

## Attachment 12 â€” Shooting Analysis Committee Report Template

### Attachment #12

#### Shooting Analysis Committee Report Template



**AUDIT AND ACCOUNTABILITY BUREAU**  
**SHOOTING ANALYSIS COMMITTEE**



<b>Involved Employee:</b>	Deputy XXXX, #123456, XXXX Station
<b>Prepared by:</b>	Sergeant XXX, #123456
<b>First Review by:</b>	Lieutenant XXX, #123456
<b>Second Review by:</b>	Lieutenant XXX, #123456
<b>Committee Chairperson:</b>	Captain XXX, #123456

#### INTRODUCTION

This report is to provide an independent and objective analysis of (how many) separate shooting incidents involving Deputy XXX, currently assigned to XXX Station. In accordance with Department policy, a Shooting Analysis Committee (SAC) was convened with the task of assessing the shooting incidents from a tactical, training, and risk management perspective, and to report those findings to the Critical Incident Review Panel (CIRP).

The SAC was comprised of the following personnel: Lieutenant XXX from Special Enforcement Bureau, Lieutenant XXX from Training Bureau, Lieutenant XXX from Internal Affairs Bureau, Lieutenant XXX from Risk Management Bureau, Lieutenant XXX from Homicide Bureau, Lieutenant XXX from XXX Station, and Captain XXX from the Audit and Accountability Bureau (AAB) as chairperson. Acting in an advisory role to the SAC was XXX as the Constitutional Policing Advisor and XXX as Chief Legal Counsel.

The SAC evaluated each shooting incident, and reviewed available written documentation and audio transmissions. Visual representations for each incident were produced (Attachment A) in order to better assess the circumstances surrounding the shootings. The SAC reviewed these incidents collectively in order to determine if there were any common factors present. The review also included an evaluation of Deputy XXX Departmental training records and their Performance Recording and Monitoring System (PRMS).

#### ATTORNEY-CLIENT PRIVILEGED DOCUMENT

This review has been conducted for the purposes of (1) identifying deficiencies and areas of liability and risk management concerns in anticipation of litigation, (2) creating recommendations of remedial measures and/or changes based on issues identified through the process, (3) identifying employees who may need additional training and/or mentoring, or who may be better served by alternate assignments, and (4) identifying areas of concern in the areas of policy and procedure, training and best practice. This review was made at the request of and in consultation and collaboration with the Department's legal advisors and is intended to be privileged and confidential to the greatest extent allowed by state and federal law, including, but not limited to, the protection provided by the attorney-client privilege, the attorney work-product privilege, California Evidence Code § 350 and § 1117, Gov. Code § 6254, Federal Rule of Evidence 302, the Critical Incident Review Panel, and in reflecting the deliberative process, opinions and conclusions of the investigators, self-critical analysis and subsequent remedial measures.

**Attachment #12**

Shooting Analysis Committee Report Template

**FIRST SHOOTING**

**If limited information is available for the incident, include the following sentence:**

This synopsis is based upon documents and evidence that were available at the time of this review, which may have contained incomplete or fragmentary information.

**SYNOPSIS**

Include Deputy's full name, shift, unit worked and uniform attire. Make sure to mention the suspect's full name as well. Make sure to spell out everything. Identify city, streets, and locations. Identify the direction of travel (north, south, east, and west).

Concise summary of the shooting:

- Preceding shooting
- Actual shooting
- Following the shooting

**POINTS OF DISCUSSION**

**EXECUTIVE FORCE REVIEW COMMITTEE (EFRC) FINDINGS**

Include this section only if the incident was previously reviewed by EFRC. Use the wording taken directly from the EFRC memorandum.

**SHOOTING ANALYSIS COMMITTEE FINDINGS AND CONCERNS**

Suggested language: "Based on today's best practices, the SAC had concerns regarding..."  
Your analysis shall include tactics, training, and risk management issues.

**Attachment #12**

Shooting Analysis Committee Report Template

**SECOND SHOOTING**

**SYNOPSIS**

**POINTS OF DISCUSSION**

**EXECUTIVE FORCE REVIEW COMMITTEE FINDINGS**

**SHOOTING ANALYSIS COMMITTEE FINDINGS AND CONCERNS**

**THIRD SHOOTING**

**SYNOPSIS**

**POINTS OF DISCUSSION**

**EXECUTIVE FORCE REVIEW COMMITTEE FINDINGS**

Include this section only if the incident was previously reviewed by EFRC. Use the wording taken directly from the EFRC memorandum.

**SHOOTING ANALYSIS COMMITTEE FINDINGS AND CONCERNS**

**FOURTH SHOOTING**

**SYNOPSIS**

**POINTS OF DISCUSSION**

**EXECUTIVE FORCE REVIEW COMMITTEE FINDINGS**

Include this section only if the incident was previously reviewed by EFRC. Use the wording taken directly from the EFRC memorandum.

**SHOOTING ANALYSIS COMMITTEE FINDINGS AND CONCERNS**

SUBJECT TO ATTORNEY-CLIENT PRIVILEGE  
SEE PAGE 1

Page 3 of 5  
Project Number

**Attachment #12**

Shooting Analysis Committee Report Template

**COMPARISON TABLE**

Include a comparison table if there are significant common factors in the shooting incidents. SAC members may use policy guidelines found in MPP 3-10/150.00, Tactical Incidents, to formulate the table. This is an objective assessment and should be used to analyze tactics objectively. Exemplary tactics such as commendable restraint, consideration for shooting backdrops, or fire discipline should also be included.

	<b>1<sup>st</sup> Shooting October 1, 2013</b>	<b>2<sup>nd</sup> Shooting October 10, 2015</b>
<b>Initial Observation</b>	Deputies observed vehicle driving erratically.	Deputies observed vehicle running a stop sign and began to drive erratically.
<b>Suspect's Actions</b>	Suspect passenger exited vehicle, fled while pointing a gun at deputies.	Suspect passenger exited vehicle with gun in hand, then turned and pointed a gun at deputies.
<b>Firing Conditions</b>	Nighttime; backdrop was a residential home	Nighttime; backdrop was a major street and a commercial building
<b>Tactics</b>	Split from his partner	Split from his partner
<b>Number of Rounds Fired By Deputy</b>	Three shots (non-hit)	Two shots (non-hit)
<b>Suspect's Weapon</b>	Handgun recovered	Handgun recovered

**Attachment #12**

Shooting Analysis Committee Report Template

**ANALYSIS AND CONSIDERATIONS**

**ANALYSIS**

Based on today's best practices, the SAC reviewed each incident based on the totality of the circumstances and, namely all of the facts, evidence, reports and other pertinent material related to the shooting incidents. In making its recommendations, the SAC also took into consideration Deputy XXX's training records, his tenure, and his experience in a patrol environment. All documentation reviewed in the SAC process will be secured at the AAB's office. **(ANALYZE THE DEFICIENCY) You are analyzing and comparing each shooting.**

**CONSIDERATIONS**

Usually related to training. Be as specific as possible, and include applicable training that would be relevant to circumstances surrounding the shooting incident.

DRAFT