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Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

## Preventable Crash Management

<b>Distribution:</b>	<b>All Personnel</b>	<b>Index:</b>	<b>ADM 0605</b>
<b>Responsible Unit:</b>	<b>Planning and Research Division</b>	<b>Rescinds:</b>	
<b>DLI Program:</b>		<b>MD Code:</b>	

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### 1. Purpose

To establish procedures that will be followed whenever a Harford County Sheriff's Office (HCSO) employee is involved in a preventable vehicle crash.

### 2. Policy

The HCSO has established non-disciplinary administrative procedures to be followed when employees are involved in preventable vehicle crashes.

### 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.

**PREVENTABLE COLLISION:** According to The U.S. Department of Transportation Federal Motor Carrier Safety Administration, a Preventable Accident is defined as one which occurs because the driver fails to act in a reasonably expected manner to prevent it. In judging whether the driver's actions were reasonable, one seeks to determine whether the driver drove defensively and demonstrated an acceptable level of skill and knowledge.

### 4. Procedures

#### A. Background

1. This policy applies to all members of the Harford County Sheriff's Office based on the fact that deputies and members of the Sheriff's Office accumulate higher total miles than many other County drivers while driving in adverse conditions.
2. The driver corrective actions are administrative in nature and are separate and distinct from the HCSO disciplinary process.
3. The Crash Review Committee (CRC) must thoroughly evaluate the employee's driving record to determine prior preventable crashes before determining the appropriate course of action.

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**B. Preventable Crashes within a Three Year Rolling Period**

**1. FIRST Preventable Crash**

- a. Damage is less than \$5,000 - verbal counselling and guardian entry.
- b. Damage is greater than \$5,000 - formal counselling and guardian entry.

**2. SECOND Preventable Crash**

- a. Damage is less than \$5,000 - formal counselling and guardian entry.
- b. Damage greater than \$5,000 - formal counselling, guardian entry, and remedial training as determined by the Driver Training Program Supervisor.

**3. THIRD Preventable Crash**

- a. Formal counselling, guardian entry, remedial training as determined by the Driver Training Program Supervisor, and suspension of privilege to operate a HCSO or County vehicle off-duty for 15 days.

**4. FOURTH Preventable Crash**

- a. Suspension of privilege to operate a HCSO or County vehicle for any purposes for 15 days, off-duty for an additional 30 days and remedial training as determined by the Driver Training Program Supervisor.

**5. FIFTH Preventable Crash**

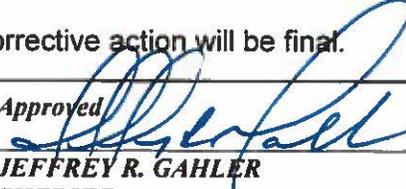
- a. Suspension of privilege to operate a HCSO or County vehicle for any purposes for 30 days, off-duty for an additional 60 days and remedial training as determined by the Driver Training Program Supervisor.

**C. Extra-Duty Overtime**

A deputy will be permitted to work approved extra-duty overtime during a period of off-duty use suspension with the approval of the Chief Deputy if his privilege to drive for any purpose is not also suspended.

**D. Crash Review Committee Decisions**

- 1. Completed Crash Review Committee Case Disposition forms (Form SO-132) will be forwarded to the Chief Deputy who will review the findings and recommendations for concurrence.
- 2. The Chief Deputy's decision on the determination of the corrective action will be final.

<p>Approved </p> <p><b>JEFFREY R. GAHLER</b> <b>SHERIFF</b></p> <p>DATE <u>9/20/16</u></p>
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