



Date: **January 21, 2021**
To: **All Employees**
From: **Chief Deputy Tim O'Connor**
Subject: **Standing Order 21-03 Adds Policy 1021 Major Case Review Board to the Policy Manual**

Effective immediately Standing Order 21-03 adds Policy 1021 to Policy Manual

1021 Major Case Review Board – Vehicle Accidents and Use of Force

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines in which all vehicle accidents / incidents, use of force, and other major cases involving Sheriff's Office personnel will be reviewed. The review process shall be completed through an administrative review at the division captain level, directed to the Major Case Review Board, or directed to the Office of Professional Integrity.

NOTE: As used in this policy, all references to vehicle accidents/incidents shall be inclusive of vehicle incidents that do not necessarily fall under the definition of a vehicle accident, per NRS, but are considered as such based-on Risk Management standards.

1021.2 MAJOR CASE REVIEW BOARD

The Major Case Review Board shall review all vehicle accidents / incidents forwarded to the Board. It will be the responsibility of the referring division captain to compile all applicable reports, videos, and audio for the Board with any recommendation to have a case reviewed.

The Major Case Review Board shall meet quarterly to cover all incidents that occurred in every division to ensure agency consistency with respect to compliance with our policies and procedures, to ensure training trends are identified, to determine if any equipment or other logistical needs were needed, as well as to ensure consistent corrective action is taking place when applicable. A division captain or designee will be assigned to draft a synopsis of the quarterly meetings.

The Major Case Review Board will provide a quarterly report to Executive Staff.

The Major Case Review Board will consist of the following personnel:

- A Chief Deputy not assigned to the division of the case being reviewed
- A minimum of two (2) division captains



- Subject Matter Experts (SME's), such as the traffic sergeant or Emergency Vehicle Operations Course (EVOC) instructor, Defensive Tactics instructor, Rangemaster, etc.
- The board may call upon the following persons to help make the proper determinations
 - Involved member (focus)
 - Involved member's association representative
 - Any other witnesses deemed appropriate by the Review Board

1021.3 INITIAL REPORTING

All necessary and applicable reports shall be completed and submitted by the involved personnel in a timely manner and in accordance with our current policies for Blue Team reporting.

The incident supervisor shall complete a preliminary investigation report in Blue Team and forward their report, the involved personnel's report(s), and any supporting documentation to the division captain, or their designee as soon as practical.

1021.4 VEHICLE ACCIDENTS – PRELIMINARY REVIEW

The division captain, or their designee, shall review all reports of agency vehicle accidents / incidents involving personnel under their command to determine if the actions of their personnel were in compliance with applicable laws, rules, regulations, policies, procedures, and the training of the Washoe County Sheriff's Office.

- (A) All major vehicle accidents / incidents that result in death, serious bodily injury, substantial property damage, or major financial loss will be forwarded to the Major Case Review Board.
- (B) All moderate and major vehicle accidents / incidents where the WCSO employee was found to be at fault, or where fault has not been determined by the investigating agency, will be forwarded to the Major Case Review Board.
- (C) All vehicle pursuits resulting in an accident and / or applied intervention techniques will be forwarded to the Major Case Review Board.
- (D) All vehicle accidents / incidents not meeting the criteria listed above may still be forwarded to the Major Case Review Board by the division captain if there is an articulated need for a review.

The division captain or his / her designee will implement appropriate corrective action on all accidents / incidents that do not require additional investigation or that are deemed to be minor in nature.



1021.5 USE OF FORCE – PRELIMINARY REVIEW

The division captain, or their designee, shall review all reports of agency Use of Force cases involving personnel under their command to determine if the actions of their personnel were in compliance with applicable laws, rules, regulations, policies, procedures, and training of the Washoe County Sheriff's Office.

- (A) All Use of Force cases will continue to be entered into Blue Team per policy and evaluated appropriately by all levels of supervision prior to approval. Any supervisor in the chain of command may recommend the case be sent to the Major Case Review Board, however the final approval will be left with the division captain.
- (B) Use of Force cases involving clear violation/s of policy or which contain other significant issues of public interest, a request for investigation may be submitted to the Office of Professional Integrity.

The division captain or his / her designee will implement appropriate corrective action on all Use of Force incidents that do not require additional investigation or that are minor in nature.

1021.6 OTHER CASES – PRELIMINARY REVIEW

The division captain, or their designee, shall review all reports of other cases involving high liability or public scrutiny of our agency involving personnel under their command to determine if the actions of their personnel were in compliance with applicable laws, rules, regulations, policies, procedures, and training of the Washoe County Sheriff's Office. These cases could include any natural disaster response, riots, etc. and can be reviewed by the Major Case Review Board if deemed appropriate.

1021.7 MAJOR CASE REVIEW BOARD PROCESS

The following process will take place when a case is referred to the Major Case Review Board.

- (A) The division captain or designee requesting the review will provide an overview to the Board so they can determine what witnesses will be called.
- (B) If needed, a date will be selected for the Major Case Review Board to call and hear from any or all witnesses. Proper notification will be served to all witnesses with a notice providing the date / time of their hearing. The appearance and participation in the Major Case Review Board will be mandatory, however this is not a disciplinary process.



- (C) On the date of the review, the division captain who requested the review will present all applicable details and evidence to the Major Case Review Board. This should include all written reports, video, audio, dispatch recordings, etc. This will provide the Board a full understanding of the facts so they can prepare any questions they may have of the witnesses.

- (D) The Board will then interview the focus witness(s) and any other witnesses deemed appropriate to assist them in deciding on a determination and to make any recommendations and conclusions.

- (E) A division captain will prepare the Board's written recommendations so that a formal decision can then be made. A copy of this will be provided to those members who took part in the process based on their involvement.

Tim O'Connor

Chief Deputy Tim O'Connor

01-21-2021

Date