



## Purpose

The purpose of the Incident Review Committee (Committee) is to ensure reportable incidents are reviewed/investigated in a timely and appropriate manner. A reportable incident is any incident submitted and documented by the completion of a Pueblo Municipal Shooters, Inc. (PMS) Incident Report Form. An incident is defined as an unplanned and/or undesired event that adversely affects the safety and well-being of a person(s) at the PMS facility, and/or has the potential to, or has damaged the facility. It may also be submitted on behalf of a member for advantageous service for the club that goes beyond normal activities.

## Composition

The committee shall be comprised of PMS members in good standing. At least one committee member shall be a Board member and at least one committee member shall be a current Range Safety Officer. The CRSO shall be a member and may serve as the required RSO member. An individual may serve in multiple capacities.

## Procedures

I. **Incident Reporting:** Any member desiring to report an incident must complete a PMS Incident Report Form. Forms are located in the rack immediately behind the sign-in log. The form must be completed in its entirety. The completed form should be placed in the secure box located next to the front entrance of the range. A Committee member will check the box at least twice a week.

II. **Committee Review:** Upon the receipt of an Incident Report Form, the Committee members will email, text, or meet in person (only if deemed necessary) to review the documentation. Unless the incident is easily corrected, all PMS Board members will be notified via e-mail of any incident whether further investigation is warranted or not as soon as the Committee is made aware of an incident.

The Committee will determine whether further investigation is warranted. If no further action is required, the resolution will be documented on the Incident Report Form, and signed by a majority of Committee members, by original or electronic signature. The originator (if known) will be notified of the decision, thanked for their concern, and provided a basic explanation of why no additional investigation will be conducted.

III. **Protocol for Contacting Person(s) of Interest:** The following is the process by which the Committee shall contact the person(s) of interest (POI) involved in an Incident Report.

A. The IRC chairperson will contact the POI(s) unless unavailable, in which case another IRC member may.

B. The Committee chair shall attempt to contact the POI(s) by telephone within 24 hours of the violation. If, after three unsuccessful attempts to contact the POI(s) by telephone have been made on separate days, then a letter shall be sent by certified mail to the POI(s). See example Corrective Action Letter in Section 15. The POI(s) shall have

10 days from the date of the letter to contact an IRC committee member. If no contact is made for any reason, then the Committee shall request the Board of Directors suspend the door code of the POI(s) until contact is made and the reported incident has been successfully resolved. Upon successful resolution, the door code may be reactivated.

IV. **Investigation:** In the event further investigation is warranted, it will be conducted in a thorough, knowledgeable, and professional manner. Investigative tools may include witness(es) interviews, incident participant(s) interviews, surveillance videos, and any physical evidence. The results of the investigation, with any recommendations, will be documented in the appropriate section of the Incident Report Form. The form will be signed by a majority of the Committee members either by original or electronic signature.

V. **Recommendations:** In those cases requiring an investigation with subsequent recommendations, the Committee will provide the PMS Board of Directors (Board) a summary of the incident and investigation. The Board of Directors will determine, based upon the information submitted by the Committee, whether any additional information and/or action is warranted. The Board of Directors' actions/decisions will be documented in the appropriate section of the Incident Report Form.

VI. **Protocol for Notifying Person(s)**

The following is the process by which the Committee chair shall notify the POI(s) involved in an Incident Report of the decision regarding the incident:

- A. The Committee chair will be notified of the Board's decision regarding the incident.
- B. The Committee will telephone or draft a letter (approved by the Board President) to the POI(s) stating the decision and describing the corrective action(s), including the time limits the POI(s) must comply with. See example Corrective Action Letter in Section 15.
- C. If attendance at the Free Gun Safety Class (FRSC) is required, the FGSC Administrator will be sent a copy of the Corrective Action letter. The FGSC Administrator will provide proof of the POI's attendance by transmitting a copy of the FGSC roster to the chairperson of the Committee.
- D. The committee chair will be responsible for follow-up on whether or not the POI(s) have complied with the corrective actions. If the POI(s) does not complete the corrective action(s) within the time limits specified and does not provide a reasonable excuse, the Committee shall notify the Board and recommend the action(s) included in the Corrective Action letter.

VII. **Records:** All records pertaining to an incident and investigation will be maintained on file in a secure area of the shooting range.