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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Crash Review Committee

Distribution:	All Employees		Policy Number:	ADM 0603	
Responsible Unit:	Planning and Research Division		Rescinds:		
Original Issued Date:	10/01/16	Revision #:	2	Latest Revision Date:	03/27/23
Latest Required Review was Completed:		03/27/23	Next Review Due:	04/30/26	

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 members who will serve a minimum of a one-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 the information in the Crash Review Module of the Records Management System (RMS) to track Agency crashes and analyze 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 in the Crash Review Module of the Records Management System (RMS) and available to the Chief Deputy for review.
- 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. Filing and Retention

- 1. Completed Crash Review cases will be available in the RMS for the Office of Professional Standards (OPS).

5. Summary of Changes

A. 04/01/20 Revision number one

- 1. Added: Chair of the committee will be the Commander of the Planning and Research Division.

2. Defined the members of the committee and that they meet quarterly or more often if necessary.
3. Added: Chairman will, if applicable, notify the appropriate Division Commander of the recommendations of the Chief Deputy.
4. Added: Completed case disposition will be forwarded to the Office of Professional Standards for appropriate filing and retention.

B. 03/21/23 Revision number two

1. References to paper forms being used were replaced with personnel making entries in the Crash Review Module of the Records Management System (RMS).

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 3/27/23