



COLLISION REVIEW COMMITTEE

FC No.: 351

Date: 10-15-18

If a provision of a regulation, departmental directive, or rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

Contents:

- I. Policy
- II. Purpose
- III. Definitions
- IV. Responsibilities of the Committee
- V. Procedures of the Committee
- VI. Supervisor Responsibility
- VII. CALEA Standards**
- VIII. Proponent Unit**
- IX. Cancellation**

I. Policy

The Collision Review Committee is comprised of the *Traffic Division*, Deputy Director, district traffic supervisors, *Collision Reconstruction Unit supervisor*, a member of the Training and Education Division, *and* the fleet coordinator. The *Traffic Division*, Deputy Director, is the committee chairman. The committee will review collisions to determine preventability *and if collisions are qualifying at-fault collisions*. It is the policy of the department to attempt to reduce the number and severity of collisions through education, training, and accountability of safe driving and operating practices. The MCP 611, "Collision Survey Report," is used to assist the committee in this endeavor. The committee shall report directly to the Assistant Chief, Field Services Bureau (FSB). This policy does not relieve the supervisor from conducting a thorough investigation and recommending progressive discipline, if appropriate.

II. Purpose of the Collision Review Committee

The Collision Review Committee will:

- A. Attempt to reduce the number and minimize the severity of collisions involving vehicles operated by members of the department.
- B. Provide supervisors with guidance and ensure adherence to departmental directives governing reporting of *department* vehicle collisions.
- C. Provide reports to the Chief of Police, *Assistant Chiefs, Fleet Coordinator*, and the *Training* Division to ensure a timely collision review process.

III. Definitions

- A. Preventable collision: The employee failed to do everything reasonable to prevent and/or avoid a collision.
- B. Non-preventable collision: The employee did everything reasonable to prevent and/or avoid a collision.

- C. Collision Information: Information derived from police records, collision investigators' reports, photographs of the areas surrounding the collision or vehicles involved in the collision, statements from operators and witnesses, and any additional reports or evidence as required.
- D. ***Qualifying at-fault accident***: *The collision must be the fault of the employee, be deemed preventable on the part of the employee, and result in an insurance claim equal to or greater than \$1,750 worth of damage to the vehicle for each occurrence.*

IV. Responsibilities of the Committee

The Collision Review Committee will:

- A. Review quarterly, all **department** vehicle collisions, analyze statistics related to those collisions, and identify and address any patterns found.
- B. Review quarterly, all remedial driver training that was conducted.
- C. Review all reports, photographs, and any other documents or evidence presented to the committee pertaining to the circumstances of the collision and identify causal factors.
- D. Establish general guidelines for reviewing all collisions and determining the preventability of collisions in accordance with those guidelines. The committee will report all findings to the Assistant Chief, FSB.
- E. Recommend changes and improvements to the Assistant Chief, FSB, that will facilitate collision review, improve driver and passenger safety, and/or prevent collisions. Identify training needs on a departmental level as well as employees who may be in need of remedial driver training.
- F. Maintain records of collisions that have been reviewed by the committee, including the reports relating to the committee's finding, for two years.
- G. Report all preventable collisions to the Assistant Chief, FSB, for review and appropriate action when an employee has had at least 2 preventable collisions within a 12-month period or 3 collisions within a 24-month period.
- H. Identify policy and procedural issues in need of revision and/or updating.
- I. ***Report all sworn employees that have been involved in two or more qualifying at-fault accidents within a twenty-four month period immediately preceding deadlining to the Fleet Coordinator.***

V. Procedures of the Committee

The Collision Review Committee will:

- A. Review collision report documentation received since the previous meeting.
- B. Review the determination of fault, **preventability, and if collision is a "qualifying at-fault accident" for the purpose of PPV/SOFV replacement** in all **department** collisions.
- C. Recommend, if appropriate, that any operator having a preventable collision receive instructions, training, and/or counseling.

- D. Return reports to initial supervisor, via chain-of-command, for further investigation, when additional clarification/correction is requested by the Chairman, Collision Review Committee.

VI. Supervisor Responsibility

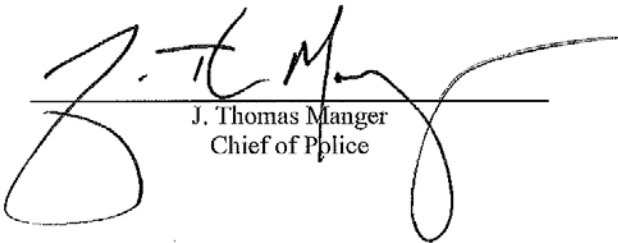
When a *department* vehicle is involved in a collision, the supervisor will:

- A. Complete the collision report package (refer to FC 350, "Reporting of Injuries, Disease, Accidents, and Collisions.") Include an MCP 610, "Motor Vehicle Pursuit Report," in the package if a pursuit resulted in a collision. *Supervisors should include printed color digital photographs in the collision report package that depict vehicle damage, roadway conditions, and other contributing factors related to the collision.*
- B. Upon completion of all reports associated with the collision, make a copy of the report package and forward it to the traffic sergeant in the district of occurrence. If the collision occurs out of the county, the package is to be forwarded to the 1st District traffic sergeant. *If the employee involved is not assigned to a district, the package is to be forwarded to the Collision Reconstruction Unit sergeant.*

VII. CALEA Standards: 26.1.4, 35.1.3, 35.1.9, 61.2.1, 61.2.2, 61.2.4

VIII. Proponent Unit: Collision Review Committee

IX. Cancellation: *This directive cancels Function Code 351, effective date 8-20-2004.*



J. Thomas Manger
Chief of Police