



CHAPTER 8 INCIDENT REVIEW BOARD

Effective: June 2007

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8.0 PURPOSE

The purpose of this chapter is to outline the structure and process for the Incident Review Board.

8.1 POLICY

It is the policy of the Golden Police Department to improve the quality of service provided to the community by learning from incidents that its members become involved in. To facilitate such review, a formal and structured process known as the Incident Review Board will be used.

8.2 INCIDENT REVIEW BOARD COMPOSITION

The Incident Review Board is composed of the Division Heads, a full-time non-sworn member, and a member from the Krav Maga, firearms, driving, and conducted electrical device skills disciplines.

- A. Division Heads will occupy permanent seats.
- B. Other members will be chosen at random and serve for two calendar years.
- C. Members chosen that are instructors in multiple disciplines will represent each discipline.
- D. Members completing their appointment will not be eligible to serve again for one year.

The selection process for the upcoming year will occur in the fourth quarter of the current calendar year. The Administration Division Head or designee will conduct the selection. The Chief of Police will notify members selected.

Professional Standards will serve as the Board secretary and review coordinator. They will be responsible for record keeping of all the proceedings, data tracking, and the dissemination of information to the Board and department as directed. They are not part of the actual review process.

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8.3 REPORTABLE INCIDENTS

Incidents that will be reported through the Incident Review Board process include, but are not necessarily limited to:

A. Use of Force:

1. Takes any action that results in, is suspected of resulting in, or is alleged to have resulted in an injury or death of another person; or
2. Applies force involving the use of a firearm, empty hand force technique, intermediate force instrument, K-9, or a vehicle.
3. Any deployment or use of less lethal alternatives, i.e., “painting” or “arcing” with a conducted electrical device.

B. Firearms:

1. Incidents where a firearm is discharged other than for training.
2. A firearm is deployed to compel compliance, whether or not a person is subjected to such a force.

C. Any motor vehicle pursuit.

D. Forced entry, i.e., using techniques to enter in a building or other area when normal means are locked or blocked.

E. Any motor vehicle crash involving a department vehicle.

F. Foot pursuits.

G. Any work related injury or exposure to a member.

H. When city property, department property or the property of another is damaged or destroyed as a result of a member’s action(s).

I. Training resulting in the accidental, careless, or reckless discharge of a firearm, chemical weapon, or conducted electrical weapon (CEW), or results in injury to another.

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8.4 INCIDENT REPORTING / SUBMISSION

Incidents will be reported and submitted electronically to Professional Standards through the *IAPro Software Web Application (BlueTeam)*.

- A. A supervisor / watch commander will submit the incident to Professional Standards.
 - 1. Entry of information into the software may be completed by anyone.
 - 2. If an incident is entered by someone other than a supervisor / watch commander, it must be reviewed by them prior to submission. The incident will be forwarded using the software's "Chain of Command" feature.
- B. The supervisor / watch commander will be responsible for creating and/or forwarding electronic copies of supplemental documents, i.e., CAD reports, case reports, accident reports, memorandums as attachments through the software.

Unless directed or specified otherwise, incidents must be submitted as soon as possible but no later than the day following the incident.

8.5 PRELIMINARY REVIEW

Upon receipt, Professional Standards will complete a preliminary overall review of submitted incidents. The review will include accuracy and completeness of the submitted information.

Upon review, any incidents that involve obvious misconduct or other questionable actions, may be removed from the Incident Review Board process and handled through a professional standards investigation.

Incidents involving a foot pursuit that does not result in injury, the destruction of an animal by use of a firearm, or the "painting" and/or "arcing" of a CEW will be reviewed by Professional Standards in lieu of review by the Board. If any concerns are discovered, they may be forwarded to the Board for additional review.

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8.6 INCIDENT REVIEW BOARD MEETINGS / REVIEW PROCESS

The Incident Review Board will meet once per month unless need dictates otherwise. Dates and times will be determined by the Board on an annual basis. Once the dates and times are set, this will be considered a standing meeting.

The Incident Review Board will review and critique defined incidents to aid in the department's growth and learning. Each incident will be reviewed and discussed in an open forum. The Board will determine the following:

- A. If an action was preventable or not preventable; or,
- B. If an action was within or not within city and/or department directives.

The Incident Review Board will not decide on or recommend corrective and/or disciplinary action.

8.7 POST REVIEW SUMMARY / FOLLOW-UP ACTIONS

Following each Incident Review Board meeting, Professional Standards will generate a written summary. The summary will include a synopsis of each incident and the Board's finding(s). The summary will be completed via memorandum within one week of the Incident Review Board meeting.

Following completion of the summary, it will be forwarded to the Division Heads for review.

- A. The Division Heads will review the summary for accuracy.
- B. For an incident where it was determined that an action was preventable or not within city and/or department directives:
 - 1. Professional Standards will include any related supporting information.
 - 2. The respective Division Head will forward the matter through the affected member's chain of command for further review and recommendation, i.e., corrective, disciplinary or other action deemed appropriate.

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- C. The summary and any applicable recommendations will be forwarded to the Chief of Police for review.

Following the Chief of Police's review:

- A. The summary will be forwarded to Professional Standards for handling, i.e., distribution of summary.
- B. Any decision / recourse for an incident where an action was determined to be preventable or not within city and/or department directives will be forwarded to the involved member's Division Head via Professional Standards.
- C. The Division Head is responsible for carrying out any decision / action through to closure and notifying Professional Standards when completed.

The summary will be disseminated department wide.

- A. Primary distribution will be in electronic form through email and posting on PowerDMS.
- B. Hardcopies may be posted in selected areas of the department to supplement the electronic dissemination.

Subject matter instructors from involved disciplines must review the summary and findings for any needed re-direction, modification or additions to lesson plans and training.

8.8 INCIDENT REVIEW BOARD PROCESS DATA TRACKING AND RECORD KEEPING

Professional Standards will be responsible for:

- A. Maintaining all data and records from the Incident Review Board process.
- B. Track all reviews and outcomes.
- C. Ensure that all recommendations reach closure.

Professional Standards will keep hard copies of any Incident Review Board related documentation for the remainder of the calendar year plus one additional

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calendar year. After that time, they will be scanned into electronic form, if not already completed, and the hard copies destroyed. Electronic records from the Incident Review Board process will be retained pursuant to the *Colorado Municipal Records Retention Schedule*.

8.9 ANNUAL REVIEW

An annual review of all incidents will be completed as part of the *Professional Standards Annual Report*. This will include any necessary administrative reviews, documented analysis, evaluations and/or audits, as required by the incident category.