

Attachment 10 â€” Shooting Analysis Committee Quality Assurance Checklist

Attachment #10

Shooting Analysis Committee Quality Assurance Checklist

| Audit and Accountability Bureau Shooting Analysis Quality Assurance Checklist | Project Number: _____ Due Date: _____ | |
|---|--|-------------|
| Sergeant Assigned: _____ | | |
| Project Name: _____ | | |
| Checklist | Sergeant | QA Reviewer |
| Report Introduction | Signature | Signature |
| Correct number of shootings in the introduction. | | |
| Correct panel members and their unit of assignment in the introduction. | | |
| Parallel Construction Throughout the Report | Signature | Signature |
| Main headings are consistent throughout the report. | | |
| Fonts consistent throughout report (size & colors). | | |
| Suspect's full name included. | | |
| Deputy's full name included. | | |
| Ensure the entire Attorney-Client Privilege footnote is on the first page and is referenced on the corresponding pages of the report. | | |
| Consistency in report: Font Style, Size, & Color Grammar Spelling Page numbers Consistent format-spacing & page format Project number | | |
| SAC Report and PowerPoint Presentation | Signature | Signature |
| Synopsis on the report relates to the PowerPoint. | | |
| "Points of Discussion" match the PowerPoint and report. | | |
| "EPRC Findings" match the PowerPoint and report. | | |
| "SAC Findings" match the PowerPoint and report. | | |
| "Comparison Chart" match the PowerPoint and report. | | |
| Report and PowerPoint Comparison Chart | Signature | Signature |
| Dates match and are correct. | | |
| Categories match the report and the PowerPoint. | | |
| "Initial Contact" category relates to the information on the PowerPoint and report. | | |
| "Suspect's Actions" category relates to the information on the PowerPoint and report. | | |
| "Firing Conditions" category consistent with the PowerPoint and report. | | |
| "Tactics" category brief and consistent with the PowerPoint and report. | | |
| "Number of Rounds Fired" category consistent with the PowerPoint and report. | | |
| "Suspect's Weapon" category consistent with the PowerPoint and report. | | |
| Report Conclusion | Signature | Signature |
| Conclusion begins with the standard wording from the template. | | |
| Conclusion on the report encompasses a brief statement of the "SAC Analysis and Considerations". | | |
| SAC returned to Sergeant | Date: _____ | Comments: |