


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: Membership	S.O.P: 102.16
	SUBJECT: Line of Duty Death Investigation	PAGE: 1 of 2
	Approved By:	Effective Date: December 1, 2012
		Revision Date:

Purpose:

This policy outlines the procedures for a line of duty death investigation. This procedure may also be utilized in the event of a serious accident, which may or may not have resulted in death or injuries.

Scope:

This policy shall apply to all of the SFD members.

Procedure:


I. General

1. This investigation shall be conducted by legal counsel of the District who will be assisted by the individuals selected by the Chief and shall serve as agents of the legal counsel. The objective of the investigation shall be to thoroughly analyze and document the events leading to the death and make appropriate recommendations.
2. The principle goal of the Investigation Team shall be secure evidence, which may be a factor in any regulatory actions or litigation resulting from the incident.
3. A secondary objective shall be to obtain documents and secure evidence, which may be a factor in any regulatory actions or litigation resulting from the accident.
4. All members of the SFD shall give their full and complete cooperation to the investigation team.
5. The SFD will cooperate fully with all other governmental agencies having legal cause to be involved in the investigations working in the areas of fire service occupational safety and health education and training.

II. Investigation Team

1. A member designated by the Chief shall direct the investigation of incidents involving death or serious injury to members. The Investigation Team shall report to the Chief through the designated Team Leader, who shall be responsible for the management of the investigation process.
2. The Investigation Team shall include the Department Safety Officer and such additional personnel as may be required by the specific circumstances of the event.
 - a. Gathering and analyzing all physical evidence relating to the event.
 - b. Interviewing all witnesses with direct or indirect knowledge of the circumstances.
 - c. Documentation radio traffic, telephone conversations, witness's statements, photo grafts, film, videotape and related information.
 - d. Consulting with persons having special knowledge of the factors involved in the incident, including experts and consultants from the private sector.
 - e. Serving as a liaison with other agencies involving in investigating the incident. The Investigation Team shall interact and cooperate with the fire investigations and law enforcement personnel in their activities related to the incident.
 - f. Developing a full written report in the incident.

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3. The Investigation Team shall ensure that the incident is fully documented, including diagrams, photographs and observations.
4. When feasible, all witness interviews shall be recorded and/or transcribed.
5. When recording and/or transcription is not feasible, the investigator's notes of the
6. Interview shall be filed.
7. The Investigation Team shall coordinate its activities with the Fire Investigations to avoid interference in any criminal investigation relating to the incident.

III. Investigation Report

1. The Investigation Team report shall be separate and distinct from any fire cause investigation.
2. The Investigation Team report and all related documentation shall be an internal fire department administrative report.
3. The final report package should include the following:
 - a. A copy of the fire investigation report
 - b. Comments on the performance of the protective clothing and equipment used by the personnel involved in the incident.
4. The Chief, after consultation with legal counsel, shall determine the schedule and method of presentation of the final report of the Investigation Team.