

CHAPTER 3
REPORT FORMAT AND COMPOSITION
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CHAPTER 3

REPORT FORMAT AND COMPOSITION

1. PURPOSE. The purpose of this chapter is to outline the format to be used in the composition of Critical Incident Investigation Team (CIIT) reports and other types of complex investigations. All critical incident investigation reports and other complex investigations should conform to the requirements of this chapter.

2. INTRODUCTION. The report formats included in this chapter are general in nature and are intended to ensure standardized documentation of critical incidents and complex investigations.
 - a. Critical Incident Criminal Investigation Report. The format shall contain all pertinent facts, the identification of involved parties, statements, diagrams, photographs, and other investigative and supportive documentation. The report should also include a reference to the legality of any use of force, based upon the investigative findings available at the time the report is written.

 - b. Critical Incident Reconstruction Report (Administrative Report). The report shall be under two separate covers (Critical Incident Reconstruction Report and Critical Incident Policy/Procedures Evaluation Report) and be accompanied by a single transmittal memorandum. The format shall contain all pertinent facts, statements, diagrams, photographs, and other investigative and supportive documentation. The report shall also include information regarding any administrative actions being conducted by the Department. Although the Critical Incident Reconstruction Report does not go to the district attorney (DA), it shall include a statement of the recommendation contained in the criminal report as to the prosecution of any involved party.

 - c. Critical Incident Noninjury Report (Administrative Report). The report shall be under two separate covers (Critical Incident Noninjury Report and Critical Incident Policy/Procedures Evaluation Report) and be accompanied by a single transmittal memorandum. Although not as lengthy as the Critical Incident Reconstruction Report, the format shall contain pertinent facts, statements, diagrams, photographs, and other investigative and supportive documentation. The report shall also include information regarding any administrative actions being conducted by the Department. Although the Critical Incident Noninjury Report does not go to the DA, if applicable, the report shall include a statement of the recommendation contained in the criminal report as to the prosecution of any involved party. The initial response and investigation of all critical incidents shall be the same regardless of the anticipated level of report.

d. Critical Incident Policy/Procedures Evaluation Report. The format shall contain the immediate commander's evaluation of the involved officer's actions regarding departmental policy and officer safety techniques. The report shall also include comments regarding the legal justification for the applicable use of force. A separate memorandum of findings should also be created to address policy, procedural, and tactical issues.

e. Memorandum of Findings. The Memorandum of Findings (MOF) shall be drafted by the commander and shall be attached to the Critical Incident Policy/Procedures Evaluation Report.

(1) The MOF shall include comments regarding the justification for the use of force application and the course of action contemplated or recommended by the immediate commander.

(2) The MOF shall be reviewed by Division and the appropriate Assistant Commissioner. Subsequent to final approval, the MOF shall be issued to the employee(s) involved in the critical incident.

f. Nonuniformed Critical Incident Report. A critical incident involving a nonuniformed employee shall include the same reports as an officer-involved critical incident, with the exception of the Critical Incident Policy/Procedure Evaluation Report.

3. CRITICAL INCIDENT INVESTIGATION TEAM CASE NUMBERING SYSTEM. The following numbering system shall be used in assigning CIIT case numbers.

a. The case numbers shall be assigned by Field Support Section (FSS) and will be sequential for each calendar year.

b. The case number shall consist of three separate parts, each separated by a hyphen.

(1) The first part shall consist of a "C," followed by the last two digits of the current calendar year, as shown in paragraph 3.b.(4)(a) of this chapter.

(2) The second part of the number shall consist of the investigating CIIT's Division code.

(3) The third part of the number shall consist of a three digit sequential case number beginning with 001 for the first case of the new calendar year.

(4) Example Case Numbers.

(a) C16-201-001. Valley Division CIIT, first case for the 2016 calendar year.

(b) C16-301-005. Golden Gate Division CIIT, fifth case for the 2016 calendar year.

4. CRITICAL INCIDENT CRIMINAL INVESTIGATION REPORT FORMAT.

a. Division CIIT's required to complete the criminal investigation should use a format consistent with any other complex investigation. The format may be altered to comply with the local prosecuting authority requirements. The following categories/reports should be included in the criminal investigative report. The following is a list of necessary documents to obtain and is not all-inclusive:

- (1) Criminal histories.
- (2) Driver licenses.
- (3) Vehicle registrations.
- (4) Reports from allied law enforcement agencies.
- (5) Area reports: CHP 216, Arrest-Investigation Report; CHP 202, Driving Under the Influence Arrest-Investigation Report, if applicable; CHP 215, Notice to Appear; CHP 555, Traffic Collision Report, supplemental reports, etc. **Do not include the CHP 268, Risk Management Potential Civil Litigation Report.**
- (6) Medical reports. A signed medical release or warrant will be necessary to obtain records for any involved party.
- (7) Coroner's report.
- (8) Blood alcohol, toxicology results.
- (9) Radio tapes, dispatch cards, computer aided dispatch printouts.
- (10) Weather reports.
- (11) Crime scene logs.
- (12) CHP 36, Property Receipt.
- (13) The DA's findings. Copy of letter, if applicable.

b. Annexes. The annexes contain the supporting documentation for the information contained in the narrative sections of the report. The specific subtopic headings are optional. If used, they shall be in the order given. It is not necessary that each subtopic heading be addressed. Most annexes are self-explanatory. Paragraph 4.a., of this chapter, lists necessary supporting documents, but it is not all-inclusive.

5. CRITICAL INCIDENT RECONSTRUCTION REPORT FORMAT

(ADMINISTRATIVE REPORT). The following provides explanations which are intended to assist the investigator in the administrative documentation of a critical incident involving a departmental employee. This guide is not all-inclusive and each item may not be required in all reports. (Refer to Annex A, Critical Incident Reconstruction Report Outline – Administrative, of this chapter.)

NOTE: If the criminal investigative report, whether prepared by California Highway Patrol (CHP) personnel or the law enforcement agency with primary jurisdiction, contains a comprehensive summary of any of the sections listed below, they may be briefly summarized or omitted from the Critical Incident Reconstruction Report.

a. Table of Contents. The table of contents should identify all major topic headings and their respective page numbers.

b. Summary of Incident. In this section, the investigator should record, in narrative form, all the information obtained in the investigation. The summary is divided into several subcategories to simplify the documentation of the information.

(1) Description of Critical Incident. This section is a detailed and factual reconstruction of the incident. It should begin when the employee(s) started the enforcement stop or confronted the suspect(s). Continue the narrative until the suspect is either in-custody or has escaped. The description should factually cover the incident step by step from beginning to end. The summary is based upon factual information and should not contain any opinions as to why a certain action was taken.

(2) Scene Description. This section is a detailed description of the incident scene and the surrounding area. The description should include the type of neighborhood (e.g., residential, commercial, or vacant land, a street address, or route box location), the type of street or intersection, and the type of buildings present. Describe any terrain features or vehicles that might have affected the vision of the parties involved in the incident. If the incident occurred during hours of darkness, describe the light sources present and

distance from the scene. Briefly describe the weather at the time of the incident. State the date, time, and county where the incident occurred.

Include any other factual information about the incident location which assists in relocating the scene years later. If this information is contained in the Multidisciplinary Accident Investigation Team report, or an allied agency equivalent, this section shall be omitted.

(3) Employee's Profile. This section should summarize the employee's activities preceding the events associated with and relative to the incident. Indicate if the involved employee(s) statements were voluntary or compelled (Lybarger v. City of Los Angeles), and document the employee's health, sobriety, and physical condition (e.g., fatigue, disabilities). Include the employee's full name, classification, identification number, height, weight, date of hire, assigned location, and duty assignment at the time of the incident. List the officer's last Officer Safety Training Certification and shooting qualification dates. Describe the uniform and the safety equipment the officer was wearing and state if any damage occurred. Include any identifying printouts (including driver license, criminal history, etc.). Additionally, provide basic information for other employees involved in the incident (i.e., name, rank, work address, and telephone number) under the Other Involved Employees heading.

NOTE: (Lybarger v. City of Los Angeles) A peace officer may be questioned by their department about suspected misconduct, even if they are also suspected of criminal misconduct. However, they may not be charged with insubordination for remaining silent in the interrogation unless they are warned (1) that they must cooperate with the interrogation or face disciplinary action, and (2) that their statements given in response to the warning may not be used in criminal proceedings against them, except for purposes of impeachment pursuant to Government Code Section 3303(f)(3). Compelled statements are discoverable through a Federal Grand Jury subpoena. (Refer to Government Code Section 3303[i].)

(4) Suspect's Profile. This section should provide an understanding of who the suspect is and their frame of mind at the time of the incident. This section should also include a summary of the suspect's past criminal history as it relates to this incident. Additionally, document the suspect's health, sobriety, and physical condition (e.g., fatigue, disabilities). Identify the suspect by including the suspect's full name, date of birth, current residence, occupation, and any known alias. List the suspect's driver license, Criminal Investigation and Identification, Federal Bureau of Investigation, Citizenship and Immigration Service numbers, and Social Security number, if available. Give a description of the suspect's height, weight, and any other distinguishing features, including

clothing descriptions. Include any identifying printouts (driver license, criminal history, etc.).

(5) Criminal Investigative Agency. Identify the law enforcement agency conducting the criminal portion of the critical incident and the name of the primary investigator.

(6) Crime Scene Evidence Collection and Storage. Briefly describe the processing of the crime scene by the investigating agency. Include who collected the evidence and where it was stored. If evidence is collected by the California Highway Patrol, attach copies of the CHP 36 in the annex portion of the report.

(7) Injury Descriptions. Briefly describe all injuries suffered by each employee, suspect, and/or other victims. Describe entry and exit wounds if possible. If there was an altercation between the suspect and employee, describe any resulting injuries. List the hospital and attending physician for all involved parties. Applicable medical reports, if obtained, should be included as annexes.

(8) Forensic Examination. Identify the location of the forensic examination within the criminal investigation. If not contained in the criminal investigation, briefly describe the types of forensic examinations completed on the evidence during the investigation. These may include, but are not limited to, the following:

- (a) Blood testing.
- (b) Gunshot residue testing.
- (c) Ballistic examination.
- (d) Autopsy examination.
- (e) Fingerprint identification.
- (f) Blood sample comparisons.

(9) Critical Incident Debriefing. If required, briefly state whether or not the employee attended a critical incident debriefing. (Refer to Highway Patrol Manual [HPM] 10.5, Employee Assistance Manual, Chapter 6, Critical Incident Stress Debriefing.) Provide the date, time, and location where the employee

attended the debriefing. Also include the name, address, and telephone number of the counselor(s) who conducted the debriefing.

c. Identification. This section identifies the following:

(1) Firearms/Weapons. List the make, model, serial number, and/or type of weapon/firearm used or carried by each employee and suspect. State the number of rounds still in the firearm and the position of the hammer and slide. If the firearm was a revolver, state the number of expended casings in the cylinder. Also, state the status of the round directly under the hammer. List the results of any examination of the firearms as to whether they were or were not functional. If a defect is detected, indicate what and how that would affect the firearm. Indicate the disposition of weapon and/or firearm.

(2) Witnesses. List all witnesses. Include full names, dates of birth, driver license/identification number, state, addresses, and telephone numbers (residence and business). List all parties who were in the area, but did not witness the incident. This could eliminate the possibility of biased individuals later claiming to be witnesses to the incident.

(3) Other Involved Personnel. This section will list all employees and other agency personnel involved in the investigation or assisting in the incident. List the individuals and their actions concerning the incident. The crime scene log may help in gathering this information, but is not all-inclusive. Record the following personnel information:

(a) Employees by Area.

(b) Personnel from the agency initially responding and/or having criminal investigative responsibility.

(c) Other personnel at the scene or assisting, including those from:

- 1 Crime lab.
- 2 Allied agencies.
- 3 Fire department.
- 4 Ambulance or paramedic unit.
- 5 Phlebotomist. (Laboratory technologist.)
- 6 Doctors and nurses.

7 The coroner's office.

8 The DA's office.

d. Vehicles. List all data for each involved vehicle, including both the employee's and suspect's vehicles. Also list the information on all vehicles that were damaged during the incident, describing the damage. If the vehicle was included in the scene drawing, consider including its information. Include copies of vehicle registration printouts.

e. Statements. This section contains the statements from all involved parties. The employee's and suspect's statements shall be transcribed from the recordings. Statements from witnesses or other employees shall be recorded and should be transcribed in accordance with policy in HPM 10.2, Internal Investigations Manual. A copy of the original recording from each interview shall be placed into evidence. Statements should be obtained from the first arriving officers and any officers accompanying an involved party to a hospital. Statements obtained by an allied agency shall remain with the criminal investigation/report. All statements obtained shall be in accordance with current departmental policy as outlined within HPM 10.2, and HPM 10.4, Citizens' Complaint Investigations. In most cases, identify the location of the transcribed statement or the statements contained in the criminal investigative reports.

(1) Officer's Statement. An officer's statement may be obtained at a later time if deemed appropriate by departmental personnel or the agency conducting the criminal investigation.

(2) Obtaining a Public Safety Statement – Use of Force Critical Incident. Employees involved in a use of force critical incident shall provide a public safety statement to the first arriving supervisor. A supervisor in charge of a use of force critical incident investigation scene shall obtain sufficient information to conduct their duties at the scene (e.g., establish a perimeter, protecting the crime scene, locating witnesses/evidence, managing the response of additional resources). A public safety statement shall be obtained from as many employees as necessary for the supervisor to immediately determine the following (Ward v. City of Portland):

(a) Type of force used.

(b) Direction and approximate number of any shots fired by the involved employee(s) and/or suspect(s), if applicable.

(c) Location of injured persons, including those in need of medical attention, if any.

(d) Description of outstanding suspect(s) and their direction of travel, time elapsed since the suspect was last seen, and any suspect(s) weapons.

(e) Description and location of any known victims/witnesses.

(f) Description and location of any known evidence.

(g) Other information as necessary to ensure officer and public safety, and assist in the apprehension of outstanding suspect(s).

(3) After obtaining sufficient information, the supervisor shall immediately order involved witness employees not to discuss the incident with anyone other than the assigned investigators or the employee's representative.

NOTE: Supervisors involved in the separation, transportation, and monitoring of an involved witness employee following a use of force critical incident shall not discuss tactics with that employee.

f. Diagrams. Diagrams should contain all factual evidence obtained from the scene. Measurements need to be recorded in an easily understood manner that does not clutter the diagrams. More than one diagram may be necessary to show the scene in appropriate detail. Diagrams and measurements should be consistent with those of the agency conducting the criminal investigation. The investigator should attempt to reconstruct the incident scenario using physical evidence, statements, and additional diagrams or illustrations.

g. Photography and Video Recording of a Critical Incident. Do not include printed photographs in the reconstruction report. A compact disc or other media containing all photographs shall be attached.

(1) Identification.

(2) Photo/Video Log. The photo/video log shall account for all photographs and video taken by CHP personnel that are related to the critical incident, to include Mobile Video and Audio Recording system, and body worn camera footage if available.

(3) Each compact disc, photograph, and video shall be identified by the following:

(a) Type of media.

(b) The names of the persons taking the photographs or video.

- (c) The date and time the photographs or video were taken.
 - (d) The general subjects and locations photographed or video recorded.
 - (e) The number of images taken (photographs only).
 - (f) Photographs shall be identified by file name/number to allow itemization of specific images on specific media storage devices as well as a description of the subject contained in that specific photograph.
 - (g) Video produced that is relevant to the incident shall be listed. The date, time, location, general subject, and camera operator shall be reported for each record taken.
 - (h) Photographs and/or video taken by private persons, private photographers, and/or videographers should be included when applicable. Copies of all photographs and/or uncut video taken by news media personnel shall be requested and included.
- (4) Scene Perspectives.
- (a) Investigators should photograph and/or video the crime scene from the outside and work inward.
 - (b) Photographs and/or video of the scene from the perspective of the employee(s), suspect(s), and witness(es).
 - (c) Photographs and/or video of the path of travel taken by all involved employee(s) and suspect(s).
- (5) Involved Parties, Employee(s) and Suspect(s).
- (a) Photographs should be in color and represent a full view (head to foot, left to right, and front to back).
 - (b) Photographs shall be taken prior to the involved party changing clothes to accurately document their physical appearance at the time of the incident.
 - (c) Photograph all entry and exit wounds when applicable (at the scene and autopsy).
- (6) Physical Evidence.

(a) Photograph all physical evidence. If in doubt, take a photograph. Keep in mind these photographs are discoverable.

(b) Photography should be completed using the following techniques:

1 Overview shots showing total spatial relations and perspectives.

2 Approach shots documenting the focus of interest and illustrating finer details of the objects and their surroundings.

3 Close-up shots documenting every detail of the objects and illustrating actual size in comparison to known objects (e.g., ruler, coin.)

(c) Take video of all physical evidence.

1 Video should be taken using the overview, approach, and close-up techniques. The investigator should be aware that zooming to close-up and panning out should be done slowly, and if the investigator must walk while taking video, it must be done slowly. Take video of the scene from the perspective of the involved parties and witnesses to either lend credibility to or contradict their statements.

2 Sound should be deactivated while taking video of the crime scenes. Sound may be added to the video at a later date in a sound-free room and should be read from a prepared script.

(7) General.

(a) Photographs should be in color.

(b) If the incident occurs at night and sufficient lighting cannot be obtained, protect the scene and arrange for daytime photography.

(c) Investigators should strongly consider the use of aerial photography.

(d) In the event that digital technology is used to take photographs or record audio or video, investigators shall ensure they adhere to the policies contained in HPM 70.1, Evidence Manual, Chapter 5, Packaging of Evidence/Property for Booking, paragraph 2.

h. Annexes. The annexes contain the supporting documentation for the information contained in the narrative sections of the report. The specific subtopic

headings are optional and if used they shall be in the order given. It is not necessary that each subtopic heading be addressed. Most annexes are self-explanatory. The following is a list of necessary documents to obtain and is not all-inclusive:

- (1) CHP 271, Critical Incident – Potential Civil Liability Documentation/Materials Checklist. This checklist identifies all of the documents and records retained as a result of this incident.
- (2) CHP 36.
- (3) Blood alcohol, toxicology results.
- (4) Crime scene logs.
- (5) CHP 125, Weapon Control Memorandum. The CHP 125 is not available through the CHP Intranet site. It can be ordered from the Academy, Weapons Training Unit, or the Supply Services Unit.
- (6) Press releases (copies).
- (7) The DA's findings.

6. CRITICAL INCIDENT NONINJURY REPORT (ADMINISTRATIVE REPORT). The following provides explanations, which are intended to assist the investigator with the shortened format of the administrative documentation, when a noninjury critical incident involving a departmental employee has occurred. This guide is not all-inclusive and each item may not be required in all reports.

a. CHP 268 containing the following sections:

- (1) Description of Critical Incident. This section is a detailed and factual reconstruction of the incident. It should begin when the employee(s) started the enforcement stop or confronted the suspect(s). Continue the narrative until the suspect is either in-custody or has escaped. The description should factually cover the incident step by step from beginning to end. The summary is based upon factual information and should not contain any opinions as to why a certain action was taken.
- (2) Scene Description. This section is a brief description of the incident scene and the surrounding area. As necessary, include information outlined in

paragraph 5.b.(2) of this chapter. This section may be omitted if a diagram is included with the report.

(3) Criminal Investigative Agency. Identify the law enforcement agency conducting the criminal investigation of the critical incident, to include the name of the primary investigator.

(4) Critical Incident Debriefing. If required, briefly state whether or not the employee attended a critical incident debriefing. (Refer to HPM 10.5, Chapter 6.) Provide the date, time, and location where the employee attended the debriefing. Also include the name, address, and telephone number of the counselor(s) who conducted the debriefing.

(5) The District Attorney's Finding. Copy of letter, if applicable.

(6) Weapons. List the make, model, serial number, and/or type of weapon/firearm used or carried by each employee and suspect. If appropriate, briefly relate details such as condition of firearm upon recovery, number or round(s) in magazine(s) and chamber. If information relative to the weapons is contained in an allied agency report, refer to that report. Also include the disposition of weapons if booked as evidence, or released to an allied agency or crime lab.

(7) Vehicles. List all data for each involved vehicle, including both the employee(s) and suspect(s) vehicles. Briefly list the damage on all vehicles that appears to have resulted from the incident. Include copies of vehicle registration printouts.

(8) Key Personnel Involved. An all-inclusive list of CHP and allied agency personnel. This includes persons on scene and those involved in the follow up investigation.

b. Annexes.

(1) CHP 271. This checklist identifies all of the documents and records retained as a result of this incident.

(2) CHP 36.

(3) Blood alcohol/toxicology report.

(4) Crime scene logs.

(5) Press releases.

(6) Other.

7. CRITICAL INCIDENT POLICY/PROCEDURES EVALUATION REPORT FORMAT.

a. This report contains the commander's evaluation of the involved officer's actions for compliance with departmental policy and sound officer safety techniques. This report is required for all officer-involved critical incidents, regardless of injury.

b. This report is not included in a nonuniformed-involved critical incident investigation report.

c. This report has a separate cover, entitled "Subject's Name/Officer's Name Incident, Critical Incident Policy/Procedures Evaluation Report." For example: "Jonathan Pierce/Officer John Smith Incident, Critical Incident Policy/Procedures Evaluation Report."

d. Analysis and Critique. The following categories shall be indexed and addressed under separate tabs within the report:

(1) Investigative Findings. This is a restatement of the "Investigative Findings" section in the departmental Critical Incident Reconstruction Report.

(2) Policy and Tactical Issues. This section includes an in-depth analysis and critique of the actions taken by the involved officers. To simplify documentation of the information, subcategories should be identified and titled (e.g., Tactics/Actions Prior to Stop, Tactics/Actions During Stop, Radio Communications, Supervisory Involvement). Another recommended format identifies specific issues and then addresses them through problem statements. For example, should the officer have left the cover of the patrol vehicle and advanced on the suspect vehicle?

8. CRITICAL INCIDENT INVESTIGATION MEMORANDUM OF FINDINGS FORMAT.

The MOF shall contain the following:

a. A statement of the circumstances and pertinent facts which precipitated the event.

b. A statement specifying whether the use of force was legally justified.

c. A statement specifying whether the officer(s) complied with departmental policy.

- d. A statement specifying the intended action to be taken by the immediate commander.
- e. A signature line acknowledging receipt of a copy of the MOF by the involved employee(s).

9. REPORT REVIEW AND COMPLETION.

- a. The timeline for handling critical incident investigations shall be as follows:
 - (1) Division shall immediately notify the appropriate Assistant Commissioner of any qualifying threshold incident.
 - (2) The completed critical incident investigation package is due to the appropriate Assistant Commissioner within 90 days of the incident, with the following exceptions:
 - (a) District Attorney findings (may be added later).
 - (b) Coroner report (may be added later).
 - (c) Any additional reports may be inserted following submission of package.
 - (3) The appropriate Assistant Commissioner review of the critical incident package should be completed within 30 days of receipt, pending significant corrections/additions/changes to the package. The Critical Incident Noninjury Report should be reviewed within 10 days of receipt.
 - (4) The appropriate Assistant Commissioner shall notify, by e-mail, the affected Division immediately following package review and approval.
 - (5) A copy of the signed MOF is due to the appropriate Assistant Commissioner within 30 days of receipt of the Assistant Commissioner's e-mail.
 - (6) A critical incident summary shall be sent to FSS for informational purposes.
 - (7) A critical incident summary shall be sent to the Academy to evaluate any tactical considerations for future training.

(8) The MOF will then be added to the critical incident investigation package and delivered to legal files as complete.

NOTE: Any questions regarding the critical incident investigation package should be directed to the appropriate Assistant Commissioner's office.

10. DISTRIBUTION AND RETENTION.

a. Report Distribution.

(1) The original critical incident investigation report and two copies shall be prepared. One copy shall be retained at the Area/section and one at the Division.

(2) The original shall be forwarded to the Office of Legal Affairs (OLA). After review and approval by the appropriate Assistant Commissioner, a summary of the incident shall be forwarded to the Academy's Tactical Training Unit and FSS for review.

b. Retention.

(1) The OLA shall retain the original report for a period of five years plus the current year, unless civil litigation that would necessitate a longer retention is still pending.

(2) Division shall maintain a copy of the report for a period of time deemed appropriate by the assigned commander.

(3) Area/section shall maintain a copy of the report for a period of ten years plus the current year.

(4) Evidence shall be maintained in concurrence with HPM 70.1 and all investigative reports shall not be destroyed without the concurrence of OLA. Firearms, vehicles, and other equipment used by the Department shall be photographed pursuant to the "best evidence rule." Divisions shall determine the appropriate evidence storage location.

(5) Investigative reports involving employees who are fatally wounded shall be retained indefinitely at the Academy once all litigation proceedings have ceased and legal files retention period has elapsed.

c. Closing Documentation.

- (1) The original MOF shall be presented to the involved employee(s).
- (2) A copy of the MOF shall be placed in the employee's field personnel folder and retained for three years plus the current year.

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ANNEX A

CRITICAL INCIDENT RECONSTRUCTION REPORT OUTLINE - ADMINISTRATIVE

- A. Table of Contents
- B. Summary of Incident:
 - 1. Description of Critical Incident
 - 2. Scene Description
 - 3. Employee's Profile
 - 4. Suspect's Profile
 - 5. Criminal Investigative Agency
 - 6. Crime Scene Evidence Collection and Storage
 - 7. Injury Descriptions
 - 8. Forensic Examination
 - 9. Critical Incident Debriefing
- C. Identification:
 - 1. Firearms/Weapons
 - 2. Witnesses
 - 3. Other Involved Personnel
- D. Vehicles
- E. Statements:
 - 1. Officer's Statement
 - 2. Obtaining a Public Safety Statement – Use of Force Critical Incident
- F. Diagrams
- G. Photography and Video
- H. Annexes:
 - 1. CHP 271, Critical Incident – Potential Civil Liability Documentation/Materials Checklist
 - 2. CHP 36, Property Receipt
 - 3. Blood Alcohol/Toxicology Report
 - 4. Crime Scene Logs
 - 5. CHP 125, Weapon Control Memorandum
 - 6. Press Releases (copies)
 - 7. The DA's findings. Copy of letter, if applicable.

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ANNEX B

CRITICAL INCIDENT NONINJURY REPORT OUTLINE – ADMINISTRATIVE

- A. CHP 268, Risk Management Potential Civil Litigation Report:
 - 1. Description of Critical Incident
 - 2. Scene Description, omit if included in diagram
 - 3. Criminal Investigative Agency
 - 4. Critical Incident Debriefing
 - 5. District Attorney findings, if applicable
 - 6. Weapons
 - 7. Vehicles
 - 8. Key Personnel Involved
- B. Description of Critical Incident
- C. Annexes:
 - 1. CHP 271, Critical Incident – Potential Civil Liability Documentation/Materials Checklist
 - 2. CHP 36, Property Receipt
 - 3. Blood Alcohol/Toxicology Report
 - 4. Crime Scene Logs
 - 5. Press Releases
 - 6. Other

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