

## **Attachment 14 â€“ Shooting Analysis Committee Archiving Binder Checklist**

**Attachment #14**

Shooting Analysis Committee Archiving Binder Checklist



**Audit and Accountability Bureau**

**Archiving Binder Checklist**

Project Number:	
Involved Employee:	
Sergeant Assigned:	
Archive Date:	Archived By:

CHECKLIST	COMMENTS
<b>Tab A-Shooting Analysis Committee Report:</b>	
<input type="checkbox"/> Final SAC report	
<b>Tab B-PowerPoint Presentation:</b>	
<input type="checkbox"/> Final PowerPoint	
<b>Tab C-Memos:</b>	
<input type="checkbox"/> Engagement Letter (Initial CIRP Recommendation Memo)	
<input type="checkbox"/> Request for Inclusion Into PPI	
<input type="checkbox"/> Removal from Field	
<input type="checkbox"/> Adoption of Shooting Analysis Committee Findings	

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Committee Archiving Binder Checklist

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<input type="checkbox"/>	Return to Field Status	
	<b>Tab D-Signed Agreement of Confidentiality:</b>	
<input type="checkbox"/>	Agreement of Confidentiality	
	<b>Tab E-Work Papers:</b>	
<input type="checkbox"/>	Notes	
<input type="checkbox"/>	Routing Slip	
<input type="checkbox"/>	Misc.	
	<b>Reference/MPP Policy (On CD):</b>	
<input type="checkbox"/>	Reference (MPP Policy)	
	<b>Shooting Reports (divided by incident) (On CD):</b>	
<input type="checkbox"/>	PPI Detailed Shooting Reports	
<input type="checkbox"/>	PPI Summary Profile: Lawsuits	
<input type="checkbox"/>	PPI Summary Profile: Civil Claims	
<input type="checkbox"/>	PPI Summary Profile: Administrative Investigations	

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<input type="checkbox"/>	PFI Summary Profile: Use of Force	
<input type="checkbox"/>	Sheriff's Memo of Incident	
<input type="checkbox"/>	Homicide Book	
<input type="checkbox"/>	IAB Shooting Book	
<input type="checkbox"/>	IAB Investigation	
<input type="checkbox"/>	SH-AD-49 Incident Report	
<input type="checkbox"/>	Supplemental Report (ex: CHP 180)	
<input type="checkbox"/>	Commander's Synopsis/Commander's Checklist	
<input type="checkbox"/>	EFRC Memos	
<input type="checkbox"/>	CCHRS/GSR Test	
<input type="checkbox"/>	MDD: Incident Details/Incident History/In-Service	

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<input type="checkbox"/>	SH-R-438P Supervisor's Report of Use of Force Form/Shooting Evaluation Form	
	<b>Training Records (On CD):</b>	
<input type="checkbox"/>	Learning Management System (LMS) Training Records	
<input type="checkbox"/>	Personnel Performance Index (PPI)	
<input type="checkbox"/>	Weapons Qualification System (WQS)	
	<b>Drafts (On CD):</b>	
<input type="checkbox"/>	Draft Report	
<input type="checkbox"/>	Draft PowerPoint	

Assigned Sergeant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Archived Sergeant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Team Lieutenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_