MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

455 - CRITICAL INCIDENT REVIEW BOARD

GENERAL ORDER: 2014- 22 **ISSUED:** July 28, 2014	**EFFECTIVE:** July 28, 2014	**REVIEWED/APPROVED BY:** Captain Regina Howard **DATE:** July 16, 2014
ACTION: Rescinds General Order 2012-28 (November 29, 2012) in its entirety and recreates SOP 455 - Critical Incident Review Board		**WILEAG STANDARD(S):** NONE

455.00 PURPOSE

The Critical Incident Review Board (CIRB) will serve as an advisory body to the chief of police and shall conduct thorough analyses of critical incidents and other incidents as determined by the chief of police or the chief's designee. The Board shall assess and evaluate the actions of Milwaukee Police Department members to ensure adherence to department training, policies, procedures, and law enforcement best practices, given the circumstances of a particular incident. The CIRB shall identify and recommend training or policy changes to set professional standards in the performance of our duties, to improve our service to the community and to protect the department and the City of Milwaukee from future risk and liability.

455.05 DEFINITION

For the purposes of this policy, a critical incident is defined as any incident in which the actions of a department member result in death or great bodily harm to a person, death or great bodily harm occurs while a person is in the custody of the department, or in which the discharge of a member's firearm results in an injury to a person.

455.10 COMPOSITION AND MEMBERS

A. QUORUM OF THE BOARD

The chief of police and the commanding officer of the Risk Management Bureau shall oversee the Critical Incident Review Board, which shall not deliberate as a body without the required members in attendance. A quorum shall consist of five members of the Board at the rank of captain of police or higher. In the event that a fifth captain or higher-ranking officer is unable to attend, the commanding officer of the Risk Management Bureau can be counted toward the quorum.

B. COMPOSITION

The Critical Incident Review Board shall consist of the following members:

1. A captain of police or higher-ranking officer from the Internal Affairs Division, who shall serve as a standing member.

2. A captain of police or higher-ranking officer from the Police Academy, who shall serve as a standing member.

3. Six captains of police or higher-ranking officers selected by the chief of police and the commanding officer of the Risk Management Bureau to serve as members at large.

4. A supervisor from the Strategic Management Bureau who shall attend CIRB meetings, but will not count toward a quorum. The Strategic Management supervisor shall attend for the purposes of keeping records of meetings and ensuring that policy implications resulting from Board deliberations are assigned for research, development, and implementation.

455.15 CIRB MEETINGS AND PROCEDURES

A. CIRB ADMINISTRATIVE REVIEW

1. The Critical Incident Review Board shall convene as soon as practicable after the occurrence of a critical incident or other incident assigned for review, unless evidence material to the investigation is not yet available. One member of the Board shall be assigned as the chairperson and thoroughly familiarize him/herself with the facts and circumstances surrounding the incident, and shall prepare written notes and a presentation to assist in deliberations. Other members in attendance shall have enough knowledge of the incident to engage in a discussion regarding the facts and associated department policies and procedures.

2. The CIRB administrative review shall consider official reports, department records, and sources of information including, but not limited to:

   a. Investigative reports

   b. Administrative reports

   c. Internal Affairs Division investigations

   d. Computer Aided Dispatch records and recordings

   e. Photographs and audio/visual recordings from department facilities, department vehicles, and external sources

   f. Reports prepared by agencies other than the Milwaukee Police Department, including but not limited to the Medical Examiner's Office, medical records, district attorney's office and Wisconsin Department of Transportation.

   g. Reports or consultation from Milwaukee Police Department subject matter experts

   h. Reports or consultation from subject matter experts outside the department

i. Law enforcement best practices established by the State of Wisconsin, Department of Justice, accrediting bodies, and nationally recognized organizations

3. During the administrative review, the Board shall deliberate for the purpose of preparing a written report for the chief of police, which shall contain a synopsis of the incident, identities of the members and citizens involved, and information including, but not limited to, the following:

   - The appropriateness of any actions or other factors leading up to the incident that resulted in the use of force
   - Proper administrative review of the use of force
   - Proper field supervision
   - Adherence to or deviation from department policy relevant to the incident under review
   - Effectiveness of department policy and suggestions for changes if necessary
   - Adherence to or deviation from department training and standards
   - Identification of training needs and opportunities
   - Proper use and functionality of department equipment
   - Any other factors that may pertain to improving our service to the community

4. The board may reconvene as necessary and may refer any incident for further investigation or additional information.

B. EXECUTIVE REVIEW

1. After the Board administrative review, the chief of police or the commanding officer of the Risk Management Bureau shall convene an executive review, which shall be attended by members of the Critical Incident Review Board, a supervisor of the Strategic Management Bureau, and the chief of police. For this executive review, the Board shall prepare a presentation summarizing the incident, identifying the department members and citizens involved, and detailing the Board's deliberations, findings, and recommendations.

2. After the executive review, the Board shall finalize a written report summarizing the incident and identifying the CIRB deliberations, findings, and recommendations. This report shall be submitted to the Chief of Police, Fire and Police Commission and commanding officer of the Risk Management Bureau for final action on the board findings and recommendations.

3. The commanding officer of the Risk Management Bureau shall obtain records of CIRB executive reviews, and shall conduct periodic follow-up with department work locations to ensure that CIRB training and policy recommendations have been implemented.

EDWARD A. FLYNN
CHIEF OF POLICE

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