| | **Place Agency Name Here** | | |
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| **Agency Logo Here** | **Title:** Near Miss Reporting | | |
| | **Policy #:** | **Effective Date:** | **Approved By:** |

# 1. PURPOSE

1.1. The purpose of this policy is to establish procedures for reporting and reviewing near misses to improve the safety of law enforcement personnel.

# 2. DEFINITIONS

2.1. *Near miss* – in the context of law enforcement, a "near miss" is defined as any situation during the performance of law enforcement duties where a law enforcement officer could have been seriously injured or killed, but significant harm or death was averted.

2.2. *Near miss reporting* – Non-punitive near miss reporting, a fundamental safety practice in high-risk industries, involves the identification and voluntary reporting of near miss incidents so safety risks can be identified and addressed before an injury or death occurs.

2.3. *LEO Near Miss* – The national Law Enforcement Officer Near Miss Reporting System (LEO Near Miss) is an online system that enables law enforcement personnel to study and anonymously report near miss incidents. The system is modeled after successful near miss reporting systems used in other high-risk industries, particularly the Aviation Safety Reporting System (ASRS) used extensively by the aviation community. LEO Near Miss was developed through funding from the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office), and it is managed by the National Police Foundation (NPF), a non-profit research and training organization for law enforcement. NPF operates the LEO Near Miss system independently from any other law enforcement agency or regulatory body to ensure near miss reporting is non-punitive and focused exclusively on improving safety within law enforcement.

2.4. *Near miss coordinator* – An individual designated by the agency to facilitate near miss reporting within the agency and to serve as a liaison between the agency and the National Police Foundation.

# 3. POLICY

3.1. Personnel who experience, witness, or are informed of a near miss incident should report it in a timely manner.

3.2. Personnel who report a near miss incident may choose to remain anonymous. No attempt shall be made to identify the personnel involved in either the near miss incident or the submission of the near miss report.

3.3. Near miss reports shall not be used for any punitive or discriminatory action against agency personnel.

3.4. Agency personnel shall review near miss incidents to identify lessons learned and actions that can be taken to prevent similar incidents in the future.

## 4. PROCEDURES

4.1. All near miss incidents should be reported to the national LEO Near Miss Reporting System, available at [www.LEOnearmiss.org](www.LEOnearmiss.org) or through the "LEO Near Miss" smartphone application. This ensures that law enforcement officers from across the country can benefit from the lessons learned from each near miss incident.

    4.1.1. If multiple personnel are involved in the same near miss incident, each person should submit a report. This provides a variety of perspectives that adds value to the analysis of the incident.

    4.1.2. During the submission process, all sections of the near miss report should be completed as fully as possible to ensure all relevant information about the near miss is captured.

    4.1.3. Agency personnel should include the agency's ORI9 identifier on the near miss report form. This information is held confidentially by NPF and is only used to provide summary reports to the agency's near miss coordinator on common risk factors and trends the agency is experiencing with regards to near miss incidents. If personnel do not feel comfortable providing the ORI9 identifier, that field may be left blank.

    4.1.4. Questions or concerns about LEO Near Miss or near miss reporting should be directed to the agency's near miss coordinator or the NPF staff managing the LEO Near Miss system.

4.2. Shift supervisors shall host an open discussion with officers about near miss incidents during briefings (e.g. roll call, unit meetings, etc.) at least once per month. Supervisors shall allow enough time for discussion of the near miss(es) as long as agency operations are not disrupted.

    4.2.1. Supervisors shall encourage officers to share near misses they have experienced or debrief near misses published on the LEO Near Miss report library.

    4.2.2. Officers not involved in the near miss shall be given the opportunity to provide constructive input to improve the safety of personnel in the future. The supervisor shall prohibit negative, punitive, and non-productive comments.

    4.2.3. Shift supervisors shall collaborate to ensure near misses from all shifts are debriefed. The personnel involved in the near miss incidents shall not be identified.

4.2.4. If a supervisor learns of a near miss incident, the supervisor should encourage the involved personnel to report the incident to LEO Near Miss. If the involved personnel are not willing to report the near miss, the supervisor should submit a report on their behalf.

## 5. RESPONSIBILITIES

5.1. The agency command staff and supervisors shall ensure the agency 1) maintains a non-punitive approach to reviewing and reporting near miss incidents, 2) fosters an environment that encourages personnel to report and share near misses, and 3) uses near miss data and lessons learned as training opportunities.

5.2. All personnel are encouraged to report near misses and maintain a working knowledge of the LEO Near Miss reporting system.

5.3. The agency's near miss coordinator is responsible for facilitating near miss reporting and debriefing within the agency, coordinating training for all agency personnel on near miss reporting, and encouraging the reporting of near miss incidents. The coordinator also serves as the liaison between the agency and NPF to resolve any questions or concerns about LEO Near Miss and to receive near miss analyses distributed by NPF.

5.4. The agency's (insert training/policy component) will review near miss incident data to identify necessary adjustments to agency training, equipment, and/or policy.