

10.02
CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued:	January 15, 1997	Revision Date:	December 1, 1999
Subject:	Accident Review Board	Reference:	None
To:	All Employees		

I. Policy

When convened, the Accident Review Board will review the circumstances of any accident resulting in damage to a police department vehicle and/or damage to other property caused by a police department vehicle. Should the Board find that the accident was preventable by the police department employee, the employee will be subject to appropriate corrective action by the Chief of Police.

II. Procedure

A. The officer involved in the accident shall submit a copy of the accident report and a letter to the Operations Division Commander (ODC) explaining how the accident occurred. The ODC shall then conduct an initial inquiry into the circumstances surrounding the accident to determine if an Accident Review Board needs to be convened. An Accident Review Board shall be convened in all cases where there is an injured party as a result of the accident.

B. If the ODC determines that an Accident Review Board shall be convened, he may designate any officer to conduct the board. An Accident Review Board shall consist of the Chairperson, and two other department, or City employees, one selected by the Chairperson, and one selected by the officer involved in the accident.

C. The Board shall convene within 7 days of being appointed. The Board shall conduct their review and reach a final recommendation within 15 days unless the ODC, for good cause, grants an extension.

D. The Board shall conduct a detailed investigation into the accident. They will attempt to determine the cause, or causes, of the accident and if the employee involved could have prevented the accident in any reasonable way. The Board shall have the authority to call witnesses, victims, suspects and/or other police department employees as necessary to aid in their investigation of the accident. The Chairperson shall conduct the Review Board and shall tape record the hearing and all testimony. The employee involved in the accident may cross-examine any witness and present witnesses in his/her behalf. The board shall make a written report of its findings to the Chief of Police within 5 days of the completion of their review, which must justify their decision.

E. The Chief will review the board's report and determine whether disciplinary action, or any other action is needed.

Authorized By:

Walter K. Vanatta
Chief of Police