



CRITICAL INCIDENT REVIEW BOARD
GENERAL ORDER #26.00

Adopted: 11/08/17

Pages: 3

Persons Affected: All personnel

1 Appendix

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IACLEA Standards:

Revision History

Replaces SUDPS General Order #26.00 (10/26/05)

PURPOSE

The Critical Incident Review Board was created to provide an expert panel review process for events which affect the safe, responsible and effective activities of *Stanford University Department of Public Safety* personnel. *A critical incident may be an occurrence, natural or human-caused, that requires an emergency response to protect life and/or property. Examples of on-campus critical incidents are: an active shooter, barricaded subject, pursuits, major crimes, disasters, acts of terrorism, wildland or structure fires, hazmat spills, nuclear accidents, aircraft accidents, earthquakes, storms, flooding, public health emergencies, etc.* The basic goal of the Critical Incident Review Board is to review individual actions as well as agency-wide policies and procedure surrounding critical incidents.

POLICY

The Sheriff's Office and the *Stanford University Department of Public Safety (SUDPS)* recognize the need to review critical incidents as they occur within the scope of our *agencies' responsibilities*. The recognized need is based upon *a* desire to develop and maintain the safest working environment possible for both our employees and the community we serve.



PROCEDURE

A. SCOPE

The Critical Incident Review Board will convene whenever an event has occurred where a critical evaluation is needed to determine where individual actions, agency policy, or training/procedures have failed to maintain safe effective public service. The Critical Incident Review Board will also convene to evaluate critical events where the complexity, depth or liability exposure of an event warrants a critical review. Such a review process will be expected to produce recommendations for dealing with similar events in the future, or to initiate changes in agency policy and procedure when necessary. *The Santa Clara County Sheriff's Office may exercise the option to conduct a Critical Incident Review Board that involves a SUDPS Deputy. In this case, Sheriff's Office General Order 26.00 Critical Incident Review Board shall also apply. See Appendix for the Sheriff's Office General Order.*

B. CONFIGURATION

The SUDPS Critical Incident Review Board shall consist of the following agency personnel;

1. *Captain or Assistant Chief will chair the board.*
2. *The Division Lieutenant or Manager of the employee's division where the incident occurred.*
3. *Sergeant or supervisor from the involved employee's division.*
4. *The SUDPS Range Master, if a firearm was used in the event.*
5. *An SUDPS Emergency Vehicle Operations Course Instructor, if a vehicle was involved in the event.*
6. *A specialist approved by the Director of Public Safety who may bring expertise which would benefit the evaluation process.*
7. *Member of Stanford University's Risk Management Department, if applicable.*
8. *Member of Stanford University's Office of General Counsel, if applicable.*

C. RESPONSIBILITY

While the purpose of the Critical Incident Review Board is not disciplinary in nature, it is recognized that the actions of the personnel involved in the incident may come under review.



Personnel involved in the incident under review will be notified in writing by the Board Chairperson that the incident is to be examined.

The Critical Incident Review Board shall be tasked with producing a detailed report which evaluates the critical event. This report should include, but not limited to;

1. An outline of the critical event being evaluated;
2. Information relating to the effectiveness of the policies and procedures involved in the event;
3. A recommendation, when appropriate, regarding changes or creations to existing policies, procedures or training which would affect future events of a similar nature;
4. An analysis of the actions of the involved employee, when appropriate;
5. A recommendation, when appropriate, that an administrative investigation be initiated into possible violations of departmental policies, procedures or state or federal law. *The board chairperson, upon becoming aware that the critical incident review has revealed a violation of department policy, procedure, state or federal law by a member of the department, will suspend the review and promptly notify the Director of Public Safety. All documentation examined by the board, up to the point of the review being suspended, will be turned over to the Director.*
6. A recommendation to the *Director of Public Safety* that commendations or awards be considered for involved personnel or members of the community.



**CRITICAL INCIDENT REVIEW BOARD
GENERAL ORDER #26.00**

Adopted: 07/07/2010
Replaces: G.O. #26.00 adopted 4/15/08

Updated: 02/22/2010
Updated: 02/22/2010

POLICY

The Sheriff's Office recognizes the need to review critical incidents as they occur within the scope of our agency responsibility. The recognized need is based upon our desire to develop and maintain the safest working environment possible for both our employees and the community we serve.

PURPOSE

The Critical Incident Review Board was created to provide an expert panel review process for events which affect the safe, responsible and effective activities of Sheriff's Office badge and non-badge personnel. The basic goal of the Critical Incident Review Board is to review individual actions as well as agency-wide policies and procedures surrounding critical incidents.

PROCEDURE

A. SCOPE

The Critical Incident Review Board will convene whenever an event has occurred where a critical evaluation is needed to determine where individual actions, agency policy, or training/procedures have failed to maintain safe effective public service. The Critical Incident Review Board will also convene to evaluate critical events where the complexity, depth or liability exposure of an event warrants a critical review. Such a review process will be expected to produce recommendations for dealing with similar events in the future, or to initiate changes in agency policy and procedure when necessary.



B. CONFIGURATION

The Critical Incident Review Board shall consist of the following agency personnel;

1. The Assistant Sheriff of the affected bureau will chair the board.
2. The Division Captain of the participant's division where the incident occurred.
3. The special unit Commander, if appropriate.
4. The Range Master, if a firearm was used in the event.
5. The Support Services Captain.
6. A specialist approved or appointed by the Undersheriff who may bring expertise which would benefit the evaluation process.
7. Risk Management Lieutenant

C. RESPONSIBILITY

The Critical Incident Review Board shall be tasked with producing a detailed report which evaluates the critical event. This report should include, but not be limited to;

1. An outline of the critical event being evaluated;
2. Information relating to the effectiveness of the policies and procedures involved in the event;
3. A recommendation, when appropriate, regarding changes or creations to existing policies, procedures or training which would affect future events of a similar nature;
4. An analysis of the actions of the involved employee, when appropriate; and,
5. A recommendation, when appropriate, that an administrative investigation be initiated into possible violations of departmental policies, procedures or state or federal law.
6. A recommendation to the appropriate that commendations or awards be considered for involved personnel or members of the community.

LAURIE SMITH
SHERIFF