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.
- 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

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and approval.				