



# CHATHAM COUNTY POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

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**SOP # OPS-002:  
POLICE VEHICLES**

**EFFECTIVE: 02/01/18  
REVISED: 10/02/25**

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### **PURPOSE**

The purpose of this Standard Operating Procedure is to establish guidelines for the use and care of the Chatham County Police Department (CCPD) vehicles.

### **POLICY**

All CCPD employees who operate a departmental vehicle must adhere to the Chatham County Government Vehicle Policy and Departmental policy dealing with the operation of motor vehicles. Authorized emergency vehicles and emergency vehicular warning devices will be employed only as directed by circumstances that constitute an emergency and in ways that will minimize the risk of accidents or injuries to employees and the public. All vehicles used for routine or general patrol duties will be equipped with operational emergency lights and a siren and conspicuously marked with decals identifying them as a CCPD vehicle. Department members may be issued a vehicle commensurate with their rank or assignment. The Chief of Police has the authority to establish a personally assigned patrol vehicle program to allow officers to have an assigned police vehicle.

### **DEFINITIONS**

**Motor Vehicle Crash:** For purposes of this policy, a motor vehicle crash is any collision of a vehicle—with another vehicle, stationary object, or person—owned by or assigned to this agency that results in property damage or personal injury.

### **PROCEDURE**

#### **I. EMERGENCY VEHICLE OPERATION**

##### **A. Routine Call Response**

1. Routine response is the operation of a police vehicle, without activating emergency equipment, in response to a situation of a nature that does not pose an immediate threat to human life and does not require extraordinary measures.
2. Under normal, non-emergency operating conditions and while responding to routine calls for service, operators of department vehicles shall not use any emergency equipment. They shall strictly adhere to all traffic laws while responding without unnecessary delay by using the most direct route.
3. Officers will not utilize emergency equipment to get through traffic when they are dispatched to a call that would not normally entail utilizing emergency equipment.

## B. Emergency Call Response

1. Department personnel may engage in emergency vehicle operations in accordance with Georgia law ([O.C.G.A. § 40-6-6](#)) when responding to an emergency or when in pursuit. The provisions of this order do not relieve the operator of a police vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the operator of a police vehicle from the consequences of careless disregard for the safety of others.
2. Department vehicles engaged in emergency operations shall utilize emergency lights (blue lights) and siren (also know as Code 3). The siren shall be used to warn vehicular and pedestrian traffic along the emergency route. Hazardous warning lights (wigwags), the spotlight, take-down lights, and the public address system may be used as additional safety measures during emergency operations.
3. When an officer has activated their lights and siren to respond to a call, the officer will notify dispatch that they are responding “Code 3”.
4. Generally, only units that have been dispatched to an emergency call will engage in an emergency response; however, supervisors are authorized to respond in an emergency response mode on their own initiative but must advise the dispatcher.
5. The use of CCPD vehicles to protect crash scenes or injured persons shall be signaled by the activation of emergency lights, traffic cones, or other appropriate warning devices.
6. Vehicles will be parked strategically to alert traffic of a hazard and to block access to a dangerous area. Vehicles will not be parked in a manner that causes a greater hazard by blinding drivers with flashing lights.
7. CCPD vehicles shall be removed from the roadway as soon as practical after the placement of traffic cones or other appropriate warning devices, and parked on the shoulder of the road or off the road. Emergency lights and/or hazard warning lights may be used when necessary or appropriate.
8. When engaged in emergency operations, Officers shall exercise extreme care.
9. In accordance with Georgia law, emergency vehicle operators may:
  - a. Exceed the maximum speed limits so long as the operator does not endanger life or property.
  - b. Proceed past the stop signal or sign, but only after slowing or stopping as necessary for safe operation. Officers shall not enter controlled intersections against the flow of traffic at an unsafe speed and shall be sure that cross-traffic flow has yielded in each lane before attempting to cross that lane.

- c. Disregard regulations governing direction of movement or turning in a specified direction so long as life or property is not endangered.
  - d. Disregard regulations governing parking laws under normal circumstances, except that a Department vehicle shall not block access to a fire hydrant at the scene of a fire or, in any way, obstruct fire apparatus.
  - e. Officers must read and comply with: [\(O.C.G.A. § 40-6-6\)](#) Authorized Emergency Vehicles; Pursuit of Fleeing Suspects.
10. Officers shall immediately terminate the emergency operation of their vehicle when ordered to do so by a supervisor.

## **II. EQUIPMENT**

- A. Drivers will ensure that the following items are carried in their assigned vehicle at all times:
  1. First aid kit.
  2. Latex gloves.
  3. Antibacterial disinfectant.
  4. Fire extinguisher.
  5. Crime scene tape.
- B. Any equipment or supplies needing to be replenished shall be brought to a supervisor's attention.
- C. Supervisors shall conduct monthly line inspections to ensure compliance with the standard. These inspections **will** be documented on a Police Vehicle Inspection Sheet (CCPD form 1108) and maintained on file in the precinct.
  1. Any deficiencies and corresponding corrective action will be documented on the Police Vehicle Inspection Sheet.
- D. All required equipment may be issued or replenished through a routine request to the Quartermaster.

## **III. SAFETY RESTRAINTS**

- A. All persons will use the occupant safety restraints devices (seatbelts) while operating and/or riding as a passenger in a Departmental vehicle while the vehicle is in motion.
- B. Children must be restrained in a United States Department of Transportation (DOT) approved child passenger restraining system in compliance with [O.C.G.A. § 40-8-76](#).

#### **IV. DAMAGE TO VEHICLES**

- A. Precinct and Unit Commanders shall assign a supervisor to conduct and coordinate the monthly inspection of vehicles to ensure they are clean, free of trash, and that all damage is reported.
- B. When damage to a CCPD vehicle is discovered, the supervisor shall complete form 228 Chatham County Vehicle Damage Report.
  - 1. This form may be used for the following purposes.
    - a. New or newly discovered damage that was not previously documented as a vehicle accident or criminal offense.
      - (1) For example, but not limited to, a rock kicked up by another vehicle, falling limb, wind damage, etc.
    - b. Older damage that was not previously documented damage.
  - 2. A copy of the completed form 228 Chatham County Vehicle Damage Report report form shall be forwarded to the Fleet Operations, Division Commander, and Quartermaster Unit within 24 hours.
- C. An investigation shall be conducted by the Precinct or Unit Commander, or designee to determine if the vehicle damage was due to negligence by the officer assigned to operate the vehicle or as a result of an accident.
  - 1. A copy of the Chatham County Incident Report, Accident Report Form, and Chatham County Vehicle Damage Report shall be forwarded to Risk Management.
- D. If an investigation determines that any damage to the vehicle is the result of negligence on the part of the employee, the employee may be required to repair the damage or replace the damaged part at their expense, lose their personally assigned police vehicle and face disciplinary action.
- E. ,

#### **V. VEHICLE OPERATOR'S RESPONSIBILITY**

- A. All CCPD employees who operate a motor vehicle will maintain a valid Georgia Driver's License and operate departmental vehicles in a lawful manner.
  - 1. Employees will immediately notify their unit commander of any change in the status of their license.
- B. The Chatham County's [Vehicle Users Authorization Form](#) must be completed and submitted to Fleet Operations and Occupational Safety (HR.)
  - 1. All vehicle operators must be pre-authorized by the department heads/designee before operating a county-owned vehicle.
- C. Prior to the start of each shift, vehicle operators will inspect the exterior and interior of the vehicle for any damage.

- D. Vehicle operators will immediately notify a supervisor any time a CCPD vehicle is damaged. Vehicle operators will provide a detailed written statement describing how the damage occurred.
- E. All employees are responsible for keeping either fleet or assigned vehicles in a clean and serviceable condition.
  - 1. Employees may be subject to disciplinary action if their vehicle is found to be more than five hundred miles overdue for its scheduled service.
  - 2. When vehicles are deadlined for service or post-accident, the operator will contact the County Garage at (912) 652-6881 and arrange to make the necessary repairs or scheduled maintenance.
  - 3. All vehicles involved in an accident will immediately be returned to the appropriate vehicle repair facility for inspection and maintenance of the vehicle. If the damage occurs after hours and is relatively minor, the supervisor may authorize the vehicle to be driven until 0730 the next business day, then taken to the appropriate facility.
  - 4. Any vehicle that appears unsafe will be towed.
- F. CCPD employees are prohibited from transporting non-employees in police vehicles unless for a police purpose or only with the prior permission of a supervisor.

## **VI. ASSIGNED POLICE VEHICLES**

- A. Officers are assigned police vehicles based on their assignments and unit availability. Generally, most officers will have a vehicle assigned to them on a permanent basis.
- B. The Patrol Division will maintain a pool of marked police vehicles designed for patrol purposes.
- C. The Personally Assigned Police Vehicle Program (PAPV) is designed to allow officers a permanently assigned police vehicle. This program is designed to improve the department's response to emergencies, increase police visibility, reduce maintenance costs, and instill a sense of pride among officers in their equipment.
  - 1. The assignment of a personal vehicle is a privilege extended by the Chief of Police to employees and may be withdrawn at any time.
  - 2. All sworn officers of CCPD are eligible to be assigned a permanent police vehicle.
    - a. Sworn officers that have successfully completed their FTO training period are eligible to be assigned a permanent police vehicle.
  - 3. Employees assigned a police vehicle will complete the Personally Assigned Police Vehicle Form (1140).
    - a. All information requested must be accurate and correct. Providing inaccurate or incomplete information on any part of the form will be grounds for disciplinary action and loss of this privilege.
    - b. The Personally Assigned Police Vehicle Form (1140) will be forwarded to and maintained by the CCPD Vehicle Coordinator.
- D. Employees who are assigned personal vehicles under this program may drive them to their place of residence during off-duty hours, provided they live in Chatham County or within 26 miles (driving miles) of the Chatham County line.

- E. Employees who are assigned a vehicle, but reside greater than 26 miles from the Chatham County line, may park their assigned vehicle at a government location that is within the parameters outlined above. In such cases, the following provisions will be adhered to:
  - 1. The property owner or manager must be contacted by the officer and acknowledge in writing that the Department vehicle may be parked there prior to parking it.
  - 2. Each officer who wishes to park their assigned police vehicle at a government location must first complete the CCPD Form 1140 and submit it through their chain of command for approval. The CCPD Vehicle Coordinator will maintain the original form.
  - 3. Any government location where a Department vehicle is vandalized, stolen, or broken into will immediately be discontinued as an authorized location for parking Department vehicles.
  - 4. If an employee changes their place of residence, they must reapply for the PAPV (1140) program permission within five working days by submitting a new request with the new address.
  - 5. If an employee is assigned a new fleet vehicle, they must complete a new CCPD form 1140 within five working days.
- F. Employees who are on a light-duty status will not be allowed to operate a police vehicle.
  - 1. A vehicle will not be assigned as a take-home vehicle for employees in a light-duty status.
- G. Personally assigned vehicles may be used for the following purposes:
  - 1. To travel to and from regular and overtime shift assignments.
  - 2. To appear in court or other job related legal proceedings.
  - 3. To attend job-related training, including college courses.
  - 4. To attend out of county training sites when assigned, in accordance with the Chatham County policies.
  - 5. To perform off-duty employment in a police capacity approved by the department.
  - 6. To participate in physical fitness training in Chatham County.
  - 7. To attend other events specifically authorized or directed by the department.
- H. CCPD employees with personally assigned vehicles under any program will not:
  - 1. Loan or trade their vehicle to other officers.
  - 2. Transport family members or non-department personnel in their police vehicles, except in emergencies. Should an emergency arise, an on-duty supervisor will be made aware of the emergency immediately, if possible.
  - 3. Alter the vehicle in any manner, including adding bumper stickers, decals, license plates, and additional emergency lights. Requests to install additional equipment, i.e., inverters, flashlight chargers, stereos, etc., will be approved by the Division Commander prior to installation. No officer will alter, reprogram, or rewire any equipment installed on the vehicle to operate in a different manner.

- a. An exception has been authorization for those officers with an assigned Chatham County Police Vehicle to have their vehicle windows tinted.
  - b. In an effort to keep uniformity within the fleet, the following guidelines have been put into place:
    - (1) Window tint will be installed at the officer's expense,
    - (2) Window tint that does not present a professional appearance will be repaired or removed at the expense of the officer,
    - (3) Window tint will be installed or removed by a professional window tinting business,
      - (a) Proof of installation or removal will be attached to the Window Tint Agreement Form,
      - (b) Upon the completion of the tint installation, the Window Tint Agreement Form will be turned in to the Fleet Coordinator.
    - (4) The window tint to be used will be a "Carbon 25," which is a dark in color tint at 25%,
      - (a) **Note: Tint darker than 25% is unauthorized.** Officers may have a lighter tint installed if they wish,
    - (5) No mirrored or other colored tint is allowed.
  - c. Supervisors will be responsible for inspecting the tint during the monthly vehicle inspections.
    - (1) Any issues found with the tint will be noted and repaired, by the officer, within 30 days.
4. Any additional authorized equipment will become the property of the CCPD.
  5. Perform any maintenance on the vehicle beyond checking the appropriate fluid levels and tire pressure.
  6. Use the vehicle for transportation to and from non-police-related employment.
  7. Consume alcohol prior to or while driving a police vehicle.
  8. Purchase while driving or have in the police vehicle any alcoholic beverage, except that which is evidence.
  9. Park their assigned vehicle and utilize a pool vehicle while training new officers.
- I. When driving the vehicle during off-duty hours, employees may be dressed casually but appropriately and be in possession of a department radio, badge, and firearm in order to respond to any call for service. Appropriate clothing will be neat, clean, and free of holes. Cut-off shorts, tank tops, half-shirts, and bathing suits are inappropriate. Gym type clothes will not be worn (i.e., warm-up suits and sweat pants).
1. The police radio will be monitored by the officer in case of an emergency.
  2. Any easily removable equipment not attached to the vehicle will be secured in the trunk of the vehicle when officers are off-duty.

- J. Employees who are on suspension or approved leave who plan to be out of town totaling more than five days will park their vehicle at their assigned duty location and leave the keys available to the Precinct or Unit Commander.
  - 1. Any absences greater than six months require the vehicle to be returned to the Vehicle Coordinator for reassignment.
- K. Employees may have their personally assigned vehicle privileges suspended or revoked for any of the following reasons:
  - 1. Violating any provision of this policy or any Departmental policy, rules, and regulations, as well as Chatham County policies or rules pertaining to the use and care of vehicles.
  - 2. Failing at least three vehicle inspections in a one-year period.
  - 3. In conjunction with departmental discipline.
  - 4. Not keeping the vehicle properly maintained (i.e., wipers, fluid levels, air pressure in tires).
  - 5. Being five hundred miles or more past a required service.
  - 6. Being involved in an at-fault accident.
  - 7. Falsifying any information concerning their actual primary residence.
  - 8. Poor driving habits, as evidenced by multiple citizen complaints or a pattern of at-fault crashes.
- L. Officers will be assigned a vehicle that is appropriate for their assignment.
- M. If an officer transfers to an assignment requiring a different type of vehicle, they will be assigned an appropriate vehicle. (i.e., If an officer transfers from a patrol shift to another unit, they will take their vehicle, while an officer transferring from a patrol shift to the Criminal Investigation Division will be reassigned an unmarked vehicle. If an officer transfers from one precinct to another, they will retain the same vehicle.)
- N. The Chief of Police has the authority to reassign any vehicle that he feels would be better utilized in another capacity.
- O. Employees are responsible for keeping all vehicles clean and in a good state of repair. Supervisors will conduct documented monthly inspections to ensure that officers are complying with the provisions of this policy and that all maintenance is current.
- P. Should a permanently assigned vehicle become disabled or “deadlined” for repairs, the employee will draw a vehicle from the precinct or unit pool until their vehicle is returned.
- Q. In specific cases, the Chief of Police may make documented exceptions to the provisions of the PAPV Program. This authority may not be further delegated.

## **VII. POLICE VEHICLE ACCIDENTS**

- A. All accidents involving a CCPD vehicle shall be reported on Chatham County Risk Management Forms by a supervisor.
  - 1. Chatham County Risk Management will also be notified by phone at 912-652-7903 when accidents occur between 0700-1800 hours. This will afford the opportunity to allow Risk Management to come to the scene of the accident.

- B. Accidents involving a CCPD vehicle will generally be investigated by the Patrol Division Officers. (see SOP OPS-006)
1. A supervisor from the officer-involved unit will be summoned to the scene of the accident.
    - a. If the officer's supervisor is off duty and no supervisor from the same division is working, the patrol supervisor will handle the investigation.
  2. The investigating supervisor will:
    - a. Ensure all paperwork is done and the requirements of this policy are met.
      - (1) Including the: Chatham County Department Investigation Report and Employee/Applicant Screening Request Form.
    - b. Ensure that the Chatham County Access 24 number is called (844-280-1674) if the employee is injured (no matter how slight).
    - c. Follow the protocol pursuant to the Chatham County Safety Manual, Chatham County Substance Abuse Policy, and refer to Addendum 1 in this policy.
      - (1) The drug screen service provider is SATS Urgent Care, 1444 Dean Forest Road, Savannah, GA 31405. Office# 912-964-1531 ext. 1 and 24-hour Pager # 912-495-6850
        - (a) Mon – Fri 0830 – 1800 Business Hours
        - (b) Mon – Fri 1800 – 0800 After Hours
        - (c) Weekends / Holidays – 24 Hours
      - (2) If the employee is transported to the emergency room, contact SATS and the drug testing will be done there.
    - d. After Hour Post-Accident:
      - (1) Employees involved in after-hour accidents will be mandatory drug tested in accordance with Chatham County Safety Manual, Chatham County Substance Abuse Policy, and refer to Addendum 1 in this policy.
        - (a) The supervisor will contact SATS Urgent Care.
        - (b) SATS Urgent Care can be contacted by pager at (912) 495-6850.
        - (c) SATS Urgent Care will meet you at a location that you designate.
    - e. All reports of collisions must be submitted to the Risk Manager and Fleet Operations within 24 hours.
- C. Any CCPD employee involved in an accident that results in the death of another individual will immediately be placed on administrative leave and offered the services of the Chatham County Employee Assistance Program (EAP).
1. The involved employee will be required to undergo a debriefing with a Department appointed psychologist prior to returning to work. The purpose of this debriefing will be to allow the employee to express their feelings and to deal with the moral, ethical, and psychological after-effects of the incident. The debriefing will not be

related to any department investigation of the incident, and nothing discussed in the debriefing session will be reported to the department. The debriefing session will remain protected by the privileged physician-patient relationship.

2. If the employee is injured, injury leave or worker's compensation may take precedence over this requirement.

D. All vehicle accidents, no matter how minor, require an inspection at Fleet Operations.

## **VIII. VEHICLE CRASH REVIEW PROCESS**

### **A. Board Authority and Responsibilities**

1. This agency's Vehicle Crash Review Board (VCRB) shall be responsible for conducting administrative reviews and/or hearings regarding motor vehicle crashes that involve members using agency motor vehicles.
2. The VCRB is responsible for reviewing all aspects of agency motor vehicle crashes and identifying causative and/or contributory factors, where possible.
3. The VCRB shall serve in an advisory capacity only, to present findings and make recommendations to the agency chief executive or other designated officer.
4. The VCRB may draw conclusions concerning officer culpability in motor vehicle crashes but may not recommend discipline or other personnel action. Past history of incidents related to motor vehicle operation including prior crashes and any discipline for negligent or careless driving, will be taken into consideration when making recommendations. All decisions and procedures in these regards are governed by Chatham County and departmental policy.

### **B. Board Composition**

1. The VCRB shall consist of at least three and not more than five voting members as determined and selected by the agency chief executive.
2. The board shall be chaired by a senior supervisor or command-level officer for a period of time designated by the agency chief executive.
  - a. The chairperson shall be responsible for establishing board operating procedures, where not otherwise specified in this policy, subject to the approval of the agency chief executive.
  - b. The chairperson shall ensure that all commands of this agency are provided with the current operating procedures of the VCRB.
3. Other members of the board shall be assigned on a staggered, rotating basis from a list of eligible supervisory and line officers.
  - a. The length of service of VCRB members shall be determined by the agency chief executive.
  - b. Eligibility for service on the VCRB shall be determined by the board chairperson based on the member's experience, training, and related qualifications.
  - c. At least one member should possess a background in advanced traffic crash investigation or currently be assigned to the agency's traffic unit.

4. The VCRB chairperson may appoint a non-voting board coordinator on a permanent or temporary basis for the purpose of processing departmental motor vehicle crash reports, scheduling cases for review or hearing, processing disposition reports, and researching past disciplinary action through the Office of Professional Standards, among other tasks.
5. Any member of the VCRB who does not feel capable of making an impartial decision in a given case because of familiarity or working relationships with individuals involved or for other reasons shall request a replacement for purposes of that specific case review.
6. The VCRB chairperson has the authority to call members of this agency to testify at board hearings or to provide written statements necessary for board review.
7. Recommendations of the VCRB shall be made by a simple majority of at least three members present.

C. Reporting and Investigating Motor Vehicle Crashes.

1. Unless incapacitated, officers are responsible for notifying communications of motor vehicle crashes. Communications shall notify the on-duty patrol supervisor. The watch commander shall also be informed in the event of property damage or personal injury crashes.
2. Supervisors shall be responsible for ensuring that an investigation is conducted by persons with appropriate traffic investigation training.
3. Where feasible and practicable, the supervisor, any on-scene motor vehicle accident investigators, and the involved officer(s) shall file reports on departmentally approved forms within 24 hours of a crash occurrence.
4. The supervisor's report shall include a narrative memorandum on the crash, which should include the following information:
  - a. Details of events involved in and contributory to the crash.
  - b. Statements of witnesses.
  - c. Name and insurance information on involved drivers and others involved in the crash and the nature/seriousness of injuries and/or property damage.
  - d. A statement as to whether the member's crash was "preventable" or "non-preventable"—as defined by this policy—with documentation supporting those conclusions.
  - e. Any recommendations that would help prevent similar crashes in the future.

D. Discipline

1. Level 1 Crash:
  - a. Level 1 crashes would include minor vehicle/property damage and no injuries to either civilians or departmental personnel (These crashes would be deemed At-Fault/Avoidable by the VCRB). Common examples of Level 1 crashes would include, but are not limited to:
    - (1) Crashes involving a departmental vehicle backing into a fixed object.

- (2) Minor parking lot crashes.
  - (3) Low speed crashes involving fixed objects or other vehicles.
  - (4) Low speed rear-end crashes.
  - (5) Crashes with minimal or no property damage or damage to the involved CCPD vehicle.
- b. Agency members involved in a Level 1 Crash deemed At-Fault/Avoidable would receive the following progressive discipline:
- (1) First Offense: Counseling/No Loss of Vehicle
  - (2) Second Offense: Written Warning/Loss of Vehicle for 30 Days
  - (3) Third Offense: One (1) Day Suspension/Performance Improvement Plan (Driver Training Course/Referral to the Training Unit)/Loss of Vehicle for 180 Days
  - (4) Fourth Offense: Must See the Chief of Police for Disciplinary recommendation (Possible Termination)/Permanent Loss of PAPV Vehicle
- c. All of the above disciplines refer to a twenty-four (24) month period.
2. Level 2 Crash:
- a. Level 2 crashes would include extensive damage to property or vehicles, injury to the agency member or civilians, or any actions by the vehicle operator which could be considered egregious in nature or a policy violation. Common examples of Level 2 crashes would include, but are not limited to:
- (1) Crashes involving unauthorized Code responses to incidents.
  - (2) Crashes involving unauthorized pursuits.
  - (3) Crashes involving unsafe speeds.
  - (4) Crashes involving the disregard of a traffic control device (Stop light/sign).
  - (5) Crashes involving an agency member's gross negligence or reckless disregard for safety (Any actions which would create a high risk of death or serious bodily injury).
  - (6) Crashes involving an agency member's consumption of alcohol or drugs, or which may involve the filing of criminal charges against the agency member.
  - (7) Crashes involving death/great bodily injury or extensive property damage arising from the agency member's unsafe driving of any type.
- b. Agency members involved in a Level 2 Crash deemed At-Fault/Avoidable would receive the following discipline:
- (1) Any Level 2 Crash deemed At-Fault/Avoidable by the VCRB will be evaluated on a case by case basis utilizing the totality of

circumstances. The involved agency member's administrative history will be considered as well when determining appropriate discipline for a Level 2 Crash.

- (2) Discipline for Level 2 Crashes does not have to be progressive in nature, as the circumstances of the crash may necessitate discipline at the highest level of the scale.

#### E. VCRB Proceedings

1. The VCRB shall convene in conjunction with the Pursuit Review Board for hearings and/or deliberations or on an as-needed basis as determined by the Chief of Police or his/her designee.
2. The board may reach conclusions based on investigative reports submitted from agency personnel and/or statements of witnesses.
3. The board's findings will be classified in one of two ways as follows:
  - a. Non-preventable Crash
    - (1) A crash shall be classified as non-preventable when it is concluded that the member/operator exercised reasonable caution to prevent the crash from occurring and observed applicable agency policy, procedures, and training.
  - b. Preventable Crash
    - (1) A crash shall be deemed preventable when the member/operator failed to observe agency policy, procedures, or training and/or failed to exercise due caution or defensive driving tactics.
4. As soon as practicable after completing its review, the VCRB shall submit a preliminary written report of its findings, conclusions, and recommendations to the involved officer(s) and through the chain of command to the agency chief executive or his designee. Such recommendations may include but are not limited to the following:
  - a. remedial or refresher training of the vehicle operator,
  - b. modifications in or evaluation of equipment;
  - c. modifications in or review of agency policy, procedures, training, or tactics; and
  - d. recommendations for officer optometric, stress, or fitness-for-duty evaluations.
5. Where uncontested (See Appeal Procedures) within 10 days or when otherwise unmodified, the preliminary report of findings of the VCRB shall be considered final.
6. Finalized VCRB reports shall be forwarded through the chain of command to the agency chief executive or his designee for appropriate distribution and action considering the nature and cause of the crash and any recommendations for corrective, remedial, or preventive measures made by the board.

F. Appeal Procedures

1. Officers may appeal the findings and recommendations of the VCRB regarding preventable crashes by submitting a written appeal to the VCRB within 10 days of the issuance of its preliminary report.
  - a. Appeals must be accompanied by a written statement specifying points of disagreement with, or perceived oversights in, board findings and/or provide additional information not previously considered that may bear on the board's findings and recommendations.
  - b. All appeals shall be scheduled for review at the next VCRB meeting, and any modifications to original findings or recommendations shall be forwarded through the chain of command.

This Standard Operating Procedure supersedes the previous revision issued.

**BY ORDER OF:**

*Electronically Signed in PowerDMS on 10/02/2025*

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**Jeffrey M. Hadley**  
**Chief of Police**

## POST- ACCIDENT SCREENING PROCESS

If an employee is involved in a workplace accident and needs to be sent for a post-accident screening, please follow the following steps.

1. To report an occupational injury or illness, call 1-844-280-1674.
  - a. If the incident is life-threatening or requires an emergency response, call 911 for emergency medical attention first.
  - b. If you have any questions, please contact the Occupational Safety Department.
2. Fill out the employee screening request form. (See image below)
  - a. Fill out the employee and department information located at the top of the form. (A)
  - b. Select the appropriate drug/alcohol screen (B)
    - (1) If the employee is required to maintain a CDL, select the DOT Drug Screen
    - (2) If the employee is not required to maintain a CDL, select the Non-DOT (general use) Screen
    - (3) Select the Breath Alcohol Screen for all employees
  - c. Select 'Post Accident' as the reason for the screen (C)



### EMPLOYEE/APPLICANT SCREENING REQUEST FORM

Signed conditional offer letter is required for all pre-employment drug screenings.  
Completed forms & conditional offer letters should be faxed to Talent Mgt at 652-7973.

**A**

Employee/Applicant Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Position Title: \_\_\_\_\_

Temporary/Seasonal Position: Yes  No

Requesting Department: \_\_\_\_\_

Requesting Staff Member: \_\_\_\_\_

Date Requested: \_\_\_\_\_

<p><b>B</b></p> <p style="text-align: center; border: 1px solid blue; margin: 0;"><b>DRUG/ALCOHOL SCREEN</b></p> <p><input type="checkbox"/> DOT Drug Screen (for CDL Drivers)</p> <p><input type="checkbox"/> Non-DOT Drug Screen (General Use)</p> <p><input type="checkbox"/> Breath Alcohol Screen (Required for All Post-Accidents)</p> <p><b>BACKGROUND INVESTIGATION</b></p> <p><input type="checkbox"/> NCIC/GCIC/Local Records by Police Department</p> <p><input type="checkbox"/> Background will be completed by requesting department</p>	<p><b>C</b></p> <p style="text-align: center; border: 1px solid orange; margin: 0;"><b>REASON FOR SCREEN</b></p> <p><input type="checkbox"/> Pre-Employment</p> <p><input type="checkbox"/> Post Accident</p> <p><input type="checkbox"/> Random</p> <p><b>PHYSICALS</b></p> <p><input type="checkbox"/> DOT (CDL Drivers)</p> <p><input type="checkbox"/> NON- DOT</p>
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**For Human Resources Use Only**

Date Received: _____	HR Staff: _____
Date Scheduled: _____	HR Staff: _____
Date Recorded on Log: _____	HR Staff: _____
Date Results Received: _____	HR Staff: _____
Date of Department Notification: _____	HR Staff: _____

3. Submit the screening request form to Human Resources by fax to 912-652-7973.
4. Take the employee directly to St. Joseph's/Candler Immediate Care Center located at 361 Commercial Drive, Savannah, GA 31406 or other approved locations. A supervisor must be present.
  - a. Inform the care center that the employee is there for a Post-Accident Screening with Chatham County.
5. If the accident occurs after-hours, then the testing will be conducted by SATS Urgent Care.
  - a. They can be contacted by pager, (912) 495-6850.
    - (1) They will meet you at a site that you designate.
6. Once screening results are received, Human Resources will send you an email confirming the results.