1. Purpose

To establish the Harford County Sheriff’s Office (HCSO) Crash Review Committee (CRC).

2. Policy

To comply with the Harford County Risk Management Motor Vehicle Crash Prevention Program, the HCSO will establish the CRC.

3. Definitions

CRASH REVIEW COMMITTEE: group of individuals responsible for reviewing HCSO involved vehicle crashes to determine trends, examine preventability, and recommend the need for training, policy change, and/or non-disciplinary corrective action when necessary.

4. Procedures

A. Crash Review Committee Chairman

   1. The Planning and Research Division Commander will serve as the chairman of the CRC who will:

      a. Participate on the HCSO Crash Review Committee;

      b. Assist the Sheriff in those matters relating to Agency motor vehicle crashes;

      c. Maintain HCSO crash records;

      d. Submit reports and analysis relating to Agency motor vehicle crashes as requested by the Sheriff; and

      e. Promote overall fleet safety via training and awareness programs.

B. Crash Review Committee

   1. The CRC will consist of five (5) members who will serve a minimum of a one (1) year term:

      a. The Chairman of the CRC;

      b. A representative from the HCSO Driver Training Program;

      c. A representative from the Investigative Services Bureau;
d. A supervisor from the Police Operations Bureau; and

e. A Deputy First Class (DFC) appointed at large by the CRC Chairman.

2. The CRC will:

a. Have jurisdiction over all Sheriff’s Office members;

b. Meet quarterly, or more often, as needed to review all HCSO vehicle crashes;

c. Determine trends and examine preventability;

d. Determine non-disciplinary corrective action based on guidelines established in policy ADM 0605 Preventable Crash Management;

e. Analyze data to determine personal or Agency-wide training needs or policy changes; and

f. Utilize and maintain a spreadsheet of information to track Agency crashes and crash trends.

3. The CRC Chairman will work with Division Commanders to ensure that committee participation is scheduled as listed in 4.B.1.

C. Suspension of Driving Privileges/Remedial Training

1. A summary of findings and recommendations of each review will be documented on the Crash Review Committee Case Disposition (SO-132) and forwarded to the Chief Deputy.

2. If the crash was found to be preventable, the CRC will recommend the appropriate non-disciplinary corrective action for the driver, if applicable.

3. The Chief Deputy will review the findings and recommendations for concurrence.

   a. After review by the Chief Deputy, the CRC Chairman will, if applicable, notify the appropriate Division Commander of the recommendations.

D. Retention

1. Completed Crash Review folders, with the Crash Review Committee Case Disposition (SO-132) attached, will be forwarded to the Office of Professional Standards (OPS) for appropriate filing and retention.