

	SAMPLE POLICY AND PROCEDURE	Date of Issue
Subject	Close Call Reporting	

A. DEFINITION

B. FORUM

C. DOCUMENTATION

I. PURPOSE

- The purpose of this policy is to establish procedures for close call reporting which are designed to increase officer safety and reduce injuries

II. POLICY

- It shall be the policy of this agency to review close call incidents and provide an evaluation process to determine what was learned and how similar incidents can be avoided
- It shall be the policy of this agency to assume a non-punitive approach to close call reporting

III. PROCEDURES

A. DEFINITION

1. A close call is an incident that could have happened but did not, or an incident that could have been worse
2. A close call is **not** an incident that is being investigated or a confession by an officer in an attempt to avoid possible discipline by utilizing the close call reporting process

B. FORUM

1. Two forums shall be established for means of reporting close calls, face-to-face (e.g., one-on-one, group discussion) and written submission (e.g., hand written, electronic)
 - a. Face-to-face reporting
 - (1) During a designated time (e.g., roll call) the shift supervisor shall initiate an open discussion that encourages officers to share close calls
 - (2) The shift supervisor shall allow enough time for discussion of the close call as long as the operations of the agency are not disrupted
 - (3) Officers not involved in the close call shall be given the opportunity to provide input; the shift supervisor shall discourage negative and non-productive comments
 - (4) The frequency of face-to-face reporting shall be a minimum of once per week, across all shifts. The shift supervisor shall vary the day to ensure all officers are afforded the opportunity to participate
 - b. Written submission
 - (1) Officers shall be given the option to submit a close call in writing
 - (2) The officer shall submit his/her close call to the shift supervisor

(3) E-mail submissions are an acceptable method of reporting

(4) The shift supervisor shall review written submissions and share the close call during face-to-face discussion

2. Shift supervisors shall collaborate to ensure close calls from all shifts are discussed

C. Documentation

1. The shift supervisor, or designee, shall maintain a database of all reported close calls

2. The database shall include

a. A brief description of the close call (i.e., what happened)

b. Root cause (i.e., why it happened)

c. What actions could have prevented the close call

d. Any solution(s) that could be helpful for similar situations

e. Any reapplication opportunities to apply agency-wide

f. The category of close call (e.g., driving, equipment, subject control)

3. The shift supervisor, or designee, shall analyze the data once per month to identify any trends. If trends are discovered, the shift supervisor shall follow chain of command to determine if there is a need for

a. Policy/procedure changes

b. Training opportunities

c. Equipment changes

4. A supervisor, or designee, shall submit each close call to the Ohio Attorney General's close call reporting database <http://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/Close-Call-Reporting-Database>