

Shooting Analysis Committee

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- **Introduction**

Shooting Analysis Committee

The AAB has administrative responsibility for the Shooting Analysis Committee (SAC) process (MPP 3-09/330.05, Shooting Analysis Committee). The SAC is chaired by the AAB Unit Commander and comprised of the AAB Special Projects Team Lieutenant, team investigators, the Constitutional Policing Advisor, the Chief Legal Advisor, and a lieutenant from the following units:

- **Homicide Bureau (for hit shootings only)**
- **Training Bureau**
- **Risk Management Bureau**
- **Special Enforcement Bureau**
- **Internal Affairs Bureau (for non-hit shootings)**
- **The involved employee's unit of assignment**

The AAB Special Projects Team is responsible for conducting Shooting Analyses. All projects will be conducted in accordance with Department policy. The team is comprised of a lieutenant, sergeants, and professional staff. All Shooting Analyses are to be completed within 30 days from the

Critical Incident Review Panel (CIRP) unless otherwise directed by the CIRP and/or AAB Unit Commander.

The Sheriff may direct a Special Shooting Analysis of any current Department members who were previously involved in three or more shootings. Special Shooting Analyses are to be completed within 30 or 60 days after being assigned by the AAB Unit Commander. The completion time may be extended upon AAB Unit Commander approval.

• Team Lieutenant Responsibilities

The team lieutenant will provide supervision and guidance over assigned personnel. Responsibilities include but are not limited to:

- Attend the initial CIRP presentations.**
 - Verify all relevant documents and information are collected.**
 - Ensure all personnel assigned to the SAC are provided pertinent documents for their review prior to the SAC.**
 - Conduct AAB (pre-CIRP) meetings, assess all PowerPoint presentations and reports.**
 - Ensure all personnel assigned to the CIRP are provided pertinent documents for their review prior to the CIRP.**
 - Attend Shooting Analysis presentations for the CIRP.**
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• Team Sergeants Responsibilities

The team sergeants are responsible for completing each step of the Shooting Analysis. Responsibilities include but are not limited to:

- Attend the initial CIRP.**
 - Conduct fieldwork and obtain all necessary documents and information.**
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- **Place electronic copies of all documents obtained in the SAC shared folder.**
- **Create a Shooting Analysis binder to ensure essential information is available for each SAC presentation and the CIRP. (See Attachment 10)**
- **Review all documentation to assess the incident from a tactical, training, and risk management perspective.**
- **Prepare PowerPoint presentations summarizing the incidents in chronological order utilizing the PowerPoint template. (See Attachment 11)**
- **Retain draft reports and draft PowerPoint presentations in the AAB shared files.**
- **Present Shooting Analyses to SAC members.**
- **Revise presentations with any new information gathered from SAC findings.**
- **Submit draft reports and printed PowerPoint presentations to the AAB Shooting Analysis Professional Staff member for initial review.**
- **Forward Shooting Analyses to team lieutenant for secondary review. (See Attachment 12)**
- **Present Shooting Analyses to CIRP.**
- **Provide the final report to the AAB Unit Commander for final review and approval.**

- **Professional Staff Responsibilities**

The professional staff is responsible for organizing the SAC. Professional staff responsibilities include but are not limited to:

- **Obtain project numbers from AAB Operations.**

- **Track and monitor target dates and deadlines. (See Attachment 13)**
 - **Conduct initial review of draft reports and printed PowerPoint presentations.**
 - **Schedule pre-CIRP discussion.**
 - **Create a secure electronic folder for the Shooting Analysis in the AAB shared files. Professional staff will allow access into the AAB Shared File for SAC members to review Shooting Analysis documentation.**
 - **Identify the SAC members and send notification of presentation meetings.**
 - **Submit the SAC final report to select Department Executives.**
 - **Coordinate the CIRP presentation and prepare binders for participants.**
 - **Assist the team sergeants in organizing the Shooting Analysis documents for the archiving binder before and after the CIRP presentation. The Shooting Analysis archiving checklist shall be used for document organization. (See Attachment 14)**
 - **Maintain the updated disposition status of the involved employee named in the Shooting Analysis.**
 - **Email the updated tracker to Special Projects Team personnel and AAB Operations weekly.**
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