




# Clayton County Police Department PROCEDURES

Subject <b>DEPARTMENT VEHICLE ACCIDENTS &amp; INVESTIGATIONS</b>		Procedure # <b>B22</b>	
Authorizing Signature 	Effective <b>03-05-2024</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages <b>12</b>

## I. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the notification, response, documentation and investigation of Department vehicle accidents, or any other incident that results in damage to a Department vehicle.

## II. POLICY

It shall be the policy of the Clayton County Police Department (CCPD) that all sworn and non-sworn employees will immediately notify a supervisor of **all** vehicle accidents involving Department vehicles (includes any marked or unmarked vehicle that is owned, leased, rented, seized, donated, utilized or acquired), regardless of the amount of damage or lack thereof, and **any** damage occurring to a Department vehicle, or Department vehicle equipment, assigned to them, in their care or occurring in their immediate presence.

## III. DEFINITIONS

Accident Investigation: Investigation conducted by a law enforcement agency and/or the Risk Administrator or Risk Safety Inspectors determining the cause and contributing factor(s) of a vehicle accident.

Department Vehicle: Any motorized vehicle owned, leased, or utilized by the CCPD, excluding personal vehicles owned by employees or volunteers.

Disabling Damage: Damage other than a flat tire that is sufficient to prevent the vehicle from being driven away without repair.

Employee: Personnel employed by the CCPD, sworn/non-sworn.

Extenuating Circumstances: Factors outside the motor vehicle operator's control leading up to or attending the motor vehicle collision which tends to mitigate or reduce the operator's culpability.

Incident: Any damage to a Department vehicle including damage from a foreign object striking the vehicle, damage that is incurred on Department property or vandalism.

Injury: Injury to any person caused directly or indirectly by, or aggravated by, a motor vehicle collision.

Motor-Vehicle Accident: An accident involving one (1) or more vehicles. It can also involve moving objects, such as pedestrians or animals, and fixed objects, such as a tree, utility pole, guardrail, etc.

Non-Preventable Accident: A motor vehicle accident involving an operator who did not violate any traffic law, who operated the motor vehicle with due care, and whose actions did not contribute in any way to the motor vehicle collision.

Preventable Accident: A motor vehicle accident that occurred because the driver failed to do everything that they reasonably could have done to avoid it.

Safety Officer: Employee designated to investigate accidents involving County vehicles, instruct Defensive Driving techniques to County employees and to review health and safety issues among County employees and County property.

Serious Injury: The deprivation of a member of a person's body, rendering a member of a person's body useless, seriously disfiguring a person's body or a member thereof, or by causing organic brain damage which renders the body or any member thereof useless, regardless of how the injury occurred. Serious injuries include, but are not limited to, full or partial paralysis, loss of consciousness, fractured bones, injuries requiring transport to a hospital or medical facility, etc.

Vehicle Maintenance Officer: A designated employee that manages fleet maintenance records and coordinates maintenance of all assigned vehicles.

#### **IV. RESPONSIBILITIES**

- A. All employees are responsible for utilizing safe driving techniques while driving any Department motor vehicle.
- B. Any employee involved in a motor vehicle accident while operating a Department vehicle, regardless of duty status, or amount of damage, must be reported to an on-duty supervisor immediately, or as soon as practicable, prior to leaving the scene of the accident, unless exigent circumstances exist that would make reporting unreasonable.
- C. All employees, on-duty or off-duty, shall immediately notify their supervisor, when a Department vehicle and/or equipment for such vehicle sustains damage not incurred in an auto accident.
- D. Sworn supervisors are responsible for investigating Department vehicle accidents involving employees and completing the necessary documentation.
- E. All damages to Department motor vehicles (regardless of repair costs) must be reported promptly to the Risk Management Division of Clayton County and all required Risk Management and Department Reports shall be completed by the investigating supervisor and forwarded to the Risk Management Division within twenty-four (24) hours of the vehicle accident.

#### **V. RESPONSE TO DEPARTMENT VEHICLE ACCIDENTS**

- A. Notifications
  - 1. Employees will immediately notify a supervisor of **all** Department vehicle accidents.

2. When a sworn or non-sworn employee is involved in a Department vehicle accident, whether on or off-duty, the involved employee shall, if able:
  - a. Immediately notify E911/Communications that a Department vehicle accident has occurred, and request a supervisor to respond to the scene. If the accident occurred outside the boundaries of Clayton County, notify the appropriate jurisdiction for an investigation in addition to the required supervisor notification.
  - b. Check for injuries, request EMS to respond if injuries have occurred and render necessary aid; remove any hazards to life or property.
  - c. If the involved employee is a sworn employee, preserve the scene and prevent further injury or damage.
  - d. If injured, receive treatment for injuries.
  - e. Notify immediate supervisor, as soon as practicable.
3. Upon arrival at the accident scene, the investigating supervisor shall:
  - a. Take appropriate measures to identify and give aid to injured persons and stabilize the scene, if necessary.
  - b. Provide E911/Communications personnel with the following information:
    - 1) The number of the Department vehicle involved in the accident;
    - 2) The extent of damage to the Department vehicle; and
    - 3) Extent of injuries, to all parties involved.
  - c. Notify the County Photographer.
  - d. Notify the Safety Director.
  - e. Notify the wrecker service, if any vehicles need to be towed.
  - f. Notify chain of command and provide all relevant information.
  - g. If the accident was captured on body worn camera (BWC) video or any other type of video, the investigating supervisor will view and analyze the applicable portions of the video as soon as possible. **The investigating supervisor will immediately classify the BWC footage as a County Vehicle Accident upon completion of an event, unless exigent circumstances exist.**

Refer to CCPD SOP: *B13: Body-Worn and In-Car Cameras*, and *B13: Appendix A* for the list of BWC/ICC DME Classifications.
  - h. Conduct a complete and thorough investigation of the facts and circumstances surrounding the Department vehicle accident.
4. The investigating supervisor or a higher ranking supervisor will immediately contact the County-contracted alcohol and drug testing facility to arrange for an immediate alcohol and drug test of the involved employee. Refer to CCPD SOP: *C7: Drug & Alcohol Policy*.

**EXCEPTIONS:** When the investigating supervisor has conducted a thorough investigation into a Department vehicle accident and is able to determine there are no contributing factors to indicate an employee was at-fault, a drug and alcohol test **will not** be requested, **only under the following circumstances.**

- a. The employee was involved in a single-vehicle accident with a dog, deer or other animal and said employee was not injured.
- b. The vehicle was legally parked and unoccupied, when the collision occurred.

B. Restrictions of Involved Personnel

Employees will not direct or supervise, attempt to direct or supervise, or in any other manner interfere with, or attempt to interfere with, or investigate, or attempt to investigate, a Department vehicle accident in which they are a party, regardless of whether or not the accident investigation is conducted by the CCPD. However, employees will act in accordance with OCGA § 40-6-275, the duty to remove vehicles involved in traffic accidents on expressways and multilane highways of the State of Georgia.

C. Investigating Authority

1. A sergeant or higher ranking supervisor **will** respond to all Department vehicle accidents that occur in Clayton County or within a reasonable distance from the county line.

A sergeant or higher ranking supervisor **will not** be required to respond in-person to a Department vehicle accident **outside** the County when the following applies.

- a. The involved supervisor takes into consideration the travel distance and factors below, and an on-duty higher ranking supervisor agrees that a supervisor response is not practical and grants such approval for the involved supervisor, not to respond:
  - 1) Damage to the vehicles involved is minor.
  - 2) There are no injuries.
  - 3) The employee was not involved in a pursuit or emergency driving.
  - 4) There is no indication that the employee was involved in reckless or criminal behavior.
  - 5) The appropriate outside agency is investigating the accident.
- b. Even though the involved supervisor is unable to respond, they shall:
  - 1) Communicate with the involved officer and the outside agency officer investigating the Department vehicle accident investigation.
  - 2) Obtain a copy of any documentation available from the reporting jurisdiction.
  - 3) Complete the required departmental paperwork.
  - 4) Adhere to the procedures contained herein, in addition to any other standard operating procedures that may be related to the circumstances.
2. The CCPD **will not** investigate any Department vehicle accidents, regardless of where they occur, that results in death or serious injury, or damage to another person's property to an apparent extent of \$500 or more.

The CCPD **will** investigate Department vehicle accidents that occur in the unincorporated areas of Clayton County, or within the incorporated areas, when the law enforcement agency with primary jurisdiction has an extended estimated time of arrival (ETA) of more than one (1) hour; or result in minor injuries, or damage to another person's property to an apparent extent of less than \$500.

Only an on-duty CCPD supervisor with the rank of sergeant or higher is permitted to investigate a Department vehicle accident and/or complete the *Motor Vehicle Accident Report*.

**EXCEPTIONS: Department Motor Vehicle Accidents on Private Property**

Depending on the level of damage that occurs when a Department motor vehicle is involved in a private property accident, exceptions may apply.

If a Department motor vehicle accident occurs on private property, in an unincorporated area of Clayton County, and there are **no** injuries, and only minor non-disabling damage (even if it exceeds \$500) that does not interfere with the operation of the vehicle(s) involved, it **will not** be necessary to start an outside agency to handle the accident investigation. The Department **will** handle the accident investigation, unless such accident involves a violation of an applicable Georgia traffic law as defined in O.C.G.A. § 40-6-3 (e.g., reckless driving, DUI, homicide by vehicle), or if other extraordinary circumstances exist.

Only an on-duty CCPD supervisor with the rank of sergeant or higher is permitted to investigate a Department motor vehicle accident that occurs on private property and/or complete the *Motor Vehicle Accident Report*.

3. The Georgia State Patrol (GSP) will be the primary agency called to investigate all Department vehicle accidents that occur in unincorporated areas of Clayton County and result in death or serious injury, or property damage to an apparent extent of \$500 or more, with the exception of minor accidents that occur on private property, as described in this policy section (i.e., V. C. 2.).
4. In the event that a Department vehicle accident occurs within the incorporated areas of Clayton County, the law enforcement agency having primary jurisdiction will be called to investigate. If the law enforcement agency having primary jurisdiction declines to investigate the accident, GSP will be called to investigate.
5. In the event that a Department vehicle accident occurs outside the boundaries of Clayton County, within or outside the State of Georgia, the law enforcement agency having primary jurisdiction for that area will be called to investigate the accident.
  - a. If a Department vehicle accident occurs within the State of Georgia, and the law enforcement agency having primary jurisdiction declines to investigate the accident, GSP will be called to investigate the accident.
  - b. If a Department vehicle accident occurs outside the State of Georgia, and the law enforcement agency having primary jurisdiction declines to investigate the accident, the state, county or other local agency having concurrent jurisdiction will be called to investigate the accident.

D. Photographs

1. Photographs will be taken of all Department vehicles involved in motor vehicle accidents.
  - a. For all Department vehicle accidents, the County Photographer will respond to take photographs of the Department vehicle involved.
  - b. In the event a Department vehicle accident occurs in a geographic location outside the boundaries of Clayton County (e.g., within another county; outside the State of Georgia; etc.), or uncontrollable circumstances dictate, that the County Photographer is unable to

respond, the involved employee will be responsible for requesting that the investigating agency take photographs of the Department vehicle(s) involved.

- c. Responding Department supervisors at the scene are encouraged to take photographs of the scene. However, if a supervisor does take photographs, they must adhere to the following:
  - 1) Their photographs **do not** replace the requirement to use the County Photographer, or the investigating agency's photographer.
  - 2) All photographs taken by the supervisor must be submitted to the Records & Permits Unit in accordance with Department procedures.

## 2. Submission of Photographs

- a. All photographs taken by the County Photographer will be electronically filed by the County Photographer with the Clayton County Central Services Department, Risk Management Division, using the corresponding departmental case number via a designated County intranet network location. The County Photographer will also submit the photographs to the Department's Records & Permits Unit for filing and storage under the departmental case number.
- b. All photographs taken by a Department supervisor, regardless of whether or not that supervisor investigated and reported the Department vehicle accident, will be electronically filed through the GCIC/ Records & Permits Unit. Supervisors will follow the procedures outlined in CCPD SOP: *E4: Central Records & Permits*.

## E. Inspections of Vehicles Involved in Motor Vehicle Accidents

Each Department vehicle involved in a motor vehicle accident will be taken to the County Fleet Maintenance Department (County Shop) for inspection within twenty-four (24) hours of the accident and prior to the vehicle being returned to service, regardless of visible damage. In the event that an inspection cannot occur due to a conflict with a weekend or holiday, or the location and/or condition of the vehicle, it will be the responsibility of the concerned Day Watch Commander of the affected Sector and/or unit to ensure that the vehicle is taken to the County Shop on the next business day.

## F. Reporting, Documentation & Notification by Supervisors

1. In the event of **any** Department vehicle accident, the supervisor will prepare the following reports:
  - a. *Clayton County Vehicle Loss Notice Report*;
  - b. *Clayton County Vehicle Accident Supervisor's Report*; and
  - c. *Clayton County Human Resources Department Safety Awareness & Investigations Division Workers' Compensation Supervisor's Investigative Report*, if an employee was injured.

All of the aforementioned Clayton County forms are accessible via the CCPD's intranet page or Buzz Clayton County Employee Portal (<https://buzz.claytoncountyga.gov/?s=forms>).

2. In the event a Department vehicle accident occurs, the concerned on-duty supervisor **will** obtain a departmental case number, regardless of whether or not the accident is investigated and/or reported by the CCPD.

- a. In the event the CCPD supervisor **is not** responsible for investigating the Department vehicle accident and/or completing the *Motor Vehicle Accident Report*, they will request a departmental case number for a “Code 4.”

Upon completion of the call, the CCPD supervisor will return to service by stating that they are “Code 4 and clear with a Supervisor’s Report.” The Supervisor’s Report only includes the following reports listed previously in this policy.

- 1) *Clayton County Vehicle Loss Notice Report*;
- 2) *Clayton County Vehicle Accident Supervisor’s Report*; and
- 3) *Clayton County Human Resources Department Safety Awareness & Investigations Division Workers’ Compensation Supervisor’s Investigative Report*, if an employee was injured.

- b. In the event the CCPD supervisor **is** responsible for investigating the Department vehicle accident and/or completing the *Motor Vehicle Accident Report*, they will follow the standard protocol for requesting a departmental case number for a “Code 6.”

Upon completion of the call, the CCPD supervisor will return to service by stating that they are “Code 6 and clear.” This status code accurately states that they investigated the accident and completed the corresponding *Motor Vehicle Accident Report*.

- c. The departmental case number will be recorded in the upper right hand corner of all related documentation, to include the required Clayton County forms listed previously and shown below.

- 1) *Clayton County Vehicle Loss Notice Report*;
- 2) *Clayton County Vehicle Accident Supervisor’s Report*; and
- 3) *Clayton County Human Resources Department Safety Awareness & Investigations Division Workers’ Compensation Supervisor’s Investigative Report*, if an employee was injured.

3. When another agency investigates a vehicle accident involving a Department vehicle and prepares the State of Georgia *Motor Vehicle Accident Report*, the CCPD supervisor will **neither** complete an additional *Motor Vehicle Accident Report* **nor** any portion of an additional *Motor Vehicle Accident Report*.

#### 4. Submission of Documentation

- a. Supervisors shall forward **all** original documents, **excluding** the *Motor Vehicle Accident Report*, if applicable, to the Uniform Patrol Division Commander’s Administrative Assistant.

The *Motor Vehicle Accident Report*, if completed by a CCPD supervisor, will be submitted, reviewed and approved in accordance with current standard operating procedures through the Georgia Electronic Accident Reporting System (GEARS) using the reporting supervisor’s GEARS account.

- b. Upon receipt of the original documents, the Uniform Patrol Division Commander’s Administrative Assistant will perform the following:

- 1) Forward copies of all documents, **excluding** the *Workers’ Compensation Supervisor’s Investigative Report*, to the CCPD’s Vehicle Maintenance Officer.

- 2) Forward copies of all documents to the Clayton County Central Services Department, Risk Management Division.
- 3) Forward all original documents, **excluding** the *Workers' Compensation Supervisor's Investigative Report*, to the Department's GCIC/ Records & Permits Unit for filing under the departmental case number.
- 4) Forward the original *Workers' Compensation Supervisor's Investigative Report* to the CCPD's Logistics & Operations Unit Commander's Administrative Assistant.

## **VI. RESPONSE TO DAMAGE TO DEPARTMENT VEHICLE INCIDENTS**

- A. Sworn and non-sworn employees, whether on or off-duty, shall immediately notify their supervisor, when a Department vehicle and/or Department vehicle equipment sustains damage not incurred in an auto accident.
- B. Circumstances will dictate whether or not the involved supervisor needs to respond. When the supervisor does not respond they will need to communicate with the involved employee to make sure all standard operating procedures related to the circumstances are being adhered to.
- C. The completion of an *Incident Report* documenting the circumstances and details is required when a Department vehicle and/or Department vehicle equipment sustains damage not incurred in an auto accident.
  1. The sworn employee who discovered the damage will complete the *Incident Report*. If extenuating circumstances exist, another officer and/or supervisor will complete the report.
  2. The non-sworn employee will complete a written statement; a sworn officer will complete the *Incident Report*.
  3. If the incident occurred outside the boundaries of Clayton County, the involved employee will notify the appropriate jurisdiction for an investigation in addition to the required supervisor notification.
- D. All cases of damage to a Department vehicle and/or Department vehicle equipment will be reviewed by the employee's chain of command.
- E. Damage to Department vehicles and/or Department vehicle equipment, shall be reported as soon as possible to the Vehicle Maintenance Officer.
- F. At the discretion of the employee's concerned supervisor, the damaged Department vehicle and/or Department vehicle equipment will be taken to the appropriate facility or personnel as soon as possible, for replacement or repair.

## **VII. ACCIDENT REVIEWS & CORRECTIVE ACTION**

- A. The current *Clayton County Vehicle & Driver Policy* delegates to the Chief of Police the responsibility for corrective action below the accumulation of eleven (11) points against an employee's County driving record. However, the accumulation of eleven (11) points triggers the loss of driving privileges for County-owned vehicles.
- B. Review Process
  1. The Risk Management Division of the Clayton County Central Services Department is charged with determining whether or not an accident involving a Department vehicle was "preventable." The Risk Administrator/Risk Safety Inspector will be responsible for making



such a determination and the assessment of points. Once a determination is made, the concerned employee will receive a dated letter from Risk Management explaining the determination and points accumulated. Points are accumulated during a two (2) year period and will roll off the record at the end of the two (2) year period.

Employees have the right to appeal Risk Management's determination to the Vehicle Accident Review Board (VARB). The appeal must be made within thirty (30) calendar days of the date of Risk Management's original dated letter explaining the determination. **The appeal must be made in writing** to Risk Management, via *Memorandum (Memo)*, who will schedule the hearing before the VARB. After their delivery of the written appeal, the concerned employee will be notified by Risk Management or the VARB of their scheduled VARB hearing date.

2. Upon notification from Risk Management or the VARB, whichever notified the Department last, that an accident was deemed "preventable," the Assistant Chief, or the Deputy Chief, will review the findings. Accidents involving Chief's Staff personnel will be reviewed by the Deputy Chief of Support Operations Command. If the Deputy Chief concurs that the accident was preventable, caused by poor judgment or driver negligence, the Deputy Chief will make a recommendation to the Chief of Police for corrective action.

#### C. Corrective Action

1. Corrective action is intended to correct behavior and prevent future traffic accidents. Some factors that will be considered in determining the corrective action are as follows:
  - a. Number of preventable accidents by the concerned employee within the previous twenty-four (24) months.
  - b. Severity of the motor vehicle accident.
  - c. Degree of error or negligence exhibited or performed by the concerned employee.
2. Risk Management will notify the Chief of Police when an employee of the CCPD has eight (8) or more points on their record. The Chief of Police may handle the appropriate discipline.
3. The accumulation of eleven (11) points, as outlined in the current *Clayton County Vehicle & Driver Policy*, will cause an employee to lose their privilege to drive a County-owned vehicle. This is a departmental loss of an essential function of the job; therefore, such action can result in further disciplinary action up to, and including, termination.
4. Each year, employees may reduce their accumulated point level by attending a driver's education class approved by Risk Management. Successful completion of the class will reduce the employee's total point accumulation level by half. The financial cost, if any, of such training will be the responsibility of the employee.

Recalculation of the employee's point total will be revised upon receipt of documentation reflecting the successful completion of the training. This training is in addition to the mandatory Defensive Driving Class which must be attended by each employee every three (3) years.

5. Employees involved in a preventable accident, must enroll and attend the Georgia Public Safety Training Center (GPSTC) *Essentials of Law Enforcement Driving* online training course; the primary purpose of this four (4) hour training program is to reduce the number of law enforcement crashes and fatalities.

6. Any officer involved in a second preventable accident within a twenty-four (24) month span must enroll, attend and complete the two (2) day/sixteen (16) hour *Distracted Driving Awareness for Law Enforcement Course* held at the Georgia Public Safety Training Center (GPSTC), or other Department approved preventable accident course.

The *Distracted Driving Awareness for Law Enforcement Course* is designed to introduce current/active law enforcement officers to the unique problems associated with distracted driving. Officers will learn how to drive safely and with precision while focusing on the roadway conditions and disregarding distractions that negate officer safety.

A Department vehicle must be utilized by officers attending the *Distracted Driving Awareness for Law Enforcement Course*.

7. Clayton County Risk Management has recognized the *Distracted Driving Awareness for Law Enforcement Course* as a basis for reducing points on the officer's County driving record. Once officers have successfully completed this course, they shall notify their chain of command and provide proof of successful completion (e.g., copy of certificate) to their supervisor. The supervisor will send the copy of the certificate as proof of completion to Risk Management.

Recalculation of the employee's point total will be revised upon receipt of documentation reflecting the successful completion of the training. Any recalculation/reduction of the employee's point total will be considered and/or performed by Risk Management.

#### D. Disciplinary Process for Preventable Accidents

1. The administering of discipline for preventable accidents shall follow the guidelines for progressive discipline and consider the seriousness of the incident, the circumstances surrounding the accident, the employee's previous disciplinary record and work performance, the overall negative impact on the Department, the amount of time since the last preventable accident and the likelihood for future similar problems.
2. Employees with an assigned vehicle, may have their take home vehicle privileges suspended for reasons that may include, but are not limited to the following:
  - a. Chargeable motor vehicle accident in a Department vehicle, if gross negligence is determined to be a factor.
  - b. The accumulation of eleven (11) points against an employee's County driving record.
  - c. Receiving a *Uniform Traffic Citation (UTC)* for a traffic offense while operating a Department vehicle.
  - d. Carelessness or neglect in the operation of Department vehicles.
  - e. Any time at the discretion of the Chief of Police.
3. Disciplinary actions range from a *Letter of Reprimand* for a minor traffic accident (no injuries with damage less than \$1500) with no prior preventable accidents within the past twenty-four (24) months, up to suspension and/or termination for a more serious preventable accident and/or second or third preventable accident within twenty-four (24) months.

Refer to Section VII. A. *Preventable/At-Fault Motor Vehicle Accident Guide* of this procedure for disciplinary actions.

## VIII. PREVENTABLE/ AT-FAULT MOTOR VEHICLE ACCIDENT GUIDE

The *Preventable/ At-Fault Motor Vehicle Accident Guide* (shown below) will be used as a guideline for personnel actions resulting from preventable motor vehicle accidents involving Department vehicles. Any final decision regarding discipline is a matter within the discretion of the Chief of Police.

### PREVENTABLE/ AT-FAULT MOTOR VEHICLE ACCIDENT GUIDE

DISCIPLINARY GUIDE PREVENTABLE MOTOR VEHICLE ACCIDENTS	MINOR ACCIDENT (No Injury)	MINOR ACCIDENT WITH INJURY (Visible Injury or Transported)	MAJOR ACCIDENT (With or Without Injury)	TOTAL LOSS
REPAIR COSTS TO ALL VEHICLES INVOLVED	\$1,500.00 or less	\$250.01 to \$1,500.00	\$1,500.01 to \$4,000.00	\$4000.01 or higher
<b>DISCIPLINARY ACTION</b> 1 <sup>st</sup> Accident within preceding 24 Months	Ranges from a <i>Significant Incident Log (SIL)</i> to a <i>Letter of Reprimand (LOR)</i>  <b>MANDATORY DRIVER TRAINING COURSE</b> <i>Refer to this policy (Section VII. C. 5.)</i>	One (1) Day Suspension  <b>MANDATORY DRIVER TRAINING COURSE</b> <i>Refer to this policy (Section VII. C. 5.)</i>	Three (3) Day Suspension <i>No Take Home Thirty (30) Days</i>  <b>MANDATORY DRIVER TRAINING COURSE</b> <i>Refer to this policy (Section VII. C. 5.)</i>	Five (5) Day Suspension <i>No Take Home Forty-five (45) Days</i>  <b>MANDATORY DRIVER TRAINING COURSE</b> <i>Refer to this policy (Section VII. C. 5.)</i>
<b>DISCIPLINARY ACTION</b> 2 <sup>nd</sup> Accident within 24 Month period	One (1) Day Suspension  <b>MANDATORY DRIVER TRAINING COURSE</b> <i>Refer to this policy (Section VII. C. 6.)</i>	Five (5) Day Suspension  <b>MANDATORY DRIVER TRAINING COURSE</b> <i>Refer to this policy (Section VII. C. 6.)</i>	<b>No Injury</b> Five (5) Day Suspension <b>With Injury</b> Seven (7) Day Suspension <i>No Take Home Thirty (30) Days</i>  <b>MANDATORY DRIVER TRAINING COURSE</b> <i>Refer to this policy (Section VII. C. 6.)</i>	Ten (10) Day Suspension <i>No Take Home Sixty (60) Days</i>  <b>MANDATORY DRIVER TRAINING COURSE</b> <i>Refer to this policy (Section VII. C. 6.)</i>
<b>DISCIPLINARY ACTION</b> 3 <sup>rd</sup> Accident within 24 Month period	Five (5) Day Suspension	Chief's Discretion	Chief's Discretion	Chief's Discretion

\*\*\*\*\* *Fatality Accident, any amount of damage – Chief's Discretion* \*\*\*\*\*

## **IX. OFFICERS PROHIBITED FROM DRIVING COUNTY VEHICLES**

Protocol for gainful employment of officers who have been prohibited by the Chief of Police from driving County vehicles due to preventable/at-fault traffic accidents.

- A. The Chief of Police may decide to prohibit an officer from driving County vehicles when:
  - 1. An officer has been involved in four (4) or more at fault accidents within two (2) years;
  - 2. The officer is involved in a fatal or serious injury accident and had one (1) or more at-fault accidents within two (2) years;
  - 3. When an officer has been ordered to attend training to improve their driving skills and has failed to pass the class; or
  - 4. When the Chief of Police has reviewed the officer's driving history and determined it is in the best interest of the Department to prohibit the officer from driving a County vehicle.
- B. An officer who has been prohibited from driving County vehicles due to traffic accidents may be utilized as:
  - 1. Second (non-driving) officer in patrol car (two-officer unit);
  - 2. Foot patrol beat assignment;
  - 3. Fixed post assignment; or
  - 4. Any other assignment as directed by the Chief of Police.
- C. The Chief of Police may require such an officer to attend additional training to improve their driving skills so as to avoid at-fault accidents in the future. The County will not pay for a second class after the officer has failed the first effort. Any repeated class after failure must be paid for by the officer.
- D. Restoration to full duty is at the Chief's discretion and will only happen after a sufficient passage of time coupled with successful completion of approved additional training.

## **X. CANCELLATION**

This policy amends and supersedes the following standard operating procedure: *B22: Department Vehicle Accidents & Investigations* dated July 18, 2023.