

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 04/20/2018	Supersedes Policy Dated: N/A – New Policy	Rescinds:	SOG Number: 205.4
Accreditation Index:			
Part Title: Personnel	Chapter Title: Career Development		
Chief of Police:			

Near Miss Incidents

I Policy

It is the policy of the Springfield Police Department to monitor the actions of police employees that resulted in a near miss incident. Reviewing these near miss incidents is done in an effort to improve behavior and increase officer safety through discussion and training as necessary. The near miss incident reporting process will not be used for disciplinary purposes.

II Definitions

Near Miss Incident (NMI) – Actions of police employees that narrowly avoided a serious injury, fatality, significant property damage, or other crisis.

III Procedure

1 NEAR MISS INCIDENT CRITERIA AND REPORTING

- 1.1 When a police employee is involved in a NMI, their supervisor may fill out a Near Miss Incident Report (SPD Form #17-OP-0662). The supervisor will sign and date the form and attach a copy of all related police reports.
- 1.2 The completed NMI Report packet shall be forwarded to the supervisor's lieutenant for review.
- 1.3 The lieutenant shall forward the NMI Report packet to the Springfield Police Department Safety Representative.

2 RETENTION AND REVIEW PROCESS

SOG 205.4

Near Miss Incidents

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- 2.1 The Safety Representative will assign an NMI identification number to the packet. NMI packets will be retained by the Safety Representative for five years.
- 2.2 Near Miss Incident reports will be reviewed by the SPD Safety Representative once a quarter to identify the circumstances and actions which contributed to the near miss incidents. An Intra-Department Communication will be completed after each quarterly review to document the findings and recommend any changes to policy or training. The report will be forwarded through the chain of command for review.

IV Attachments