

EXHIBIT 1-6

Guidelines for the Closeout Meeting with the Agency Administrator

- Reemphasize that the purpose of the investigation, the accident investigation report, and the supporting materials are for accident prevention purposes.
- Review the accident's sequence of events and the team's determination of causal and contributing factors.
- Remind the agency administrator that this information is subject to review and approval by the Accident Review Board.
- Describe the process and the timeline for the remainder of the investigation process. Reports usually take the full 45 calendar days to complete before the accident review board process begins. In more complex investigations, more time may be needed for the investigation process. Extensions may be requested.
- Let the agency administrator know that they will be notified of any changes in the timeline.
- Do not discuss disciplinary actions. A separate investigation would have to be initiated to determine if any disciplinary actions are appropriate. Expressing your opinion in these matters should be handled very carefully.
- Recognize any outstanding support that you received from the unit or local agencies during the investigation.
- Let the agency administrator know that if they have any additional questions or need support, they can contact you for assistance.