# 3-09/330.05 - Shooting Analysis Committee

The Shooting Analysis Committee (SAC) will be convened at the request of the Critical Incident Review Panel (CIRP), MPP section 3-09/330.00, when a Department member is involved in a third or subsequent shooting, or in any shooting incident necessitating an immediate assessment of tactics, training, and/or risk management factors. Additionally, a SAC may be ordered for any shooting at the discretion of the Sheriff or his designee.

The purpose of the SAC is to make a thorough, objective, and professional assessment of the most-recent shooting as well as all past shootings involving the same employee from a tactical, training, and risk management perspective.

The SAC shall not review any incident(s) for the purposes of directing or recommending potential discipline. The SAC will report back its findings to the CIRP within 30 days. If there was an initial critical incident review of the shooting by the CIRP, any decisions and/or recommendations made at that time should be considered by the CIRP at this subsequent review.

A partnership between all investigative units shall exist to allow shared access of case information. It will be the responsibility of each investigative unit commander to ensure the SAC has access to all case information.

Shooting Analysis Committee Process

The Audit and Accountability Bureau (AAB) has administrative responsibility of the SAC process. The SAC is chaired by the captain of the AAB and comprised of the following Department representatives:

- AAB Shooting Review Team lieutenant and team investigators;
- Constitutional Policing Advisor;
- Chief Legal Advisor or designee; and
- Advisory lieutenant from the following units:
    - Homicide Bureau (investigative analysis) for hit-shootings only;
    - Training Bureau (training analysis);
    - Risk Management Bureau (risk management analysis);
    - Special Enforcement Bureau (tactical analysis);
    - Internal Affairs Bureau (policy and procedures analysis, investigative analysis for non-hit shootings); and
    - The involved employee’s unit of assignment (for additional incident information).

The review will be completed within 30 days from CIRP assignment (unless otherwise directed by the CIRP and/or AAB captain). The AAB shooting review investigator(s) shall be responsible for the following:

- Distributing and collecting SAC confidentiality agreements;
- Collecting all relevant documents and information (e.g., IAB case files, Homicide Bureau case files, EFRC findings and recommendations, Performance Recording and Monitoring System (PRMS) records, training records, etc.) of the recent shooting, prior shootings, and/or additional information pertinent to the review process;

- Analyzing all documents for fact-based information related to tactics, training, risk management, and best practices;
- Creating a comparative fact-based analysis for the SAC;
- Presenting investigative analysis to the SAC for CIRP recommendations;
- Generating a final SAC report(s);
- Distribution of the final SAC report(s); and
- Delivering a final SAC presentation to the CIRP.

The CIRP and SAC process is a confidential review and all Department members participating are held to a standard of full confidentiality. Control measures of confidential information shall be applicable as it relates to all communications, findings, and recommendations made during the SAC and CIRP process, as directed under Confidential Information, MPP section 3-01/040.95.

Considering the information reviewed may be part of an active investigation, the SAC analysis shall only be reported to the CIRP and any participants responsible for the investigation or oversight of the concerned shooting.

Administrative Monitoring

The Audit and Accountability Bureau maintains administrative responsibilities over the SAC process. Responsibilities include:

- Tracking and maintaining records of SAC assignments; and
- Maintaining the SAC’s final report and a copy of the CIRP presentation indefinitely.