

From: [Kenneth S. Feher](#)
Subject: RELEASE: Policy revisions related to the Departmental Vehicle Crash Reporting Requirements and to the newly created Executive Advisory Group (EAG).
Date: Wednesday, August 7, 2024 2:41:10 PM
Attachments: [Dept Crash Reporting and CIRB Effective 08-07-2024.pdf](#)

RELEASE: Policy revisions related to the Departmental Vehicle Crash Reporting Requirements and to the newly created Executive Advisory Group (EAG).

EFFECTIVE: Immediately.

This message is being distributed to advise Department members that Chief Robert O. McCullough has approved revisions to the Department's Vehicle Crash Reporting Requirements policy and created new policy establishing the Executive Advisory Group (EAG). The revised materials appear in the following sections of the Administrative and Field manuals:

- Administrative Manual, Article 3, Section 2.0, Critiques of Major Incidents;
- Administrative Manual, Article 3, Section 4.1, Investigative Responsibility;
- Administrative Manual, Article 3, Section 5.0, Executive Advisory Group (EAG);
- Administrative Manual, Article 5, Section 3.2, Legal Section;
- Administrative Manual, Article 5, Section 4.4, Internal Affairs Division;
- Administrative Manual, Article 10, Section 6.1, Departmental Award Nomination Process;
and
- Field Manual, Article 9, Section 3.1, Departmental Vehicle Crashes.

Members are advised that the Form 46, Police Vehicle Crash/Damage Report, has also been revised.

Departmental Vehicle Crash Reporting Requirements

Effective immediately, supervisors will not include any recommendations or personal assessments regarding departmental vehicle crashes (e.g., preventability or non-preventability of a crash, whether the member was at fault or not at fault, whether training is needed or not needed, etc.), when summarizing the contents of the Form 46 and providing additional relevant facts. Shift/unit commanders will not include any recommendations or personal assessments when conducting administrative reviews of departmental crashes involving members of their command.

The Form 46 has been updated to reflect the above policy revisions. The updated Form 46 can be found on PDnet and members are reminded to use the form with a revision date of 08/2024, effective immediately.

As a reminder, reports completed in reference to departmental vehicle crashes will not include the home addresses or telephone numbers of the involved members. These reports will be completed using the address and telephone number of the involved member's duty assignment.

Executive Advisory Group

Members are advised that the Department's Critical Incident Review Board (CIRB) has been eliminated. The CIRB has been replaced with the Executive Advisory Group (EAG). The EAG does not have decision-making authority, is not part of the disciplinary process,

and has a broader scope of use when compared to the CIRB.

Copies of the revised policies identified above are attached to this message. Effective immediately, these revised sections supersede those currently contained in the Department's Field and Administrative manuals (i.e., General Order 2023-01). The revised sections will be placed into the manuals in a future General Order.

Commanders: Please complete a Form 159, Order/Directive Verification Form, for each member in your command and attach one printed copy of this message and the attached document. Members will sign the Form 159 stating that they received a copy of this message and the attached document, which are located in their Department e-mail account. A copy of this message and attached document will also be posted on the Department's Intranet site.

Please contact Captain C. George at x7361 with any questions regarding the departmental vehicle crash reporting requirements.

Please contact the Strategic Planning Team at x2260 with any questions regarding the newly created Executive Advisory Group (EAG).

This message has been reviewed and approved by Captain Joseph W. Donohue (#3844).

3-2.0 CRITIQUES OF MAJOR INCIDENTS

GENERAL

- The critique process is a valuable method used to identify positive/negative action during a major incident. Its purpose is to improve police response for the benefit of all involved.
- Incident critiques are a detailed review of a specific incident response and should provide information to, not be replaced by, the broader scope of an Executive Advisory Group (EAG) evaluation, if convened.

MAJOR INCIDENTS

- Hostage/barricade situations.
- Natural or man-made disasters.
- Any unusual police action or activity.
- Any other situation or incident as determined by the Bureau Chief of the Operations Bureau.

BUREAU CHIEF OF THE OPERATIONS BUREAU

- Coordinates the scheduling of critiques in a timely manner.
- Or designee, directs the critique process, using the following agenda as a guide:
 1. Review of the incident.
 2. Problem identification.
 3. Open debate on problem areas.
 4. Recommendation for solutions.
 5. Open forum.
 6. Assignment of research projects, if necessary.
- Forwards a copy of critique summaries to all affected commands.
- Forwards a copy of critique summaries and recommendations to the EAG, if convened to evaluate the incident.

PRECINCT/SECTION COMMANDERS

- Ensure a representative from each unit/section/division involved in the incident participates in the critique.
- Compile a written summary of the critique outlining the results including, but not limited to:
 1. Offense number.
 2. Date, time, and duration of the incident.
 3. Location.
 4. Final disposition of subjects.
 5. Victim information.
 6. Supervisors on scene.
 7. Specialized units/sections on scene.
 8. Cost analysis.
- Forward the original summary to the Bureau Chief of the Operations Bureau, retaining a copy for the precinct.

3-4.1 INVESTIGATIVE RESPONSIBILITY

GENERAL

- Upon notification of a firearm discharge, the shift/unit commander will gather all available information and notify the precinct/section commander and the Internal Affairs Division (IAD).

NOTE: If the potential for criminal charges is discovered during the course of an administrative investigation, the investigating member will refer the incident to the appropriate unit to conduct a criminal investigation.

ADMINISTRATIVE INVESTIGATION RESPONSIBILITY

- For all reportable firearm discharges in instances that are unusual occurrences (as defined in Administrative Manual, Article 3, Section 1.0, Unusual Occurrences), or may result in criminal charges, lies with the IAD.
- The IAD Commander will determine investigative responsibility for all other firearm discharges, after consulting with the bureau chief of the involved member(s).

INTERNAL AFFAIRS DIVISION

- Confers with the unit (e.g., the Homicide/Missing Persons Unit, investigating unit from another jurisdiction, etc.) responsible for conducting the criminal investigation as soon as possible after a firearm discharge involving injury or death.
- Visits or contacts the jurisdiction involved and obtains all available copies of the investigation, if the discharge occurred outside of Baltimore County, and the IAD is responsible for the administrative investigation.
- Ensures that the final disposition recommendations are implemented:
 1. By initiating a complaint for handling via departmental disciplinary procedures, when the recommendation is discipline of an involved member.
 2. By referring other dispositions (e.g., training or policy updates, etc.) to the appropriate bureau chief/division commander for implementation.
- Submits a report annually to the Chief of Police summarizing firearm discharges during the previous year.

EXCEPTION: Humane destruction of animal cases will not be included in this report.

INTERNAL AFFAIRS DIVISION COMMANDER

- Confers with the commander of the unit conducting the criminal investigation to:
 1. Exchange information regarding the investigation.
 2. Ensure compliance with Department policy and law in reference to officers' rights and the constitutional rights of all involved parties.
- Forwards a copy of the completed Report of Investigation to the affected member's bureau chief/division commander, upon completion of an administrative investigation.

SUPERVISORS

- Will not conduct formal administrative investigation interviews of the member(s) involved. They will only ask the involved member(s) the questions outlined in Field Manual, Article 12, Section 7.2, Public Safety Statements.

SHIFT/UNIT COMMANDERS

- Conduct an initial evaluation and review of all reported firearm discharges and confers with the precinct/section commander and the IAD regarding the appropriate case assignment and/or disposition.

- Notify the involved member of his/her right to legal counsel.
- Will not conduct formal administrative investigation interviews of the member(s) involved. They will only ask the involved member(s) the questions outlined in Field Manual, Article 12, Section 7.2, Public Safety Statements.
- Complete the Form UO1, Shift/Unit Commander's Unusual Occurrence Preliminary Report, and forward to the precinct/section commander.
EXCEPTION: Humane destruction of animal cases.

PRECINCT/SECTION COMMANDERS

- Review, approve, and distribute Forms 253, Use of Force Report, as follows:
 1. Original - Forwarded to the IAD.
EXCEPTION: Forms 253 will be forwarded to the member's division commander/bureau executive officer when a Use of Force Packet has been completed or a BlueTeam entry has been initiated. In these cases, the division commander/bureau executive officer will forward the 253 to the IAD.
 2. First copy - Retained in the precinct/section file.
 3. Second copy - Provided to the member.
- Review humane destruction of animal cases for policy compliance and forward the Form 229A, Officer's Firearms Discharge Report for Humanely Destroyed Animals, to the Information & Records Management Section for scanning into the records management system (RMS).
NOTE: The precinct/section commander will confer with the IAD Commander and provide a copy of the Form 229A if it is determined an incident was out-of-policy.
- Forward the Form UO1 to the IAD.
- Remove the member from regular duty, pending an administrative review of a firearm discharge, if injury or death has resulted. After the review, the precinct/section commander, may recommend, after consultation with their chain of command and the IAD Commander, whether the member should:
 1. Continue at present assignment.
 2. Be placed in a non-line function.
 3. Be suspended.**NOTES:**
 1. Recommendations will be presented to the Chief of Police who will determine if the member will continue at their present assignment, and will determine when members placed in a non-line function may return to regular duty.
 2. Members will:
 - a. Return to duty only after a release has been obtained from the Department-approved Psychological Services caregiver.
 - b. Complete a physical health examination at the County's Designated Health Care Provider.
 - c. Complete post critical incident training specific to the incident (e.g., firearms training/tactics, etc.), if needed.
- Or designee, visit or contact the jurisdiction involved and obtain all available copies of the investigation, if the discharge occurred outside of Baltimore County, and the precinct/section is responsible for the administrative investigation.
- Review all report forms submitted by the shift/unit commanders thoroughly, and conduct any additional administrative investigation, as directed by the IAD Commander.
- Confer with and review firearms discharge investigations completed by the IAD.
- Forward all reports to the bureau chief/division commander, upon completion of an administrative investigation.

BUREAU CHIEFS/DIVISION COMMANDERS

- Forward completed administrative investigation reports with disposition recommendations to the IAD Commander within 10 days of receipt of the completed report, if the precinct/section commander was responsible for the administrative investigation.
NOTE: Only the IAD Commander may grant an extension of the 10-day deadline.
- Review administrative Reports of Investigation with disposition recommendations from the IAD Commander.

REFERENCES

- Field Manual, Article 12 (Use of Force/Weapon Systems).

3-5.0 EXECUTIVE ADVISORY GROUP (EAG)

EXECUTIVE ADVISORY GROUP (EAG)

- Meets, at the direction of the Chief of Police, to evaluate identified matters facing the Department and advises the Chief regarding actions in areas such as, but not limited to:

1. Training.
2. Supervision and accountability.
3. Hiring/promotional criteria.
4. Dispatch or deployment techniques.
5. Operational practices.
6. Policy.
7. Equipment.

NOTE: Complete evaluations of incidents will ordinarily take place after the completion of any criminal or administrative investigations; however, preliminary evaluations may be undertaken to address known, time-sensitive matters. Evaluations of non-incident related matters may take place at any time.

- Is not a substitute for a detailed operational critique, as outlined in Administrative Manual, Article 3, Section 2.0, *Critiques of Major Incidents*.
- Treats all communications/conversations regarding matters brought before the EAG as confidential and may not disclose said information, unless authorized by the Chief of Police.

EXECUTIVE ADVISORY GROUP MEMBERS

- Bureau Chief of the Professional Standards Bureau (PSB).

NOTES:

1. The Bureau Chief of the PSB serves as the EAG Chairperson.
2. The Executive Officer of the PSB will serve as the Chairperson if the Bureau Chief of the PSB will be unavailable for a time-sensitive matter.

- Bureau Chief of the Administrative & Technical Services Bureau, and/or designee.
- Bureau Chief of the Criminal Investigations Bureau, and/or designee.
- Bureau Chief of the Operations Bureau, and/or designee.
- Human Services Division Commander.
- Internal Affairs Division Commander, or designee.
- Professional Development Division Commander.
- Police Human Resources Section Commander, or designee.
- Planning Section Commander, or designee.
- Training Section Commander, or designee.
- Legal Section representative.

NOTES:

1. The above list may be modified (i.e., expanded or limited) at the direction of the Chief of Police, based upon the specific matter(s) to be evaluated. Relevant subject matter experts (e.g., precinct/section commander of involved members, current training instructors, outside experts, etc.) may be consulted or invited to the meeting, as determined by the EAG.
2. Commanders designating members to attend, either in addition to or in lieu of the listed commander, shall notify the EAG Chairperson in a timely fashion.

BUREAU CHIEFS

- Recommend matters to the Chief of Police they believe should be evaluated by the EAG.

NOTE: These recommendations may be based upon personal knowledge of the matter or those identified to them by members of their command.

BUREAU CHIEF OF THE PROFESSIONAL STANDARDS BUREAU

- Serves as the EAG Chairperson for the purposes of scheduling and facilitating meetings.
- Convenes meetings and invites needed attendees to evaluate matters at the direction of the Chief of Police.
- In advance of scheduled meetings:
 1. Provides an agenda to EAG members that includes a summary of the matter and discussion points.
 2. Designates, as needed and available, appropriate information source(s) (e.g., IAD, Planning Section, Training Section, etc.) to:
 - a. Distribute relevant information to EAG attendees in advance of meetings.
 - b. Present relevant information at EAG meetings.
- Advises the Chief of Police of the EAG's discussions and follow-up actions being taken, if any, upon conclusion of a meeting of the EAG.
- Completes a summary Form 12L, Intra-Department Correspondence, at the end of each calendar year and submits it to the Chief of Police.
NOTE: The Form 12L will include only the number of times the EAG met and any recommendations for changes to the EAG policy.

NOTE: If the Bureau Chief of the PSB will be unavailable for a time-sensitive matter, the Executive Officer of the PSB will serve as the Chairperson and complete the above actions.

CHIEF OF POLICE

- Identifies matters for evaluation by the EAG.
- Notifies the EAG Chairperson of identified matters.
- May attend meetings of the EAG, and/or designate a representative, at their discretion.

5-3.2 LEGAL SECTION

GENERAL

- Acts as liaison on behalf of the Chief of Police and the Department to the:
 1. State's Attorney's Office of Baltimore County.
 2. Office of Law for Baltimore County.
 3. District and Circuit Courts of Baltimore County.
- Prepares legal opinions upon written request.
- Provides legal advice on an emergency on-call basis.
- Drafts, reviews, testifies, and advocates for legislation as directed by the Chief of Police.
- Prepares the annual legislative update.
- Handles all forfeiture proceedings for seized firearms, vehicles, and other personal property connected to the seizure of firearms or vehicles in conjunction with the Baltimore County Office of Law.
- Handles Maryland Public Information Act (MPIA) requests in conjunction with the Baltimore County Office of Law.
- Drafts and reviews all memoranda of understanding with other agencies.
- Reviews U Visa requests and responds as the Chief's designee.
- Coordinates with the County Office of Law to compile an annual report regarding each use of force incident involving a police officer employed by the Department that resulted in a monetary settlement or judgment against the Department.

NOTE: This report must be submitted to the Governor's Office of Crime Prevention, Youth, and Victim Services on or before March 1st of each year and contain all information required under Maryland law.

5-4.4 INTERNAL AFFAIRS DIVISION

SECTION ENTITIES

- Administrative Unit.
- Investigative Unit.

GENERAL

- Responsible for ensuring adherence to all rules, regulations, and guidelines as established by the Department and the Chief of Police.
- Conducts internal investigations under the authority of the Chief of Police.
- Ensures that the members involved in an investigation are informed of the results of the investigation in a timely manner.
- Assists with maintaining the integrity of the Department and its members.
- Ensures an effective administrative disciplinary system.
- Monitors command-level investigations.
- Responsible for conducting administrative investigations into certain incidents involving correctional officers at the Baltimore County Detention Center.
- Oversees the IAPro database.
- Monitors and provides statistical data regarding complaints involving police officers.
- Completes annual reporting to the Maryland Police Training and Standards Commission (MPTSC) regarding:
 1. Each serious officer-involved incident as required by Public Safety Article, §3-207.
NOTE: Data to be collected for this reporting will include the:
 1. Number of officers involved by race, ethnicity, and sex;
 2. Number of officers disciplined by race, ethnicity, and sex; and
 3. Type of discipline administered to each officer, by the officer's race, ethnicity, and sex.
 2. Officers' uses of force as required by Public Safety Article, §3-514.
NOTE: This reporting is due on or before July 1 of each year.
- Maintains section standard operating procedures.
- Provides Internal Affairs data to external entities.
- Ensures uniformity and accuracy in the information captured for each internal affairs complaint.

10-6.1 DEPARTMENTAL AWARD NOMINATION PROCESS

DEPARTMENTAL AWARD NOMINATIONS

- May be submitted:
 1. By any Department member.
 2. For police action while on duty or off duty.
- Must be typed on a Form 188, Commendation Award Request (original only), and include the following information:
 1. Detailed statements of fact, particularly those not contained within police reports.
 2. Clear and concise language, devoid of police jargon.
 3. Diagrams, drawings, or photographs which help explain what occurred.
 4. A copy of any related police reports and/or supplements.
- For two or more persons nominated for a single, joint act only one narrative needs to be written, with a face sheet Form 188 attached for each individual.
- Require commanders to complete a Form 188 describing the actions constituting the basis for nomination for all awards.
- The text of the commander's summary on the Form 188 will be the text used on the award certificate.
- Are to be submitted to the Awards Review Board (ARB) through the nominee's commander within one calendar year from the date the act occurred.
- Approval by the commanders must be based on:
 1. Meeting the criteria for the type of award being sought.
 2. The absence of conflict with any policy, rule, regulation, or other Department directive.
 3. The absence of any on-going disciplinary or review process regarding the incident (e.g., internal investigation, **Departmental Accident Review Committee**, etc.). In these instances, nominations should be held until the conclusion of the investigation or review process.
- That are approved are to be placed in an "11x13" envelope (do not fold) and forwarded to the ARB.
- That are disapproved are to be returned to the member making the nomination with an explanation for the disapproval.
- That are disapproved may be appealed to the next highest-ranking member within the requesting member's command, who will be the final deciding authority.

9-3.1 DEPARTMENTAL VEHICLE CRASHES

GENERAL

- Members must comply with motor vehicle laws while operating police vehicles in both emergency and non-emergency conditions.
- Reports completed in reference to departmental vehicle crashes will not include the home addresses or telephone numbers of the involved members.
NOTE: These reports will be completed using the address and telephone number of the involved member's duty assignment.

INVOLVED MEMBERS

- Immediately notify their supervisors of the crash, regardless of location or duty status.
- May voluntarily give a public safety statement in reference to the circumstances surrounding crashes that result in an unusual occurrence (Refer to Field Manual, Article 12, Section 7.2, Public Safety Statements).
NOTE: Involved members may decline to answer the public safety statement questions.
- Ensure an Automated Crash Reporting System (ACRS) report is completed.
EXCEPTIONS: An ACRS report is not required if:
 1. Damage to the Department vehicle is minor and the vehicle can be driven; and
 2. The crash did not involve another vehicle; and
 3. Damage to any fixed objects struck is very minor or superficial; and
 4. Any animals involved in the crash were non-domestic (e.g., deer, etc.).**NOTE:** The shift/unit commander will be contacted to decide if an ACRS report is necessary when it is not clear if the above criteria have been met.
- Ensure photographs are taken.
- Will not move any vehicles involved in a crash resulting in injury or more than slight damage unless there is a safety risk or extreme disruption of traffic.
- Contact the 9-1-1 Communications Center for dispatch of a traffic unit if the crash occurred in Baltimore County and resulted in injury or more than slight damage. The traffic unit will investigate, prepare an ACRS report, and take photographs.
- If the crash occurred outside Baltimore County and requires completion of an ACRS report, will:
 1. Contact the appropriate agency.
 2. Request that photographs be taken and a report completed.
 3. Request that copies of the photographs and report be forwarded to the appropriate investigating supervisor.
 4. Arrange for towing, if necessary.
- Complete a Form 46, Police Vehicle Accident/Damage Report (original and two copies), as soon as possible. If off duty, complete the Form 46 upon returning to duty or no later than 72 hours after the crash. Exceptions to the 72-hour rule must be approved by the member's commander.
- Wishing to appeal a case that the Departmental Accident Review Committee (DARC) has ruled at fault and/or preventable may submit a Form 12L, Intra-Department Correspondence, within 30 days of the date of the disposition letter. The Form 12L should indicate why the member feels the findings should be modified.
NOTE: Send the Form 12L to the Safety Officer through the chain-of-command.

SUPERVISORS

- Respond to all departmental crashes involving an injury, death, and/or substantial property damage.

- For departmental crashes resulting in an unusual occurrence:
 1. Notify the shift/unit commander; and
 2. Ascertain what occurred from the member(s) involved and witnesses.
NOTE: The supervisor will not conduct formal administrative interviews of the member(s) involved. They will only ask the involved member(s) the Public Safety Statement questions outlined in Field Manual, Article 12, Section 7.2, Public Safety Statements, when applicable.
- Review and sign the Form 46.
- Submit a Form 12L (original and two copies), to the precinct/section commander summarizing the contents of the Form 46 and providing additional **relevant facts**.
EXCEPTION: When the crash has been determined to have resulted in an unusual occurrence.
NOTE: Supervisors will not include any recommendations or personal assessments regarding the crash in their comments (e.g., preventability or non-preventability of a crash, whether the member was at fault or not at fault, whether training is needed or not needed, etc.).

SHIFT/UNIT COMMANDERS

- For departmental crashes resulting in an unusual occurrence:
 1. Notify the precinct/section commander; and
 2. Ascertain what occurred from the member(s) involved and witnesses.
NOTE: The shift/unit commander will not conduct formal administrative interviews of the member(s) involved. They will only ask the involved member(s) the Public Safety Statement questions outlined in Field Manual, Article 12, Section 7.2, Public Safety Statements, when applicable.
- Determine if an ACRS report is required when it is not clear if the criteria requiring a report has been met.
- Review, sign, and forward the Forms 46 and 12L submitted by the squad supervisor to the precinct/section commander.
- Conduct an administrative review of all departmental crashes involving members of their command.
EXCEPTION: Crashes investigated by the IAD as an unusual occurrence.
NOTE: Shift/unit commanders will not include any recommendations or personal assessments in their comments (e.g., preventability or non-preventability of a crash, at fault or not at fault, training needed or not needed, etc.).

DISTRIBUTION OF FORMS 46 AND 12L

- Original - Safety Officer.
- First Copy - Bureau Chief/Division Commander.
- Second Copy - Precinct/Section Commander.
- Third Copy - Baltimore County Accidents-Liabilities.
NOTE: Copies sent to Accidents-Liabilities will be sent via e-mail to claims@baltimorecountymd.gov.

INVESTIGATIONS

- Comply with departmental disciplinary procedures and state law.
- Determine if there are any violations of motor vehicle laws or Department policy and procedures.
- The Form 46 is forwarded through the member's commander to the Safety Officer.

SAFETY OFFICER

- Facilitates review of departmental crashes with the DARC.
- Notifies the member's commander, in writing, of the:
 1. Preventability/fault classifications of crashes reviewed by the DARC.
 2. Classification of minor damage or major damage, for all preventable, at fault crashes by a sworn member reviewed by the DARC that do not involve injury or death to law enforcement personnel and/or members of the public.
NOTE: This will be used to recommend the appropriate category of discipline in accordance with the Uniform State Disciplinary Matrix, if the sworn member is administratively charged.
- Reviews member's departmental driving history when a crash is classified as at fault and/or preventable.
- Forwards the member's departmental driving record to the member's commander, Training Section Commander, and the Internal Affairs Division (IAD).
- Forwards the member's departmental driving record to the Bureau Chief of the Professional Standards Bureau (PSB) for preventable crashes as follows:
 1. A probationary officer's third preventable crash.
 2. Any member's fourth and subsequent preventable crash.
- Coordinates, with the Training Section, the member's attendance at driver training programs, when required.

DEPARTMENTAL ACCIDENT REVIEW COMMITTEE (DARC)

- Consists of the Safety Officer, a certified driving instructor (selected by the Bureau Chief of the PSB), a certified crash reconstructionist (selected by the Bureau Chief of the Operations Bureau), and a precinct/section commander as designated by the Chief of Police.
- Reviews all departmental crashes to determine preventability, using preventability criteria guidelines, and fault under Maryland law.
- Classifies all crashes it reviews as:
 1. Non-preventable;
 2. Preventable, not at fault; or
 3. Preventable, at fault.
- Maintains records of members' departmental driving history.
NOTE: This will include a record of initiation of the disciplinary process for all preventable, at fault crashes and record of initiation of the disciplinary process or non-disciplinary corrective action for all preventable, not at fault crashes.

PRECINCT/SECTION COMMANDER ASSIGNED TO THE DARC

- Makes a recommended determination as to whether the crash involved minor damage or major damage for all preventable, at fault crashes by sworn members that do not involve injury or death to law enforcement personnel and/or members of the public.
NOTE: The determination of major damage versus minor damage will be made based on the circumstances of the crash and type and severity of damage to police vehicles and/or other property or vehicles.
- Ensures a BlueTeam entry is initiated and is forwarded to the member's precinct/section commander for all crashes classified as preventable, at fault, where the member is sworn.
- Ensures disciplinary procedures have been initiated by the member's precinct/section commander for all crashes classified as preventable, at fault, where the member is non-sworn.

- Ensures a Form 375, Non-Disciplinary Corrective Action Form, has been initiated by the member's precinct/section commander for all crashes classified as preventable, not at fault. **EXCEPTION:** When the disciplinary process is implemented for a preventable, not at fault crash, a Form 375 is not required.

COMMANDERS

- May recommend, after consultation with their chain of command and the IAD Commander:
 1. The member should be placed in a non-line function following a departmental vehicle crash.
 2. When the member will return to regular duty, if the member is placed in a non-line function following a departmental vehicle crash.

NOTE: Recommendations will be presented to the Chief of Police who will determine whether a member will be placed in a non-line function, and will determine when members placed in a non-line function may return to regular duty.

- Review and approve submitted Forms 46 and Forms 12L.
- Ensure damaged vehicles are taken to vehicle operations and maintenance (VOM) for completion of an appraisal within three business days of the crash/incident.
- Monitor damaged vehicles to ensure repairs are made within three months of the crash/incident.

NOTE: Commanders will forward a Form 12L to their division commander detailing the reason for the delay when a damaged vehicle has not been scheduled for repair within one month of the crash/incident.

- Review the classification of preventability and fault assigned to the crash by the DARC.
- Take no further action if the crash was classified as non-preventable.
- Take the following action when a crash was classified as preventable (i.e., preventable not at fault or preventable, at fault) and it is the:
 1. First or second preventable crash for a probationary officer or first, second, or third preventable crash for any member - coordinate driver training with the Safety Officer and the Training Section.
 2. Third preventable crash for a probationary officer or a fourth and subsequent preventable crash for any member:
 - a. Coordinate a meeting with the Bureau Chief of the PSB, Training Section Commander, and the Legal Section Commander to review the member's driving performance.
 - b. Determine an action which could include driver training, physical examination, and/or other action.

NOTE: Driver's training is required in accordance with the Uniform State Disciplinary Matrix for three or more at fault crashes within 36 months. However, the aforementioned criteria will be used, separate from discipline, for all preventable crashes, regardless of fault.

- Follows departmental disciplinary procedures upon receipt of a BlueTeam entry (i.e., for sworn members) or receipt of notification (i.e., for non-sworn members) for crashes classified as preventable, at fault.

NOTE: When a designation of a crash is provided by the DARC as having major damage or minor damage, the information will be included in the BlueTeam entry and used to make initial recommendations of discipline in accordance with the Uniform State Disciplinary Matrix.

- Review preventable, not at fault crashes, for a determination of whether discipline will be initiated in accordance with Department disciplinary procedures.

NOTE: The required BlueTeam entry (i.e., for sworn members) or Form 12L (for non-sworn members) will be made, when discipline will be initiated.

- Complete a Form 375, when a crash is classified as preventable, not at fault, and disciplinary procedures will not be initiated.
- Notify the DARC:
 1. Whether non-disciplinary corrective action or disciplinary procedures have been initiated for preventable, not at fault crashes.
 2. That disciplinary procedures have been initiated for preventable, at fault crashes, for non-sworn members.
- May coordinate a meeting with the Training Section Commander, Bureau Chief of the PSB, and the Legal Section Commander to review a member's driving performance if special circumstances exist (e.g., seriousness of the crash, short time frame between crashes).

TRAINING SECTION

- Coordinates driver training attendance with the Safety Officer, when required.

INTERNAL AFFAIRS DIVISION

- Conducts an administrative review of all departmental crashes that result in an unusual occurrence.
- Monitors actions taken regarding departmental crashes.

REFERENCES

- Administrative Manual, Article 2 (Complaints and Misconduct).
- Administrative Manual, Article 3 (Administrative Investigations and Report).
- Field Manual, Article 2 (Traffic Procedures).