

## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 810 - Continuity of Operations and Loss of Facilities

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## .14 AFTER ACTION REPORT AND CORRECTIVE MEASURES

- A. Upon conclusion of all activities related to a loss of facilities and/or interruption of police services:
  - 1. The Incident Commander will, if necessary, request a post-incident investigation by the appropriate investigative follow-up unit;
  - 2. All commanders prepare an after-action report which is submitted to the Incident Commander within ten (10) calendar days. The after-action report contains a complete and detailed account of the operation of subordinate units under their command during the occurrence;
  - 3. The Incident Commander prepares a final report detailing the Department's response to a loss of facilities and/or interruption of police services. This report is submitted, along with a copy of the Incident Action Plan, to the Office of the Chief within thirty (30) calendar days; and
  - 4. The Manager of the Accounting and Personnel Office prepares an operational cost report which is submitted to the Office of the Chief.
- B. After-action critiques and implementation of corrective measures are done at the direction of the Chief of Police or the Incident Commander.