

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: