

# DALTON POLICE DEPARTMENT

<i>Effective Date</i>	<b>May 1, 1998</b>	<i>Number</i>	<b>GO96-2.22</b>
<i>Subject</i> <b>Accident Review Procedures</b>			
<i>Reference</i>		<i>Revised</i>	<b>September 25, 2018 22, 2020</b>
<i>Distribution</i>	<b>All Personnel</b>	<i>Re-evaluation Date</i>	<b>September 2020 2022</b>
		<i>No. Pages</i>	<b>3</b>

## I. Policy

It is the policy of the Dalton Police Department to prevent accidents of any type involving Department vehicles and to reduce the injuries or damage to personnel, citizens, and city and private property.

## II. Procedures for Review of Traffic Accidents involving Department Vehicles

### A. Formation of the Accident Review Committee (ARC)

1. The Assistant Chief of Police or his / her designee ~~will shall~~ review all ~~departmental~~ traffic crashes involving Department vehicles to determine the personnel makeup of each session of the ARC. At each meeting of the ARC, the review and discussion of the case file(s) ~~will shall~~ be led by the Division Commander of the employee(s) whose actions are being reviewed.
2. Each session of the ARC shall be made up of the following:
  - a. At least two (2) ~~agency~~ Command Staff members, including the involved employee(s)'s Division Commander
  - b. The Assistant Chief of Police, or his / her designee
  - c.b. If requested, one (1) peer chosen by the employee(s) whose actions are being reviewed.

### B. Review of the Traffic Accident

1. The employee(s) whose involvement in a traffic accident that is being reviewed ~~shall may be required to~~ be present at meetings of the ARC when ~~their~~ his / her case is being reviewed. The employee's Division Commander ~~will shall~~ notify him or her of the time and place. The purpose

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of the employee's presence is to provide further explanation about the incident and to ask / answer questions.

2. Traffic accident reports indicating no contributing factors by the employee ~~will shall~~ be reviewed by the ARC, but ~~will~~ the ARC shall not require the presence of the employee ~~involved~~ at the session, unless some other issue is unresolved.
3. Any employee may attend ARC meetings.
4. The ARC shall meet and review cases no later than twenty (20) calendar days after the original report(s) ~~are~~ is completed, unless an extension is granted in writing by the Chief of Police.
5. The ARC shall review all information and make a determination of cause, responsibility, and applicable policy. The ARC shall also recommend changes in policy or suggestions to prevent the accident from occurring again.

C. Categories for Accident Review

1. Category A – Backing / Low-Speed Maneuver: Including, but not limited to, private property / parking lots, traffic stops, traffic crash investigation scenes, and incident scenes.
2. Category B – Moving: Including, but not limited to, turning maneuvers and normal driving operations in all light and weather conditions.
3. Category C – Emergency Driving: Including all emergency driving, preparing to engage in emergency driving, disengaging from emergency driving, and vehicle pursuits.

D. Employee Sanctions

1. Each employee's Division Commander ~~will shall~~ determine the appropriate sanctions, if any, for all Category A crashes / damage and the first Category B crash / damage within a three-year period.
2. The Chief of Police ~~will shall~~ determine sanctions, if any, for Category C crashes / damage and any second or subsequent Category B crash / damage ~~of two or more times~~ during a three-year period.

III. **Procedures for Review of On-the-job Accidents with Injuries and / or Damage to Department Property or Vehicles**

A. Formation of the Accident Review Committee (ARC)

1. The Assistant Chief of Police or his / her designee ~~will shall~~ review all on-the-job accidents with injuries and incidents ~~which~~ resulting in damage to

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Department property or vehicles to determine the personnel makeup of each session of the ARC. At each meeting of the ARC, the review and discussion of the case file(s) ~~will~~ shall be led by the Division Commander of the employee(s) whose actions are being reviewed.

2. Each session of the ARC shall be made up of the following:
  - a. At least two (2) agency Command Staff members, including the involved employee(s)'s Division Commander
  - b. The Assistant Chief of Police, or his / her designee
  - c.b. If requested, one (1) peer chosen by the employee(s) whose actions are being reviewed.

B. Review of the Accident / Incident

1. The employee(s) whose involvement in an accident / incident that is being reviewed ~~shall~~ may be required to be present at meetings of the ARC when ~~their~~ his / her case is being reviewed. The employee's Division Commander ~~will~~ shall notify him or her of the time and place. The purpose of the employee's presence is to provide further explanation about the incident and to ask / answer questions.
2. Any employee may attend ARC meetings.
3. The ARC shall meet and review cases no later than twenty (20) calendar days after the original report(s) are completed, unless an extension is granted in writing by the Chief of Police.
4. The ARC shall review all information and make a determination of cause, responsibility, and applicable policy. The ARC shall also recommend changes in policy or suggestions to prevent the accident / incident from occurring again. All documentation shall be forwarded to the Chief of Police for any further action.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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