Clayton County Police Department

PROCEDURES

Subject			Procedure #
DEPARTMENT VEHICLE ACCIDENTS & INVESTIGATIONS			**B22**
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I. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the notification, response, documentation, and investigation of Department vehicle accidents and other incidents resulting in damage to Department vehicles.

II. POLICY

It shall be the policy of the Clayton County Police Department (CCPD) that all sworn and non-sworn employees immediately notify a supervisor of **all** vehicle accidents involving Department vehicles, including any marked or unmarked vehicle that is owned, leased, rented, seized, donated, utilized, or acquired, regardless of the amount of damage or lack thereof. Employees must also report **any** damage occurring to a Department vehicle and/or its 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 operating 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 report the accident to an on-duty supervisor immediately, or as soon as practicable, prior to leaving the scene, 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 its equipment sustains damage not incurred in a motor vehicle 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; 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 the E911/Communications Center 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. View and analyze applicable portions of any body-worn camera (BWC) or other video capturing the accident as soon as possible. **The investigating supervisor will immediately classify the BWC footage as a County Vehicle Accident upon completion of the event, unless exigent circumstances exist**.

Refer to CCPD SOP: B13: *Body-Worn & 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: A drug and alcohol test <u>will not</u> be requested when the investigating supervisor conducts a thorough investigation, finds no evidence of employee fault, and the incident falls into one of these specific cases:

a. The employee was involved in a single-vehicle accident with a dog, deer, or other animal, and the 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, supervise, interfere with, or investigate any Department vehicle accident in which they are a party, nor shall they attempt to do so, regardless of whether the investigation is conducted by the CCPD. However, employees will act in accordance with the Official Code of Georgia Annotated (OCGA) § 40-6-275 regarding the duty to remove vehicles involved in traffic accidents on expressways and multilane highways.

C. Investigating Authority

1. A sergeant or higher-ranking supervisor **<u>will</u>** 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 notified 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 approval for the notified 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 notified supervisor is unable to respond, they shall:
    1) Communicate with the involved employee and the outside agency officer investigating the Department vehicle accident.
    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 related to the circumstances.

2. The CCPD **will not** investigate any Department vehicle accidents, regardless of where they occur, that result 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 accidents that 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 contact 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 OCGA § 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 Section V. C. 2. above.

4. If a Department vehicle accident occurs within the incorporated areas of Clayton County, the law enforcement agency having primary jurisdiction will be called to investigate it. If the law enforcement agency having primary jurisdiction declines to investigate, GSP will be called.
5. If 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 it.
    a. If a Department vehicle accident occurs within the State of Georgia, and the law enforcement agency having primary jurisdiction declines to investigate, GSP will be called.
    b. If a Department vehicle accident occurs outside the State of Georgia, and the law enforcement agency having primary jurisdiction declines to investigate, the state, county, or other local agency having concurrent jurisdiction will be called to investigate.

D. Photographs (Photos)

1. Photos 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 photos of the Department vehicle involved.
    b. If a Department vehicle accident occurs outside the boundaries of Clayton County (e.g., within another county or outside the State of Georgia), or if uncontrollable circumstances prevent the County Photographer from responding, the involved employee is responsible for requesting that the investigating agency take photos of the Department vehicle.
    c. Responding Department supervisors are encouraged to take photos of the scene. However, if a supervisor takes photos, they must adhere to the following:
        1) Their photos **do not** replace the requirement to use the County Photographer or the investigating agency's photographer.
        2) All photographs taken by the supervisor shall be uploaded and associated with the corresponding departmental case number through the Department's Records Management System (RMS) or Coreforce, in accordance with current Department procedures.
2. Submission of Photographs (Photos)
    a. All photos 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 these photos to the Records & Permits Unit for formal filing and storage under the same case number.
    b. All photographs taken by Department personnel regarding a Department vehicle accident shall be uploaded and associated with the corresponding departmental case number through the Department's RMS or Coreforce system, in accordance with current Department procedures. This requirement applies regardless of whether the employee taking the photographs investigated or reported the incident.
    c. Photographs properly uploaded and associated with the departmental case number in RMS or Coreforce constitute submission to the Records & Permits Unit

for purposes of this procedure. A separate email submission to the Records & Permits Unit is not required.

d. The previously dedicated email address, *PD.Photos@claytoncountyga.gov*, is obsolete and shall not be used for the submission or storage of Department photographs.

E. Inspections of Vehicles Involved in Motor Vehicle Accidents

Each Department vehicle involved in a motor vehicle accident shall be taken to the County Fleet Maintenance Department (County Shop) for inspection within twenty-four (24) hours of the accident and prior to being returned to service, regardless of visible damage. If an inspection cannot occur due to a weekend, holiday, or vehicle condition/location, the concerned Sector/Unit Day Watch Commander is responsible for ensuring 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* (see Appendix A of this policy);

   b. *Clayton County Vehicle Accident Supervisor's Report* (see Appendix B of this policy); 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 the 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 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 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 necessary report.

c. The departmental case number will be recorded in the upper right-hand corner of all related documentation, including 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 thereof.

4. Blue Team Vehicle Accident Report. The first-line supervisor responding to or investigating a Department vehicle accident shall initiate a Vehicle Accident Report in Blue Team for the involved employee. The supervisor shall complete the applicable portions of the Blue Team report, upload available supporting documentation, and forward the report through the employee's established chain of command in accordance with Department procedures.

5. Submission of Documentation

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

If completed by a CCPD supervisor, the *Motor Vehicle Accident Report* 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 (UPD) 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 Administrative Assistant for the Logistics & Operations Unit.

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 its 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 its 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 its equipment will be reviewed by the employee's chain of command.

E. Damage to Department vehicles and/or its equipment shall be reported as soon as possible to the CCPD's Vehicle Maintenance Officer.

F. At the discretion of the employee's supervisor, the damaged Department vehicle and/or its 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, or authorized designee (hereinafter referred to as the Chief of Police), the responsibility for corrective action when an employee has accumulated fewer than eleven (11) points against their County driving record. However, the accumulation of eleven (11) or more 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 mandated to determine whether an accident involving a Department vehicle was "preventable." Responsibility for rendering such determinations and the assessment of points is vested with the Risk Administrator/Risk Safety Inspector.
    a. Upon a determination, the affected employee shall receive formal written notice from Risk Management detailing the decision and any points accumulated. Points accrue over a twenty-four (24) month period and are removed from the record upon the expiration of said period.
    b. Employees maintain the right to appeal a determination to the Vehicle Accident Review Board (VARB). **Such appeals must be submitted in writing** via *Memorandum* to Risk Management within thirty (30) calendar days of the date of the original notification. Following receipt of the written appeal, Risk Management shall schedule a hearing before the VARB. The employee will be notified by Risk Management or the VARB of the scheduled 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 administer 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. 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 in, attend, and complete the Georgia Public Safety Training Center (GPSTC) *Essentials of Law Enforcement Driving* online four (4) hour training course, or other preventable accident course, approved by the Chief of Police. The primary purpose of this training is to reduce the number of crashes and fatalities. In addition to this training employees must also enroll in, attend, and complete the Department-approved driver simulator training course.
6. Any employee involved in a second preventable accident within a twenty-four (24) month span must enroll in, 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 preventable accident course, approved by the Chief of Police. In addition to this training employees must also enroll in, attend, and complete the Department-approved driver simulator training course.
    a. The *Distracted Driving Awareness for Law Enforcement Course* is designed to introduce 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 this course.
    b. 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 successfully complete this course, they shall notify their chain of command and provide proof of successful completion (e.g., a copy of the certificate) to their supervisor. The supervisor will send the copy as proof of completion to Risk Management. The employee's point total will be adjusted upon receipt of documentation reflecting the successful completion of the training. Any reduction of the employee's point total will be considered and/or performed by Risk Management.

7. Any employee involved in three (3) or more preventable accidents within a twenty-four (24) month span must enroll in, attend, and complete all required preventable accident training courses approved by the Chief of Police.

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. 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 for a minor traffic accident (no injuries, damage less than $1500) with no prior preventable accidents within twenty-four (24) months range from a *Significant Incident Log Form* to a *Letter of Reprimand*. More serious preventable accidents, or a second or third preventable accident within twenty-four (24) months, may result in suspension and/or termination. Refer to Section VIII. A. *Preventable/At-Fault Motor Vehicle Accident Guide* of this procedure for further details.

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/transport)	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
DISCIPLINARY ACTION 1st Accident within preceding 24 months	Range: ***Significant Incident Log*** to a ***Letter of Reprimand*** **Mandatory Driver Training Course** (Section VII.C.5.)	1-Day Suspension **Mandatory Driver Training Course** (Section VII.C.5.)	3-Day Suspension/ 30-Day Take-home Vehicle Privilege Loss **Mandatory Driver Training Course** (Section VII.C.5.)	5-Day Suspension/ 45-Day Take-home Vehicle Privilege Loss **Mandatory Driver Training Course** (Section VII.C.5.)

DISCIPLINARY ACTION 2nd Accident within 24-month period	**1-Day Suspension** **Mandatory Driver Training Course** (Section VII.C.6.)	**5-Day Suspension** **Mandatory Driver Training Course** (Section VII.C.6.)	**5-Day (no-injury) or 7-Day (w/injury) Suspension/30-Day Take-home Vehicle Privilege Loss** **Mandatory Driver Training Course** (Section VII.C.6.)	**10-Day Suspension/60-Day Take-home Vehicle Privilege Loss** **Mandatory Driver Training Course** (Section VII.C.6.)
DISCIPLINARY ACTION 3rd Accident within 24-month period	**5-Day Suspension** **Mandatory Driver Training Course** (Section VII.C.7.)	**Chief's Discretion** **Mandatory Driver Training Course** (Section VII.C.7.)	**Chief's Discretion** **Mandatory Driver Training Course** (Section VII.C.7.)	**Chief's Discretion** **Mandatory Driver Training Course** (Section VII.C.7.)

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

IX. EMPLOYEES PROHIBITED FROM DRIVING COUNTY VEHICLES

Protocol for alternative duty assignments for employees 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 employee from driving County vehicles when:
   1. An employee has been involved in four (4) or more at-fault accidents within two (2) years;
   2. The employee 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 employee 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 employee's driving history and determined it is in the best interest of the Department to prohibit the employee from driving a County vehicle.

B. A sworn officer prohibited from driving County vehicles due to traffic accidents may be utilized in the following capacities:
   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 an employee 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 employee has failed the first attempt. Any repeated class after failure must be paid for by the employee.

D. Restoration to full duty is at the discretion of the Chief of Police and will only occur 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 September 12, 2026.