Kitsap Critical Incident Response Team

Protocols



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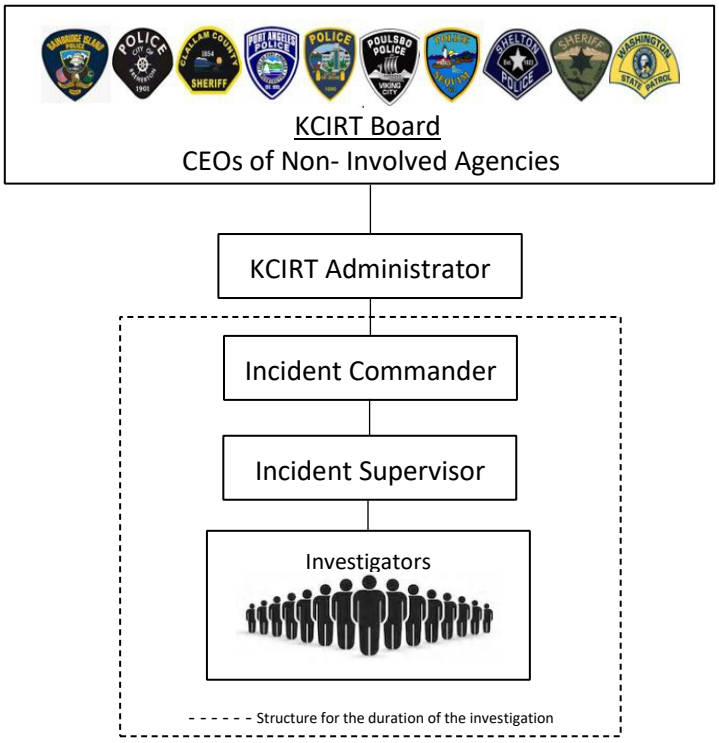
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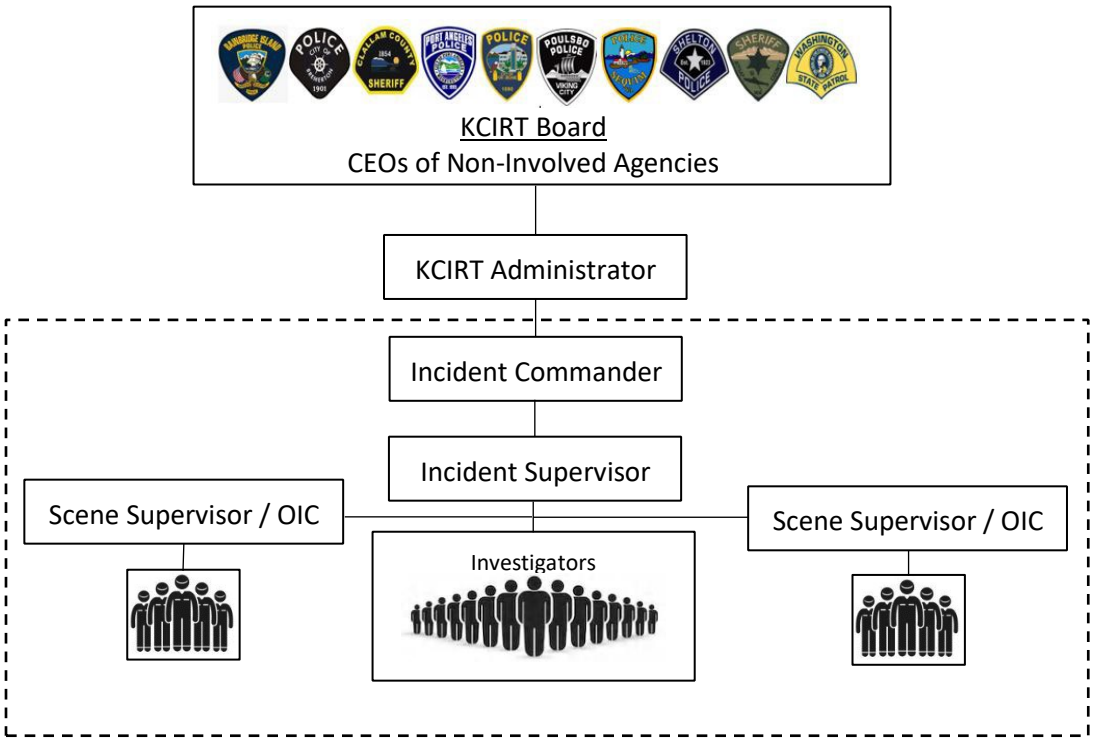
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Single Scene Structure



Multi-Scene Structure



I. INTRODUCTION

The primary role of the Kitsap Critical Incident Response Team (KCIRT) is to investigate critical incidents in which:

a. A law enforcement officer used force reasonably likely to cause death, great bodily harm, or substantial bodily harm; and where that use of force resulted in death, great bodily harm, or substantial bodily harm, per RCW 43.102.120, Per OII Memo

b. A person dies while in custody.

c. An officer is involved in a fatal collision.

d. The state's Office of Independent Investigation team or OII has chosen not to accept the investigation after being briefed.

Secondarily, KCIRT may assist participating agencies with investigations of major crimes, such as a homicide (does not require LETCSA guidelines), or when a CEO requests an independent investigation into a matter requiring transparency.

These investigations require an objective, thorough, transparent, accurate, and impartial inquiry conducted by trained independent investigators.

The resulting investigation should reasonably attempt to resolve all questions of fact, including the officer's decision-making process, and leaving no obvious stone unturned that might cause someone to reasonably argue that the investigation was inadequate.

An exhaustive, professional investigation allows the County Prosecutor to carefully weigh all the information and make an informed determination as to whether the use of deadly force met the good faith standard established in RCW 9A.16.040.

These protocols are guidelines for key phases of the investigation and are intended to standardize the investigative process.

Not every step will be relevant to every investigation. Investigators may also be presented with unique circumstances that require deviations from these guidelines. The Incident Commander shall be consulted for any substantial departure from the protocols.

II. INCIDENT COMMAND

A. Background and Purpose

Multi-agency teams provide the independent investigation required by WAC 139-12.030. Inevitably, difficulties arise that need to be overcome when different agencies come together to form a team. These are friction points caused by the different experience levels, work-habits, organization cultures, phraseology, or level of supervision of the participating agencies. Additionally, coordinating, directing, keeping track of numerous people during a major investigation can be overwhelming without a pre-established structure and common understanding on how the unit will operate.

The Incident Command System (ICS) was developed as a systematic approach to solve these types of challenges. The KCIRT incident command system is tailored to meet the needs of managing an investigation while holding true to the core concepts of National Incident Management System (NIMS) / ICS. It also helps set the expectations for all the participants.

B. KCIRT Administrator / Assistant Administrator

The KCIRT Administrator, or in their absence the Assistant Administrator, is responsible for overall management, readiness, and training of the unit. The KCIRT Administrator will either serve as the Incident Commander or designate a command-level officer from a non-involved agency to serve as the Incident Commander. The KCIRT Administrator is a position assigned by the KCIRT Board for a two-year period while an Incident Commander is a temporary role established for the duration of a particular investigation. [See Memorandum of Understanding (MOU) Section 6]

C. Incident Commander (IC)

The Incident Commander (IC) is directly responsible for the day-to-day management of the investigation. The IC is a member of the investigation leadership team along with the KCIRT Administrator and Incident Supervisor. The IC must possess a CJTC "IIT Qualified Lead Investigator Certificate," when available. For extended incidents involving continuous investigation activity without a sleep cycle, Incident Command may be transferred to another qualified IC for the next operational period. The IC's responsibilities include:

1. Establishing immediate priorities.
2. Coordinating with Investigative Supervisors.
3. Keeping agency administrators informed of incident status.
4. Authorizing release of information to the news media.
5. Ordering the demobilization when appropriate.
6. Approving all plans and operations.
7. Reviewing / editing the final executive summary report.
8. Communicating with Non-law Enforcement Community Representatives.

D. Incident Supervisors (IS)

The Incident Supervisor (IS) will, in consultation with the Incident Commander, establish the priorities and direction for the investigation, including a plan of inquiry and timing of investigative activities. The Incident Supervisor is a member of the investigation leadership team along with the KCIRT Administrator and Incident Commander. The IS must possess a CJTC "IIT Qualified Lead Investigator Certificate," when available.

E. Primary Investigator

An experienced investigator designated to manage the case file, conduct primary interviews, review reports, consult with the team leadership and assist with preparation of the executive summary. As the investigation progresses and investigators are released to other duties, the primary investigator will remain assigned to the investigation until its completion. It is required that the primary investigator possesses a Qualified Lead Investigator Certificate.

F. IIT Qualified Lead Investigator Certificate

WAC 139-12 requires that those who are "*assigned to a lead investigator role*" for an independent investigation, must meet certain training requirements and obtain certification from CJTC. Under the KCIRT system for managing investigations, the Incident Commander and Incident Supervisor are actively leading the investigation by establishing the priorities and direction of the investigation, including a plan of inquiry and timing of investigative activities. The KCIRT board has identified the Incident Commander and Incident Supervisor as the "lead

investigators" for WAC 139-12 purposes and the personnel requiring "IIT Qualified Lead Investigator" certification.

G. Operations

1. Once activated, assigned personnel take direction from the Incident Supervisor or Incident Commander, not their agency supervisor. Investigators will continue to report as assigned by the Incident Supervisor until demobilized – even over a multi-day event. Conflicts (training, home agency investigations, upcoming vacation) should be resolved by the investigator working with the Incident Commander and the home agency.
2. If assigned a task (interview, canvass, officer processing, etc.) by the Incident Supervisor, an investigator should report back upon completion of the task or sooner, if information is discovered that is critical to the investigation.
3. Investigators shall not engage in self-initiated actions unrequested by the Incident Commander or Incident Supervisor. These actions can disrupt the investigation by conflicting with investigative plans or duplicating effort.
4. Certain critical tasks will be second checked by another investigator or the supervisor. Critical tasks requiring a two-person check will be listed in KCIRT protocols or as directed by the Incident Supervisor or Incident Commander. These will include documents associated with search warrants.

H. Resolving Differences

Differences in opinion about investigative strategies, lines of inquiry, timing, sufficiency, or quality of work will generally be settled by the IC, who will be guided by:

1. Conformance to these protocols, which have been adopted by the KCIRT Board.
2. Any relevant provisions of a collective bargaining agreement which supersedes a proposed course of action.
3. Consultation with the County Prosecutor's Office for legal advice.

Any point of disagreement not resolved by the process listed above will be decided by the KCIRT Chain of Command: first the KCIRT Administrator and then the KCIRT board, absent the CEO of the involved agency.

III. GENERAL PRINCIPLES FOR KCIRT INVESTIGATIONS

There is considerable variation in the manner in which different law enforcement agencies manage major investigations. The KCIRT Board intends to standardize the investigation processes to the extent possible to ensure KCIRT investigations are uniform and maintain a high standard of excellence. This section provides brief, general guidelines on what the KCIRT Board expects in particular areas.

A. Investigation Plan

When KCIRT is activated, the leadership team, comprised of the Incident Commander (IC) and Incident Supervisor (IS) in consultation with the KCIRT Administrator (if different than IC), will conduct an initial assessment to identify lines of inquiry and prioritize required actions. This includes identifying all sources of potential evidence and prioritizing the collection and preservation of that evidence.

B. Administrative Log

An administrative log will be maintained to chronologically document events, critical decisions made, and actions taken during the investigation. A non-sworn law enforcement employee may be activated as the event scribe to maintain the log and perform other administrative tasks in the command post during early phases of the investigation. The administrative log may be on an ICS-214 form or similar format [See Appendix A].

Date/Time	Notable Activities
5/20/20 1907	Received call from Centerville PD Captain Smith, OIS at 123 Mainer Street. Requesting KCIRT
2037	Arrived on scene. Turn-over brief with Centerville PD sergeant Smith. Crime scene established.
----	Involved officer Bowden at Centerville PD. Uninjured.
2045	Inspected and expanded crime scene boundary, Established secondary boundary.
2048	WSP crime scene arrived. Briefed. Took over control of CS. CSI Johansen in charge of scene.
2058	Investigator briefing and tasking assignments
2112	Det. Ramirez and Det. Fix assigned canvass area 1 (Main Street between 1 Ave and 2 Ave). Briefed
2114	Det. Valencia and Det. Anson assigned processing of involved officer. Briefed

C. Task List

A task list will be maintained by the Incident Commander or Supervisor to track assigned or pending tasks. It serves a different purpose from the administrative log, which records completed events and actions. The task list is a future-oriented, to-do list. See sample below. [See Appendix C]

Item		Assignment	Investigator	Results
1.	☑	Interview Corrections Staff ref 8/16	?	Complete
2.	☐	Interview Inmates ref. 8/16	447	Check inmate roster/video pending
3.	☑	Interview Corrections Staff ref. 8/16	?	Check roster
4.	☑	Interview Inmates ref. 8/17	?	Complete
5.	☑	Collect Video from 8/16, and 8/17	413	Complete
6.	☑	Gather Facility layout	413	Complete

D. Investigation Checklists

Checklists add discipline and consistency to an investigation by ensuring that important steps or tasks are not missed. KCIRT leadership and investigators should consult the pre-established checklists at various phases of the investigation to confirm tasks have been completed. See State Auditor's Office website for investigative proofs.

E. Critical Tasks & Critical Task Guidelines

A critical task is a step or process which, if performed incorrectly or not performed at all, could harm the investigation.

Critical Task Guidelines provide direction on when and where an important task should be done, how the task should be accomplished and why it is important. They are more in depth than checklists and serve to remind investigators of the important points of the action they are about to take. Critical tasks are identified in the checklists and the Critical Task Guidelines are included as appendices.

F. Critical Task Briefings

Prior to engaging in a critical task, a briefing should be conducted, using any preestablished critical task guidelines or checklists, to ensure all team members understand the goal of the upcoming evolution and their role in it. Critical tasks that should be briefed include:

1. Neighborhood canvass.
2. Processing an involved officer.
3. Conducting an interview with witness.
4. Serving a search warrant.
5. Taking a statement from the involved officer.
6. Autopsy attendance.
7. Crime scene processing.

The briefing is particularly important as team members have varying backgrounds, training, and experience. Experienced investigators retire and inexperienced detectives replace them. Training in a particular discipline or task may have occurred years earlier, so a decay of skills may have set in. Investigators may also perform a task differently at their parent agency. The briefing helps bring each investigator's performance and methods into alignment with the KCIRT standards and expectations.

G. Supervisor Review

Incident Supervisors will review the investigators reports before the report becomes memorialized in the records management system. It is problematic to memorialize a report in the Records Management System (RMS) that is incomplete or contains errors.

H. Two-Person Verification

Certain critical tasks, such as affidavits, search warrants, inventories, and search warrant returns, require two-person verification, where the work of the first person is checked independently by another person, generally a supervisor. The two-person verification requirement is noted on the checklists.

I. Independent and Impartial

Investigators must be independent of undue influence. Investigation decisions shall not be unduly altered by the presumed or known wishes of any party. Investigators must be able to perform all their professional functions without improper interference. Investigators must be impartial and must act at all times without bias. They must analyze all evidence objectively. They must consider, appropriately pursue and document exculpatory as well as inculpatory evidence.

J. Firewalls

In accordance with the firewall requirements of 139-12 WAC, KCIRT members will not discuss the investigation, including information about the incident uncovered by the investigation, with non-team members without authorization from the Incident Commander or Incident Supervisor.

Also, the IC will notify all agency members participating in the investigation to ensure firewalls are in place for the information they are sharing with KCIRT.

K. Daily Briefings

The Incident Commander or Supervisor should conduct daily briefings with KCIRT members who are actively participating in the investigation. The brief is an opportunity to provide all investigators with an overview of the progress of the investigation, report completed assignments, issue new assignments and take care of administrative housekeeping items. The briefing also allows investigators to share ideas, explore theories and propose lines of inquiry. Participation is required until an investigator is demobilized and released back to their home agency.

L. Investigation of the Underlying Crime

The determination regarding which agency will investigate any crime associated with the incident will made by the Incident Commander be in consultation the KCIRT Administrator, Involved CEO, Venue CEO, and the Prosecutor. A primary factor in this determination will be the degree of separation by time and distance between the underlying crime and the officer's use of deadly force.

Example 1 A suspect from a bank robbery in Tacoma two weeks ago is located in Port Orchard. A Port Orchard officer attempts to arrest the suspect and uses deadly force during the arrest attempt. The underlying crime is significantly separated by time and distance from the officer's use of deadly force during the arrest for that crime. An appropriate assignment of investigation would be:

a. Bank robbery investigation – Tacoma PD

b. Port Orchard officer's use of deadly force - KCIRT

c. Any assault made on the Port Orchard officer during the arrest – KCIRT

Example 2 A Bremerton PD officer responds to a DV assault call and interrupts a knife assault in progress. The officer is forced to use deadly force to stop the attack. The underlying crime is nearly inseparable by time and distance from the officer's use of deadly force during the arrest for that crime. An appropriate assignment of investigation would be:

a. Knife assault investigation – KCIRT

b. Bremerton officer's use of deadly force – KCIRT

c. Any assault on the Bremerton officer during the incident - KCIRT

IV. KCIRT ACTIVATION CHECKLIST

A. KCIRT Administrator establishes phone contact with on-scene involved-agency personnel to brief current situation. KCIRT Administrator confirms with the "involved agencies" that notification to the OII has occurred and they are in compliance with RCW 43.102.050(2)(b) and RCW 43.102.120(1)(a).

B. Select Incident Commander (if IC duties not assumed by KCIRT Administrator) and Incident Supervisor.

C. Determine what personnel and equipment are needed.

D. Activate the necessary KCIRT members with response instructions using a preestablished call-out system.

E. Respond to the scene or other assembly point designated by the Incident Commander.

V. SCENE TURN-OVER CHECKLIST

A. Obtain on-scene briefing with the officer or supervisor to obtain all available information.

B. Determine the status of officer and subject.

C. Involved officers may meet with peer support, legal counsel (individually), designated companion officer, etc. KCIRT command should make request of involved agency command for personnel to be segregated and not discuss the incident.

D. Instruct involved and witness officers to remain clothed and equipped as during incident.

E. Identify personnel who were on scene. Identify any involved vehicles.

F. Review the involved agency's actions with the involved agency supervisor, including a sweep for secondary victims. Address any uncompleted tasks required by their policy.

G. Determine what was touched or moved? (By officers, witnesses, victim, suspect, etc.)

H. Did EMS paramedics disturb anything?

I. What was first officer's path of travel through scene?

J. Is there any transient evidence that may be lost if not seized immediately?

K. Are there any other scenes?

L. Obtain crime scene logs from involved agency or designee.

M. Are there any witnesses standing by?

1. Contact involved agency witness officers and obtain any witness contact information, details about what the witness observed and involved agency case number.
2. If a witness has left the scene, contact them immediately for interview with IIT investigators

N. Is the crime scene boundary large enough and secured properly?

1. Consider expanding scene.
2. Establish a secondary perimeter in order to:
    a. Establish a working zone for investigators.
    b. Create a buffer between public/media and inner crime scene boundary.
3. Are scene security officers in place? Consider replacing involved agency officers who are guarding the scene with officers from non-involved agencies if staffing resources permit.
4. Has the entry log been established?

O. Is security needed at hospital? Who will provide?

P. Has a non-compelled Public Safety Statement been provided?

VI. INCIDENT COMMAND CHECKLIST

A. Establish Incident Command and designate command post location.

B. Appoint scribe / Event recorder. Begin administrative log.

C. Notify the County Prosecutor

D. Assemble necessary personnel for briefing

E. Conduct a scene walkthrough with investigators. [See Section VII]

F. Develop an investigative plan and prioritize assignments. Assign investigators to:

1. Process involved officers [Critical task. Briefing required. See Section XIII]
2. Crime scene processing – Incident commander will establish a crime scene supervisor.
3. Hospital [Critical task. Briefing required. See Section XVI]
4. Canvass [Critical task. Briefing required. See Section XII]
5. Search warrants, Special Inquiries or Subpoenas: Not all the categories listed below are relevant to each investigation. [Critical task. Briefing and 2nd check required.]
    a. Crime scene [Critical task. Briefing required. See section VIII]
    b. Additional locations
    c. Blood draw
    d. Medical records
    e. Cell phones
    f. Records (books, papers, documents, etc.)
    g. Video
6. Witness interviews [Critical task. Briefing required. See Section XV]
7. Subject interviews
8. Digital evidence [See Section XX]
9. Monitor social media [See Section XXII]
10. Monitor media reports and public comments. [See Section XXXI]
11. Family Liaison within 24 hours. [See Section XIX]
12. Family liaison will confirm Tribal status.
13. 911 recordings / AVL. [See Section XXI]

G. Obtain the involved agency's policy manual and acknowledgement roster and CBA.

H. Media releases / PIO [See Section XXXI]

I. Conflict of interest assessment within 72 hours. [See Section X]

J. Notify family of deceased. [See Section XIX]

K. Continually assess the situation and assign necessary resources.

L. Ensure timely and effective communication between detective teams assigned to crime scene, suspect, hospital, witnesses, and the involved officers.

M. Coroner notification

N. Autopsy [Critical task. Briefing required. See Section XXIX]

O. Determine what testing of evidence is needed, and the sequence and priority. Consider assigning an evidence lead.

P. Conduct daily investigation briefings with investigators until no longer needed.

Q. Coordinate with involved agency CEO to identify the non-law enforcement representative who will be assigned to the investigation [See Section IX]

R. Schedule regular updates with CEO of the Involved Agency and the assigned community representatives.

S. Logistics

1. Food, water & restrooms
2. Fatigue considerations
3. Weather
4. Additional lighting
5. Charging capability for electronic devices

T. Determine which agency takes custody of evidence in the case.

U. Set-up tip line

VII. INVESTIGATOR WALKTHROUGH OF CRIME SCENE

A. Determine if the scene allows for a walk-through whereby investigators are given an opportunity to view the scene.

B. Is a warrant required?

C. Does transient physical evidence or a bloody scene preclude a walk-through?

D. Log and document entry into scene, by scene security officers.

E. Video and photos during walkthrough.

VIII. CRIME-SCENE PROCESSING GUIDELINES

A. Is a search warrant required? Consult with the Prosecutor's Office.

B. Crime scene entry log established and maintained until the crime scene has been fully processed.

C. Search crime scene for evidence.

1. Search pattern (Grid, parallel, quadrant, etc.)

2. Metal detectors
3. Alternate light sources

D. Identify items of physical evidence with photo markers.

E. Video documentation of scene.

F. Photographic documentation of scene.

1. Check that the date and time on the camera is set correctly on digital cameras to avoid incorrect metadata.
2. Photographs should be taken in sequence, with an overlap between one image and the next, allowing an outside observer or examiner to understand the spatial relationship between the items of evidence.
3. The sequence in which such photographs were taken should be documented by a photo log, identifying, at a minimum, the identity of the photographer, the position of a photograph within a sequence, the time the photographs were taken and the location at which they were taken.
4. Overview photographs
    a. Establish the spatial dimensions of a crime scene.
    b. Taken from the outside of the scene towards its center from the perimeter.
5. Medium-range photographs
    a. Establishes spatial relationships between items of evidence and their location in a crime scene.
6. Close-up photographs
    a. Establishes the characteristics of individual pieces of evidence.
    b. Initial photograph of the photo marker identifying the evidence then subsequent photographs of the item of evidence.
    c. Fill the frame of the photograph with the item of evidence. With and without a scale.
7. Consider perspective photographs, which detail the visual perspective of the officer, subject, and relevant witnesses, if known.
8. Consider re-shooting the scene during daylight hours if the incident occurred during hours of darkness.

G. Bullet trajectory

1. Conduct bullet trajectory analysis if able (two known impact points).
2. Take photographs of reconstructed bullet trajectories.
3. Take backdrop photos as it concerns down range projectiles.

H. Measurements / Diagrams

1. Measurements taken at the scene corroborate and elaborate on the spatial dimensions documented in the photographs.
    a. 3D scanners.
    b. Total Stations.
    c. Unmanned Aerial Vehicles mapping.

I. Evidence Collection
1. Assign an evidence custodian to collect and document all evidence.
2. Collect any evidence safeguarded by the involved agency.

J. Reports / Documentation
1. Reports should include a chronological description of the activities conducted (such as search criteria, when the search was conducted, when and where photographs were taken, when and where measurements were taken, when and where evidence was collected and packaged, and what types of analysis were conducted).
2. Reports should include an inventory and a detailed description of items of evidence, identified with their corresponding photo markers.
3. Video (security, body worn cameras, etc.) evidence should be watched and then described in a police report.

K. Release of Scene
1. Conduct a final survey with investigators and the supervisor as a second check to crime scene personnel to ensure all evidence is photographed, documented and collected.
2. When the scene is released, control of the area and all it contains is lost. It is unlikely to remain undisturbed after release. To re-enter the scene once it is released may be impossible or require a search warrant. The crime scene should only be released when the Incident Commander has determined that the scene has been thoroughly documented, all evidence has been collected, and all evaluations have been completed. Consider holding scene until after autopsy in case an evidentiary issue arises during the autopsy.
3. Make arrangements for crime scene clean-up, if possible.

IX. NON-LAW ENFORCEMENT COMMUNITY REPRESENTATIVES

A. Assign at least two non-law enforcement community representatives to the investigation per the KCIRT MOU.

B. Have the community representatives sign binding confidentiality agreements and conflict of interest forms for each incident to which they are appointed.

C. KCIRT leadership will review conflict of interest statements for each assigned community representatives within seventy-two hours of the commencement of the investigation.

D. Provide a copy of all press releases to the assigned community representatives prior to release.

E. Review any intended use of the involved agency's equipment during the investigations with assigned non-law enforcement community representatives.

F. Provide the assigned non-law enforcement community representatives with access to the investigation file when it is completed.

X. CONFLICT OF INTEREST ASSESSMENT

A. Within seventy-two hours of the onset of a KCIRT activation, the KCIRT Administrator, in consultation with participating agencies and the assigned non-law enforcement community representatives, shall conduct a conflict-of-interest assessment to determine whether any actual or potential conflict of interest exists that would undermine public confidence in the impartiality and independence of the investigation.

B. The Incident Commander will inquire at the onset of the investigation if any potential conflicts of interest exist between the involved officer(s) and any KCIRT investigator. Conflicts of interest include, but are not limited to, instances where a member of the KCIRT investigative team is in a familial, business, or close, personal relationship with an involved officer. Absent other factors, mere acquaintance with an involved officer is not a conflict of interest for the purpose of recusing a KCIRT investigator.

C. The KCIRT Administrator may order the recusal of any investigator, or take such actions that may be needed, to ensure the impartiality of the investigation. The chief law enforcement officer of the involved agency may request recusal an investigator for cause to ensure the impartiality of the investigation.

D. It is the responsibility of the participating agencies to notify the KCIRT administrator throughout the year to ensure that the investigators are in compliance with WAC 139.12.

XI. RELEASE OF INVOLVED OFFICER'S NAMES

The release of the involved officer(s) name(s) will be the responsibility of the involved agency; however, the Incident Commander should coordinate with, or be advised by, the CEO of the involved agency prior to the release of names.

XII. CANVASS

A. Importance of the Canvass

1. A house-to-house or business-to-business canvass should be conducted in the vicinity of important physical locations and the scene. The canvass is a critical assignment and should not be dismissed as a lesser task.
2. Conduct a briefing prior to the first canvass to ensure:
    a. Investigators understand the expectations for the canvass and their assigned areas.
    b. Consistency is maintained between investigators from different agencies or with different levels of experience.
3. Use pre-established forms to aid in thoroughness and consistency of canvass interviews [See Appendix E].

B. General Principles of a Canvass

1. Assign a defined geographical area to each investigator, or team of investigators, to ensure thorough coverage and avoid duplication of effort.
2. Have the proper tools and equipment that may be needed during the canvass. Consider voice recorders, notepads, canvass form template, maps, cameras, statement forms, business cards, and evidence kits.
3. Document every location visited. Speak to everyone present at a location. Note who was there during the incident and who lives or works there but was not present during the canvass.
4. Note homes and businesses where no one was present, or an occupant was unavailable. Re-contact at a later time.
5. Locate security cameras in the area of the incident.
6. Identify any cell phones in the possession of witnesses that may contain footage of the incident.

XIII. PROCESSING OFFICERS

A. Establish friendly, but neutral, rapport. Maintain cordial deportment throughout the process.

B. Photograph officers in the attire worn at the time of the incident. Backdrop should be neutral.

C. Document and photograph any injuries, with and without measuring scales.

D. Examine the weapons of all officers who were at the scene at the time when deadly force was used, whether or not they believe they fired rounds. Conduct the inspection and round count in accordance with the procedures on the form. [See Appendix F1-F4]

E. Examine the officer and their clothing and equipment for trace evidence. Collect officer's uniform and/or equipment based on the circumstances of the incident (i.e. Officer was in close contact situation during which blood, bodily fluid or other evidence that may have been deposited on the officer's body, clothing or equipment.).

F. Note the presence of body worn cameras. Arrange to download and collect video of the incident.

G. Is a blood draw needed in accordance with Section XIV of these protocols or the involved agency's CBA?

H. If officer's clothing collected, coordinate replacement clothing.

XIV. INTOXICANT TESTING

A. When KCIRT investigators determine that a law enforcement employee's state of sobriety is relevant to the investigation, they should obtain a blood or urine sample by consent or search warrant.

B. Participating agencies may have established administrative policies or contractual provision regarding intoxicant testing of any employee involved in an incident. KCIRT should coordinate with any involved agency drawing blood for administrative purposes and the County Prosecutor's Office to ensure any legal requirements for the criminal investigation are met.

C. An involved officer may volunteer to provide a blood or urine sample for intoxicant testing even if the KCIRT investigators and the involved agency have not ordered one. Similarly, an officer may wish to have a second sample taken for independent testing. Such requests should be accommodated.

XV. WITNESS OFFICER STATEMENTS

A. A witness officer is an officer who was at the scene of a use of deadly force but did not use deadly force.

B. Notwithstanding applicable policies and collective bargaining unit agreements of the involved agency to the contrary, witness officers are expected to:

1. Provide a non-compelled Public Safety Statement in accordance with involved agency's policy or collective bargaining agreement.
2. Remain at the scene unless they are impacted by the event to the extent that it would be better to remove them from the scene.
3. Provide any scene walkthroughs and briefings requested by KCIRT investigators.
4. Complete an incident report or make a statement to KCIRT investigators in accordance with involved agency's policy or collective bargaining agreement.

C. Witness officers' reports or statements should be reviewed by KCIRT investigators prior to the officer going off duty unless impractical due to injuries or other circumstances.

XVI. HOSPITAL – SUSPECT / VICTIM / OFFICER

A. Evidence

1. Collect clothing and any other evidence removed during treatment.
2. Bag items separately to avoid cross contamination. Safeguard and maintain chain of custody.
3. Gunshot residue (GSR) test if available and applicable.
4. Document where and when obtained, and from whom.

B. Document and photograph injuries.

C. Document medical staff present.

D. Is drug and alcohol screening needed for any person at the hospital?

E. Obtain medical releases. Request medical records (Hospital, paramedics).

F. Is a "Law enforcement hold" needed on hospitalized suspects?

G. Arrange on-going hospital security for in-custody suspect.

H. Medical personnel interviews

1. Obtain medical opinion on prognosis of victim's condition and type and severity of injuries.
2. Any statements made by patient

I. Interview fire / paramedics / ambulance personnel

1. What did they see or hear at scene, including any statements made by people present at the scene (officers, subjects, suspect, witnesses, and victim)?
2. What path did they take through scene?
3. Did they move, alter, or destroy anything?

J. Security

1. Ensure appropriate security is established for any injured officer or person in police custody related to the critical incident.
2. Evaluate the safety risk posed to hospitalized officers or persons in police custody. Consider coordinating with the Hospital registrar to place a "Strictly No Information (SNI)" flag on the patient's admissions records. The hospital staff will tell anyone inquiring about a patient that has an SNI flag that they have no information on that patient (Note: This applies to friends and family of the patient, so their visits will need to be coordinated or authorized by the law enforcement agency requesting the SNI).

XVII. TIMELINES / CHRONOLOGY OF EVENTS

A. A timeline provides clarity to a complex case and should be developed as a reference to understand the important relationships between people, places, dates, times and evidence.

B. The timeline should document the subject's movements leading up to their encounter with the officer(s).

C. Timeline data points can be developed from:

1. Victim, subject, officer, and witness statements.
2. Family accounts of work history and address history.
3. Cell phone records, call logs, cell tower locations and GPS information.
4. Credit card transactions and ATM withdrawals.
5. Data from computers and mobile device such as locations and times of Wi-Fi access, cached website information, emails sent and received, posts on social networking sites, as well as log-ins and log-outs.
6. Geotag data attached to digital photographs.
7. Data from "OnStar" as well as GPS tracking devices and other satellite navigation devices.

8. Vehicle service and repair dates and locations, available via receipts or vehicle history reports such as CARFAX.
9. Insurance claim information for vehicle accidents, worker's compensation, etc.
10. NCIC "offline" information, which provides detailed transactional logs for all law enforcement queries on persons and vehicles.
11. Probation and parole records, such as meeting dates/times with officers and missed appointments.
12. Corrections data, including jail bookings, exact intake and release dates, work furlough history, and escape history.
13. Court appearances and missed appointments (DOC. Assigned attorney).
14. Work schedule including "clock-in and clock-out" times from the subject's employer, to include days absent.
15. Pawns shops
16. Casino records

D. Timeline data from witness accounts should be independently verified, if possible.

E. Timeline points should include the source of the data.

XVIII. SUBJECT & OFFICER PROFILES

A. Establish a profile of the subject / suspect / decedent

1. Gather information about:
    a. Associations
    b. Lifestyle
    c. Criminal history
    d. Employment history
2. Information may be gathered from:
    a. Family statements
    b. Witness statements
    c. Triple I criminal histories
    d. NCIC off-line checks
    e. DOL records
    f. DOC records
    g. Law enforcement databases
    h. Crime reports
    i. Electronic devices

B. Establish an involved officer profile

1. Training records
2. Employment history
3. Discipline and supervisory records relevant to the investigation.
4. Armory records / Assigned weapon

Some of the above listed officer profile topics are the traditional purview of the involved agency's internal affairs investigation. RCW 110.114.011 now requires that the independent investigation provide the Prosecutor with the information needed to determine if the involved officers met the good faith standard of RCW 9A.16.040. This requirement makes these topics potentially relevant to the independent criminal investigation.

XIX. FAMILY / TRIBAL LIAISON

A. Appoint a liaison within 24 hours as KCIRT's point-of-contact for the family of the subject against whom police deadly force was used. Maintain communication with the family of the injured or deceased person throughout the process.

B. If person is in the hospital, coordinate family visits if a "Strictly No Information" flag is in place with hospital Admissions.

C. Do not delay contact or notification. Criminal investigators should accompany the Coroner's Office in any death notification to the subject's family. Provide the family with factual information.

D. Provide information about the investigation process, including any review or oversight that may exist.

E. Establish the subject's activities for the past 24 to 48 hours.

F. Keep the family apprised of all significant developments of the investigation.

G. Notify the family prior to media releases.

H. Consider scene cleanup after criminal investigation is complete. If the scene is a private property, provide commercial decontamination information to the owner. Recommend the owner contact their insurance company.

I. Obtain the family's statements regarding the subject's background and any information pertinent to the investigation of the critical incident.

J. If the person against whom deadly force is believed to be a member of a federally recognized tribe:

1. A member of KCIRT will be assigned as a tribal liaison within the first twenty-four hours and keep the tribe (or a representative of the tribe's choice) apprised of all significant developments of the investigation.
2. Contact the local tribal PD if in doubt about the tribal enrollment status. They are able to provide membership information for any tribe in the United States.
3. Contact the CEO of the Involved Agency to ensure they comply with the requirement of RCW 10.114.021 to notify the Governor's Office of Indian Affairs

whenever an officer's use of force results in the death of an enrolled member of a federally recognized Indian tribe.

XX. DIGITAL EVIDENCE

A. Assign an investigator to coordinate the collection and evaluation of digital evidence.
   1. Video
      a. Body worn cameras
      b. In-car video
      c. Security video
      d. Witness cell phone video
   2. Cell Phones
      a. Obtain Search warrant or subpoena, as needed
      b. Determine data-retention policies of the service providers
      c. Preservation letter
      d. Cellebrite analysis
      e. Analyze phone connections to a cell phone tower within a given period of time.
      f. Match phone numbers with customer's name, address, and other account information, potentially putting individuals at locations at specific times.
      g. If relevant to the investigation, request cell phone subscriber details, method of payment and call data, mobile phone site locations (tower pings), text data and any other data.
      h. Analyze cell phones for Wi-Fi locations activated and internet sites visited.
      i. Obtain cell site coverage maps from service providers.

XXI. DISPATCH CENTER

A. Collect the following from the dispatch center:
   1. Recordings of calls to the dispatch center regarding the incident under investigation
   2. Law enforcement radio traffic recordings related to the incident
   3. MCT logs or information
   4. Event chronology
   5. AVL data (Priority task as the retention time is limited)

B. Transcribe all recordings and review transcriptions

XXII. SOCIAL MEDIA

A. An investigator or crime analyst should be assigned to check and monitor social media sites related to the investigation. Social media sites may:

1. Support the identification of the subject and/or acquaintances.
2. Determine a timeline of events for a suspect.
3. Identify additional witnesses who make posts to the site.

B. Use social media to solicit tips and information related to the investigation.

XXIII. RECORDED INTERVIEWS – GENERAL PROCEDURES

A. Record all critical interviews (Persons who have important information relevant to the investigation) when possible. Recordings should include:

1. Start time, date, and location.
2. An advisement that the conversation is being recorded.
3. Identity of those present.
4. Ending time

B. Miranda warnings do not need to be given to witnesses.

C. Transcribe all recordings.

D. Review each transcription by the KCIRT investigator who conducted the interview for accuracy. Make necessary corrections.

E. Retain recordings as evidence.

F. Establish a system to track the assignment and completion of the transcription and transcription review for each recording.

XXIV. GUIDELINES ON INTERVIEWING COOPERATIVE WITNESSES

A. General

1. Arrange or conduct interviews with any persons who were victimized by the subject, any witnesses to the incident, and any other witnesses developed during the investigation.
2. Witnesses should be interviewed separately unless the witness is a minor.
3. Consider assigning two investigators to conduct interviews with the important witnesses.
4. Re-interview any critical witnesses whose statements were initially taken by the involved agency or Patrol units from other agencies. Verify the information they provided and to document any additional information.
5. Witness statements should be recorded. Consider video recording interviews of critical witnesses.
6. Consider a scene walkthrough with the witness. Consider video recording the walkthrough from the perspective of the witness.

7. The incident commander or supervisor should conduct a briefing with investigators prior to critical witness interviews, including a review of cognitive interview standards.

B. Interpreters

1. In some situations, an interpreter may be required to assist with the interview. An interpreter's qualifications should be certified prior to the start of a session. An interpreter should:

   a. Only interpret for the language(s) for which they are qualified, authorized, or accredited.

   b. Provide a complete and accurate interpretation without alterations or omissions.

   c. Disclose any real or perceived conflicts of interest, including prior knowledge of, or dealings with, the person being interviewed.

   d. Maintain confidentiality, and protect information obtained in the course of the work from unauthorized individuals.

XXV. GUIDELINES ON INTERVIEWING INVOLVED OFFICERS

A. Involved officers will be given the opportunity to provide a voluntary statement, in accordance with applicable policies or collective bargaining agreements of the involved agency.

B. KCIRT investigators will not compel statements, accept a statement compelled by the involved officer's agency or be present if *Garrity* warnings are given to the officer by the involved agency. If a *Garrity* interview was conducted by the involved officer's department, KCIRT will not discuss that interview with the involved agency's investigators.

C. If an involved officer chooses to provide a statement, KCIRT will work with all parties to determine the best time for the statement. This may not occur for several days after the incident. Interviews of involved officers will generally be scheduled last in order to provide investigators as much information as possible about the incident prior to the interview.

D. The involved officer's statement may be provided in the format consistent with the agency's policy or collective bargaining agreement. Acceptable formats include a recorded interview or a detailed report.

E. Investigators should ensure the topics listed in the Involved Officer Statement Guidelines are covered in any involved officer's statement or report. If the involved officer intends to submit a report, the Involved Officer Statement Guidelines may be provided to the officer as a prompt to ensure completeness.

F. If a report is submitted, investigators should make every effort to resolve any unclear issues. The officer will submit a supplemental report to amend or clarify the original report.

G. If the officer provided a voluntary recorded interview, the investigator should meet with the officer and the officer's legal counsel, after the interview transcript is prepared, to review the transcript and make any clarifications.

XXVI. OFFICER REVIEW OF AUDIO OR VIDEO RECORDINGS

A. Involved officer review of any audio or video recordings of the incident made by their own body-worn cameras will be governed by applicable policies and collective bargaining unit agreements of the involved agency.

B. KCIRT will not provide involved officers, attorney's or involved agencies with the opportunity to review audio or video recordings of the incident that KCIRT investigators have collected as evidence prior to the involved officer providing a statement or report (ie: business security video, other agency body worn camera video, etc.).

XXVII. INVOLVED OFFICER WALK THROUGHS

A. The limitations of the human language make it difficult for a person who is involved in, or witnesses, a critical incident to convey a full understanding of their complex and dynamic experience of the event to a non-participant when relying solely on a written or oral statements.

B. Scene walkthroughs provide witnesses and/or involved officers an opportunity to:

   1. Enhance their recall of the event from the context and cues at the scene prior to making a written or oral statement.

   2. Improve investigator understanding of the event by recounting the incident from the witness' or officer's perspective while at the scene. This can greatly increase the investigators' comprehension of the:

      a. Movements of participants or vehicles,

      b. Order of actions during the incident and,

      c. Spatial relationships between participants and objects at the scene.

   Walkthrough have also proven useful in confirming or clarifying information from officer or witness statements and resolving any confusion or perceived inconsistencies.

C. The walkthrough is voluntary.

D. More than one walk through may be appropriate for each witness or involved officers.

   1. Incident Commanders should consider offering involved officers the opportunity to participate in a walkthrough, without KCIRT personnel, for the purpose of aiding in recall of the event and developing of a more complete and accurate statement. The Incident Commander will determine the parameters for the unaccompanied walkthrough based on the circumstances particular to the scene.

   2. Incident Commanders should request a witness or officer participate in a voluntary walkthrough with KCIRT investigators if it will enhance understanding of the event.

E. Officers or witnesses will be permitted to participate in a walkthrough of the scene.

F. The walkthrough will occur at or within view of the scene.

G. Walkthroughs should be conducted at a similar time of day and under similar lighting condition as the time of the incident, if practical.

H. Determine if the walk-thorough requires a search warrant or consent in advance of the event.

I. A scene walk-through should not be used to reenact the incident.

J. If any officer chooses to provide a statement during the walk-through, the statement should be taken as outlined in XXV.

XXVIII. JAIL DEATH INVESTIGATIONS

All relevant sections of the KCIRT protocols apply to deaths at the jail. Because of the unique setting, investigations of deaths at the jail, or in the custody of corrections officers, require additional considerations, which are covered in this section.

A. Scene Security

1. Secure the scene and record the identities of everyone at the scene.
    a. Shared cell? – Ensure other inmate(s) removed from scene.
    b. Dayroom or other shared area? – Block off the area from staff and inmates.

B. Scene Search

1. Use a search method appropriate for the size of the area of confinement.
2. Consider that evidence could exist or be placed at higher levels than is typical in a crime scene.
3. Move material aside and search. In cells or bunk areas, this includes:
    a. Bedding material and mattress
    b. Bedding frames
    c. Air grates
    d. Plumbing and chases
    e. Cell bar attachments, such as to walls
    f. Trash receptacles
4. Search dayroom and applicable shower areas if relevant to the case. This includes:
    a. Pipe chases
    b. Trash receptacles
    c. Bookshelves / board games
    d. Staircase
    e. Toilet stalls
    f. Shower stalls
    g. Dayroom tables and chairs

h. Telephone / kiosks / tablets

i. Unoccupied cells

j. Adjoining recreation yard

5. Ask corrections officers / staff if anything appears different or out of place for their facility.
6. Thoroughly document the scene through photographs, video, and diagrams and/or scans. Document, collect, label and secure all potentially relevant evidence.
7. Identify any other agents of harm, including sources of electricity and carbon monoxide, weapons, drugs.
8. Record the location, color, and degree of fixation of lividity, the presence or absence of rigidity.
9. Identify any heat source or factors influencing the cooling of the body to assist in estimating the time of death.
10. The deceased's hands should be protected for fingerprinting and recovery of trace evidence. Paper bags are ideal for this purpose.
11. Determine whether the body has been touched and/or moved.

C. Inmate Interviews

1. Obtain information from inmate witnesses, including those who last saw the deceased alive (when, where and under what circumstances).
2. Interview all inmates in vicinity of incident, including those who were in cells in close proximity to the incident.
3. Interview former cellmates. (Suicide ideation? Relevant behaviors?)

D. Staff Interviews

1. Staff who discovered deceased or were present during incident which led to the inmate's death.
2. Intake officer if recently booked.
3. Medical staff.
4. Booking officer if inmate was recently booked.
5. Classification Officer if inmate was recently booked or if move to or from a segregation or crisis cell.

E. Paramedics

1. Interview emergency medical personnel who may have come in contact with the body.
2. Note all medical interventions including the administration of any drugs, cardiopulmonary resuscitation, and defibrillation.

F. Digital evidence

1. Video footage of the incident and any movements of the inmate on day of incident. Consider compiling all available video of the inmates' movements for entire incarceration.
2. Any photographs or video the correctional staff may have taken of the scene or incident.
3. Records from inmate movement log.
4. Telemate phone call recordings, inmate visit videos and electronic messages.

G. Inmate Medical Records

1. Jail medical and mental health records from this incarceration. Consider records from previous Kitsap County jail incarcerations if relevant and /or recent.
2. Medical history of the deceased from his or her physician(s).
3. X-rays
4. Hospital charts, including any previous surgery.
5. History of substance abuse, suicide attempts, etc.
6. Blood and urine specimens.
7. Any reports written by medical staff regarding the incident.

H. Jail Management Records

1. Complete booking packet / booking file, including photo. Consider previous booking packets if relevant or recent.
2. Classification documents
3. Jail records from other correctional facilities, particularly of the inmate was a recent transfer. Any similar conduct?
4. Internal Reports (IRs) and Criminal Reports (CRs) related to the incident. Consider IRs for the entire incarceration period and previous bookings if recent and/or relevant.
5. Use of Force reports
6. Staff Shift Assignment Sheets for the current and two preceding shifts at a minimum.
7. Security / Surveillance Logs ("Walkthrough Sheets) for the current and two preceding shifts at a minimum.
8. Suicide Watch / Special Observation Sheets if inmate was on suicide watch or on special observation protocols in a crisis cell.
9. Behavior plans or Lockdown forms for the inmate.
10. Inmate Movement Log – typically for inmates recently incarcerated or recently switched to new housing assignment.
11. Release Report and all accompanying paperwork if inmate released from custody.

12. Inmate requests, complaints, and grievances (kites).
13. Sign-in sheets for any visits to the inmate.
14. Complaints made by or about the inmate that are out with the sergeants or the KCSO Office of Professional Standards.
15. Any memos written about, or which are otherwise relevant to, the incident.

I. Additional Evidence Considerations

1. Personal belongings of the deceased from cell / bunk area and from jail property room.
2. Map / floorplan (used to explain the locations and movements of inmates and staff during the incident.
3. Control tools / restraints (type? Photograph and describe any use of)
4. Obtain handwriting exemplar if suicide note was left.

XXIX. AUTOPSY

A. An investigator should attend the autopsy and ensure photographs are taken and evidence is collected.

B. Brief the medical examiner prior to the autopsy. The briefing should include all information available at that time which may be relevant in determining the cause and manner of death.

C. Photographs are crucial for the thorough documentation of the autopsy and for enabling the findings to be independently reviewed.

1. Close-up photographs should be supplemented with distant and/or medium-range photographs to permit the orientation and identification of the close-up photographs.
2. Photographs should be comprehensive and must confirm the presence and details of all demonstrable signs of injury or disease commented upon in the autopsy report.
3. Photographs of injuries should include a scale with the case number.

D. Recommend or discuss with the medical examiner or coroner's office staff additional testing such as DNA swabs, x-rays, CT scans and GSR tests.

1. Any skeletal system injury should be documented by x-ray.
2. X-rays should be taken in gunshot cases to aid in locating the projectile(s).
3. Any projectile or major projectile fragment seen on an x-ray must be recovered, photographed, recorded as an exhibit, and secured.
4. Other radio-opaque objects (such as knife fragments) should also be documented with x-rays, removed, photographed, recorded as exhibits, and secured.

E. All evidence recovered at the autopsy, including the decedent's clothing, spent projectiles, and blood reference standards shall be collected and booked into evidence by attending investigators.

F. Collect a copy of the medical examiner's autopsy report when available.

G. Collect copy of the death certificate when available.

XXX. COMMUNICATIONS WITH INVOLVED AGENCY

Only the information as allowed by LETCSA will be provided to the involved agency.

XXXI. MEDIA

A. The involved agency should provide periodic public updates on matters not directly related to the on-going investigation of the incident. This includes general statements about:

1. The agency's mission.
2. Commitment to the community.
3. Department policy.
4. The involved officer's employment history.
5. The purpose of an independent investigation.
6. Officer training.
7. Community safety, etc.

B. Any information regarding the incident that is provided to the media by the involved agency should be coordinated with the KCIRT Incident Commander if possible.

C. The KCIRT Administrator, Incident Commander, or another representative of the KCIRT designated by the KCIRT Administrator, will provide public updates at least weekly thereafter, even if there is no new progress to report. Public updates will continue until the case is submitted to the prosecutor's office.

D. A copy of all press releases and communication will be provided to the following people prior to release to the media:

1. The two non-law enforcement community representatives assigned to each investigation.
2. The family of the subject against whom deadly force was used (by the Family Liaison).

E. Per WAC 139-12, KCIRT is unable to release any criminal history related to the individual, which includes the circumstances surrounding the initial contact, which prompted the law enforcement response. This information can only be released if specifically requested by the media and is able to be released consistent with the Public Records Act Chapter 42.56 RCW.

F. If the chief or sheriff of the involved agency requests that KCIRT release the body cam video or other investigation information of urgent public interest, the KCIRT Administrator should honor the request with the agreement of the Prosecutor.

G. An investigator should be assigned to collect newspaper articles and download news channel coverage of the incident.

H. An investigator should be assigned to review public comments on news sites to identify additional witnesses.

XXXII. REPORTS

A. The Incident Supervisor should carefully review all reports prior to them being locked. It is problematic to memorialize a report in the Records Management System (RMS) that is incomplete or contains errors. Submitting supplemental reports to correct deficiencies or make clarifications is undesirable.

B. The Incident Supervisor shall check reports for completeness, accuracy, neatness, spelling and grammar before approving them. If the report is incomplete or deficient, the report will be returned to the investigator for correction prior to being locked in the RMS.

C. All original reports should be maintained by the agency that employs the authoring investigator.

D. Copies of reports shall be submitted to the Incident supervisor.

XXXIII. CASE FILE & FINAL REPORT

A. Case File / Case Management

1. An investigation into an officer's use of deadly force generates a significant amount of documentation from a wide variety of sources. A case management process will be used to bring organization and standardization to case file in a manner that facilitates effective case supervision, meets the needs of prosecutors, and supports review by outside observers.

2. The final investigation case file should contain all reports and documents related to actions taken, information uncovered, evidence collected, lines of inquiry pursued and the outcome of these inquiries. The case file should show that investigators reasonably attempted to resolve all questions of fact, leaving no obvious line of inquiry uninvestigated.

3. KCIRT investigation files will be organized in a uniform structure that allows anyone to review and locate key investigative reports, photos, and other materials in a standard way.

    a. The KCIRT investigation case file will contain all case-related materials organized into sections as outlined in the KCIRT Investigation File Format [See Appendix I].

    b. The case structure can be maintained in either a hard-copy binder, a digital case management system, or both.

    c. Case file dividers corresponding to the categories in the KCIRT Investigation File Format should be used to organize case material in a standardized manner.

4. The investigation file should allow the prosecutor to make an evaluation of whether the use of deadly force met the good faith standard established in RCW 9A.16.040 and satisfied other applicable laws and policies.
5. If the investigation establishes a crime was committed by any person involved in the incident, the probable cause should be presented to the Prosecutor, even if the person is deceased.

B. Executive Summary Purpose

1. An executive summary should be used to tie all the disparate case information together. The executive summary is a thorough overview of the investigation that synthesizes key points for its readers, saving them time and helping them understand the findings of the investigation.
2. The audience of an executive summary is wider than the criminal justice system. It will be read by anyone in the public or media with interest in the case. As it may be the only part of the investigation that they read, the executive summary should be a separate, stand-alone document of sufficient detail and clarity to ensure that the reader can completely understand the investigation independent from the rest of the investigative case file.

C. Preparation of the Executive Summary

1. The executive summary is a collaborative effort authored by investigators, supervisors, or Incident Commander.
2. An executive summary planning meeting should be convened between the KCIRT Administrator, Assistant KCIRT Administrator, Incident Commander, Incident Supervisor, and the executive summary author to discuss the executive summary outline.
3. The executive summary writer, or writing team, will prepare an initial draft following the format and outline agreed upon in the planning meeting. The summary will be written and organized in a manner which meets the purpose as described in the section XXXIII.B.
4. All factual material in the summary must be supported by material in the case file. The executive summary should point the reader to the location in the case file where they can find detailed information about any topic mentioned in the summary. This is accomplished by footnotes, endnotes, or other approved reference system.
5. The draft will undergo several levels of review prior to final approval. At each level, reviewers are encouraged to correct any known discrepancies and to suggest textual improvements, which may range from minor changes to substantive revisions. The report writer will evaluate each suggestion and, when necessary, discuss the recommendations with the KCIRT Administrator. Draft review levels are as follows, excluding anyone from the involved agency:
    a. Incident Supervisor and the primary author.
    b. KCIRT Administrator and Assistant Administrator.

c. Final review and approval for the executive summary will be made by the KCIRT Board, excluding the chief executive officer the involved agency.

D. Presentation

1. KCIRT will strive to present the completed case report to the Prosecutor's Office within three months of the event. If there are delays in the investigation and this timeline cannot be met, an explanation will be provided to the chief law enforcement officer of the involved agency by the KCIRT Administrator and/or Incident Commander.
2. If an oral or PowerPoint point presentation is to be made, the IC will generally be accompanied by the IS, the Primary Investigator and the KCIRT Administrator.
3. If there are delays in the investigation and the above timeline cannot be met, an explanation will be provided to the chief law enforcement officer of the involved agency by the Incident Commander.

XXXIV. CLOSE OUT

A. Copy of prosecutor's decision letter or charging documents.

B. Copy of case file to involved agency.

C. Copy of case file available to non-law enforcement representatives assigned to the investigation.

By signing this document, each Director of the KCIRT Board of Directors acknowledges that they have adequate opportunity to review the KCIRT protocols and agrees to adopt these protocols for guiding KCIRT independent investigations into an officer's use of deadly force.

City of Bremerton

By: _____

Tom Wolfe
Chief of Police

Date: 2/9/23

By signing this document, each Director of the KCIRT Board of Directors acknowledges that they have adequate opportunity to review the KCIRT protocols and agrees to adopt these protocols for guiding KCIRT independent investigations into an officer's use of deadly force.

City of Bainbridge Island

By: Joseph N Clark Jr

Joseph Clark
Chief of Police

Date: 1/27/2023

By signing this document, each Director of the KCIRT Board of Directors acknowledges that they have adequate opportunity to review the KCIRT protocols and agrees to adopt these protocols for guiding KCIRT independent investigations into an officer's use of deadly force.

Clallam County

By: _____

Brian King
Sheriff

Date: 02/06/23

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Kitsap County

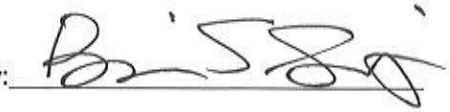
By: 

John Gese
Sheriff

Date: 1/26/23

By signing this document, each Director of the KCIRT Board of Directors acknowledges that they have adequate opportunity to review the KCIRT protocols and agrees to adopt these protocols for guiding KCIRT independent investigations into an officer's use of deadly force.

City of Port Angeles

By: 

Brian Smith
Chief of Police

Date: 2-7-2023

By signing this document, each Director of the KCIRT Board of Directors acknowledges that they have adequate opportunity to review the KCIRT protocols and agrees to adopt these protocols for guiding KCIRT independent investigations into an officer's use of deadly force.

City of Port Orchard

By: _____

Matt Brown
Chief of Police

Date: FEB 6, 2023

By signing this document, each Director of the KCIRT Board of Directors acknowledges that they have adequate opportunity to review the KCIRT protocols and agrees to adopt these protocols for guiding KCIRT independent investigations into an officer's use of deadly force.

City of Poulsbo

By: Ron Harding

Ron Harding
Chief of Police

Date: 01.26.23

By signing this document, each Director of the KCIRT Board of Directors acknowledges that they have adequate opportunity to review the KCIRT protocols and agrees to adopt these protocols for guiding KCIRT independent investigations into an officer's use of deadly force.

City of Sequim

By: _____

Sheri Crain
Chief of Police

Date: 2/6/23

By signing this document, each Director of the KCIRT Board of Directors acknowledges that they have adequate opportunity to review the KCIRT protocols and agrees to adopt these protocols for guiding KCIRT independent investigations into an officer's use of deadly force.

City of Shelton

By: Carole Beason

Carole Beason
Chief of Police

Date: 2/7/2023

By signing this document, each Director of the KCIRT Board of Directors acknowledges that they have adequate opportunity to review the KCIRT protocols and agrees to adopt these protocols for guiding KCIRT independent investigations into an officer's use of deadly force.

Washington State Patrol

By: _____

John R. Batiste or designee
Chief

Date: 2/27/23
WSP Contract No. K14031