

**SILVER BAY POLICE DEPARTMENT  
CRITICAL INCIDENT POLICY**

**POLICY #D-14**

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**I. PURPOSE**

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person suffers great bodily harm or dies by the actions of a police officer of the Silver Bay Police Department.

In other incidents not covered by this policy, the Chief of Police or Sergeant may decide that the investigation will follow the process provided in this policy.

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**II. POLICY**

It is the policy of the Silver Bay Police Department to ensure that critical incidents are investigated in a thorough, fair and impartial manner.

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**III. DEFINITIONS**

For this policy, the terms set forth below are defined as follows:

- A. Critical Incident – An incident that is unusual, is violent and involves perceived threat to, or actual loss of, human life. This may include an officer-involved shooting, an in-custody death or incident where force is used which causes great bodily harm.
- B. Officer-Involved Shooting – A discharge of a service weapon by an officer during a hostile encounter or an accidental discharge, while on-duty or off-duty, irrespective of injuries to suspects, officers or third parties.
- C. In-Custody Death – The death of an individual while in custody or while attempts to effect custody are being made. This does NOT include an in-custody death of an inmate in a jail or prison setting.
- D. Great Bodily Harm – Bodily injury which creates a high probability of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ, or other serious bodily harm.
- E. Involved Officer – An officer, on-duty or off-duty, who discharges their firearm in a hostile situation or by accident; who has arrested or is in the process of arresting an individual who subsequently dies; who engages force that results in great bodily harm.

- F. Witness Officer – An officer who has witnessed a critical incident but did not engage in any conduct resulting in a Critical Incident.
  - G. Companion Officer – An officer assigned to another officer to restrict access too, provide emotional support and assistance following a critical incident, such as an officer-involved shooting. The assigned officer is normally a member of the Silver Bay Police Department but may be another officer from a different law enforcement agency who has had a similar experience, a close friend or both.
  - H. Supervisor – The Chief of Police or Sergeant of the Silver Bay Police Department.
  - I. Incident Commander – A law enforcement officer of the Silver Bay Police Department who has taken command and control of the scene.
  - J. Public Safety Statement – A mandatory statement from an involved officer which provides information necessary to ensure public safety. See attached form.
  - K. Voluntary Statement – A statement given by involved and witness officers to Investigators, which is voluntary and outlines details associated with the critical incident.
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#### **IV. TYPES OF INVESTIGATIONS**

Critical incidents involve several separate investigations. The investigations may include:

1. A criminal investigation of the suspect(s) actions.
  2. A criminal investigation of the involved officer(s) actions.
  3. An administrative investigation as to policy compliance by involved police officers.
  4. A civil investigation to determine potential liability.
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#### **V. CONTROL OF INVESTIGATIONS**

The Silver Bay Police Department recognizes the need for an outside agency to conduct criminal investigations involving critical incidents. The Silver Bay Police Department will request the Minnesota Bureau of Criminal Apprehension or other outside agency approved by the Chief of Police and Assistant Chief of Police to conduct the criminal investigations.

Investigative personnel from the Silver Bay Police Department may be assigned by the Chief of Police or Sergeant to assist in the criminal investigation conducted by an outside agency.

Jurisdiction is determined by the location where the shooting, in-custody death and/or serious use of force resulting in great bodily harm occurred and by the law enforcement agency employing the involved officer(s).

The following scenarios outline the jurisdictional responsibilities for investigating critical incidents:

#### **A. CRIMINAL INVESTIGATION OF SUSPECT(S) ACTIONS**

The investigation of any possible criminal conduct by the suspect is controlled by the law enforcement agency in whose jurisdiction the suspect's crime occurred.

1. For example, the Silver Bay Police Department would control the investigation if the suspect's crime occurred in the City of Silver Bay.

If multiple crimes have been committed in multiple jurisdictions, identification of the law enforcement agency that will control the investigation may be reached in the same way as with any other crime.

2. The investigation may be conducted by the law enforcement agency in control of the criminal investigation of the involved officer(s), at the discretion of the Chief of Police or Sergeant, and with concurrence from the other law enforcement agency.

#### **B. CRIMINAL INVESTIGATION OF OFFICER(S) ACTIONS**

The control of the criminal investigation into the involved police officer's conduct during the officer-involved shooting, in-custody death or serious uses of force which result in great bodily harm will be determined by the employing agency's protocol.

1. When a police officer of the Silver Bay Police Department is involved, the criminal investigation will be handled in accordance with the "Criminal Investigation" section of this policy.
2. Requests made to the Silver Bay Police Department to investigate an officer-involved shooting, in-custody death or serious use of force that results in great bodily harm involving an outside agency's officer shall be referred to the Chief of Police or Sergeant.

#### **C. ADMINISTRATIVE AND CIVIL INVESTIGATION**

1. Regardless of where the officer-involved shooting, in-custody death or serious use of force which results in great bodily harm occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.
2. The Minnesota Peace Officer Standards and Training (P.O.S.T.) Board may require an administrative investigation based on a complaint of alleging a violation of a statute or rule that the P.O.S.T. Board is empowered to enforce. An officer-involved shooting may result in such an allegation.

NOTE: Any such complaint assigned to the Silver Bay Police Department shall be completed and a written summary submitted to the P.O.S.T. Board – Executive

Director within 30 days of the order for inquiry, in accordance with Minnesota State Statute 214.10 Subdivision 10.

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## **VI. INVESTIGATION PROCESS**

The following procedures are guidelines used in the investigation of an officer involved shooting, in-custody death or serious use of force which results in great bodily harm:

### **A. UNINVOLVED POLICE OFFICER RESPONSIBILITIES**

Upon arrival at the scene of an officer involved shooting, death or serious use of force resulting in great bodily harm, the first uninvolved Silver Bay Police Department police officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This police officer should, as appropriate and able:

1. Secure the scene. Ensure that all threats to the public and your safety are over.
2. Take reasonable steps to provide first aid.
3. Take reasonable steps to obtain emergency medical services for injured individuals, if safe and appropriate.
4. Notify Lake County Dispatch of the critical incident, if not already done.
5. Request additional resources from the Silver Bay Police Department and/or other agencies.
6. Request a Silver Bay Police Department supervisor respond to the scene, if not done or one is not already on scene.
7. Broadcast any attempt to locate or relevant and necessary information to Lake County Dispatch and other responding law enforcement officers.
8. Assign responsibilities to responding units based on priority (perimeter, search and apprehension, etc.).
9. Crime scene and evidence preservation and considerations:
  - a. Establish and secure the scene and all known or potential evidence. Provide protection to evidence that may be destroyed or damaged by weather, assisting personnel or by other means.
  - b. Establish the location of involved weapons. If appropriate, leave the involved weapon in the holster of the involved officer. Do NOT open, reload, remove shell casings, or alter any involved firearms.

In the event an involved handgun is separated from an involved officer, the handgun is part of the crime scene and, if tactically appropriate, should not be moved.

Secure any involved long guns in the gunlock or trunk area of an uninvolved patrol vehicle.

- c. Identify and gather pertinent contact information for persons leaving the scene, if possible.
- d. Identify and secure all witnesses to the incident that are cooperative and willing to provide details.
- e. Document through field notes, photographs or video recordings the scene and potential evidence, if appropriate to do so.
- f. Establish Incident Command at an area outside of the scene, if able and appropriate.
- g. The following person(s) should be notified as soon as practicable:
  - 1. Chief of Police, if not notified or on scene.
  - 2. Sergeant, if not notified or on scene.
  - 3. Minnesota Bureau of Criminal Apprehension or; outside investigating agency
  - 4. Psychological/Peer Support personnel – Sand Creek (see attached)
  - 5. Medical Examiner (if appropriate)
  - 6. Union Steward (if requested)
  - 7. County Attorney
  - 8. City Administrator
  - 9. City Attorney
- h. Brief the supervisor of the Silver Bay Police Department upon arrival.

## **B. SUPERVISOR RESPONSIBILITIES**

Upon learning of an officer-involved shooting, in-custody death or serious use of force which results in great bodily harm, the Chief of Police or Sergeant shall be responsible for coordinating all aspects of the incident.

All outside inquiries about the critical incident shall be directed to the Chief of Police or Sergeant.

The following person(s) should be notified as soon as practicable:

1. Chief of Police, if not notified.
2. Sergeant, if not notified.
3. Minnesota Bureau of Criminal Apprehension or other outside investigating agency
4. Psychological/Peer Support personnel – Sand Creek (see attached flyer)
5. Medical Examiner (if appropriate)
6. Union Steward (if requested)
7. County Attorney
8. City Administrator
9. City Attorney

Upon arrival at the scene, the first uninvolved Silver Bay Police Department supervisor should ensure completion of the duties as outlined above, **plus**:

1. Obtain a brief overview of the situation from any uninvolved officers. In the event, there are no uninvolved officers who can supply an adequate overview, the supervisor should attempt to obtain a brief voluntary overview from an involved officer.
2. If necessary, the supervisor may administratively order any Silver Bay Police Department police officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects. Public safety information shall be limited to the Public Safety Information Sheet. (See Attachment A).
3. All available information learned from the above shall be provided to the Chief of Police or Sergeant, if not on scene. If feasible, sensitive information should be communicated over secure networks.
4. Establish and take command of and secure the incident scene with additional Silver Bay Police Department officers or assisting law enforcement personnel.
5. Meet with the involved officer(s) and discuss the following:

- A “gatekeeper” will be assigned to the involved officer(s) and will restrict access to the involved officer(s) and remain at the location of the involved officer(s).
- Photographs will be taken of you in your police attire, any injuries you sustained and anything else of evidentiary value.
- Your uniform, clothing or other police gear may be taken, depending upon its evidentiary value. A replacement weapon will be issued to you as soon as practical.
- A gunshot residue test will be conducted on you as soon as possible.
- Toxicology samples will be required.
- Peer support personnel who are not involved in the incident or its investigation will be made available to you.
- You may contact family members and within reason have them with you.
- You will be given the opportunity to contact any legal representation or union representative that you desire.
- A supervisor, when able, will personally contact you and express concern and support during this stressful time. They will not question you about the incident.
- Expect a delay to your interview. If you wish, use this time to make notes about the incident. Every attempt will be made to provide an estimate as to when the interview will take place.
- Issue an administrative order not to discuss the incident with other involved officers or Silver Bay Police Department officers pending further direction from a supervisor.
- As soon as practicable, arrange for transport of the involved officer(s) to a suitable location. Ensure the involved officer(s) is/are removed from the scene (separately if feasible), assigned, and transported to a suitable location pending further direction from a supervisor and a “gatekeeper” is assigned to each involved officer.

### **C. INVOLVED OFFICER(S) RESPONSIBILITIES**

1. Immediate responsibilities and duties, if able:
2. Remember to breath, remind yourself to remain calm.
3. Ensure all threats to the public and your safety are over.
4. Notify Lake County Dispatch of the incident, request further law enforcement officers and request a supervisor respond to the scene, if one is not already on scene.
5. Broadcast any attempt to locates (ATL) or relevant and necessary information to dispatch and other responding law enforcement officers.
6. Request, through Lake County Dispatch, any necessary related support services (Emergency Response Teams, Outside Agencies, Emergency Medical Services, etc.).
7. Assign responsibilities to responding units based on priority (perimeter, search and apprehension, etc.).
8. Render first aid, if appropriate, to injured parties.
9. Other responsibilities and duties, if able:
10. Crime scene and potential evidence considerations, if able:
  - a. Secure your weapon in the holster, when appropriate. Do not open, reload, remove shell casings or alter any involved firearms. In the event, your handgun is separated from you, the handgun is part of the crime scene and if tactically appropriate, should not be moved.
  - b. Secure any long guns in the gunlock or trunk of your patrol vehicle, when tactically appropriate.
  - c. Establish and secure the scene and all known or potential evidence. Provide protection to evidence as able and required that may be destroyed or damaged by weather or assisting personnel.
  - d. Identify persons leaving the scene and, if possible, secure all witnesses to the incident.
11. Documentation of scene and evidence, if able:
  - a. Take field notes of what and who you see and what you deem important.
  - b. Begin taking photographs of the scene, when and if tactically appropriate and able to do so.
12. Establish Incident Command and determine or assign an Incident Commander as soon as practical and safe to do so.



13. Scene safe and secure.
14. Establish staging area.
15. Prepare to provide Public Safety Information (Attachment A)
16. Prepare to be transported from the scene to a suitable location with a “gatekeeper” and know the following:
  - a. Photographs will be taken of you in your police attire, any injuries you sustained and anything else of evidentiary value.
  - b. Your uniform, clothing or other police gear may be taken, depending upon its evidentiary value. A replacement weapon will be issued to you as soon as practical.
  - c. A gunshot residue test will be conducted on you as soon as possible.
  - d. Toxicology samples will be required.
  - e. Peer support personnel who are not involved in the incident or its investigation will be made available to you.
  - f. Interviews with licensed psychotherapists will be considered privileged.
  - g. An interview or session with a licensed psychotherapist may take place prior to the police officer providing a formal interview or report.
  - h. You shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal report or interview.
  - i. You may contact family members and within reason have them with you.
  - j. You will be given the opportunity to contact any legal representation or union representative that you desire prior to a formal interview. Discussions with licensed attorneys will be considered privileged attorney-client communications.
  - k. A supervisor, when able, will personally contact you and express concern and support during this stressful time. They will not question you about the incident.
  - l. Expect a delay to your interview. If you wish, use this time to make notes about the incident. Every attempt will be made to provide an estimate as to when the interview will take place.
  - m. A separate fitness-for-duty exam may be required prior to your return to work.
  - n. Communications with peer counselors are privileged and shall not be disclosed without the permission of the involved police officer. A peer

counselor, however, may disclose information they believe reasonably indicates that the police officer may be a danger to self or others as long as the information is used only for the purpose of eliminating the danger. Such information or opinion is not admissible in any personnel or occupational licensing matter involving the police officer, in accordance with Minnesota State Statute 181.973.

- o. Each Silver Bay Police Department officer shall be given reasonable paid leave following an officer-involved shooting, death or serious use of force which results in great bodily harm. It shall be the responsibility of the Chief of Police, Sergeant to make schedule adjustments to accommodate such leave.

#### **D. CRIMINAL INVESTIGATION**

The Minnesota Bureau of Criminal Apprehension, or other outside law enforcement agency approved by the Chief of Police or Sergeant will be responsible for the criminal investigation in the circumstances of any officer-involved shooting, in-custody death or serious use of force which results in great bodily harm.

If appropriate, investigative personnel from the Silver Bay Police Department, assigned by the Chief of Police or Sergeant, may partner with investigators from outside agencies to assist in the criminal investigation.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from the involved officer(s) and complete interviews. The following shall be considered for the involved officer(s):

1. Silver Bay Police Department supervisors should not participate directly in any interview of Silver Bay Police Department officers. This does not prohibit such personnel from monitoring or providing the criminal investigators with topics for inquiry.
2. If requested, any involved officer(s) will be afforded the opportunity to consult individually with a union representative, an attorney or both, prior to speaking with criminal investigators.
3. If any involved officer(s) is/are physically, emotionally, or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given allowing a reasonable period for the officer to schedule an alternate time for the interview.
4. Any voluntary statement provided by the involved officer(s) will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the involved officer(s) consent(s).

#### **E. REPORTS BY INVOLVED OFFICER(S)**

In the event suspects remain outstanding or subject to prosecution for related offenses, the Silver Bay Police Department shall retain the authority to require involved Silver Bay Police Department officer(s) to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved Silver Bay Police Department officer(s) may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved Silver Bay Police Department officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to, normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

## **F. WITNESS IDENTIFICATION AND INTERVIEWS**

The Silver Bay Police Department recognizes that potential witnesses to an officer-involved shooting, in-custody death or serious use of force which results in great bodily harm may become unavailable or the integrity of their statements compromised with the passage of time. The Chief of Police, Sergeant, should take reasonable steps to promptly coordinate with criminal investigators to utilize law enforcement officers to conduct the following:

1. Identify and gather pertinent contact information for persons present at the scene and in the immediate area and:
  - a. When feasible, obtain a recorded statement from persons who claim NOT to have witnessed the incident, but who were present at the time the critical incident occurred.
  - b. Potential witnesses who are unwilling or unable to remain available for a formal interview should not be detained, unless reasonable suspicion to detain or probable cause to arrest exists. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to their departure should be made whenever feasible.
  - c. Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a law enforcement officer of this or another law enforcement agency.
    1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness.
    2. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.
    3. Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

## **G. ASSIGNED INVESTIGATIVE PERSONNEL**

1. Once notified of an officer-involved shooting or death, it shall be the responsibility of the Chief of Police or Sergeant to assign appropriate investigative personnel to handle the investigation of related crimes. The assigned investigative personnel will be assigned to work with investigators from the Minnesota Bureau of Criminal Apprehension or other outside agency approved by the Chief of Police or Sergeant, and may be assigned to separately handle the investigation of any related crimes not being investigated by the outside investigating agency.
  - a. All related officer reports, except administrative and/or privileged reports, will be forwarded to the assigned investigative personnel for approval.

Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the Chief of Police or Sergeant.

## **H. ADMINISTRATIVE INVESTIGATION**

1. In addition to all other investigations associated with an officer-involved shooting or in-custody death or serious use of force which results in great bodily harm, the Silver Bay Police Department will conduct an internal administrative investigation of involved Silver Bay Police Department officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Chief of Police and will be considered a confidential officer personnel file. Interviews of members shall be subject to office policies and applicable laws. (Personnel Complaints Policy; Minn. Stat. § 626.89)
  - a. Any officer involved in a shooting, in-custody death or serious use of force which results in great bodily harm, may be requested, or administratively compelled to provide a blood sample for alcohol/drug screening in accordance with the drug and alcohol testing guidelines in the Drug- and Alcohol-Free Workplace Policy adopted under the authority of Minn. Stat. § 181.950 to Minn. Stat. § 181.957. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.
  - b. If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned investigative personnel should review that statement before proceeding with any further interview of that involved officer.
    1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved deputy shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.
  - c. In the event an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned investigative personnel shall conduct an administrative interview to determine all relevant information.
    1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
    2. The interview must be taken at the Silver Bay Police Department or at a place agreed to by the interviewer and the involved officer.

- d. The interview must be of reasonable duration and provide the involved officer reasonable periods for rest and personal necessities. When practicable, the interview must be held during the involved officers regularly scheduled work shift. If not, the involved officer must be compensated at his/her current pay rate.
- e. If requested, the officer shall have the opportunity to select an uninvolved representative or an attorney, or both, to be present during the interview. However, in-order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative collectively or in groups prior to being interviewed.
- f. Administrative interviews shall be recorded electronically or otherwise by the investigator. The officer may also record the interview. A complete copy or transcript of the interview must be provided to the involved officer upon written request without charge or undue delay.
- g. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her Garrity rights and ordered to provide full and truthful answers to all questions. The officer shall be informed in writing or on the record that the interview will be for administrative purposes only and that the statement cannot be used criminally.
- h. The Chief of Police or Sergeant shall compile all relevant information and reports necessary for the department to determine compliance with applicable policies.
- i. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
- j. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

## **I. CIVIL LIABILITY RESPONSE**

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Silver Bay Police Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

## **J. AUDIO AND VIDEO RECORDINGS**

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports. Upon request, non-law enforcement witnesses who can verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor. Any MAV, body-worn and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or County Attorney's Office, as appropriate.

## **K. MEDIA RELATIONS**

Any media release shall be prepared with input and concurrence from the Chief of Police or Sergeant, the Minnesota Bureau of Criminal Apprehension or other outside investigating agency and office representative responsible for each phase of the investigation. Releases will be available to the outside investigating agency, Chief of Police or Sergeant in the event of inquiries from the media.

No involved Silver Bay Police Department officer shall make any comment to the media unless he/she is authorized by the Chief of Police or Sergeant.

Silver Bay Police Department members receiving inquiries regarding critical incidents occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

## **L. REPORTING**

If an officer discharges a firearm, in the course of duty, the Chief of Police or Sergeant shall notify the Commissioner of Public Safety within 30 days of the reason for and the circumstances surrounding the discharge of the firearm, in accordance with Minnesota State Statute 626.553.

## **Attachment A**

### **SILVER BAY POLICE DEPARTMENT PUBLIC SAFETY INFORMATION SHEET**

(OFFICER NAME) you are ordered to provide a public safety statement related to your actions and observations at this critical incident. You are ordered to answer the following questions to the best of your ability and recollection.

1. Did you fire your weapon?
2. Approximate number of shots and estimated trajectories?
3. Any other use of force deployed?
4. Location of weapon(s) used?
5. Are there any suspects outstanding?
6. Suspect physical description?
7. Suspect vehicle description?
8. Direction of suspect flight?
9. Any known suspect weapons?
10. What are ingress and egress paths of officer and suspects?
11. Are there any other victims?
12. Location of wounded?
13. Is there a need for medical aid, paramedics or ambulance?
14. What should scene perimeters be?



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CRITICAL INCIDENT POLICY**

**POLICY #D-14**

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**VII. SUPERVISORS SIGNATURES**

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Cole W. Ernest  
Chief of Police

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Sergeant

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**VIII. EFFECTIVE DATE:**

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**IX. REVISED DATE:**