



# MONTGOMERY COUNTY, MARYLAND DEPARTMENT OF POLICE

## COLLISION REVIEW COMMITTEE

**DIRECTIVE NO:****FC 0351****EFFECTIVE DATE:****December 05, 2025****CANCELS:**

FC 0351, dated October 15, 2018

**ACCREDITATION STANDARDS:**CALEA Standards: *6<sup>th</sup> Edition*, 33.1.5, 35.1.9, 41.2.2, 61.3.2, 82.2.1, 82.2.2, and 83.2.6**PROPONENT UNIT:****Traffic Operations Division** and Collision Review Committee**AUTHORITY:****Marc R. Yamada, Chief of Police**

If a provision of a regulation, departmental directive, rule, or procedure 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).

### I. POLICY

It is the policy of the **Montgomery County Department of Police (MCPD)** to **promote road safety by minimizing collisions involving Department vehicles and their impacts. Through education and training programs, MCPD emphasizes the importance of responsible driving.**

The Collision Review Committee will review collisions to determine preventability and if collisions are qualifying at-fault collisions. The MCP 611, **Online Collision Reporting System** is used to assist the committee in this endeavor. The committee shall report directly to the Assistant Chief, **Special Operations Bureau (SOB)**. This policy does not relieve the supervisor from conducting a thorough investigation and recommending **remedial training**, if appropriate.

### II. PURPOSE

**The purpose of this directive is to establish guidelines for the Collision Review Committee to review all collisions involving Department vehicles and determine if the collision was preventable or non-preventable.**

### III. DEFINITIONS

For purposes of this directive, the following terms have the meanings indicated.

- A. **Collision**: Synonymous with the word “accident” or “crash.” Involves a motor vehicle in transport or preparing for transport, which results in injury, damage, or both, and is not intentional.
- B. **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.
- C. **Collision Reporting**: The gathering of appropriate data and other information necessary to complete the ACRS (Automated Crash Reporting System) report.
- D. **Deadlined Vehicle**: A vehicle that is taken out of service and is not operational due to maintenance concerns, mechanical problems, or other administrative issues.
- E. **Non-preventable collision**: The employee did everything reasonable to prevent and/or avoid a collision.
- F. **Preventable collision**: The employee failed to do everything reasonable to prevent and/or avoid a collision.
- G. **Qualifying at-fault accident**: A collision **that is determined to be** the fault of the employee, deemed **to be** preventable on the part of the employee, and results in an insurance claim equal to or greater than \$1,750 worth of damage to the vehicle for each occurrence.

### IV. COLLISION REVIEW COMMITTEE

- A. **The Collision Review Committee consists of the following:**
  - 1. **Traffic Operations Division, Deputy Director (committee chairman);**
  - 2. **Central Traffic Unit supervisors;**
  - 3. **Collision Reconstruction Unit supervisor;**
  - 4. **School Traffic Safety Unit supervisor;**
  - 5. **A designated member of the Training and Education Division, and**
  - 6. **Fleet Coordinator.**

## V. **ROLE OF THE COLLISION REVIEW COMMITTEE**

- A. **Promote** the reduction of **Department involved** collisions 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 the reporting of department vehicle collisions.
- B. Provide reports to the Chief of Police, Assistant Chiefs, Fleet Coordinator, and the Training Division to ensure a timely collision review process.

## VI. **RESPONSIBILITIES OF THE COLLISION REVIEW COMMITTEE**

- 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, **SOB**.
- E. Recommend changes and improvements to the Assistant Chief, **SOB**, 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 **require** remedial driver training.
- F. Maintain records of collisions that have been reviewed by the committee, including the reports relating to the committee's findings, for two years.
- G. Report all preventable collisions to the Assistant Chief, **SOB**, for review and appropriate action when an employee has had at least **two** (2) preventable collisions within a 12-month period or **three** (3) **preventable** 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.

## **VII. PROCEDURES OF THE COLLISION REVIEW COMMITTEE**

- A. Review the collision report documentation received since the previous meeting.
- B. Review the determination of fault, preventability, and if **the** collision is a “qualifying at-fault accident” for 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 the initial supervisor, via chain-of-command, for further investigation, when additional clarification/correction is requested by the Chairman, Collision Review Committee.

## **VIII. SUPERVISOR RESPONSIBILITY**

- A. When a department vehicle is involved in a collision, the supervisor **of the involved employee** will:
  - 1. Complete the collision report package **using the “Collision Reporting System” link on the department web board: <https://mcg-c383.mcgov.org/Collision/>**. Include **the** Motor Vehicle Pursuit Report in the package if a pursuit resulted in a collision. Supervisors should **attach** color digital photographs **with** the collision report package that depicts vehicle damage, roadway conditions, and other contributing factors related to the collision.
  - 2. **MCP 611 Online Collision Reporting System Workflow**
    - A. Upon completion of all reports associated with the collision, **the supervisor of the involved employee will complete the MCP 611 Online Collision Reporting System process. See FC 0351 Appendix A.**
    - B. **If the MCP 611 is rejected by either the TOD sergeant or the Division Captain/District Commander, the MCP 611 will be sent back to the completing supervisor for corrections and the chain of approvals and will start the workflow process over.**

## **IX. REFERENCES**

- A. **FC 0305 Appendix A – MCP 611 Online Collision Reporting System**