.
5. AI10-42. On 10/24/2010, an in-custody death occurred at the Lake Wales Medical Center with hospital medical staff in attendance, following an attempted suicide at the Polk County, South County Jail. The administrative investigation has not been concluded.

2010 EARLY INTERVENTION PROGRAM (EIP) ALERTS

In accordance with G.O. 35.2 – Early Intervention Program (EIP) Amended 8/6/09, “An Early Intervention Program Tracking Notification (PCSO Form #1561) shall be initiated by the AIS when a Sheriff’s Office member is the subject of:

- 1) Two (2) administrative investigations within a consecutive 365-day period; or
- 2) Two (2) administrative inquiries within a consecutive 90-day period; or any combination of two (2) administrative investigations or administrative inquiries within a consecutive 90-day period; or
- 3) Two (2) unauthorized vehicle pursuits within a consecutive 365-day period; or
- 4) Two (2) preventable agency vehicle crashes within a consecutive 365-day period; or
- 5) Five (5) uses of protective action above physical control within a consecutive 180-day period; or
- 6) Three (3) disciplinary actions as delineated in G.O. 26.1, Disciplinary Procedures, within a consecutive 365-day period; or
- 7) A combination of any five (5) of the aforementioned actions (1-6) within a consecutive 365-day period.”

The Tracking Notification is forwarded to the affected member’s bureau/district captain/deputy director or higher authority for review and intervention when required.

A comprehensive EIP system is an essential component of good discipline in a well-managed law enforcement agency. The EIP is a supervisory/management tool to systematically assess various factors related to a member’s performance and behavior.

The EIP is designed to identify potential below standard performance issues and resolve them by early intervention. The early identification of these potential below standard performance issues and appropriate follow-up intervention/remedial actions shall increase the agency’s accountability and offer members a better opportunity to achieve the agency’s Core Values and Mission.

During the year 2010, forty-seven (47) valid EIP Tracking Notifications were generated by the AIM System as a result of administrative complaints, protective actions and disciplinary actions. A summary of the forty-seven EIP Tracking Notifications is as follows:

1. One (1) PCSO member triggered an administrative investigation alert (#1 above.) The Tracking Notification was forwarded to the member’s district captain for review and disposition. The member’s command/supervisory chain of command reviewed the tracking notification with the member and the following action was taken:
 - a. Reviewed – No further action required.
2. Eighteen (18) PCSO members triggered a combination of administrative

investigation and/or administrative inquiries alerts (#2 above.) The tracking notifications were forwarded to the members' district captains for review and disposition. The members' command/supervisory chain of command reviewed the tracking notifications with the members and the following actions were taken:

- a. Reviewed – Appropriate disciplinary action taken.
- b. Reviewed – Follow-up action completed.
- c. Reviewed – No further action required.

3. Four (4) PCSO members triggered preventable vehicle crash alerts (#4 above.) The tracking notifications were forwarded to the members' district captains for review and disposition. The members' command/supervisory chain of command reviewed the tracking notifications with the members and the following actions were taken:

- a. Reviewed - A written reprimand was issued.
- b. Reviewed - Retraining was required.

4. Twenty-Four (24) PCSO members triggered disciplinary action alerts (#6 above.) The tracking notifications were forwarded to the members' district captains for review and disposition. The members' command/supervisory chain of command reviewed the tracking notifications with the members and the following actions were taken:

- a. Reviewed – Appropriate disciplinary action taken.
- b. Reviewed – Follow-up action completed.
- c. Reviewed – Made appropriate referral.
- d. Reviewed – No further action required.