

<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...accountability, integrity and respect."</i>		<b>SUBJECT:</b> <b>"CRITICAL INCIDENT REVIEW BOARD"</b>	<b>ORDER NUMBER:</b> <b>12-11</b>
		<b>CALEA STANDARD:</b> <b>NONE</b>	<b>PAGE 1 OF 3</b>
<b>EFFECTIVE DATE:</b> <b>3/10/2016</b>	<b>ANNUAL REVIEW DATE:</b> <b>MARCH</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>	<b>AMENDS:</b> <b>5/31/04, 6/14/2014</b>

**1.0 POLICY OR PURPOSE**

- 1.1 This policy provides the authority and operating procedures for the review of all critical incidents. Administrative reviews concerning these incidents shall be conducted according to policy and procedures established herein.
- 1.2 This administrative process provides an opportunity for the PBP to evaluate the details related to a critical incident, and determine whether the officer's actions were appropriate and within training and policy guidelines. There is also an opportunity to recommend changes to PBP policy and training.

**2.0 DEFINITIONS**

- 1.1 Critical Incident-Any incident in which a PBP officer is involved, while acting in an official capacity, which causes critical bodily injury or death. Critical incidents would include, but are not limited to:
  - 2.1.1 Intentional and accidental shootings, including police tactical incidents involving SWAT, whether a hit or miss;
  - 2.1.2 Intentional and accidental use of any other dangerous or deadly weapons, including less-lethal firearms;
  - 2.1.3 Attempts by police officers to make arrests or to otherwise gain physical control for a law enforcement purpose;
  - 2.1.4 Any fatal or critical bodily injury to a person in police custody or to a person who is a passenger of a police vehicle, such as ride-along, emergency transports, etc.;
  - 2.1.5 Any fatal or critical bodily injury to a person who is involved in a collision with a police vehicle.
  - 2.1.6 Any fatal or critical bodily injury to a person during a police vehicle pursuit, to include persons in the suspect vehicle, persons in vehicles that have collided with the suspect, or pedestrians.
  - 2.1.7 Any fatal or critical bodily injury to a Pittsburgh Police K-9.

**3.0 PROCEDURES**

- 3.1 Following a critical incident the Chief of Police shall convene a Critical Incident Review Board (CIRB). A CIRB # will be assigned to each board.
- 3.2 The CIRB shall be responsible for conducting administrative reviews all critical incidents.
- 3.3 The Chief's Office will maintain a data base for all CIRB that includes the following information:
  - 3.3.1 CIRB #
  - 3.3.2 CCR #
  - 3.3.3 Police officers involved
  - 3.3.4 K-9
    - Yes or No
  - 3.3.5 Homicide File #
  - 3.3.6 Actor's name
  - 3.3.7 CIRB board members
  - 3.3.8 Date established
  - 3.3.9 Date of CIRB report

- 3.3.10 Extension requested
  - Yes or No
- 3.3.11 Date extension requested and number of days requested

3.4 The CIRB is responsible for reviewing all aspects of a Critical Incident including, but not limited to:

- The review of all reports concerning the incident (including Investigations Reports).
- Consulting with the appropriate personnel in gathering information concerning the incident including:
  - The Violent Crimes Unit (VCU) supervisors.
  - The Major Crimes (MC) Commander.
  - Any other Command Staff member who was either involved in the incident or participated in the investigation following the incident.
  - Any OMI or OPS personnel involved in the administrative investigation.
  - Any personnel from other agencies if involved in the investigation.
  - Any Training Academy personnel concerning training policy or methods.
  - Any Professional Standards personnel for information on current PBP or model policies.
  - Any personnel from other sources to gather information concerning the incident.

3.5 The CIRB will serve in an advisory capacity by presenting findings and making recommendations to the Chief of Police.

3.6 The recommendations will include suggestions that may pertain to training, policy, safety or any other issues of importance that arise from the review.

#### **4.0 BOARD COMPOSITION**

4.1 The CIRB shall consist of a minimum of three members as determined and selected by the Chief of Police, including but not limited to:

- 4.1.1 One Commander.
- 4.1.2 One Lieutenant or Sergeant.
- 4.1.3 One Police Officer/Detective.
- 4.1.4 One Subject Matter Expert-which may include, but not limited to Training Academy personnel, SWAT personnel, and Collision Investigation personnel.

4.2 Members chosen to serve on the CIRB will serve for a calendar year (Jan-Dec).

4.3 The designated Commander will serve as the chairperson of the CIRB.

4.4 The CIRB chairperson has the authority to call members of the Bureau of Police to give statements to the board or to provide written statements as necessary for board review regarding said incident.

4.5 The CIRB chairperson has the authority to call members of the Bureau of Police with knowledge pertaining to any aspect of the incident under review to meet with the board.

#### **5.0 CIRB PROCEEDINGS**

5.1 The CIRB shall convene within a week following a critical incident.

5.2 The CIRB shall submit a preliminary written report of its findings and recommendations within sixty (60) days from the date they were assigned each Critical Incident.

- 5.2.1 If extenuating circumstances prohibit the report being finished in sixty (60) days, a memo will be forwarded from the CIRB to the Chief of Police to request a time extension.

5.3 Format of Report

Table of Content

- I. Synopsis
- II. Policy Issues
  - A. List all applicable policies
    - (1) State which policies were met
    - (2) State which policies were not met and why
- III. Policy Recommendations
- IV. Training Issues
- V. Disciplinary issues and recommendations
- VI. Other Issues and recommendations
- VI. Conclusions

5.4 The Chief of Police will make all final determinations with regard to any training, policy changes, safety issues or any other issues of importance that may arise from the review.

5.4.1 Upon completion of each critical incident, a summary or synopsis of the critical incident will be presented at a scheduled Command Staff meeting by the chair or a member of the convening CIRB.

Approved By:



Cameron McLay  
Chief of Police

Date