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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Crash Review Committee

Distribution:	All Personnel	Index:	ADM 0603
Responsible Unit:	Planning and Research Division	Rescinds:	<i>Adm 0603 dated 10/1/16</i>
DLI Program:		MD Code:	

Issued:	10/01/16	Revised:	5/13/17	Reviewed:	5/13/17	Next Review:	5/13/18
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1. Purpose

To establish the Harford County Sheriff's Office (HCSO) Crash Review Committee and the position of Fleet Safety Coordinator.

2. Policy

To comply with the Harford County Risk Management Motor Vehicle Crash Prevention Program, the HCSO will establish the Crash Review Committee and the position of Fleet Safety Coordinator.

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.

FLEET SAFETY COORDINATOR: HCSO representative responsible for the overall management of the fleet safety program.

4. Procedures

A. Fleet Safety Coordinator (FSC)

1. The Administrative Services Division Commander will serve as the FSC who will:
 - a. assist the Sheriff in those matters dealing with fleet safety;
 - b. be the liaison between the HCSO and the Harford County Risk Manager;
 - c. maintain HCSO crash records and submit reports and analysis as requested by the Sheriff;
 - d. participate on the HCSO Crash Review Committee; and
 - e. promote overall fleet safety.

B. Crash Review Committee (CRC)

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

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- a. the FSC who will be the Chairman of the Committee;
- b. a representative from the HCSO Driver Training Program;
- c. a representative from the Planning and Research Division;
- d. a Supervisor from the Police Operations Bureau; and
- e. one (1) Deputy First Class appointed at large by the FSC.

2. The CRC will:

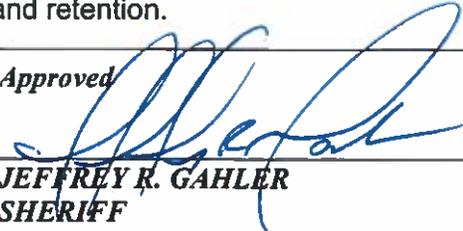
- a. have jurisdiction over all Sheriff's Office members;
- b. shall meet bi-monthly, or more often, as needed to review all HCSO vehicle crashes;
- c. determine trends and examine preventability;
- d. determine non-disciplinary corrective action based on guidelines established in policy ADM 0605 Preventable Crash Management;
- e. analyze data to determine personal or Agency-wide training needs or policy changes; and
- f. utilize and maintain a database 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 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 form (Form SO-132) and forwarded to the Chief Deputy within 5 working days. If the crash was found to be preventable, the Committee will recommend the appropriate non-disciplinary corrective action for the driver.
2. The Chief Deputy shall review the findings and recommendations for concurrence, then forward the recommendations through the chain of command to the appropriate Commander for action.
3. At the end of any suspension period and/or after a successful remedial driver training program, the employee's Commander will complete the Crash Review Committee Case Disposition form (Form SO-132) and return to the Chief Deputy requesting reinstatement.
4. Completed Crash Review Committee Case Disposition forms (Form SO-132) will be forwarded to the Human Resources Manager for appropriate filing and retention.

Approved



JEFFREY R. GAHLER
SHERIFF

DATE 5-15-17