Eighth Judicial District's
Multi-Agency Critical Incident Response Team Protocol

It is the consensus of the CEOs of the law enforcement agencies in the Eighth Judicial District that a team of highly trained and skilled investigators, comprised of personnel from participating law enforcement agencies, and the District Attorney's Office, be formed to investigate "officer involved incidents" as defined in the Eighth Judicial District's *Officer-Involved Incident Protocol.* This team shall be designated as the Critical Incident Response Team (CIRT) and will conduct their investigation pursuant to the Eighth Judicial District's *Officer-Involved Incident Protocol.*

For the purpose of maintaining transparency and to reduce conflict of interest, Critical Incident Response Team members from the employer agency shall not be used for critical duties (Incident Commander, Team Leaders, Involved Officer interview) related to the CIRT investigation.

CIRT OBJECTIVE: To conduct a thorough investigation of the highest quality so that a decision can be made by the Larimer County District Attorney's Office as to whether or not any person committed a crime during the course of events which led up to and included the critical incident.

INVESTIGATIVE COSTS/EQUIPMENT: All normal personnel costs related to the investigation shall be the responsibility of the agencies providing members to the team. Critical Incident Response Team members, while responding to a "call out", will be deemed to be on duty. The venue agency will provide all reasonable and necessary equipment and supplies required by the Critical Incident Response Team to conduct an investigation. Prior to incurring extraordinary costs associated with obtaining specialized equipment or testing, the Incident Commander will consult with the CEO's of the Venue and Employer agencies

DEPARTMENT'S INTERNAL/ADMINISTRATIVE INVESTIGATION: The employer agency's administrative "internal" investigation will be conducted independent of the Critical Incident Response Team investigation. The Critical Incident Response Team investigation will have priority over the employer agency's internal process.

ASSIGNED PERSONNEL: The determining factor of being assigned to CIRT shall not be based on an individual's current assignment within their respective departments. Consideration will be made to the individual's desire, aptitude, and their ability to demonstrate the necessary skill set to perform effectively with this team.

- **Team Commanders:** Officers with command rank (Lieutenant, equivalent or above), will be appointed to serve as Team Commanders. A minimum of three Team Commanders, from three different law enforcement agencies in the Eighth Judicial District, shall be assigned to the CIRT. Each Team Commander shall designate a back-up command rank individual who will serve as their replacement if needed. It is incumbent for the group of Team Commanders to work together and communicate with each other for the betterment of the team.

All of the Team Commanders to CIRT will be responsible for maintaining the CIRT roster and assure that accurate call-out lists are available to the District Attorney's Office and all law enforcement agencies within the Eighth Judicial District. All agencies that participate in CIRT will be equally responsible to see that the list of their respective personnel is accurate. If there are changes to the list, a representative from the agency must make immediate notification to the Team Commanders.

The Team Commanders will be responsible for setting up meetings/training for those assigned to the CIRT team. The training can consist of reviewing past shootings, debriefing past call outs to discuss procedures, guest speakers from other departments who have handled recent officer involved shootings, legal updates from the DA's Office or formal instruction classes designed to enhance skills on these types of investigations. The Team Commanders will be responsible for developing the less experienced detectives assigned to the team. There must always be a conscious effort to plan for succession and develop other investigators. Team Commanders are responsible for insuring that the team members from their respective agencies attend as many trainings as possible.

Team Commanders will be responsible for identifying members of their agency to act as Team Leaders and detectives.

- **Incident Commander:** On a rotating annual basis, one of the three Team Commanders will serve as the CIRT's Incident Commander for the year. If the Incident Commander is unavailable, their designee shall act in their stead. This does not preclude the opportunity for multiple Team Commanders to respond to the same critical incident. Other Team Commanders that elect to respond can be utilized for various tasks. In most cases they will provide support and utilize this as a training opportunity to enhance cohesiveness and consistency as to how these investigations will be conducted. In the event that the Incident Commander is employed by the involved agency, one of the other Team Commander's will be designated as the Incident Commander for this particular incident.

The Incident Commander, or their designee, is responsible for directing the investigation of the critical incident pursuant to the Eighth Judicial District's *Officer-Involved Incident Protocol*. The District Attorney will resolve any conflicts that might arise with regard to how the investigation should proceed.

The Incident Commander or their designee shall establish procedures for the call out of the CIRT team. The team should be assembled as soon as possible at a location or locations as determined by the Incident Commander. After the assembly of the team, a briefing will be conducted concerning the incident. The involved agency shall identify an employee, who was not directly involved in the critical incident, to provide an initial briefing to the CIRT Team.

At the conclusion of a CIRT call out, the Incident Commander will organize a team debriefing to identify any training issues that should be addressed and acknowledge team successes.

- **Team Leaders**: Team Leaders will primarily be of the rank of sergeant or above; however, exceptions can be made by the Team Commanders (i.e. No sergeants are available, multiple shootings in a short amount of time, multiple scenes, etc). The Incident Commander will identify one Team Leader who will have primary oversight for the investigation and one Team Leader who will have primary oversight of the crime scene(s).

- **Team Members:** All law enforcement agencies in the Eighth Judicial District are eligible to assign personnel to the CIRT. The Team Commanders will determine the size of the CIRT team.

- **Involved Agency Liaison**: Agencies within the county may wish to assign members as liaisons to the team. The Team Commanders will notify these liaisons of upcoming training and issues facing the team. The liaisons will typically be utilized when their respective agency is involved in an incident in which the team is deployed and the agency is not represented by a Team Commander.

  When the CIRT team is activated and the employer agency does not have a Team Commander available, they will provide a command officer to act as a liaison to the Incident Commander. The Incident Commander and employer agency liaison will be clearly identified to all team members and the DA's Office at the initiation of the investigation or as soon as possible thereafter.

ACTIVATION PROCEDURES: The Eighth Judicial District's CIRT will be activated immediately and automatically upon the occurrence of an officer-involved incident. If there is any question as to whether a particular incident meets the definition of an officer-involved incident, the employer or venue agency shall contact the District Attorney who will make the decision. Upon the occurrence of an officer-involved incident, the employer agency shall immediately initiate the call out of the CIRT and notify the District Attorney's Office and the appropriate venue agency if the venue agency is different from the employer agency. All law enforcement CEO's, retain the discretion to activate the CIRT for non officer-involved incidents in which their personnel were involved.

Each Communications Center should have contact information for the Team Commanders and their team members.

VENUE AGENCY RESPONSIBILITY: The scene of an officer involved shooting (or other officer-involved incident) will be secured and preserved by the venue agency. Care should be taken to make sure the scene is undisturbed. Other than essential law enforcement information needed to preserve public safety, no information regarding this incident will be discussed until contact is made with and the arrival of a Critical Incident Response Team Commander.

EVIDENCE COLLECTION: Critical Incident Response Team member(s) assigned to evidence collection will oversee and coordinate the evidence collection and packaging. All evidence collected will be logged into the venue agency's evidence system pursuant to the venue agency's procedures. The Critical Incident Response Team member will prepare a

report detailing their independent role in this process and their observations. It is imperative that all evidence collected either by the venue agency personnel immediately following a critical incident, or the lab that responds to process the scene, be consecutively numbered for better tracking.

OFFICER PROCESSING: Whenever possible, the involved officers should be taken to their home agency for processing and interviews. Please refer to the *Officer-Incident Protocol* for detailed information regarding officer processing, gatekeeper responsibilities and peer support procedures.

ADDITIONAL INVESTIGATIVE ASSISTANCE: The CIRT may utilize personnel from the employer agency as needed. However, employer agency personnel shall only act under the supervision of a CIRT member.

CRITICAL INCIDENT RESPONSE TEAM MEMBER REPORTS: Reports completed by team members will be typed by the team member's agency. This is to relieve the venue agency of the burden and allow for the transcription of interview tapes, so that the information may be gathered and presented for review as expeditiously as possible. In some cases, alternative arrangements may be made with the approval of the Incident Commander. Critical Incident Response Team members are responsible for delivering all reports to the Incident Commander at a time or date specified by the designated Incident Commander.

INVESTIGATION COMPLETION GOAL: See *Officer-Incident Protocol.*

MEDIA/RELATIONS/PUBLIC INFORMATION: See *Officer-Incident Protocol.*

ROLE OF THE DISTRICT ATTORNEY: The District Attorney shall be included in the CIRT team call out. The District Attorney, the First or Second Assistant District Attorney, or a Chief Deputy District Attorney will respond. Additionally, the District Attorney's Chief Investigator, or their designee, will respond and be available for assignment by the Incident Commander. The District Attorney shall serve as the legal advisor to the CIRT Team and resolve any team conflicts that may arise during the investigation of a critical incident.

CIRT TEAM REPORT: When the investigation is completed, it will be presented by the CIRT members designated by the Incident Commander to the District Attorney. The Incident Commander is responsible for notifying and scheduling the presentation with the District Attorney and CEO of the employer/venue agency(s). The CEO of the employer agency may request that the Incident Commander make a separate presentation to the employer agency and/or any other review board. No officers directly involved in the incident may attend the DA presentation.

REMOVAL OF OFFICER/COMMANDER: Any team member may be removed upon the recommendation of the Team Commanders and with the approval of the District Attorney. A team member may also be removed by his/her agency's CEO.

DEFINITIONS: See *Officer-Incident Protocol.*

WINDSOR POLICE DEPARTMENT

Date 11-2-15

CHIEF JOHN MICHAELS

COLORADO STATE PATROL

Date 11-17-15

MAJOR TIM KEETON

COLORADO STATE UNIVERSITY POLICE

Date 2 NOV 15

CHIEF SCOTT HARRIS

DISTRICT ATTORNEY'S OFFICE
EIGHTH JUDICIAL DISTRICT

Date 11/2/15

CLIFFORD E. RIEDEL

ESTES PARK POLICE DEPARTMENT

Date 11/2/15

CHIEF WES KUFIELD

FORT COLLINS POLICE SERVICES

Date 11-2-15

CHIEF JOHN HUTTO

JACKSON COUNTY SHERIFF'S DEPT.

Date 11/2/15

SHERIFF GARY CURE

JOHNSTOWN POLICE DEPARTMENT

Date 11/16/15

CHIEF BRIAN PHILLIPS

LARIMER COUNTY SHERIFF'S DEPT.

Date 11-2-15

SHERIFF JUSTIN SMITH

LOVELAND POLICE DEPARTMENT

Date 11-02-2015

CHIEF LUKE HECKER

TIMNATH POLICE DEPARTMENT

Date 11/2/15

CHIEF SHERRI WAGNER